

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM -5 AM 9: 53

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: Melanie Anne Egorin
2. a. Name of accompanying relative: _____ or None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates of departure and return: Departure: June 21, 2018 Return: June 24, 2018
 b. Dates at personal expense (if any): _____ or None
4. Departure city: Washington, DC Destination: Aspen, CO Return city: Washington, DC
5. Sponsor(s) (who paid for the trip): The Aspen Institute
6. Describe meetings and events attended: I attended sessions on drug pricing, opioid epidemic, health technology care giving roles, and the future of health reform in America as well as networking sessions with other Aspen Institute Scholars.
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:

Melanie Egorin

DATE:

3 July 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:

Richard E. Neal

DATE:

July 3, 2018

SIGNATURE OF SUPERVISING MEMBER:

Richard E. Neal

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): The Aspen Institute (Spotlight Health Program)

2. Travel Destination(s): Aspen, CO

3. Date of Departure: June 21, 2018 Date of Return: June 24, 2018

4. Name(s) of Traveler(s): Melanie Egorin

(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	\$1316.40	\$567	\$165.50	\$2,000 - conference registration 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: *Elliot Gerson*

Name: Elliot Gerson Title: EVP, Policy & Public Programs

Organization: The Aspen Institute

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

Address: 2300 N Street, NW Suite 700, Washington, DC 20037

Telephone number: 202 736-5859 (Lisa Jones, Deputy General Counsel)

Email Address: lisa.jones@aspeninstitute.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: Melanie Anne Egorin
2. Sponsor(s) (who will be paying for the trip): The Aspen Institute, Inc
3. Travel destination(s): Aspen, CO
4. a. Date of departure June 21, 2018 Date of return: June 24, 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.
Spotlight Health Program focuses on improving health care practice and policy. As Professional Staff for Ways and Means, this content will help inform my legislative & policy duties for the Health Subcommittee.
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

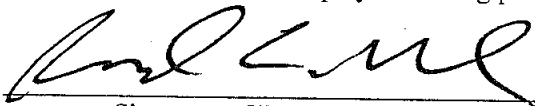
10. **FOR STAFF TRAVELERS:**

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: 5/2/18



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): _____
The Aspen Institute, Inc. (Spotlight Health Program) _____
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 Commonwealth Fund _____
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):
James Paluskiewicz, Deputy Chief of Staff, Rep. Michael Burgess and Melanie Egorin, Professional Staff, House Committee on Ways and Means (see attached list for further details). _____
5. Is travel being offered to an accompanying relative of the House invitee(s)? Yes No
6. Date of departure: June 21, 2018 Date of return: June 24, 2018
7.
 - a. City of departure: Washington, DC
 - b. Destination(s): Aspen, CO
 - 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:

The Aspen Institute hosts the Spotlight Health conference annually. The Institute plans, organizes and conducts the event, including programming, production and speaker and scholar logistics. The Commonwealth Fund is a non-partisan private foundation that supports independent research on health and social issues and makes grants to improve health care practice and policy. The Commonwealth Fund is a sponsor of Spotlight Health, but does not have a role in organizing or conducting the event.

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): _____

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

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

Hotel name: Viceroy Snowmass City: Snowmass Village, CO Cost per night: \$189

Reason(s) for selecting: Proximity to Aspen Institute campus, offers complimentary shuttle service to conference facility.

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	\$ 1,000	\$567	\$165.50
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	\$2,000	Conference registration pass
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: Elliot Gerson

Name: Elliot Gerson

Title: Executive Vice President, Policy & Public Programs

Organization: The Aspen Institute

Address: 2300 N Street, NW Suite 700, Washington, DC 20037

Telephone number: 202 736-5859

Email address: lisa.jones@aspeninstitute.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

GRANTMAKING TRIP SPONSOR FORM

This form should be completed by a public charity or private foundation (both as defined under section 501(c)(3) of the Internal Revenue Code) that provides a grant of funds 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. 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. I certify that (name of your organization): The Commonwealth Fund
has been designated a § 501(c)(3) nonprofit charitable organization by the Internal Revenue Service.
 Yes No
2. Name of Primary Trip Sponsor: The Aspen Institute - Spotlight Health Program
3. I certify that my organization (complete a or b):
 - a. Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. *or*
 - b. Has had a direct role in the organizing, planning, or conducting of a trip to
(destination) _____ on (date) _____ that is
being organized or arranged by the above-named Primary Trip Sponsor.
4. 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.
5. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.
6. 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: Rachel Nuzum

Title: Vice president, Federal and State Health Policy,

Organization: The Commonwealth Fund

Address: 1666 K Street, W Suite 1100, Washington, DC 20006

Telephone number: 202 292-6722

Email: RN@CMWF.org

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

Committee on Ethics
U.S. House of Representatives
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)

Susan W. Brooks, Indiana
Chairwoman
Theodore E. Deutch, Florida
Ranking Member



Kenny Marchant, Texas
Leonard Lance, New Jersey
Mimi Walters, California
John Ratcliffe, Texas

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

ONE HUNDRED FIFTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

June 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

Ms. Melanie Egorin
Committee on Ways and Means
1139 Longworth House Office Building
Washington, DC 20515

Dear Ms. Egorin:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Aspen, Colorado, scheduled for June 21 to 24, 2018, sponsored by the Aspen Institute, Inc., with financial support from the Commonwealth Fund.

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



Attachment: Primary Trip Sponsor Form
The Aspen Institute, Inc (Spotlight Health Program)

#4 Provide names and titles of ALL House Members and employees you are inviting.

The House employees invited (listed below) are senior congressional staff. They were invited because they are experts in health policy who will contribute to and learn from the overall Spotlight Health program through their engagement with other scholars and other leaders in the field.

Mr. James Paluskiewicz

Deputy Chief of Staff, Rep. Michael Burgess

Ms. Melanie Egorin

Professional Staff, House Committee on Ways and Means

#18 Total Expenses for Each Participant:

Transportation Expenses: \$1,000 coach airfare

Lodging Expenses: \$567 for three nights (\$189 per night)

Meal Expenses: \$165.50 (Scholars reception and dinners)

Other Expense: The \$2,000 conference registration pass is the all-inclusive ticket price for a member of the public to purchase an individual ticket to attend Spotlight Health; however, **the registration pass is waived for all scholars and speakers attending Spotlight Health.** The registration price pass includes a per day meeting package cost of \$195, which includes Aspen Meadows Resort conference hosting fees, facilities setup and breakdown, IT, staffing, enhanced security, food and nonalcoholic refreshments for breakfast, lunch and snacks. The registration pass price also includes facilities costs for non-Aspen Meadows Resort venues and additional equipment rental (tents, chairs, etc.)



SPOTLIGHT HEALTH AGENDA 2018

Thursday, June 21

Fight (recommended): American Airlines #XXX

11:05am departure DCA, 3:24pm arrival ASE

Pre-Festival Content/Registration

3:00-4:30pm

Welcome Session

5:00-6:00pm

Welcome Reception

6:00-7:30pm

Scholar Meetup

6:30-7:00pm

Evening Content

7:30-10pm

Friday, June 22

Breakfast Sessions

7-8:50am

Morning Content

9:00am-12:00pm

Lunch Sessions

12:00-1:00pm

Afternoon Content

1:00-5:30pm

Spotlight Health Scholar Reception

6:30-7:30pm

Evening Content

5:30-8:30pm

Saturday, June 23

Breakfast Sessions

7-8:50am

Morning Content

9:00am-12:00pm

Lunch Sessions

12:00-1:00pm

Afternoon Content

1:00-5:30pm

Evening Content

5:30-8:30pm

Sunday, June 24

Breakfast Sessions

7-8:50am

Morning Content

9:00am-10:00am

Closing Session

10:00-11:30am

Flight (recommended): American Airlines #XXX

10:39 departure ASE, 6:19 arrival DCA



April 5, 2018

Ms. Melanie Egorin
Subcommittee on Health
Committee on Ways and Means
U.S. House of Representatives
1106 Longworth House Office Building
Washington, DC 20515

Dear Melanie:

I write on behalf of the Aspen Institute and Spotlight Health, the opening program of the Aspen Ideas Festival, the Institute's flagship event which takes place each summer in Aspen, Colorado. Spotlight Health 2018 runs from June 21 - June 24.

Each year we proudly offer scholarships to remarkable leaders across the country and beyond to attend Spotlight Health. I am delighted to inform you that you have been selected as a Spotlight Health 2018 policy scholar.

As a scholar, you will be provided with a full scholarship that includes a conference pass for the entire Spotlight Health program (allowing you to attend all programs sessions) as well as coverage of airfare to and from Aspen and lodging in the Aspen area. Your policy scholarship is made possible by a grant from the Commonwealth Fund, a non-partisan, private foundation. No private sector or special interest resources are involved in the underwriting of this scholarship.

If you accept our invitation, you will join some 100 other Spotlight Health scholars who, like yourself, are doing important work in the health field. This year's group includes scientists, entrepreneurs, public officials, academics, business executives and so many others. As an expert and leader in health policy, you will add greatly to richness of the group as well as the Spotlight Health program itself. In turn, the conference will directly support your professional learning on health policy. (For more on Spotlight Health, please visit the [Spotlight Health website](#) where you can find information on program tracks, and the soon-to-be-announced speaker list.)

As we get closer to the event start date, my colleagues will be in touch with ways to connect with other scholars prior to your arrival in Aspen, as well as further logistical information. There will also be several opportunities to connect with other policy leaders, including a breakfast on Saturday, June 23th where the policy scholars will be recognized.

Our Spotlight Health team will work with you and the Ethics Office of the House of Representatives to ensure we comply with all travel regulations and guidelines specific to the House for privately-sponsored travel.

If you are able to accept this scholarship with the terms outlined in this letter, please complete the [registration link](#) as soon as possible. During the registration process please use the code 2018SHfull when prompted. You can still register as a Scholar even though the registration site may say that the Aspen Ideas Festival is sold out, but you must register through the link on this email. If you have any questions along the way, please do not hesitate to be in touch with me directly.

Congratulations on your selection as a Spotlight Health 2018 policy scholar. We look forward to hearing from you and hopefully, to seeing you on the Aspen campus in June.

All Best,



Ruth J. Katz
Vice President, Aspen Institute
Executive Director, Health, Medicine and Society Program
Co-Director, Spotlight Health
The Aspen Institute

ruth.katz@aspeninstitute.org
202-736-5827

cc: Rachel Nuzum
Vice President, Federal and State Policy
The Commonwealth Fund