EMPLOYEE POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, 135 Cannon House Office Building, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: Patrick Coff

2. a. Name of accompanying relative: or None □
   b. Relationship to Traveler: □ Spouse □ Child □ Other (specify):

3. a. Dates of departure and return: Departure: March 8, 2018 Return: March 10, 2018
   b. Dates at personal expense (if any): or None □

4. Departure city: DC Destination: Cambridge, MA Return city: DC

5. Sponsor(s) (who paid for the trip): Congressional Institute

6. Describe meetings and events attended: Meeting scheduled focused on growth/development as a manager/leader in a Congressional office and how to best achieve for constituents

7. Attached to this form are EACH of the following (signify that each item is attached by checking the corresponding box):
   a. □ a completed Sponsor Post-Travel Disclosure Form;
   b. □ the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms;
   c. □ page 2 of the completed Traveler Form submitted by the employee; and
   d. □ the letter from the Committee on Ethics approving my participation on this trip.

8. a. I represent that I participated in each of the activities reflected in the attached sponsor’s agenda. (Signify that statement is true by checking box): □
   b. If not, explain:

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER: [Signature] DATE: 3/10/18

I authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel Disclosure form were necessary and that the travel was in connection with the employee’s official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: Steve Pearce DATE: 3/10/18

SIGNATURE OF SUPERVISING MEMBER: [Signature]
U.S. House of Representatives  
Committee on Ethics  

SPONSOR POST-TRAVEL DISCLOSURE FORM  

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return. You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee’s travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Sponsor(s) (who paid for the trip): Congressional Institute

2. Travel Destination(s): Cambridge, MD

3. Date of Departure: March 8, 2018  
Date of Return: March 10, 2018

4. Name(s) of Traveler(s): See attached list  
(Note: You may list more than one traveler on a form only if all information is identical for each person listed.)

5. **Actual amount** of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:

<table>
<thead>
<tr>
<th></th>
<th>Total Transportation Expenses</th>
<th>Total Lodging Expenses</th>
<th>Total Meal Expenses</th>
<th>Other Expenses (dollar amount per item and description)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveler</td>
<td>n/a</td>
<td>$233.81</td>
<td>$163.29</td>
<td>$167.03 Facility Rental</td>
</tr>
<tr>
<td>Accompanying Relative</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. *(Signify statement is true by checking box): [ ]*

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: [Signature]  
Name: Mark Strand  
Title: President  
Organization: Congressional Institute

**I am an officer of the above-named organization (signify statement is true by checking box): [ ]**

Address: 1700 Diagonal Road #730  
Alexandria, VA 22314

Telephone number: 703-837-8812  
Email Address: strand@conginst.org

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7103.

*Version date 2/2013 by Committee on Ethics*
1. Name of Traveler: Patrick Cuff  

2. Sponsor(s) (who will be paying for the trip): Congressional Institute  

3. Travel destination(s): Hyatt Regency Chesapeake Bay Cambridge, MD  

4. a. Date of departure: 1/8/19  
   Date of return: 2/10/19  
   If yes, dates at personal expense:  
      [Signature]  

   b. Will you be extending the trip at your personal expense? □ Yes □ No  
      If yes, dates at personal expense:  

5. a. Will you be accompanied by a relative at the sponsor’s expense? □ Yes □ No  
   b. If yes:  
      (1) Name of accompanying relative:  
      (2) Relationship to traveler: □ Spouse □ Child □ Other (specify):  
      (3) Accompanying relative is at least 18 years of age: □ Yes □ No  

6. a. Did the trip sponsor answer “yes” to Question 9(a) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? □ Yes □ No  
   b. If yes, explain why the second night of lodging is warranted:  

7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: □ Yes □ No  
   NOTE: The agendas should show the traveler’s individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.  

8. Explain why participation in the trip is connected to the traveler’s individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.  
   As a Chief of Staff, it is essential to understand my fellow Chiefs. Doing so gains a better understanding of best practices to serve the People of Congressional Districts. Continuing Education through these sessions makes us all more effective.  

9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip? □ Yes □ No  

10. FOR STAFF TRAVELERS: TO BE COMPLETED BY YOUR EMPLOYING MEMBER:  
   ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL  
   I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee’s official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.  
   Date: 1/8/19  
   [Signature of Employing Member]
U.S. House of Representatives
Committee on Ethics

PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee’s Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor (who will be paying for the trip): CONGRESSIONAL INSTITUTE

2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (signify that the statement is true by checking box): ☑

3. Check only one: I represent that:
   a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip ☑ or
   b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds ☐ or
   c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.

   If “c” is checked, list the names of the additional sponsors:

4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):

   SEE ADDENDUM & ATTACHED INVITATION LIST

5. Is travel being offered to an accompanying relative of the House invitee(s)? ☑ Yes ☐ No

6. Date of departure: MARCH 8, 2018 Date of return: MARCH 10, 2018

7. a. City of departure: WASHINGTON, DC
   b. Destination(s): CAMBRIDGE, MD
   c. City of return: WASHINGTON, DC

8. I represent that (check one of the following):
   a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
   b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☑ or
   c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was de minimis under the Committee’s travel regulations.

9. Check one of the following:
   a. I checked 8(a) or (b) above: ☑
   b. I checked 8(c) above but am not offering any lodging: ☐
   c. I checked 8(c) above and am offering lodging and meals for one night: ☐ or
   d. I checked 8(c) above and am offering lodging and meals for two nights: ☐

   If "d" is checked, explain why the second night of lodging is warranted:
10. Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees) (indicate agenda is attached by checking box): ☑

11. Check one:
   a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify that the statement is true by checking box): ☑ or
   b. N/A – trip sponsor is a U.S. institution of higher education.

12. For each sponsor required to submit a sponsor form, describe the sponsor’s interest in the subject matter of the trip and its role in organizing and/or conducting the trip:

   See Addendum

13. Answer parts a and b. Answer part c if necessary.
   a. Mode of travel: Air ☑ Rail ☑ Bus ☑ Car ☑ Other ☑ (Specify: ________________________)
   b. Class of travel: Coach ☑ Business ☑ First ☑ Charter ☑ Other ☑ (Specify: ________________________)
   c. If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:

14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (signify that the statement is true by checking box): ☑

15. I represent that either (check one of the following):
   a. The trip involves an event that is arranged or organized without regard to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☑ or
   b. The trip involves events that are arranged specifically with regard to congressional participation: ☑
      If “b” is checked:
      1) Detail the cost per day of meals (approximate cost may be provided):

         Wednesday $41.75, Thursday $69.75, Friday $16.00

      2) Provide reason for selecting the location of the event or trip: Relative proximity to Washington, DC and capability to handle a large event.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

   Hotel name: Hyatt Regency Chesapeake Bay City: Cambridge, Md. Cost per night: $103 + tax
   Reason(s) for selecting: Proximity to DC, availability, security, and facility size

   Hotel name: __________________________ City: __________________________ Cost per night: __________________________
   Reason(s) for selecting: __________________________

   Hotel name: __________________________ City: __________________________ Cost per night: __________________________
   Reason(s) for selecting: __________________________
17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box): ☑

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

<table>
<thead>
<tr>
<th></th>
<th>Total Transportation Expenses per Participant</th>
<th>Total Lodging Expenses per Participant</th>
<th>Total Meal Expenses per Participant</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each Member, Officer, or employee</td>
<td>$90</td>
<td>$206 + TAX</td>
<td>$160</td>
</tr>
<tr>
<td>For each accompanying relative</td>
<td>$90</td>
<td>$0.00</td>
<td>$160</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Other Expenses (dollar amount per item)</th>
<th>Identify Specific Nature of “Other” Expenses (e.g., taxi, parking, registration fee, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each Member, Officer, or employee</td>
<td>$205</td>
<td>FACILITY RENTAL</td>
</tr>
<tr>
<td>For each accompanying relative</td>
<td>$205</td>
<td>FACILITY RENTAL</td>
</tr>
</tbody>
</table>

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

19. Check one:
   a. I certify that I am an officer of the organization listed below. ☑ or
   b. N/A – sponsor is an individual or a U.S. institution of higher education. ☐

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☐

21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: [Signature]

Name: MARK STRAND
Title: PRESIDENT
Organization: CONGRESSIONAL INSTITUTE
Address: 1700 DIAGONAL ROAD #730, ALEXANDRIA, VA 22314
Telephone number: 703-837-8812
Email address: STRAND@CONGINST.ORG

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics
U.S. House of Representatives
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)
Mr. Patrick Cuff
Office of the Honorable Stevan Pearce
2432 Rayburn House Office Building
Washington, DC 20515

Dear Mr. Cuff:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Maryland, scheduled for March 8 to 10, 2018, sponsored by the Congressional Institute.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than $390 from a single source on the “Travel” schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee’s Office of Advice and Education at extension 5-7103.

Sincerely,

Susan W. Brooks
Chairwoman

Theodore E. Deutch
Ranking Member

SWB/TED:adw
### Thursday, March 8, 2018

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00 PM</td>
<td>Bus Departs</td>
<td>Rayburn Horseshoe</td>
</tr>
<tr>
<td>2:30 PM</td>
<td>Conference Registration</td>
<td>Choptank Ballroom Foyer</td>
</tr>
<tr>
<td>3:00-3:05 PM</td>
<td>Welcome  &lt;br&gt;Mark Strand, Congressional Institute</td>
<td>Choptank Ballroom</td>
</tr>
<tr>
<td>4:10-5:30 PM</td>
<td>Workforce Development &lt;br&gt;Kristina Rasmussen, Foundation for Government Accountability</td>
<td>Choptank Ballroom</td>
</tr>
<tr>
<td>6:30-9:00 PM</td>
<td>Reception &amp; Dinner  &lt;br&gt;Ari Sacher, US-Israel Education Association</td>
<td>Chesapeake ABCD</td>
</tr>
</tbody>
</table>

### Friday, March 9, 2018

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM</td>
<td>Breakfast</td>
<td>Chesapeake ABCD</td>
</tr>
<tr>
<td>9:00-10:45 AM</td>
<td>The Effective Congressional Office Manager  &lt;br&gt;Mark Horstman, Manager Tools</td>
<td>Choptank Ballroom</td>
</tr>
<tr>
<td>10:50-12:00 noon</td>
<td>Accessing Leadership to Advance Your Boss’ Legislative Agenda  &lt;br&gt;Moderator: Mark Strand, Congressional Institute  &lt;br&gt;Jonathan Burks, Office of the Speaker  &lt;br&gt;Barrett Karr, Office of the Majority Leader  &lt;br&gt;Brett Horton, Office of the Majority Whip  &lt;br&gt;Jeremy Deutsch, House Republican Conference</td>
<td>Choptank Ballroom</td>
</tr>
</tbody>
</table>
12:15-2:00 PM  Lunch  
David Wasserman, The Cook Political Report  
Chesapeake ABCD

2:00-3:00 PM  Joint Select Committee on Budget and Appropriations Process Reform  
Moderator: Mark Strand  
Bill Hoagland, Bipartisan Policy Center  
Jim Dyer, Baker Donelson  
Stuart Butler, Brookings Institution  
Gordon Gray, American Action Forum  
Choptank Ballroom

3:00-4:00 PM  Working with the White House  
Joyce Meyer, White House Office of Legislative Affairs  
Amy Swonger, White House Office of Legislative Affairs  
Choptank Ballroom

4:00-5:00 PM  Twitter Is in the News, But What Technologies Work Best  
Seamus Kraft, OpenGov Foundation  
Eric Wilson, Learn Test Optimize  
Choptank Ballroom

5:00-6:00 PM  An Ethics Primer: Preventing Ethics Violations  
Rob Walker, Wiley Rein LLP  
Elliot Berke, Berke Farah LLP  
Choptank Ballroom

6:30-9:00 PM  Reception & Dinner  
The Honorable Kay Coles James, The Heritage Foundation  
Chesapeake ABCD

Saturday, March 10, 2018

8:00 AM  Breakfast  
Chesapeake ABCD

9:00-10:15 AM  Protecting Your Office  
Algirda Pipikaite, CyberSponse  
John Quattrone, Assistant Sergeant at Arms  
Reynold Schweickhardt, Committee on House Administration  
Choptank Ballroom

10:30-12:00 noon  Best Practices  
Moderator: Mark Strand, Congressional Institute  
Greg Facchiano, Office of Rep. Lloyd Smucker  
Choptank Ballroom

12:00 PM  End of Retreat  
Bus Departs  
Convention Entrance
## House Staff

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Job Title</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rob</td>
<td>Adkerson</td>
<td>Chief of Staff</td>
<td>Office of Rep. Loudermilk</td>
</tr>
<tr>
<td>Kara</td>
<td>Ahern</td>
<td>Chief of Staff</td>
<td>Office of Rep. Cheney</td>
</tr>
<tr>
<td>Joshua</td>
<td>Althouse</td>
<td>Outreach Director</td>
<td>Office of the Speaker</td>
</tr>
<tr>
<td>Eric</td>
<td>Amidon</td>
<td>Chief of Staff</td>
<td>Office of Rep. Zeldin</td>
</tr>
<tr>
<td>Doug</td>
<td>Andres</td>
<td>Press Secretary for White House Press</td>
<td>Office of the Speaker</td>
</tr>
<tr>
<td>Hannah</td>
<td>Andrews</td>
<td>Chief of Staff</td>
<td>Office of Rep. Tenney</td>
</tr>
<tr>
<td>Tommy</td>
<td>Antell</td>
<td>Member Services Director</td>
<td>Office of the Speaker</td>
</tr>
<tr>
<td>Geoff</td>
<td>Archer</td>
<td>Assistant to the Speaker for Policy/Counsel</td>
<td>Office of the Speaker</td>
</tr>
<tr>
<td>Ray</td>
<td>Artz</td>
<td>Chief of Staff</td>
<td>Office of Rep. Fortenberry</td>
</tr>
<tr>
<td>Cyrus</td>
<td>Bacó</td>
<td>Chief of Staff</td>
<td>Office of Rep. Foxx</td>
</tr>
<tr>
<td>Luis</td>
<td>Baker</td>
<td>Chief of Staff</td>
<td>Office of Rep. Gonzalez</td>
</tr>
<tr>
<td>Tim</td>
<td>Barkley</td>
<td>Chief of Staff</td>
<td>Office of Rep. Allen</td>
</tr>
<tr>
<td>Rachel</td>
<td>Baum</td>
<td>Director of Coalitions</td>
<td>House Republican Conference</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Staff Director</td>
<td>House Committee on Energy and Commerce</td>
</tr>
<tr>
<td>Brendan</td>
<td>Bolair</td>
<td>Chief of Staff</td>
<td>Office of Rep. Collins</td>
</tr>
<tr>
<td>Andrew</td>
<td>Bell</td>
<td>Chief of Staff</td>
<td>Office of Rep. Budd</td>
</tr>
<tr>
<td>Josh</td>
<td>Bell</td>
<td>Chief of Staff</td>
<td>Office of Rep. Estes</td>
</tr>
<tr>
<td>Megan</td>
<td>Bennett</td>
<td>Chief of Staff</td>
<td>Office of Rep. Rogers (KY)</td>
</tr>
<tr>
<td>Brooke</td>
<td>Bergren</td>
<td>Chief of Staff</td>
<td>Office of Rep. Hill</td>
</tr>
<tr>
<td>Eric</td>
<td>Bien</td>
<td>Chief of Staff</td>
<td>Office of Rep. Guthrie</td>
</tr>
<tr>
<td>Chris</td>
<td>Billings</td>
<td>Floor Assistant</td>
<td>Office of the House Majority Leader</td>
</tr>
<tr>
<td>John</td>
<td>Bisenius</td>
<td>Chief of Staff</td>
<td>Office of Rep. Faso</td>
</tr>
<tr>
<td>Matt</td>
<td>Boland</td>
<td>Chief of Staff</td>
<td>Office of Rep. Sensenbrenner</td>
</tr>
<tr>
<td>Robert</td>
<td>Bond</td>
<td>Chief of Staff</td>
<td>Office of Rep. Emmer</td>
</tr>
<tr>
<td>Chris</td>
<td></td>
<td>Communications Director</td>
<td>Office of the House Majority Whip</td>
</tr>
</tbody>
</table>
Andrew  Duke  Chief of Staff
Will  Dunham  Policy Director
John  Dutton  Chief of Staff
Rick  Dykema  Chief of Staff
Kevin  Eichinger  Chief of Staff
David  Eiselsberg  Chief of Staff
Jaryn  Emhof  Chief of Staff
Mark  Epley  General Counsel
Laurie  Esau  Chief of Staff
Greg  Facchiano  Chief of Staff
Kathryn  Facchiano  Chief of Staff
Susan  Falconer  Chief of Staff
Ben  Falkowski  Chief of Staff
John  Ferland  Chief of Staff
Allan  Filip  Chief of Staff
Lauren  Fine  Chief of Staff
Paul  Fitzpatrick  Press Secretary
Kevin  Fitzpatrick  Chief of Staff
Chuck  Flint  Staff Director
Kevin  Fogarty  Chief of Staff
Nicole  Foltz  Counsel for Floor Operations
Clark  Fonda  Chief of Staff
Gina  Foote  Chief of Staff
Nancy  Fox  Staff Director
Spencer  Freebairn  Chief of Staff
Jamie  Gahun  Chief of Staff
Jason  Galanes  Chief of Staff
Steve  Gilleland  Chief of Staff
Stacey  Glasscock  Chief of Staff
Office of Rep. Hensarling
Office of the House Majority Leader
Office of Rep. Harris
Office of Rep. Rohrabacher
Office of Rep. Jordan
Office of Rep. Johnson (TX)
Office of Rep. Webster
Office of the Speaker
Office of Rep. Paulsen
Office of Rep. Smucker
Office of Rep. Higgins
Office of Rep. Comstock
Office of Rep. Walorski
Office of Rep. Blum
Office of Rep. Bishop (MI)
Office of the House Majority Whip
Office of Rep. Meadows
House Committee on Small Business
Office of Rep. Blackburn
Office of Rep. King (NY)
Office of the Speaker
Office of Rep. Pittenger
Office of Rep. Poe
House Committee on Appropriations
Office of Rep. Granger
Office of Rep. Culberson
Office of Rep. LoBiondo
Office of Rep. McCaul
Office of Rep. Lucas
RJ
Jason
John
Pat
Luke
Mira
Joe
Tony
Scott
Adam
Roger
Ted
Bret
Lindsay
Mark

Josh
Torr
Kyle
Deborah
Ted
Kelly
Charles
Matt
Shannon
Chara
Pete
Carrie
Douglas

Laukitis
Lawrence
Leganski
Leopold
Letlow
Lezell
Lillia
Lis
Luginbill
Magary
Mahan
Maness
Manley
Manson
Marin
Martin
Matous
Matouss
Mazol
McCann
McCullum
McCoy
McCullough
McGahn
McMichael
Meachum
Meadows
Mencora

Chief of Staff
Chief of Staff
Director of Floor Operations
Chief of Staff
Chief of Staff
Chief of Staff
Chief of Staff
Chief of Staff
Chief of Staff
Chief of Staff
Chief of Staff
Chief of Staff
Chief of Staff
Chief of Staff
Senior Policy Advisor
Chief of Staff
Chief of Staff
Chief of Staff
Chief of Staff
Staff Director
Chief of Staff
Chief of Staff
Chief of Staff
Chief of Staff
Chief of Staff

Office of Rep. Walberg
Office of Rep. Scott
Office of the House Majority Leader
Office of Rep. Jenkins (KS)
Office of Rep. Abraham
Office of Rep. Barletta
Office of Rep. Long
Office of Rep. Bergman
Office of Rep. Walker
Office of Rep. Lamborn
Office of the House Majority Leader
Office of Rep. Kelly (MS)
Office of Rep. Denham
Office of Rep. Reichert
House Committee on Science, Space and Technology
Office of Rep. Thornberry
Office of Rep. Roby
Office of Rep. Sessions
Office of Rep. Biggs
Office of the Speaker
Office of Rep. Griffith
Office of Rep. Rothfus
Office of Rep. Bost
House Committee on Financial Services
Office of Rep. Weber
Office of Rep. Duffy
Office of Rep. Newhouse
Office of Rep. Messer
Megan
Erin
Dean
Mark
Jim
Steve
Hillary
Parker
Amy
Allison
Chad
Marly
Bart
Brian
Brandon
Mike
Kelicia
Craig
Brent
Ritika
Sara
Sarah
Cole
Mark
Mary
Justin
Michelle
Maytee
Perez
Perrine
Peterson
Pettitt
Pfaff
Pfrang
Pinegar
Poling
Porter
Poullos
Ramey
Reiser
Reising
Rell
Renz
Ricci
Rice
Roberts
Robertson
Rogers
Rogers
Rojewski
Roman
Rosado
Roth
Runk
Sanz
Legislative Director
Press Secretary
Chief of Staff
Chief of Staff
Chief of Staff
Chief of Staff
Legislative Assistant
Chief of Staff
Chief of Staff
Chief of Staff
Chief of Staff
Chief of Staff
Chief of Staff
Deputy Policy Director
Director of Operations
Chief of Staff
Staff Director
Communications Director
Chief of Staff (DC)
Chief of Staff
Chief of Staff
Chief of Staff
Director of Member Services and Events
Chief of Staff
Chief of Staff
Chief of Staff
Chief of Staff
Chief of Staff
House Republican Conference
Office of the House Majority Leader
Office of Rep. Hultgren
Office of Rep. Brooks (AL)
Office of Rep. Massie
Office of Rep. LaHood
Office of Rep. Smith
Office of House Majority Chief Deputy Whip
Office of Rep. Royce
Office of Rep. Latta
Office of Rep. Luetkemeyer
Office of the House Majority Whip
Office of the House Majority Whip
Office of Rep. Aderholt
House Committee on Education and Workforce
Office of the Speaker
Office of Rep. Carter (TX)
Office of Rep. Shimkus
Office of Rep. Buck
Office of Rep. Marino
House Republican Conference
Office of Rep. Valadao
Office of Rep. Smith
Office of Rep. Barr
Office of Rep. McSally
Office of Rep. Renacci
Office of Rep. Ros-Lehtinen
<table>
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<tr>
<th>Courtneym</th>
<th>Whetstone</th>
<th>Chief of Staff</th>
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<tbody>
<tr>
<td>Jerry</td>
<td>White</td>
<td>Chief Policy Advisor</td>
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<tr>
<td>Jeanette</td>
<td>Whitener</td>
<td>Chief of Staff</td>
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<tr>
<td>Tory</td>
<td>Wickiser</td>
<td>Director of Scheduling</td>
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<tr>
<td>Lance</td>
<td>Williams</td>
<td>Chief of Staff</td>
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<td>Mark</td>
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<td>Devin</td>
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<tr>
<td>Adam</td>
<td>Wolf</td>
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<tr>
<td>Veronica</td>
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<td>Leafaina</td>
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<td>Jason</td>
<td>Yaworske</td>
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<tr>
<td>Bill</td>
<td>Zito</td>
<td>Chief of Staff</td>
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</tbody>
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| Office of Rep. Stivers |
| House Republican Conference |
| Office of Rep. Knight |
| Office of the Speaker |
| Office of Rep. Duncan (SC) |
| Office of Rep. Conaway |
| Office of Rep. Bishop (UT) |
| Office of Rep. Curbelo |
| Office of Rep. Issa |
| Office of Rep. Radewagen |
| Office of Rep. Davidson |
| Office of Rep. Olson |
Question 4: Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):
See attached invitation list. This Congressional Institute sponsored retreat focuses on the important role of the Chief of Staff in congressional offices. Therefore, the invitation to this retreat is being extended to Chiefs of Staff in House and Senate Majority personal offices, the Staff Director in House and Senate Majority committee offices as well as select leadership staff.

Question 12: For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:
The purpose of the Congressional Institute (a 501(c)4 organization) is to promote public education about Congress and to hold educational conferences for Members of Congress, staff and others. The Congressional Institute is the sole organizer and conductor of this event. This retreat is designed to strengthen professional relationships among Chiefs of Staff, senior leadership and committee staff, educate them on policy issues and best practices, and encourage the exchange of ideas with colleagues.

Question 18: Total expenses for each participant:
The estimated lodging rate and per participant food/refreshment expense figure for this event (and provided on this form) do not include the separate costs to the Congressional Institute to rent conference/banquet space large enough to accommodate this large event with appropriate security and audio/visual capabilities necessary to conduct our program. Dividing these conference and facility rental costs by the number of participants estimated to attend this event, the estimated figure would be $205 as disclosed on the sponsor form.