

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: Mary Christina Riley
2. a. Name of accompanying relative: _____ *or* None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates of departure and return: Departure: May 30, 2018 Return: May 31, 2018
 b. Dates at personal expense (if any): _____ *or* None
4. Departure city: Washington, DC Destination: Stevensville, MD Return city: Washington, DC
5. Sponsor(s) (who paid for the trip): Postsecondary National Policy Institute (PNPI)
6. Describe meetings and events attended: Attended a bootcamp on the federal budget and appropriations process. See agenda for additional information.
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: Mary Christina Riley DATE: 6/15/18

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: Rep. Drew Ferguson DATE: 6/15/18

SIGNATURE OF SUPERVISING MEMBER: Drew Ferguson

11

**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.

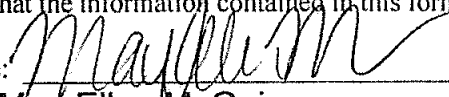
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Sponsor(s) (who paid for the trip): Postsecondary National Policy Institute (PNPI)
2. Travel Destination(s): Stevensville, MD
3. Date of Departure: May 30, 2018 Date of Return: May 31, 2018
4. Name(s) of Traveler(s): Mary Christina Riley
(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	\$61.75	\$117	\$90.85	\$44.64
Accompanying Relative	N/A	N/A	N/A	N/A

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: Mary Ellen McGuire Title: President
 Organization: Postsecondary National Policy Institute (PNPI)

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

Address: 718 7th Street NW, Floor 2
Washington, DC 20001
 Telephone number: 202-407-3172
 Email Address: m McGuire@pnpi.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: Mary Christina Riley
2. Sponsor(s) (who will be paying for the trip): Postsecondary National Policy Institute (PNPI)
3. Travel destination(s): Stevensville, MD
4. a. Date of departure May 30, 2018 Date of return: May 31, 2018
b. Will you be extending the trip at your personal expense? Yes No
If yes, dates at personal expense: _____
5. a. Will you be accompanied by a relative at the sponsor's expense? Yes No
b. If yes:
(1) Name of accompanying relative: _____
(2) Relationship to traveler: Spouse Child Other (specify): _____
(3) Accompanying relative is at least 18 years of age: Yes No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? Yes No
b. If yes, explain why the second night of lodging is warranted:

7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: Yes No
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.
Senior Legislative Assistant who staffs the
Member on the House Education and Workforce
Committee and has introduced legislation with implications ~~to~~ to
the student loan portfolio. *mel*
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: 4/24/2018

A. Drew Ferguson
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): _____
Postsecondary National Policy Institute (PNPI) _____
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: _____
The Bill and Melinda Gates Foundation, The Lumina Foundation, and The Kresge Foundation
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. _____
5. Is travel being offered to an accompanying relative of the House invitee(s)? Yes No
6. Date of departure: May 30, 2018 Date of return: May 31, 2018
7. a. City of departure: Washington, DC
b. Destination(s): Stevensville, 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 attached.

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:

N/A

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): _____

We estimate \$53 on the first day and \$38 on the second day.

2) Provide reason for selecting the location of the event or trip: _____

Kent Manor Inn is located approximately 60 miles east of DC providing

convenient access for congressional staff. In addition to meeting space,

this location offers on-site accommodations.

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

Hotel name: Kent Manor Inn City: Stevensville Cost per night: \$117

Reason(s) for selecting: The facility provides both meeting space and overnight lodging on-site.

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	\$61.75 (roundtrip)	\$117	\$91
For each accompanying relative	N/A	N/A	N/A

	<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	\$29.41	Room space and AV costs
For each accompanying relative	N/A	N/A

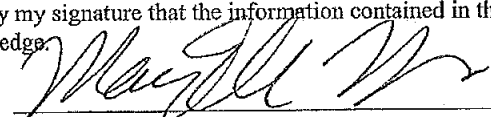
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

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: MaryEllen McGuire

Title: President

Organization: Postsecondary National Policy Institute (PNPI)

Address: 718 7th Street NW, Floor 2, Washington, DC 20001

Telephone number: 202-407-3172

Email address: mcguire@pnpi.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

May 24, 2018

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Staff Director and Chief Counsel

Donna Herbert
Director of Administration

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Anthony Brown, Maryland
Steve Cohen, Tennessee

Ms. Mary Christina Riley
Office of the Honorable A. Drew Ferguson, IV
1032 Longworth House Office Building
Washington, DC 20515

Dear Ms. Riley:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Stevensville, Maryland, scheduled for May 30 to 31, 2018, sponsored by the Postsecondary National Policy Institute with financial support from the Bill & Melinda Gates Foundation, the Lumina Foundation, and the Kresge Foundation.

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.

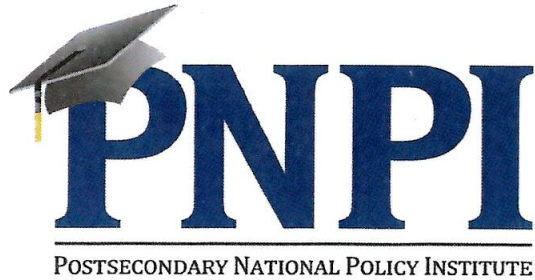
If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Susan W. Brooks
Chairwoman

Theodore E. Deutch
Ranking Member

SWB/TED:wfs



The Federal Budget and Appropriations Process

Wednesday, May 30 - Thursday, May 31
Stevensville, MD

SEMINAR GOALS

- Increase participants' knowledge of the federal budget process including budget reconciliation;
- Increase participants' understanding of how the Congressional Budget Office is organized and works;
- Increase participants' knowledge of how student loans are budgeted in the federal budget;
- Increase participants' understanding of the congressional appropriations process; and
- Expand participants' knowledge of the federal Pell Grant Program - the difference between mandatory and discretionary funding and the history of shortfalls and surpluses.

AGENDA

Wednesday, May 30

- | | |
|---------------------|---|
| 8:15am | Staff arrive to board shuttle
Peace Circle (located by the reflecting pool on the northwest side of the U.S. Capitol)
Pennsylvania Ave. and First Street NW
Washington, D.C. |
| 8:30am | Depart Peace Circle |
| 9:45am | Arrive at Kent Manor Inn
500 Kent Manor Drive
Stevensville, MD 21666 |
| 9:45-10:00am | Check-In and Registration |

10:00-11:30am

Welcome & The Federal Budget Process

Speakers:

MaryEllen McGuire, PNPI

Nick Lee, former Program Examiner, Education Branch, White House Office of Management and Budget (OMB), The Bill and Melinda Gates Foundation (current employer)

Robyn Hiestand, Independent Budget and Policy Consultant

Questions for Panelist Discussion:

- How does the federal budget process work?
- How do CBO and OMB fit in? What is the difference in their roles?
- What is the Budget Control Act of 2011? How does it play into the process?
- What is budget reconciliation?
- What impacts do the budget and reconciliation have on higher education policy?
- What happens if a budget resolution isn't passed?
- What is the difference between discretionary and mandatory spending?
- What are discretionary caps?
- How does the federal debt fit in? What is the difference between deficits and debt?

11:30-11:45am

Break

11:45am-1:00pm

Simulation: Reconciliation

Simulation Facilitators:

Robyn Hiestand, Independent Budget and Policy Consultant

MaryEllen McGuire, President, Postsecondary National Policy Institute

Attendees will participate in an interactive appropriations simulation facilitated by former Hill staff.

1:00-2:00pm

Lunch – Ask a Budget Expert!

Lunch will provide an opportunity for staff to ask our budget panelists additional questions in a smaller group setting.

2:00-3:15pm

The Congressional Budget Office & How the Government Budgets for Student Loans

Speakers:

Peter Fontaine, Professorial Lecturer, George Washington University

Justin Humphrey, Analyst, Congressional Budget Office

Questions for Panelist Discussion:

- What is CBO? Why was CBO created and how has it evolved over time?
- How is CBO staffed and organized?
- What does CBO do?
- How does CBO decide what to review?
- How does CBO arrive at its estimates? What is CBO's methodology?
- Where does CBO get its data?

- Who reviews CBO's work? How does CBO ensure objectivity?

3:15-3:30pm **Break**

3:30-4:45pm **The Pell Grant: A Case Study**

Speaker:

Leah Koestner, Principal Analyst, Congressional Budget Office

Questions for Panelist Discussion:

- What is the difference between Pell's mandatory and discretionary funding? Why is Pell funded in two ways?
- How and why has Pell shifted from shortfalls to surpluses over time?
- What has driven or is driving these shortfalls or surpluses?

4:45-5:00pm **Wrap-Up & Close**

Questions for Participant Discussion:

- What were your big takeaways from today?
- What have you learned about the federal budget process that surprised you?
- What further questions do you have regarding the federal budget process?

5:00-5:30pm **Break**

5:30-7:00pm **Dinner & Day Two Preview**

Over dinner, PNPI staff will provide a preview of the panels for the second day of programming, with an emphasis on exploring what staff know, don't know, and would like to know about the federal appropriations process.

Questions for Participant Discussion:

- Going into tomorrow's programming, what more would you like to learn?
- What are some specific questions that you have about the federal appropriations process?

Thursday, May 31

8:00-9:00am **Breakfast**

9:00-10:30am **Welcome Back & The Federal Appropriations Process**

Speakers:

Jessica Bowen, Associate Federal Director, Postsecondary National Policy Institute
Zach Moller, Senior Policy Analyst, Committee for a Responsible Federal Budget

Questions for Panelist Discussion:

- How does the congressional appropriations process work?
- How does the appropriations process fit in with the budget process?
- How does appropriations work if a budget resolution isn't passed?
- Are there differences between the House and Senate processes?
- Who are the key decision makers throughout the process? Are subject matter experts from other committees brought in?
- What role does the President and executive branch play in appropriations?
- What is the appropriations timeline?

10:30-10:45am Break

10:45am-12:15pm Reflections on the Current Budget Proposal

Speakers:

Jason Delisle, Resident Fellow, American Enterprise Institute

Mamie Voight, Vice President of Policy Research, Institute for Higher Education Policy

Questions for Panelist Discussion:

- What parts of the bill do you feel are most promising for students?
- Are there winners and losers in the bill as it now stands? Who are the likely winners and losers?
- Did anything in this bill surprise you?
- Do pieces of it worry you?
- What impact do you think this bill will have?

12:15-1:15pm Lunch – Ask a Budget Expert!

Lunch will provide an opportunity for staff to ask our budget panelists additional questions in a smaller group setting.

1:15-2:15pm Close & Evaluation

Questions for Participant Discussion:

- What is your biggest takeaway from the last two days?
- What were you most surprised to learn?
- How might you apply what you learned to your current work?
- Is there a part of the process you'd like to learn more about?

2:15pm Depart from Kent Manor Inn

3:30pm Arrive at Peace Circle, Washington, D.C.