

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

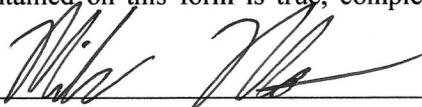
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This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements 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 Martin
2. a. Name of accompanying relative: _____ *or* None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates of departure and return: Departure: March 22, 2018 Return: March 23, 2018
 b. Dates at personal expense (if any): _____ *or* None
4. Departure city: Washington DC Destination: New York, NY Return city: Washington DC
5. Sponsor(s) (who paid for the trip): National Biodiesel Foundation (see also Attachment A)
6. Describe meetings and events attended: Presentations on environmental and economic impacts of biodiesel at the NYC Sanitation Dept and vehicle maintenance facility; Bronx Design & Construction Academy; and lunch presentation by NY Councilman.
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: 4/6/18

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: Daniel M. Donovan Jr. DATE: 4/6/2018

SIGNATURE OF SUPERVISING MEMBER: 

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**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): National Biodiesel Foundation (See also Attachment A)

2. Travel Destination(s): New York City, New York

3. Date of Departure: March 22, 2018 Date of Return: March 23, 2018

4. Name(s) of Traveler(s): Michael Martin

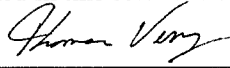
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)

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	\$325.92	\$243.33	\$27.86	\$5.77 (tips)
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: Tom Verry Title: Executive Director

Organization: National Biodiesel Foundation

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

Address: PO Box 104898

Jefferson City, MO 65110-4898

Telephone number: (573) 635-3893

Email Address: tverry@biodiesel.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: Mike Martin
2. Sponsor(s) (who will be paying for the trip): National Biodiesel Board
3. Travel destination(s): New York City
4. a. Date of departure 3/22/18 Date of return: 3/23/18
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: _____
(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.
I am a Legislative Assistant handling energy issues and this trip will give me a look at how the biodiesel industry and these plants operate.
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: 2/9/18

Mike Martin
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): _____
National Biodiesel Foundation
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: _____
See Attachment A
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 Attachment B. Each House invitee has been invited because he or she works on one or more of the following issues as a House employee: energy, environment, and/or agriculture.
5. Is travel being offered to an accompanying relative of the House invitee(s)? Yes No
6. Date of departure: March 22, 2018 Date of return: March 23, 2018
7. a. City of departure: Washington, D.C.
b. Destination(s): New York City, New York
c. City of return: Washington, D.C.
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 Attachment C.

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): _____
Not to exceed the New York City per diem plus taxes (\$74.00 for March 23 and \$55.50 for March 22)

2) Provide reason for selecting the location of the event or trip: _____
New York City was selected because of the city's use of biodiesel as an energy source
in an urban environment. Biodiesel and Bioheat are used in transportation and heating applications.

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

Hotel name: Courtyard New York Manhattan/Herald Square City: New York Cost per night: \$210 plus taxes
Reason(s) for selecting: This hotel is located near where the tour begins.

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	\$310	\$210	\$108 (1 full & 1 travel day)
For each accompanying relative			

	<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		
For each accompanying relative		

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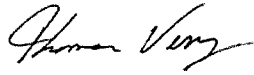
19. Check one:

- 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: Tom Verry

Title: Executive Director

Organization: National Biodiesel Foundation

Address: PO Box 104898, Jefferson City, MO 65110-4898

Telephone number: 800-841-5849

Email address: tverry@biodiesel.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)

**U.S. House of Representatives
Committee on Ethics**

NON-GRANTMAKING TRIP SPONSOR FORM

This form should be completed by a private individual or entity that provides funds, services, or in-kind donations to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. A Non-Grantmaking Sponsor that has a direct involvement in planning, organizing, conducting, or participating in the trip must complete this form. **Provide a copy of your completed form to the primary sponsor of the trip.**

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. Name of your organization: National Biodiesel Board
2. Name of Primary Trip Sponsor: National Biodiesel Foundation
3. My organization has provided funds to the above-named Primary Trip Sponsor to pay all or part of the expenses for a trip to (destination) New York City
on (date) March 22 - 23, 2018 that primarily is being organized or arranged by the above-named Primary Trip Sponsor. Yes No
4. My organization has had a direct role in the organizing, planning, arranging, or will have a role in conducting, the trip identified in response to Question 3 or an event that will occur during that trip. Yes No
5. Check one:
 - a. My organization does not employ or retain a registered federal lobbyist or foreign agent *or*
 - b. My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
6. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.
7. 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: Bradley Shimmens Title: Director of Operations and Membership

Organization: National Biodiesel Board

Address: 605 Clark Avenue, Jefferson City, MO 65101

Telephone number: 573-635-3893

Email Address: bshimmens@biodiesel.org

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1. Name of your organization: Lake Erie Biofuels, LLC dba HERO BX
2. Name of Primary Trip Sponsor: National Biodiesel Foundation
3. My organization has provided funds to the above-named Primary Trip Sponsor to pay all or part of the expenses for a trip to (destination) New York City
on (date) March 22 - 23, 2018 that primarily is being organized or arranged by the above-named Primary Trip Sponsor. Yes No
4. My organization has had a direct role in the organizing, planning, arranging, or will have a role in conducting, the trip identified in response to Question 3 or an event that will occur during that trip. Yes No
5. Check one:
 - a. My organization does not employ or retain a registered federal lobbyist or foreign agent *or*
 - b. My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
6. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.
7. 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: Timothy C. Keaveney

Title: Vice President-Sales

Organization: Lake Erie Biofuels, LLC dba HERO BX

Address: 1540 East Lake Road, Suite 300, Erie, PA 16511

Telephone number: 814-528-9200

Email Address: TKeaveney@herobx.com

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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. Name of your organization: Incobrasa Industries, Ltd.
2. Name of Primary Trip Sponsor: National Biodiesel Foundation
3. My organization has provided funds to the above-named Primary Trip Sponsor to pay all or part of the expenses for a trip to (destination) New York City on (date) March 22 - 23, 2018 that primarily is being organized or arranged by the above-named Primary Trip Sponsor. Yes No
4. My organization has had a direct role in the organizing, planning, arranging, or will have a role in conducting, the trip identified in response to Question 3 or an event that will occur during that trip. Yes No
5. Check one:
 - a. My organization does not employ or retain a registered federal lobbyist or foreign agent *or*
 - b. My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
6. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.
7. 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: Kerry Fogarty

Title: QC Manager

Organization: Incobrasa Industries, Ltd.

Address: P.O. Box 98, Gilman, IL 60938

Telephone number: 915-265-9125

Email Address: Kerry_Fogarty@incobrasa.com

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

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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. Name of your organization: Mid-America Biofuels
2. Name of Primary Trip Sponsor: National Biodiesel Foundation
3. My organization has provided funds to the above-named Primary Trip Sponsor to pay all or part of the expenses for a trip to (destination) New York City
on (date) March 22 - 23, 2018 that primarily is being organized or arranged by the above-named Primary Trip Sponsor. Yes No
4. My organization has had a direct role in the organizing, planning, arranging, or will have a role in conducting, the trip identified in response to Question 3 or an event that will occur during that trip. Yes No
5. Check one:
 - a. My organization does not employ or retain a registered federal lobbyist or foreign agent *or*
 - b. My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
6. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.
7. 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: Cliff Smith Title: General Manager

Organization: Mid-America Biofuels

Address: 410 S. Jefferson Street, Mexico, MO 65265

Telephone number: 573-581-7994

Email Address: cliff_smith@mid-america-biofuels.com

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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. Name of your organization: Minnesota Soybean Processors
2. Name of Primary Trip Sponsor: National Biodiesel Foundation
3. My organization has provided funds to the above-named Primary Trip Sponsor to pay all or part of the expenses for a trip to (destination) New York City
on (date) March 22 - 23, 2018 that primarily is being organized or arranged by the above-named Primary Trip Sponsor. Yes No
4. My organization has had a direct role in the organizing, planning, arranging, or will have a role in conducting, the trip identified in response to Question 3 or an event that will occur during that trip.
 Yes No
5. Check one:
 - a. My organization does not employ or retain a registered federal lobbyist or foreign agent *or*
 - b. My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
6. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.
7. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Scott Austin

Digitally signed by Scott Austin
DN: cn=Scott Austin, o=Minnesota Soybean Processors, ou=General Manager, email=scott.austin@mnsoy.com, c=US
Date: 2018.03.23 09:58



Name: Scott Austin

Title: General Manager

Organization: Minnesota Soybean Processors

Address: P.O. Box 100, Brewster, MN 56119-0100

Telephone number: 507-842-6696

Email Address: scott.austin@mnsoy.com

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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. Name of your organization: Renewable Energy Group Inc.
2. Name of Primary Trip Sponsor: National Biodiesel Foundation
3. My organization has provided funds to the above-named Primary Trip Sponsor to pay all or part of the expenses for a trip to (destination) New York City
on (date) March 22-23, 2018 that primarily is being organized or arranged by the above-named Primary Trip Sponsor. Yes No
4. My organization has had a direct role in the organizing, planning, arranging, or will have a role in conducting, the trip identified in response to Question 3 or an event that will occur during that trip. Yes No
5. Check one:
 - a. My organization does not employ or retain a registered federal lobbyist or foreign agent *or*
 - b. My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
6. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.
7. 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: Jon Scharingson Title: Director of Marketing

Organization: Renewable Energy Group, Inc.

Address: 416 S. Bell Street, Ames, IA 50010

Telephone number: 515-239-8042

Email Address: jon.scharingson@regi.com

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

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**U.S. House of Representatives
Committee on Ethics**

NON-GRANTMAKING TRIP SPONSOR FORM

This form should be completed by a private individual or entity that provides funds, services, or in-kind donations to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. A Non-Grantmaking Sponsor that has a direct involvement in planning, organizing, conducting, or participating in the trip must complete this form. **Provide a copy of your completed form to the primary sponsor of the trip.**

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. Name of your organization: Western Iowa Energy, LLC
2. Name of Primary Trip Sponsor: National Biodiesel Foundation
3. My organization has provided funds to the above-named Primary Trip Sponsor to pay all or part of the expenses for a trip to (destination) New York City
on (date) March 22-23, 2018 that primarily is being organized or arranged by the above-named Primary Trip Sponsor. Yes No
4. My organization has had a direct role in the organizing, planning, arranging, or will have a role in conducting, the trip identified in response to Question 3 or an event that will occur during that trip. Yes No
5. Check one:
 - a. My organization does not employ or retain a registered federal lobbyist or foreign agent *or*
 - b. My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
6. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.
7. 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: Bradley Wilson Title: President, General Manager

Organization: Western Iowa Energy, LLC

Address: 1220 S. Center St., P.O. Box 399, Wall Lake, IA 51466

Telephone number: 712-664-2173

Email Address: bwilson@westerniowaenergy.com

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 19, 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. Mike Martin
Office of the Honorable Dan Donovan
1541 Longworth House Office Building
Washington, DC 20515

Dear Mr. Martin:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to New York, New York, scheduled for March 22 to March 23, 2018, sponsored by the National Biodiesel Foundation, the National Biodiesel Board, Lake Erie Biofuel, LLC dba HERO BX, Incobrasa Industries, Ltd., Mid-America Biofuels, LLC, Renewable Energy Group, Inc., and Western Iowa Energy, LLC. We remind you that, because the National Biodiesel Foundation, the National Biodiesel Board, and Renewable Energy Group, Inc. employ a federal lobbyist, you may participate in officially-connected activity on one calendar day only.

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.

Mr. Mike Martin
Page 2

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:kej

ATTACHMENT A

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

National Biodiesel Board

Lake Erie Biofuel, LLC dba HERO BX

Incobrasa Industries, Ltd.

Mid-America Biofuels, LLC

Minnesota Soybean Processors

Renewable Energy Group, Inc.

Western Iowa Energy, LLC

**Attachment B
House Staff Invited**

Last Name	First Name	Staff Type	Committee	Member	State
Adekunle	Dorcas	Energy	Other Champions	Watson Coleman	NJ
Baker	Vernon	Tax	Ways & Means	Thompson	CA
Ballard	Jimmy	Ag	House Ag	Davis	IL
Bennett	Scott	Ag	House Ag	Goodlatte	VA
Bezruki	Steffanie	Ag	House Ag	Bustos	IL
Bowman	Chris	Energy	E&C	Doyle	PA
Brady	Sean	Tax	Ways & Means	Buchanan	FL
Brainard	Colin	Tax	Ways & Means	Jenkins	KS
Breene	Sam	Energy	Ways & Means	Kelly	PA
Briley	Randolph	Ag	House Ag	Walz	MN
Brooks	Michael	Energy	Other Champions	Yoder	KS
Calkins	Aaron	Energy	Other Champions	Labrador	ID
Carlson	Steven	Ag	Other Champions	Capuano	MA
Casey	Kevin	Tax	Ways & Means	Crowley	NY
Christensen	Nick	Energy	Other Champions	Graves	MO
Christianson	Andrew	Tax	Ways & Means	Noem	SD
Clanahan	Chase	Energy	E&C	Shimkus	IL
Collier	Will	Ag	E&C	Loeb sack	IA
Combelic	Alexa	Ag	Other Champions	Courtney	CT
Cook	Kris	Energy	Other Champions	Wagner	MO
Czufin	Sarah	Energy	E&C	Kinziger	IL
Dankler	Mike	Tax	Ways & Means	Walorski	IN
Davis	Cary	Tax	Other Champions	Donovan	NY
Desai	Sonali	Tax	Ways & Means	Chu	CA
Dolan	Kayla	Energy	E&C	Hudson	NC
Dubose	Danielle	Committee	Ways & Means	Brady	TX
England	Richard	Energy	E&C	Olson	TX
Erdel	Mitch	Ag	Other Champions	Luetkemeyer	MO
Fawell	Joel	Tax	Ways & Means	Roskam	IL
Feyerherm	Alan	Ag	Other Champions	Fortenberry	NE
Fisher	Andrew	Ag	Ways & Means	Noem	SD
Fowler	Mark	Energy	E&C	Welch	VT
Getz	Kara	Tax	Ways & Means	Neal	MA
Giessemann	Evan	Tax	Other Champions	Pocan	WI
Goldenstein	Jim	Environment	House Ag	Comer	KY
Greenberg	Hana	Tax	Ways & Means	Kind	WI
Griswold	Kelsey	Tax	Other Champions	Blum	IA
Hayward	Matt	Energy	E&C	Schakowsky	IL
Hearn	Bri	Energy	E&C	Lance	NJ

Henry	Dalton	Ag	House Ag	Marshall	KS
Hoffman	Peter	Environment	Other Champions	Messer	IN
Hook	Erynn	Energy	E&C	Collins	NY
Horder	Michael	Ag	House Ag	Conaway	TX
Houser	Elaina	Tax	Ways & Means	Pascrell	NJ
Hrkman	Lou	Energy	E&C	McKinley	WV
Hunter-Williams	Jill	Tax	Ways & Means	Davis	IL
Iken	Donna	Energy	Other Champions	Meng	NY
Jackson	Josh	Tax	Ways & Means	Smith, A	NE
Jurkovich	Evan	Ag	Other Champions	Peterson	MN
Kalyanam	Aruna	Committee	Ways & Means	Neal	MA
Kamphaus	Natalie	Tax	Ways & Means	Reichert	WA
Keating	Ryan	Environment	Other Champions	Ryan	OH
Kessler	Rick	Committee	E&C	Pallone	NJ
Kiedrowicz	Melissa	Tax	Ways & Means	Sanchez	CA
Kirlin	Michael	Tax	Ways & Means	Meehan	PA
Koch Daffner	Whitney	Tax	Ways & Means	Tiberi	OH
Krogman	Travis	Ag	House Ag	Kuster	NH
La Fountain	Peter	Energy	Other Champions	Langevin	RI
Larkin	Brendan	Energy	E&C	Tonko	NY
Layher	R.J.	Ag	House Ag	Bost	IL
Lee	Sylvia	Tax	Ways & Means	Larson	CT
Lieberman	Ben	Committee	E&C	Walden	OR
Lowdermilk	T.J.	Energy	Other Champions	Kaptur	OH
Lunneborg	Nick	Tax	Other Champions	Emmer	MN
Mahoney	Christina	Energy	Other Champions	Cleaver	MO
Martin	Michael	Energy	Other Champions	Donovan	NY
Martin	Zach	Energy	House Ag	Peterson	MN
Maxwell	Josh	Committee	House Ag	Conaway	TX
Meiners	Matt	Ag	House Ag	King, S	IA
Meuse	Justin	Ag	Other Champions	Himes	CT
Michael	Emily	Energy	E&C	Griffith	VA
Miller	Joel	Energy	E&C	Guthrie	KY
Moore	AJ	Tax	Other Champions	Young	IA
Morton	Lisette	Energy	Other Champions	Nadler	NY
Nagaraj	Renuka	Tax	Other Champions	Cicilline	RI
Nazaretova	Katy	Ag	Other Champions	Larsen	WA
Neill	Andrew	Energy	E&C	McMorris-Rodgers	WA
Ofosu	Asi	Energy	Other Champions	Clarke	NY
Patton	Roderick	Finance	Ways & Means	Jenkins	KS
Plank	Jillian	Tax	Ways & Means	Nunes	CA
Porter	John	Tax	Ways & Means	Brady	TX
Prater	Lori	Tax	Ways & Means	Kelly	PA
Pratt	Kris	Tax	Other Champions	DeFazio	OR

Richardson	Mary Ellen	Ag	Other Champions	LaHood	IL
Rogers	Michael	Energy	E&C	Pallone	NJ
Rudis	Katy	Tax	Ways & Means	Renacci	OH
Ryan	Bradley	Tax	Ways & Means	Renacci	OH
Shimkus	Eddie	Tax	Ways & Means	Levin	MI
Silva	Natasha	Ag	Other Champions	Lynch	MA
Simbert	Steeve	Energy	House Ag	Evans	PA
Simmons	Anne	Committee	House Ag	Peterson	MN
Skretny	Brian	Energy	E&C	Engel	NY
Smith	Dan	Tax	Ways & Means	Doggett	TX
Sok	Justin	Tax	Ways & Means	Smith, J	MO
Solem	Rebekah	Ag	House Ag	Peterson	MN
Soltani	Lauren	Tax	Ways & Means	DelBene	WA
Stanoch	Joe	Ag	House Ag	Nolan	MN
Stober	Mike	Tax	Ways & Means	Paulsen	MN
Strader	Nick	Energy	E&C	Walden	OR
Stross	Matt	Tax	Ways & Means	Holding	NC
Thompson	Jamila	Tax	Ways & Means	Lewis	GA
Thrift	Laura	Tax	Ways & Means	Blumenauer	OR
Tvrdy	Joe	Ag	House Ag	Hartzler	MO
Ursprung	Tim	Environment	Other Champions	King, P	NY
Vey	Madeline	Energy	E&C	Latta	OH
Vrana	Eva	Environment	Other Champions	Moolenaar	MI
Walker	Tommy	Energy	E&C	DeGette	CO

ATTACHMENT C

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:

National Biodiesel Foundation works closely with the National Biodiesel Board to address issues affecting the nation -- cleaner air, greater economic development for rural communities, and enhanced national security through energy independence. Organized in 1994, the Foundation's mission is to accomplish outreach, education, research and demonstration activities for the advancement of biodiesel; is the primary tour sponsor and has overall responsibility for planning, organizing, and implementing the tour.

National Biodiesel Board is a membership organization comprised of state, national, and international feedstock and feedstock processor organizations, biodiesel suppliers, fuel marketers and distributors, and technology providers. This group works to create sustainable biodiesel industry growth through education, communication, governmental affairs, and technical and quality assurance programs; has coordinated the tour and will serve as host/presenter. Their lobbyist had no more than *de minimis* involvement in the planning, organizing, requesting, or arranging the trip.

Lake Erie Biofuel, LLC dba HERO BX, located on Lake Erie, HERO BX is one of the top 10 biodiesel production facilities in the nation. As a major supplier of biodiesel to the north-east corridor including New York City, HERO BX has a general interest in supporting growth of Bioheat®; has contributed to trip planning and will participate on the tour.

Incobrasa Industries, Ltd. is a privately-owned corporation that operates a soybean processing business in central Illinois and trades a variety of soybean products in the domestic market. The company's roots and industry experience go back about 50 years when its founders started operations in soybean oil extraction in Brazil. Using the most current technology, Incobrasa is committed to producing top quality B100 and B99.9 biodiesel for use in the United States. Incobrasa has the capacity to produce 36 million gallons annually; has participated in planning the tour and has been invited to accompany the tour group.

Mid-America Biofuels, LLC, located in Missouri, Mid-America Biofuels, LLC is a joint venture of Biofuels, LLC (a farmer-owned biodiesel business); Ray-Carroll County Grain Growers; MFA Oil Company; Growmark Inc; and Archer Daniels Midland Company (ADM). As a BQ 9000 certified producer, their top priority is producing superior quality biodiesel; has participated in planning the tour and has been invited to accompany the tour.

Minnesota Soybean Processors is a 2,350 plus membership cooperative that owns and operates a soybean crush facility and biodiesel operation in Brewster, Minnesota. Their goal is to provide a high-quality feed product for America's producers and a high quality renewable fuel source; has contributed to planning the tour and has been invited to accompany the tour.

Renewable Energy Group, Inc is a leading provider of cleaner, lower carbon intensity products and services. We are an international producer of biomass-based diesel, a developer of renewable chemicals and North America's largest producer of advanced biofuel. REG utilizes an

integrated procurement, distribution, and logistics network to convert natural fats, oils, greases and sugars into lower carbon intensity products. With 14 active biorefineries, a feedstock processing facility, research and development capabilities and a diverse and growing intellectual property portfolio, REG is committed to being a long-term leader in bio-based fuel and chemicals. REG has participated in planning the tour and has been invited to accompany the tour. Their lobbyist had no more than *de minimis* involvement in the planning, organizing, requesting, or arranging the trip.

Western Iowa Energy, LLC manufactures, sells and delivers up to forty-five million gallons of biodiesel annually. The company is committed to production that makes sense both economically and environmentally for the state of Iowa and the nation; has contributed to planning the tour and has been invited to accompany the tour.

ATTACHMENT A

Names of the additional sponsors:

National Biodiesel Board

Lake Erie Biofuel, LLC dba HERO BX

Incobrasa Industries, Ltd.

Mid-America Biofuels, LLC

Minnesota Soybean Processors

Renewable Energy Group, Inc.

Western Iowa Energy, LLC

ATTACHMENT A

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Renewable Energy Group, Inc.

Western Iowa Energy, LLC

2018 NY Biodiesel Congressional Tour

Sustainable Biodiesel: Improving the Environment and Economy

Thursday, March 22nd

- 5:35 p.m. **Meet at Union Station, DC – Amtrak Train**
Northeast Regional departs at 5:55pm
- 9:30 p.m. **Arrive at Penn Station, NYC**
- 10:00 p.m. **Arrive at Courtyard New York Manhattan/Herald Square**
71 West 35th Street at 6th Avenue New York, NY 10001

Thursday is a travel day. There are no officially-connected meals or activities scheduled.

Friday, March 23rd

- 7:30 a.m. **Meet in hotel lobby** (*will not be coming back to the hotel*)
- 8:00 a.m. **Depart hotel by bus**

8:30 a.m. to 10:30 a.m.

**Orientation meeting at New York City Sanitation Department,
52-35 58th St. Woodside, NY (a continental breakfast will be provided)**

- **New York City Department of Sanitation Deputy Commissioner Rocky DiRico – Welcome and NYC Sanitation Biodiesel Overview**
The New York City Department of Sanitation is the largest sanitation department in the world with over 7,200 uniformed sanitation workers and supervisors, 2,041 civilian workers, 2,230 collection trucks, 275 specialized collection trucks, 450 street sweepers, 365 salt and sand spreaders, 298 front end loaders, 2,360 support vehicles, and handles over 12,000 tons of residential and institutional refuse and recyclables a day. Here you will hear of their biodiesel and Bioheat® use and experiences, see their emissions testing lab and hear of the commitment New York City has to the environment through its adoption of the City of New York Sustainability Policy.
- **Tom Verry, Executive Director, National Biodiesel Foundation and Rosemarie Calabro Tully, Director of Public Affairs and Federal Communications, National Biodiesel Board**
Welcome, Introductions and Industry Overview.
Rocco Lacertosa, New York Oil Heat Association - New York City is the largest home heating oil market in the United States. Each year the city uses over one billion gallons of heating oil. New York City currently has a standard that requires a 2% blend of Bioheat® in all home heating oil. Rocco will talk about the city's next step in adopting a heating oil standard that will require 5% and greater blends of Bioheat® in the future.
- **Ryan Lamberg, environmental and technical consultant for NBB**
Description: West Coast Biodiesel Update. Ryan will review the dynamics, regulations and trends in the market place along the West Coast. Biodiesel and renewable diesel demand has increased year after year and may reach 1 billion gallons by 2020 or soon thereafter. Ryan will provide greater insight into both West Coast regulations and potential states in the Northeast that are trying to mimic these efforts.

10:30 a.m. – 12:00 p.m.

**Overview and Tour of New York City Sanitation Department Vehicle
Maintenance Facility, 52-35 58th St. Woodside, NY**

The New York City Department of Sanitation is the largest sanitation department in the world, with 9,000 employees and over 6,000 vehicles that handles over 12,000 tons of residential and institutional refuse and recyclables a day. The sanitation department is one of the largest single users of biodiesel in the country. Biodiesel is used throughout their fleet to meet performance and carbon reduction goals.

12:00 p.m. Depart Sanitation for lunch at Donovan's Pub

12:15 p.m. - 1:30 p.m.

**Lunch at Donovan's Pub, 57-24 Roosevelt Ave, Woodside, NY
Costa Constantinides, NYC Councilman, Astoria, Queens**

Councilman Constantinides is the champion for biodiesel and Bioheat® on the New York City Council. The councilman will share his experiences with biodiesel and Bioheat® and discuss bills he has been instrumental in sponsoring and their impact on transportation and heating fuel in NYC. Councilman Constantinides was the main sponsor of the recently passed NYC Bill 642 that will mandate B20 Bioheat® use by 2034.

1:30 p.m. Depart for Bronx Design and Construction Academy

1:45 p.m. – 3:30 p.m.

**Tour Bronx Design and Construction Academy
333 East 151st, Bronx, NY 10431
Pete Gonzalez, Work Base Learning Coordinator**

The Academy is working with the New York Heating Oil Association to educate high schools students that are considering a future as heating oil technicians on the benefits of using Bioheat® in commercial and residential applications.

3:45 p.m. Depart for Penn Station, NYC

4:30 p.m. Arrive at Penn Station, NYC - The Sustainability Tour will conclude with a Q&A Session with tour participants, sponsors and staff. This will be the time for participants to answer all their questions, discuss the day's events and get one-on-one time with biodiesel experts.

6:25 p.m. Amtrak train departs for Union Station, DC

9:50 p.m. Arrive at Union Station, DC