

U.S. House of Representatives  
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

18 MAR 26 PM 2:00

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: MICHAEL KIRLIN
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 9, 2018  
b. Dates at personal expense (if any): \_\_\_\_\_ or None ☐
4. Departure city: Washington, DC Destination: CAMBRIDGE, MA Return city: Washington, DC
5. Sponsor(s) (who paid for the trip): The Congressional Institute
6. Describe meetings and events attended: Listened to lectures, as well as participated in breakout sessions, which will enable me to better manage the Congressman's office.
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 left the trip early, and was only able to participate in a portion of the agenda. I left the trip in the early afternoon of March 9th.

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

SIGNATURE OF TRAVELER: Michael Kirlin DATE: 3/24/18

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: Congressman Patrick Meehan DATE: 3/24/18

SIGNATURE OF SUPERVISING MEMBER: Patrick Meehan

U.S. House of Representatives  
Committee on Ethics

☒ Original ☐ Amendment

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.

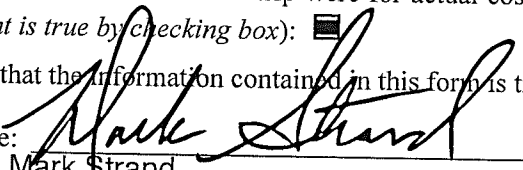
**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

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 9, 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	\$116.91	\$98.00	\$83.52 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: Michael Kirlin
2. Sponsor(s) (who will be paying for the trip): Congressional Institute
3. Travel destination(s): Cambridge, MD
4. a. Date of departure 3/8/18 Date of return: 3/10/18  
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: Emily Kirlin  
(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 the Congressman's Chief of Staff, my participation on this trip will enable me to better manage the legislative staff, in addition to achieving the Congressman's legislative goals.
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: 2/2/2018

  
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](http://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

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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:

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

	Other 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

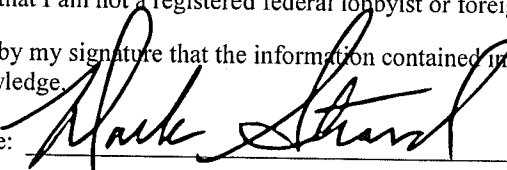
**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

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

MAR 07 2018

Mr. Michael Kirlin  
Office of the Honorable Patrick Meehan  
2305 Rayburn House Office Building  
Washington, DC 20515

Dear Mr. Kirlin:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your and your spouse's 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



**Congressional  
Institute**

**Chiefs of Staff Conference**  
March 8-10, 2018



**CONGRESSIONAL  
INSTITUTE EVENTS**

DOWNLOAD THE APP  
TODAY!



**Thursday, March 8, 2018**

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

**Friday, March 9, 2018**

8:00 AM	<b>Breakfast</b>	Chesapeake ABCD
9:00-10:45 AM	<b>The Effective Congressional Office Manager</b> Mark Horstman, Manager Tools	Choptank Ballroom
10:50-12:00 noon	<b>Accessing Leadership to Advance Your Boss' Legislative Agenda</b> 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



<b>12:15-2:00 PM</b>	<b>Lunch</b> David Wasserman, The Cook Political Report	<b>Chesapeake ABCD</b>
<b>2:00-3:00 PM</b>	<b>Joint Select Committee on Budget and Appropriations Process Reform</b> Moderator: Mark Strand Bill Hoagland, Bipartisan Policy Center Jim Dyer, Baker Donelson Stuart Butler, Brookings Institution Gordon Gray, American Action Forum	<b>Choptank Ballroom</b>
<b>3:00-4:00 PM</b>	<b>Working with the White House</b> Joyce Meyer, White House Office of Legislative Affairs Amy Swonger, White House Office of Legislative Affairs	<b>Choptank Ballroom</b>
<b>4:00-5:00 PM</b>	<b>Twitter Is in the News, But What Technologies Work Best</b> Seamus Kraft, OpenGov Foundation Eric Wilson, Learn Test Optimize	<b>Choptank Ballroom</b>
<b>5:00-6:00 PM</b>	<b>An Ethics Primer: Preventing Ethics Violations</b> Rob Walker, Wiley Rein LLP Elliot Berke, Berke Farah LLP	<b>Choptank Ballroom</b>
<b>6:30-9:00 PM</b>	<b>Reception &amp; Dinner</b> The Honorable Kay Coles James, The Heritage Foundation	<b>Chesapeake ABCD</b>

**Saturday, March 10, 2018**

<b>8:00 AM</b>	<b>Breakfast</b>	<b>Chesapeake ABCD</b>
<b>9:00-10:15 AM</b>	<b>Protecting Your Office</b> Algirde Pipikaite, CyberSponse John Quattrone, Assistant Sergeant at Arms Reynold Schweickhardt, Committee on House Administration	<b>Choptank Ballroom</b>
<b>10:30-12:00 noon</b>	<b>Best Practices</b> Moderator: Mark Strand, Congressional Institute Greg Facchiano, Office of Rep. Lloyd Smucker Charlie Keller, Office of Rep. Ann Wagner	<b>Choptank Ballroom</b>
<b>12:00 PM</b>	<b>End of Retreat</b> <b>Bus Departs</b>	<b>Convention Entrance</b>

## House Staff

First Name	Last Name	Job Title	Institution
Rob	Adkerson	Chief of Staff	Office of Rep. Loudermilk
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Hannah	Andrews	Chief of Staff	Office of Rep. Tenney
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Josh	Bell	Chief of Staff	Office of Rep. Estes
Megan	Bell	Chief of Staff	Office of Rep. Rogers (KY)
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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
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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
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Mark	Gruz	Chief of Staff	Office of Rep. Rokita
Patrick	Cuff	Chief of Staff	Office of Rep. Pearce
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Dante	Cutrona	Chief of Staff	Office of Rep. Costello
McKay	Daniels	Chief of Staff	Office of Rep. Gallagher
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Dave	Davis	Chief of Staff	Office of Rep. Brady
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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. 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	Foote	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	Heggen	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. 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	Poulos	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	Reil	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	Rice	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	Saparrow	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. Conaway
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.