

Original Amendment

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

18 MAR 20 AM 10:39

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.

OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES

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: Stephen Cote
2. a. Name of accompanying relative: N/A 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): N/A or None
4. Departure city: Washington, DC Destination: Cambridge, MD Return city: Washington, DC
5. Sponsor(s) (who paid for the trip): The Congressional Institute
6. Describe meetings and events attended: Attended two days of presentations and panel discussions, including policy and issues related to the administration of House offices.
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: 3/20/18

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: Chairman Pete Sessions DATE: 3/20/18

SIGNATURE OF SUPERVISING MEMBER: [Signature]

23

**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:

| | Total Transportation Expenses | Total Lodging Expenses | Total Meal Expenses | Other Expenses (dollar amount per item and description) |
|-----------------------|-------------------------------|------------------------|---------------------|---|
| Traveler | n/a | \$233.81 | \$163.29 | \$167.03 Facility Rental |
| Accompanying Relative | | | | |

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: 
 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.

U.S. House of Representatives
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Stephen Cote
2. Sponsor(s) (who will be paying for the trip): Congressional Institute
3. Travel destination(s): Cambridge, MD
4. a. Date of departure March 8, 2018 Date of return: March 10, 2018
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(d) 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 agenda 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.
see attached.

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: 1/30/18



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:

| <input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates | Total <i>Transportation</i> Expenses per Participant | Total <i>Lodging</i> Expenses per Participant | Total <i>Meal</i> Expenses per Participant |
|---|--|---|--|
| For each Member, Officer, or employee | \$90 | \$206 + TAX | \$160 |
| For each accompanying relative | \$90 | \$0.00 | \$160 |

| | <i>Other</i> Expenses (dollar amount per item) | Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.) |
|---------------------------------------|--|--|
| For each Member, Officer, or employee | \$205 | FACILITY RENTAL |
| For each accompanying relative | \$205 | FACILITY RENTAL |

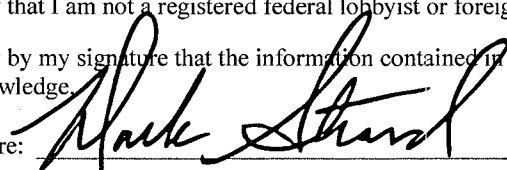
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

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: 

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)

Susan W. Brooks, Indiana
Chairwoman
Theodore E. Deutch, Florida
Ranking Member

Kenny Marchant, Texas
Leonard Lance, New Jersey
Mimi Walters, California
John Ratcliffe, Texas

Yvette D. Clarke, New York
Jared Polis, Colorado
Anthony Brown, Maryland
Steve Cohen, Tennessee



ONE HUNDRED FIFTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

March 5, 2018

Thomas A. Rust
Staff Director and Chief Counsel

Donna Herbert
Director of Administration

Megan Savage
*Chief of Staff and Counsel to
the Chairwoman*

Daniel J. Taylor
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
Facsimile: (202) 225-7392

Mr. Stephen M. Cote
Committee on Rules
H-312, The Capitol
Washington, DC 20515

Dear Mr. Cote:

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



Chiefs of Staff Conference
March 8-10, 2018



**CONGRESSIONAL
INSTITUTE EVENTS**

DOWNLOAD THE APP
TODAY!




Thursday, March 8, 2018

| | | |
|---------------------|--|--------------------------------|
| 12:00 PM | Bus Departs | Rayburn Horseshoe |
| 2:30 PM | Conference Registration | Choptank Ballroom Foyer |
| 3:00-3:05 PM | Welcome Mark Strand, Congressional Institute | Choptank Ballroom |
| 3:05-4:05 PM | Middle Class Americans' Views of the Tax Plan: The Opportunity for 2018 David Winston, The Winston Group Myra Miller, The Winston Group | Choptank Ballroom |
| 4:10-5:30 PM | Workforce Development Kristina Rasmussen, Foundation for Government Accountability | Choptank Ballroom |
| 6:30-9:00 PM | Reception & Dinner Ari Sacher, US-Israel Education Association | Chesapeake ABCD |

Friday, March 9, 2018

| | | |
|-------------------------|---|--------------------------|
| 8:00 AM | Breakfast | Chesapeake ABCD |
| 9:00-10:45 AM | The Effective Congressional Office Manager Mark Horstman, Manager Tools | Choptank Ballroom |
| 10:50-12:00 noon | Accessing Leadership to Advance Your Boss' Legislative Agenda Moderator: Mark Strand, Congressional Institute Jonathan Burks, Office of the Speaker Barrett Karr, Office of the Majority Leader Brett Horton, Office of the Majority Whip Jeremy Deutsch, House Republican Conference | Choptank Ballroom |

12:15-2:00 PM **Lunch** **Chesapeake ABCD**
David Wasserman, The Cook Political Report

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

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

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

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

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

Saturday, March 10, 2018

8:00 AM **Breakfast** **Chesapeake ABCD**

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

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

12:00 PM **End of Retreat**
Bus Departs **Convention Entrance**

House Staff

| First Name | Last Name | Job Title | Institution |
|------------|-----------|---|--|
| Rob | Ackerson | Chief of Staff | Office of Rep. Loudermilk |
| Kara | Ahern | Chief of Staff | Office of Rep. Cheney |
| Joshua | Althouse | Outreach Director | Office of the Speaker |
| Eric | Amidon | Chief of Staff | Office of Rep. Zeldin |
| Doug | Andres | Press Secretary for White House Press | Office of the Speaker |
| Hannah | Andrews | Chief of Staff | Office of Rep. Tenney |
| Tommy | Andrews | Member Services Director | Office of the Speaker |
| Geoff | Antell | Assistant to the Speaker for Policy/Counsel | Office of the Speaker |
| Reyn | Archer | Chief of Staff | Office of Rep. Fortenberry |
| Cyrus | Artz | Chief of Staff | Office of Rep. Foxx |
| Luis | Bacó | Chief of Staff | Office of Rep. Gonzalez |
| Tim | Baker | Chief of Staff | Office of Rep. Allen |
| Rachel | Barkley | Director of Coalitions | House Republican Conference |
| Ray | Baum | Staff Director | House Committee on Energy and Commerce |
| Brendan | Belair | Chief of Staff | Office of Rep. Collins |
| Andrew | Bell | Chief of Staff | Office of Rep. Budd |
| Josh | Bell | Chief of Staff | Office of Rep. Estes |
| Megan | Bell | Chief of Staff | Office of Rep. Rogers (KY) |
| Brooke | Bennett | Chief of Staff | Office of Rep. Hill |
| Eric | Bergren | Chief of Staff | Office of Rep. Guthrie |
| Chris | Bien | Floor Assistant | Office of the House Majority Leader |
| John | Billings | Chief of Staff | Office of Rep. Faso |
| Matt | Bisenius | Chief of Staff | Office of Rep. Sensenbrenner |
| Robert | Boland | Chief of Staff | Office of Rep. Emmer |
| Chris | Bond | Communications Director | Office of the House Majority Whip |

| | | | |
|----------|----------------|-----------------------------|--|
| Kyle | Bonini | Chief of Staff | Office of Rep. Trott |
| Lorissa | Bounds | Chief of Staff | Office of Rep. Walden |
| Joshua | Bowlen | Chief of Staff | Office of Rep. Jones |
| Casey | Bowman | Chief of Staff | Office of Rep. Herrera Beutler |
| Colin | Brainard | | Joint Economic Committee |
| Katelyn | Brantley | Digital Director | House Republican Conference |
| Matthew | Brennan | Chief of Staff | Office of Rep. Thompson |
| Chris | Brinson | Chief of Staff | Office of Rep. Rogers (AL) |
| Marcus | Brubaker | Chief of Staff | Office of Rep. Posey |
| Natalie | Buchanan Joyce | Director of Member Services | Office of the House Majority Leader |
| Brendan | Buck | Counselor to the Speaker | Office of the Speaker |
| Eric | Burgeson | Chief of Staff | Office of Rep. Shuster |
| Jonathan | Burks | Chief of Staff | Office of the Speaker |
| Stuart | Burns | Chief of Staff | Office of Rep. Babin |
| Jeff | Butler | Chief of Staff | Office of Rep. McHenry |
| Larry | Calhoun | Chief of Staff | Office of Rep. Yoho |
| George | Callas | Senior Tax Counsel | Office of the Speaker |
| Ronald | Carara | Chief of Staff | Office of Rep. Donovan |
| Chad | Carlough | Chief of Staff | Office of Rep. Byrne |
| Dustin | Carmack | Chief of Staff | Office of Rep. DeSantis |
| Ryan | Carney | Chief of Staff | Office of Rep. MacArthur |
| Chris | Carter | Chief of Staff | Office of Rep. Hudson |
| Jessica | Carter | Chief of Staff | Office of Rep. Rooney (FL-19) |
| Caroline | Cash | Chief of Staff | Office of Rep. Comer |
| Andrew | Christianson | Chief of Staff | Office of Rep. Noem |
| Sheria | Clarke | Staff Director | House Committee on Oversight and Government Reform |
| Robert | Cogan | Chief of Staff | Office of Rep. Black |
| Michael | Conallen | Chief of Staff | Office of Rep. Fitzpatrick |

| | | | |
|----------|------------|------------------------------------|-------------------------------------|
| Chris | Connelly | Chief of Staff | Office of Rep. Hartzler |
| Brandon | Consolvo | Senior Policy Advisor | Office of the House Majority Leader |
| Derick | Corbett | Chief of Staff | Office of Rep. Woodall |
| Stephen | Cote | Staff Director | House Committee on Rules |
| Michael | Cravens | Chief of Staff | Office of Rep. Harper |
| Chris | Crawford | Chief of Staff | Office of Rep. Carter (GA) |
| Cindy | Crick | Chief of Staff | Office of Rep. Gowdy |
| Nick | Crocker | Deputy Director of Member Services | House Republican Conference |
| Mark | Cruz | Chief of Staff | Office of Rep. Rokita |
| Patrick | Cuff | Chief of Staff | Office of Rep. Pearce |
| Mike | Cunnington | Chief of Staff | Office of Rep. Labrador |
| Dante | Cutrona | Chief of Staff | Office of Rep. Costello |
| McKay | Daniels | Chief of Staff | Office of Rep. Gallagher |
| Jennifer | Dauby | Chief of Staff | Office of Rep. Davis |
| Dave | Davis | Chief of Staff | Office of Rep. Brady |
| Pamela | Day | Chief of Staff | Office of Rep. Young (AK) |
| Muffy | Day | Chief of Staff | Office of Rep. Handel |
| Jonathan | Day | Chief of Staff | Office of Rep. Wilson |
| James | Decker | Chief of Staff | Office of Rep. Burgess |
| Jeremy | Deutsch | Chief of Staff | House Republican Conference |
| Jon | DeWitte | Chief of Staff | Office of Rep. Huizenga |
| Monica | Didiuk | Chief of Staff | Office of Rep. Smith (NE) |
| Dino | DiSanto | Chief of Staff | Office of Rep. Joyce |
| Kelly | Dixon | Director of Legislative Operations | Office of the House Majority Leader |
| Derrick | Dockery | Coalitions Coordinator | Office of the Speaker |
| John | Donnelly | Chief of Staff | Office of Rep. Graves (GA) |
| Mark | Dreiling | Chief of Staff | Office of Rep. Bacon |
| Jeff | Dressler | National Security Advisor | Office of the Speaker |
| Ivan | DuBois | Chief of Staff | Office of Rep. Love |

| | | | |
|---------|-------------|------------------------------|-------------------------------------|
| Andrew | Duke | Chief of Staff | Office of Rep. Hensarling |
| Will | Dunham | Policy Director | Office of the House Majority Leader |
| John | Dutton | Chief of Staff | Office of Rep. Harris |
| Rick | Dykema | Chief of Staff | Office of Rep. Rohrabacher |
| Kevin | Eichinger | Chief of Staff | Office of Rep. Jordan |
| David | Eiselsberg | Chief of Staff | Office of Rep. Johnson (TX) |
| Jaryn | Emhof | Chief of Staff | Office of Rep. Webster |
| Mark | Epley | General Counsel | Office of the Speaker |
| Laurie | Esau | Chief of Staff | Office of Rep. Paulsen |
| Greg | Facchiano | Chief of Staff | Office of Rep. Smucker |
| Kathryn | Facchiano | Chief of Staff | Office of Rep. Higgins |
| Susan | Falconer | Chief of Staff | Office of Rep. Cornstock |
| Ben | Falkowski | Chief of Staff | Office of Rep. Walorski |
| John | Ferland | Chief of Staff | Office of Rep. Blum |
| Allan | Fillip | Chief of Staff | Office of Rep. Bishop (MI) |
| Lauren | Fine | Press Secretary | Office of the House Majority Whip |
| Paul | Fitzpatrick | Chief of Staff | Office of Rep. Meadows |
| Kevin | Fitzpatrick | Staff Director | House Committee on Small Business |
| Chuck | Flint | Chief of Staff | Office of Rep. Blackburn |
| Kevin | Fogarty | Chief of Staff | Office of Rep. King (NY) |
| Nicole | Foltz | Counsel for Floor Operations | Office of the Speaker |
| Clark | Fonda | Chief of Staff | Office of Rep. Pittenger |
| Gina | Footo | Chief of Staff | Office of Rep. Poe |
| Nancy | Fox | Staff Director | House Committee on Appropriations |
| Spencer | Freebairn | Chief of Staff | Office of Rep. Granger |
| Jamie | Gahun | Chief of Staff | Office of Rep. Culberson |
| Jason | Galanes | Chief of Staff | Office of Rep. LoBiondo |
| Steve | Gilleland | Chief of Staff | Office of Rep. McCaul |
| Stacey | Glasscock | Chief of Staff | Office of Rep. Lucas |

| | | | |
|-------------|-------------|-------------------------------------|-------------------------------------|
| Kyle | Glenn | Chief of Staff | Office of Rep. Ross |
| Cesar | Gonzalez | Chief of Staff | Office of Rep. Diaz-Balart |
| Alex | Gourdikian | Scheduler | Office of the House Majority Leader |
| Joshua | Green | Chief of Staff | Office of Rep. Tipton |
| Bob | Griffitts | Chief of Staff | Office of Rep. Duncan (TN) |
| Josh | Grogis | Chief of Staff | Office of Rep. Cole |
| Hillary | Gross | Chief of Staff | Office of Rep. Gibbs |
| Mark | Gruman | Chief of Staff | Office of Rep. Cramer |
| Connie | Hair | Chief of Staff | Office of Rep. Gohmert |
| Colby | Hale | Chief of Staff | Office of Rep. Williams |
| Hugh | Halpern | Director of Floor Operations | Office of the Speaker |
| Mike | Hamilton | Chief of Staff | Office of Rep. McKinley |
| Derek | Harley | Chief of Staff | Office of Rep. Wenstrup |
| Christopher | Harmer | Chief of Staff | Office of Rep. Stewart |
| Kara | Hauck | Communications Director | House Republican Conference |
| Bob | Haueter | Chief of Staff | Office of Rep. Farenthold |
| Lynn | Haueter | Deputy Chief of Staff | Office of Rep. Estes |
| Hayden | Haynes | Chief of Staff | Office of Rep. Johnson (LA) |
| Katie | Hazlett | Chief of Staff | Office of Rep. Frelinghuysen |
| Christine | Heggem | Chief of Staff | Office of Rep. Gianforte |
| Jennifer | Hemingway | Director of House Operations | Office of the Speaker |
| Cindy | Herrle | Assistant to the Speaker for Policy | Office of the Speaker |
| Casey | Higgins | Assistant to the Speaker for Policy | Office of the Speaker |
| Joan | Hillebrands | Chief of Staff | Office of Rep. Upton |
| Jim | Hippe | Chief of Staff | Office of Rep. Fleischmann |
| Liz | Hiittos | Chief of Staff | Office of Rep. Bilirakis |
| Olivia | Hnat | Press Secretary | House Republican Conference |
| Nate | Hodson | Deputy Chief of Staff | House Republican Conference |
| Michael | Hook | Chief of Staff | Office of Rep. Collins (NY) |

| | | | |
|---------|--------------|------------------------------|-------------------------------------|
| Brett | Horton | Chief of Staff | Office of the House Majority Whip |
| Michael | Hough | Chief of Staff | Office of Rep. Mooney |
| Adam | Howard | Chief of Staff | Office of Rep. Turner |
| Ben | Howard | Director of Floor Operations | Office of the House Majority Whip |
| Patrick | Howell | Chief of Staff | Office of Rep. Jenkins (WV) |
| Zach | Howell | Chief of Staff | Office of Rep. Katko |
| Bill | Hughes | Policy Director | Office of the House Majority Whip |
| Shelley | Husband | Staff Director | House Committee on Judiciary |
| Matt | Hutson | Chief of Staff | Office of Rep. Poliquin |
| Kyle | Jackson | Chief of Staff | Office of Rep. Bucshon |
| Barrett | Karr | Chief of Staff | Office of the House Majority Leader |
| Dave | Karvelas | Chief of Staff | Office of Rep. Buchanan |
| Joseph | Kaufman | Chief of Staff | Office of Rep. Bridenstine |
| Jimmy | Keady | Chief of Staff | Office of Rep. Garrett |
| Charlie | Keller | Chief of Staff | Office of Rep. Wagner |
| Mark | Kelly | Chief of Staff | Office of Rep. Brat |
| Dan | Keniry | Staff Director | House Committee on Budget |
| Dave | Kennett | Chief of Staff | Office of Rep. Calvert |
| Drew | Kent | Chief of Staff | Office of Rep. Dent |
| Carolyn | King | Chief of Staff | Office of Rep. Wittman |
| Michael | Kirlin | Chief of Staff | Office of Rep. Meehan |
| Kyle | Kizzier | Chief of Staff | Office of Rep. Mitchell |
| Tucker | Knott | Chief of Staff | Office of Rep. Holding |
| Lindley | Kratovil | Chief of Staff | Office of Rep. Stefanik |
| Daniel | Kroese | Chief of Staff | Office of Rep. Ratcliffe |
| Matt | Lahr | Chief of Staff | Office of Rep. Banks |
| James | Langenderfer | Chief of Staff | Office of Rep. Mast |
| Patrick | Large | Chief of Staff | Office of Rep. Palazzo |
| Pete | Larkin | Chief of Staff | Office of Rep. Goodlatte |

| | | | |
|---------|------------|-------------------------------------|--|
| RJ | Laukitis | Chief of Staff | Office of Rep. Walberg |
| Jason | Lawrence | Chief of Staff | Office of Rep. Scott |
| John | Leganski | Director of Floor Operations | Office of the House Majority Leader |
| Pat | Leopold | Chief of Staff | Office of Rep. Jenkins (KS) |
| Luke | Letlow | Chief of Staff | Office of Rep. Abraham |
| Mira | Lezell | Chief of Staff | Office of Rep. Barletta |
| Joe | Lillis | Chief of Staff | Office of Rep. Long |
| Tony | Lis | Chief of Staff | Office of Rep. Bergman |
| Scott | Luginbill | Chief of Staff | Office of Rep. Walker |
| Adam | Magary | Chief of Staff | Office of Rep. Lamborn |
| Roger | Mahan | Senior Policy Advisor | Office of the House Majority Leader |
| Ted | Maness | Chief of Staff | Office of Rep. Kelly (MS) |
| Bret | Manley | Chief of Staff | Office of Rep. Denham |
| Lindsay | Manson | Chief of Staff | Office of Rep. Reichert |
| Mark | Marin | Staff Director | House Committee on Science, Space and Technology |
| Josh | Martin | Chief of Staff | Office of Rep. Thornberry |
| Torrie | Matous | Chief of Staff | Office of Rep. Roby |
| Kyle | Matouss | Chief of Staff | Office of Rep. Sessions |
| Deborah | Mazol | Chief of Staff | Office of Rep. Biggs |
| Ted | McCann | Assistant to the Speaker for Policy | Office of the Speaker |
| Kelly | McCollum | Chief of Staff | Office of Rep. Griffith |
| Charles | McCoy | Chief of Staff | Office of Rep. Rothfus |
| Matt | McCullough | Chief of Staff | Office of Rep. Bost |
| Shannon | McGahn | Staff Director | House Committee on Financial Services |
| Chara | McMichael | Chief of Staff | Office of Rep. Weber |
| Pete | Meachum | Chief of Staff | Office of Rep. Duffy |
| Carrie | Meadows | Chief of Staff | Office of Rep. Newhouse |
| Douglas | Menorca | Chief of Staff | Office of Rep. Messer |

| | | | |
|-----------|---------------|-------------------------------------|---|
| Matt | Meyer | Chief of Staff | Office of Rep. Roe |
| Katie | Meyer | Senior Policy Advisor | Office of the House Majority Leader |
| Bruce | Miller | Chief of Staff | Office of Rep. Amodei |
| Megan | Miller | Chief of Staff | Office of Rep. Scalise |
| Will | Miller | Special Assistant | Office of the Speaker |
| James | Min | Deputy Chief of Staff | Office of the House Majority Leader |
| Todd | Mitchell | Chief of Staff | Office of Rep. Lance |
| Vivian | Moeglein | Chief of Staff | Office of Rep. Westerman |
| Steve | Moffitt | Chief of Staff | Office of Rep. Russell |
| Jessica | Moore | Chief of Staff | Office of Rep. Rooney (FL-17) |
| Sean | Moran | Staff Director | House Committee on House Administration |
| David | Mork | Chief of Staff | Office of Rep. Roskam |
| Lauren | Muglia | Chief of Staff | Office of Rep. Perry |
| Melissa | Murphy | Chief of Staff | Office of Rep. Rouzer |
| Luke | Murry | Senior Policy Advisor | Office of the House Majority Leader |
| Ben | Napier | Floor Assistant | Office of the House Majority Whip |
| Dave | Natonski | Chief of Staff | Office of Rep. Yoder |
| Poppy | Nelson | Chief of Staff | Office of Rep. Amash |
| Damon | Nelson | Staff Director | House Committee on Intelligence |
| Kristan | Nevins | Chief of Staff | Office of Rep. Hurd |
| Mary | Noonan | Chief of Staff | Office of Rep. Smith (NJ) |
| Corey | Norman | Chief of Staff | Office of Rep. Curtis |
| Jon | Oehmen | Chief of Staff | Office of Rep. Flores |
| Sam | Oh | Chief of Staff | Office of Rep. Walters |
| Jacob | Olson | Chief of Staff | Office of Rep. Young (IA) |
| Stacy | Palmer-Barton | Chief of Staff | Office of Rep. Chabot |
| Cherie | Paquette | Media Affairs and Events Manager | House Republican Conference |
| Stephanie | Parks | Assistant to the Speaker for Policy | Office of the Speaker |
| Katie | Patru | Deputy Staff Director | House Committee on House Administration |

| | | | |
|----------|-----------|--|--|
| Megan | Perez | Legislative Director | House Republican Conference |
| Erin | Perrine | Press Secretary | Office of the House Majority Leader |
| Dean | Peterson | Chief of Staff | Office of Rep. Hultgren |
| Mark | Pettitt | Chief of Staff | Office of Rep. Brooks (AL) |
| Jim | Pfaff | Chief of Staff | Office of Rep. Massie |
| Steve | Pfrang | Chief of Staff | Office of Rep. LaHood |
| Hilary | Pinegar | Legislative Assistant | Office of Rep. Smith |
| Parker | Poling | Chief of Staff | Office of House Majority Chief Deputy Whip |
| Amy | Porter | Chief of Staff | Office of Rep. Royce |
| Allison | Poulios | Chief of Staff | Office of Rep. Latta |
| Chad | Ramey | Chief of Staff | Office of Rep. Luetkemeyer |
| Marty | Reiser | Deputy Policy Director | Office of the House Majority Whip |
| Bart | Reising | Director of Operations | Office of the House Majority Whip |
| Brian | Rell | Chief of Staff | Office of Rep. Aderholt |
| Brandon | Renz | Staff Director | House Committee on Education and Workforce |
| Mike | Ricci | Communications Director | Office of the Speaker |
| Kelicia | Rlice | Chief of Staff (DC) | Office of Rep. Carter (TX) |
| Craig | Roberts | Chief of Staff | Office of Rep. Shimkus |
| Brent | Robertson | Chief of Staff | Office of Rep. Marshall |
| Ritika | Robertson | Chief of Staff | Office of Rep. Buck |
| Sara | Rogers | Chief of Staff | Office of Rep. Marino |
| Sarah | Rogers | Director of Member Services and Events | House Republican Conference |
| Cole | Rojewski | Chief of Staff | Office of Rep. Valadao |
| Mark | Roman | Chief of Staff | Office of Rep. Smith |
| Mary | Rosado | Chief of Staff | Office of Rep. Barr |
| Justin | Roth | Chief of Staff | Office of Rep. McSally |
| Michelle | Runk | Chief of Staff | Office of Rep. Renacci |
| Maytee | Sanz | Chief of Staff | Office of Rep. Ros-Lehtinen |

| | | | |
|---------|-----------|---------------------------------|--------------------------------------|
| Bobby | Saparow | Chief of Staff | Office of Rep. Ferguson |
| Paul | Sass | Chief of Staff | Office of Rep. Graves (MO) |
| Megan | Savage | Chief of Staff | Office of Rep. Brooks (IN) |
| Paul | Sawyer | Chief of Staff | Office of Rep. Graves (LA) |
| Matt | Schertz | Staff Director | House Committee on Agriculture |
| Brian | Schubert | Chief of Staff | Office of Rep. Dunn |
| Oliver | Schwab | Chief of Staff | Office of Rep. Schweikert |
| Caitlin | Shannon | Deputy Chief of Staff | Office of Rep. Nunes |
| Rebecca | Shaw | Chief of Staff | Office of Rep. Hollingsworth |
| Tom | Sheehy | Staff Director | House Committee on Foreign Affairs |
| Brendan | Shields | Staff Director | House Committee on Homeland Security |
| Jonah | Shumate | Chief of Staff | Office of Rep. Crawford |
| Kelly | Simpson | Chief of Staff | Office of Rep. Rutherford |
| Lindsay | Slater | Chief of Staff | Office of Rep. Simpson |
| Amy | Smith | Chief of Staff | Office of Rep. Lewis |
| William | Smith | Chief of Staff | Office of Rep. Palmer |
| Caleb | Smith | Digital Communications Director | Office of the Speaker |
| Mike | Smullen | Chief of Staff | Office of Rep. Johnson (OH) |
| Austin | Smythe | Policy Director | Office of the Speaker |
| John | Sobel | Chief of Staff | Office of Rep. Cook |
| David | Sours | Chief of Staff | Office of Rep. Hice |
| Mark | Spannagel | Chief of Staff | Office of Rep. LaMalfa |
| Matt | Sparks | Communications Director | Office of the House Majority Leader |
| Brittan | Specht | Senior Policy Advisor | Office of the House Majority Leader |
| Andy | Speth | Deputy Chief of Staff | Office of the Speaker |
| Ben | Stein | Chief of Staff | Office of Rep. Coffman |
| Sarah | Stevens | Chief of Staff | Office of Rep. King (IA) |
| Jen | Stewart | Staff Director | House Committee on Armed Services |
| Cody | Stewart | Staff Director | House Committee on Natural Resources |

| | | | |
|----------|-------------|-----------------|--|
| David | Stewart | Staff Director | House Committee on Ways and Means |
| Mike | Stopp | Chief of Staff | Office of Rep. Mullin |
| Casey | Street | Chief of Staff | Office of Rep. Palazzo |
| Matthew | Stroia | Chief of Staff | Office of Rep. Kelly (PA) |
| AshLee | Strong | Press Secretary | Office of the Speaker |
| Matt | Sturges | Staff Director | House Committee on Transportation and Infrastructure |
| Kip | Talley | Chief of Staff | Office of Rep. Gaetz |
| Matthew | Taylor | Chief of Staff | Office of Rep. Sanford |
| Mike | Telliga | Chief of Staff | Office of Rep. Moolenaar |
| Rick | Terrazas | Chief of Staff | Office of Rep. Hunter |
| Brian | Thomas | Chief of Staff | Office of Rep. Marchant |
| John | Thomas | Chief of Staff | Office of Rep. Taylor |
| Russ | Thomasson | Chief of Staff | Office of Rep. Arrington |
| Ryan | Thompson | Chief of Staff | Office of Rep. Barton |
| Tyler | Threadgill | Chief of Staff | Office of Rep. Kustoff |
| Jon | Towers | Staff Director | House Committee on Veterans Affairs |
| Daynell | Tremmel | Chief of Staff | Office of Rep. Ryan |
| Chris | Tudor | Chief of Staff | Office of Rep. McClintock |
| Tom | Van Flein | Chief of Staff | Office of Rep. Gosar |
| Richard | Vaughn | Chief of Staff | Office of Rep. DesJarlais |
| Rachel | Ver Velde | Chief of Staff | Office of Rep. Grothman |
| Ashlee | Vinyard | Chief of Staff | Office of Rep. Smith (TX) |
| Beau | Walker | Chief of Staff | Office of Rep. Womack |
| Jennifer | Watson | Chief of Staff | Office of Rep. Rice |
| Drew | Wayne | Chief of Staff | Office of Rep. Reed |
| Austin | Weatherford | Chief of Staff | Office of Rep. Kinzinger |
| Kiel | Weaver | Policy Advisor | Office of the Speaker |
| Walter | Whetsell | Chief of Staff | Office of Rep. Norman |

| | | | |
|----------|-----------|------------------------|-----------------------------|
| Courtney | Whetstone | Chief of Staff | Office of Rep. Stivers |
| Jerry | White | Chief Policy Advisor | House Republican Conference |
| Jeanette | Whitener | Chief of Staff | Office of Rep. Knight |
| Tory | Wickiser | Director of Scheduling | Office of the Speaker |
| Lance | Williams | Chief of Staff | Office of Rep. Duncan (SC) |
| Mark | Williams | Chief of Staff | Office of Rep. Conway |
| Devin | Wiser | Chief of Staff | Office of Rep. Bishop (UT) |
| Adam | Wolf | Chief of Staff | Office of Rep. Curbelo |
| Veronica | Wong | Chief of Staff | Office of Rep. Issa |
| Leafaina | Yahn | Chief of Staff | Office of Rep. Radewagen |
| Jason | Yaworske | Chief of Staff | Office of Rep. Davidson |
| Bill | Zito | Chief of Staff | Office of Rep. Olson |

PRIMARY TRIP SPONSOR FORM ADDENDUM

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.

Question 8 Response:

This conference will involve the discussion of the public policy initiatives that Congress could consider in 2018. As Staff Director of Rules Committee, my work will be enhanced by listening to the discussion taking place at the conference. I will be better able to advise the Chairman of the Committee and give direction to the staff regarding these policies based on my participation.