

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

18 MAR 20 AM 11:59

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.

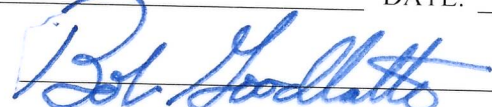
1. Name of Traveler: Peter S. Larkin
2. a. Name of accompanying relative: Susan G. Larkin or None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates of departure and return: Departure: March 8, 2018 Return: March 10, 2018
 b. Dates at personal expense (if any): _____ or None
4. Departure city: Roanoke, VA. Destination: Cambridge, MD. Return city: Roanoke, VA.
5. Sponsor(s) (who paid for the trip): The Congressional Institute
6. Describe meetings and events attended: I attended all sessions -- seminars, presentations -- listed on the agenda. All of the events were related to the performance of my duties.
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:  DATE: 3/16/18

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: Bob Goodlatte DATE: 3/16/18

SIGNATURE OF SUPERVISING MEMBER: 

**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.

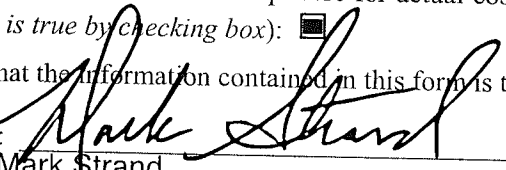
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

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	n/a	\$0.00	\$131.29	\$167.03 Facility Rental

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: Peter S. Larkin
2. Sponsor(s) (who will be paying for the trip): The Congressional Insitute, Inc.
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: Susan G. Larkin
(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.
As Chief of Staff, it is important for me to engage with my peers, stay informed, and be involved in the issues and the policy discusisons at the conference in order to best manage Congressman Goodlatte's offices
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

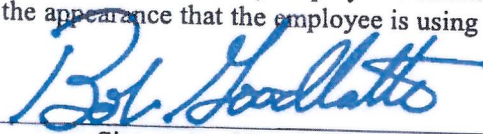
10. **FOR STAFF TRAVELERS:**

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: January 30, 2018



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.

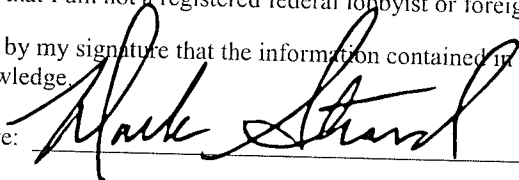
19. Check one:

- 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



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

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

8107 6 0 1111

Mr. Peter S. Larkin
Office of the Honorable Bob Goodlatte
10 Franklin Road SE, Suite 540
Roanoke, VA 24011

Dear Mr. Larkin:

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

Thursday, March 8, 2018



**CONGRESSIONAL
INSTITUTE EVENTS**

DOWNLOAD THE APP
TODAY!




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	Assessing 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 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 Algirde 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 Charlie Keller, Office of Rep. Ann Wagner	Choptank Ballroom
12:00 PM	End of Retreat Bus Departs	Convention Entrance

House Staff

First Name	Last Name	Job Title	Institution
Rob	Adkerson	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. Waiden
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	Chief of Staff	Office of the Speaker
Ronald	Carara	Senior Tax Counsel	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	Daulby	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
Willi	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	Ernhof	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. Comstock
Ben	Falkowski	Chief of Staff	Office of Rep. Walorski
John	Ferland	Chief of Staff	Office of Rep. Blum
Allan	Filip	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	Hittos	Chief of Staff	Office of Rep. Billirakis
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)

RJ			
Jason	Laukitis	Chief of Staff	Office of Rep. Walberg
John	Lawrence	Chief of Staff	Office of Rep. Scott
Pat	Leganski	Director of Floor Operations	Office of the House Majority Leader
Luke	Leopold	Chief of Staff	Office of Rep. Jenkins (KS)
Mira	Letlow	Chief of Staff	Office of Rep. Abraham
Joe	Lezell	Chief of Staff	Office of Rep. Barletta
Tony	Lillis	Chief of Staff	Office of Rep. Long
Scott	Lis	Chief of Staff	Office of Rep. Bergman
Adam	Luginbill	Chief of Staff	Office of Rep. Walker
Roger	Magary	Chief of Staff	Office of Rep. Lamborn
Ted	Mahan	Senior Policy Advisor	Office of the House Majority Leader
Bret	Maness	Chief of Staff	Office of Rep. Kelly (MS)
Lindsay	Manley	Chief of Staff	Office of Rep. Denham
Mark	Manson	Chief of Staff	Office of Rep. Reichert
	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			
Katie	Chief of Staff	Office of Rep. Roe	
Bruce	Senior Policy Advisor	Office of the House Majority Leader	
Megan	Chief of Staff	Office of Rep. Amodei	
Will	Chief of Staff	Office of Rep. Scalise	
James	Special Assistant	Office of the Speaker	
Todd	Deputy Chief of Staff	Office of the House Majority Leader	
Vivian	Chief of Staff	Office of Rep. Lance	
Steve	Chief of Staff	Office of Rep. Westerman	
Jessica	Chief of Staff	Office of Rep. Russell	
Sean	Chief of Staff	Office of Rep. Rooney (FL-17)	
David	Staff Director	House Committee on House Administration	
Lauren	Chief of Staff	Office of Rep. Roskam	
Melissa	Chief of Staff	Office of Rep. Perry	
Luke	Chief of Staff	Office of Rep. Rouzer	
Ben	Senior Policy Advisor	Office of the House Majority Leader	
Dave	Floor Assistant	Office of the House Majority Whip	
Poppy	Chief of Staff	Office of Rep. Yoder	
Damon	Chief of Staff	Office of Rep. Amash	
Kristan	Staff Director	House Committee on Intelligence	
Mary	Chief of Staff	Office of Rep. Hurd	
Corey	Chief of Staff	Office of Rep. Smith (NJ)	
Jon	Chief of Staff	Office of Rep. Curtis	
Sam	Chief of Staff	Office of Rep. Flores	
Jacob	Chief of Staff	Office of Rep. Walters	
Stacy	Chief of Staff	Office of Rep. Young (IA)	
Cherie	Chief of Staff	Office of Rep. Chabot	
Stephanie	Media Affairs and Events Manager	House Republican Conference	
Katie	Assistant to the Speaker for Policy	Office of the Speaker	
	Deputy Staff Director	House Committee on House Administration	

Megan	Legislative Director	House Republican Conference
Erin	Press Secretary	Office of the House Majority Leader
Dean	Chief of Staff	Office of Rep. Hultgren
Mark	Chief of Staff	Office of Rep. Brooks (AL)
Jim	Chief of Staff	Office of Rep. Massie
Steve	Chief of Staff	Office of Rep. LaHood
Hilary	Legislative Assistant	Office of Rep. Smith
Parker	Chief of Staff	Office of House Majority Chief Deputy Whip
Amy	Chief of Staff	Office of Rep. Royce
Allison	Chief of Staff	Office of Rep. Latta
Chad	Chief of Staff	Office of Rep. Luetkemeyer
Marty	Deputy Policy Director	Office of the House Majority Whip
Bart	Director of Operations	Office of the House Majority Whip
Brian	Chief of Staff	Office of Rep. Aderholt
Brandon	Staff Director	House Committee on Education and Workforce
Mike	Communications Director	Office of the Speaker
Kelicia	Chief of Staff (DC)	Office of Rep. Carter (TX)
Craig	Chief of Staff	Office of Rep. Shimkus
Brent	Chief of Staff	Office of Rep. Marshall
Ritika	Chief of Staff	Office of Rep. Buck
Sara	Chief of Staff	Office of Rep. Marino
Sarah	Director of Member Services and Events	House Republican Conference
Cole	Chief of Staff	Office of Rep. Valadao
Mark	Chief of Staff	Office of Rep. Smith
Mary	Chief of Staff	Office of Rep. Barr
Justin	Chief of Staff	Office of Rep. McSally
Michelle	Chief of Staff	Office of Rep. Renacci
Maytee	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	Chief of Staff	Office of the Speaker
Mike	Smullen	Digital Communications Director	Office of Rep. Johnson (OH)
Austin	Smythe	Chief of Staff	Office of the Speaker
John	Sobel	Policy Director	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
Brittann	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
Jerry
Jeanette
Tory
Lance
Mark
Devin
Adam
Veronica
Leafaina
Jason
Bill

Whetstone
White
Whitener
Wickiser
Williams
Williams
Wiser
Wolf
Wong
Yahn
Yaworske
Zito

Chief of Staff
Chief Policy Advisor
Chief of Staff
Director of Scheduling
Chief of Staff
Chief of Staff
Chief of Staff
Chief of Staff
Chief of Staff
Chief of Staff
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Chief of Staff
Chief of Staff
Chief of Staff

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

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.