

U.S. House of Representatives
Committee on Ethics

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

LEGISLATIVE RESOURCE CENT

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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.

U.S. HOUSE OF REPRESENTATIVES
CLERK OF THE CLERK

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: Heather Smith
2. a. Name of accompanying relative: _____ or None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates of departure and return: Departure: April 8, 2018 Return: April 10, 2018
 b. Dates at personal expense (if any): _____ or None
4. Departure city: Washington, DC Destination: Las Vegas, NV Return city: Washington, DC
5. Sponsor(s) (who paid for the trip): National Association of Broadcasters
6. Describe meetings and events attended: National Association of Broadcasters Showcase, Beasley Media Company
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: Heather Smith DATE: 04/26/2018

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: April 26 2018

SIGNATURE OF SUPERVISING MEMBER: Bob Goodlatte

**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 Association of Broadcasters

2. Travel Destination(s): Las Vegas, NV

3. Date of Departure: 04/08/18 Date of Return: 04/10/18

4. Name(s) of Traveler(s): Heather Smith
(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	\$742.94	\$237.44	\$168.60	\$185 exhibit pass
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: Chris Ornelas Title: Chief Operating Officer

Organization: National Association of Broadcasters

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

Address: 1771 N Street NW

Washington, DC 20036

Telephone number: 202-429-5301

Email Address: sbone@nab.org / cornelas@nab.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: Heather K. Smith
2. Sponsor(s) (who will be paying for the trip): National Association of Broadcasters
3. Travel destination(s): Las Vegas, NV
4. a. Date of departure Sunday, April 8, 2018 Date of return: Tuesday, April 10, 2018
b. Will you be extending the trip at your personal expense? Yes No
If yes, dates at personal expense: _____
5. a. Will you be accompanied by a relative at the sponsor's expense? Yes No
b. If yes:
(1) Name of accompanying relative: _____
(2) Relationship to traveler: Spouse Child Other (specify): _____
(3) Accompanying relative is at least 18 years of age: Yes No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (*i.e.*, travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? Yes No
b. If yes, explain why the second night of lodging is warranted:
Travel time & distance to Las Vegas require a second night's stay.
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 Legislative Correspondent and Communications Assistant, I write legislative responses for the Congressman on telecom, intellectual property, and copyright issues. I also facilitate TV and radio interviews.
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

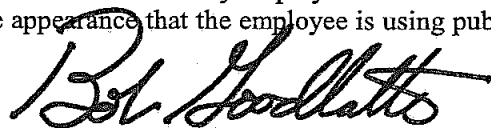
10. **FOR STAFF TRAVELERS:**

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: 3/8/2018



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): _____
National Association of Broadcasters
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 attached document (spreadsheet).
5. Is travel being offered to an accompanying relative of the House invitee(s)? Yes No
6. Date of departure: Sunday, April 8, 2018 Date of return: Tuesday, April 10, 2018
7. a. City of departure: Washington, DC
b. Destination(s): Las Vegas, NV
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: _____

Travel time & distance to Las Vegas, as well as the start & end time of the conference require a second night's lodging.

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:

The purpose of the NAB Show is to showcase the broadcast industry, bring leaders together, and educate consumers about broadcasting. This trip would allow Congressional staff to engage with industry leaders, learn about new technologies, and experience broadcasting up close by touring a radio station.

NAB issues invitations, organizes the conference, and books travel.

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: *Total meal/food costs meet the aggregate GSA limit for a trip of this length.

1) Detail the cost per day of meals (approximate cost may be provided): _____
Breakfast: \$10, Lunch: \$40, Reception: \$50, Dinner: \$60 = Total: \$160*

2) Provide reason for selecting the location of the event or trip: _____
Las Vegas is the location of the Associations' annual trade show, as it has the space requirements needed to accomodate the size of the NAB Show and the number of attendees.

The radio station was selected for it's proximity to the NAB Show and for the quality of the facility.

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

Hotel name: Caesars Palace City: Las Vegas Cost per night: \$106-114
Reason(s) for selecting: The hotel was chosen for it's proximity to event locations and access to shuttle buses.

Hotel name: The Palazzo City: Las Vegas Cost per night: \$106-149
Reason(s) for selecting: The hotel was chosen for it's proximity to event locations and access to shuttle buses.

Hotel name: Paris Las Vegas City: Las Vegas Cost per night: \$106
Reason(s) for selecting: The hotel was chosen for it's proximity to event locations and access to shuttle buses.

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	\$750 (airfare)	\$106-149/night	\$160
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	\$345	Exhibit pass: \$185, Taxis/Shuttles: \$160
For each accompanying relative		


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: Chris Ornelas

Title: Chief Operating Officer

Organization: National Association of Broadcasters

Address: 1771 N Street NW, Washington, DC 20036

Telephone number: 202.429.5453

Email address: cornelas@nab.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

April 4, 2018

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

Ms. Heather K. Smith
Office of the Honorable Bob Goodlatte
2309 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Smith:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Las Vegas, Nevada, scheduled for April 8 to 10, 2018, sponsored by the National Association of Broadcasters. We remind you that, because the trip sponsor employs 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.

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



**2018
Congressional Leaders
Program**



CONGRESSIONAL LEADERS DRAFT PROGRAM SCHEDULE

Sunday, April 8, 2018

Evening **Arrive in Las Vegas**
McCarran International Airport (LAS)

Monday, April 9, 2018

7:30 am **Shuttle to Convention Center**
Hotel Lobby

8:00 – 9:00 am **Breakfast & Industry Briefing**
Las Vegas Convention Center – North Hall Room N221

Congressional staff will have breakfast and will be briefed on the day's itinerary and learn about developments in the broadcasting industry.

9:00 - 10:30 am **NAB Show Opening**
Las Vegas Convention Center – North Hall

The NAB Show opening will be hosted by NAB President and CEO, Senator Gordon Smith. This event features Senator Smith's state of the industry address, the presentation of the prestigious Distinguished Service Award,

and a keynote discussion with Robin Roberts, co-anchor of ABC's "Good Morning America."

10:40 am - Noon

**Law and Policy Q&A with the FCC and Capitol Hill;
moderated by Chris Ornelas. (Option 1)**

Las Vegas Convention Center - North Hall Room N258

Join key staffers from the House, Senate, and the FCC as they discuss the most pressing telecommunications issues currently facing Congress and the FCC. Topics will include Next Gen TV, music licensing, media ownership, AM revitalization, pirate radio, EAS, and disaster preparation. The panel will be moderated by Chris Ornelas, NAB's Chief Operating Officer.

10:40 am – Noon

NAB Show Floor Tour (Option 2)

Las Vegas Convention Center – North Hall

Featuring 1,500+ companies spread over more than 800,000 square feet of exhibit hall space, the NAB Show® exhibit floor delivers companies that are defining the next generation of content creation and delivery. Explore the most cutting-edge innovations through interactive exhibits, on floor education, live demonstrations and technology focused pavilions. Meet with C-level executives, industry pioneers and technology gurus responsible for the development of these products and integrated solutions. Program participants will visit vendor booths and see exhibitor displays through this tour of the show floor.

12:15 - 1:30 pm

Lunch with Industry Leaders

Las Vegas Convention Center – North Hall Room N221

Congressional staff will have lunch with industry leaders and learn about developments in technology and policy that effect broadcasting.

2:15 - 4:15 pm

Radio Station Tour

Beasley Media Group

2920 S Durango Dr, Las Vegas, NV 89117

Congressional staffers will visit a cluster of the top radio stations in Las Vegas – Beasley Media Group. During the visit, staffers will participate in a tour of the station, learn about how broadcasters and artists collaborate to promote their music, and sit down for a brief Q&A with the General Manager of the station. They will have the chance to see new broadcasting technologies in person, and learn how policy decisions effect local broadcasters.

5:00 pm

Break

6:00 - 7:00 pm

Achievement in Broadcasting Dinner Reception

Encore Ballroom

The Achievement in Broadcasting Dinner honors those who made – and are making – television and radio a vital part of the American lifestyle and earned a place in broadcasting history. The reception will allow Congressional staffers to meet with the 2018 NAB Broadcasting Hall of Fame honorees, “Wheel of Fortune” and “JEOPARDY!,” and learn about their contributions to the broadcasting industry.

8:00 pm

Dinner

Location TBD

Tuesday, April 10, 2018

Morning

Depart Las Vegas

McCarran International Airport (LAS)

****Draft agenda, times and locations are subject to change****