

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM AUG -1 PM 3: 32

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: Bret Manley
2. a. Name of accompanying relative: _____ or None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates of departure and return: Departure: 7/20/18 Return: 7/22/18
 b. Dates at personal expense (if any): _____ or None
4. Departure city: Washington DC Destination: Irvington, VA Return city: Washington DC
5. Sponsor(s) (who paid for the trip): Republican Mainstreet Partnership
6. Describe meetings and events attended: Breakout sessions on Manufacturing, Health Care, Appropriations, Energy, Transportation, among others. Panel participant on Immigration and Republican Mainstreet Caucus
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: 8/1/18

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. Jeff Denham DATE: 8/1/18

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): Republican Main Street Partnership

2. Travel Destination(s): Irvington, VA

3. Date of Departure: 7/20/18 Date of Return: 7/22/18


4. Name(s) of Traveler(s): Bret Manley
(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	111.52	270.00	177.00	
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: Sarah Chamberlain Title: President
 Organization: Republican Main Street Partnership

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

Address: 325 7th Street NW Suite 610
Washington, DC 20004

Telephone number: 202-393-4359

Email Address: sharon@rmsp.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: Bret Manley
2. Sponsor(s) (who will be paying for the trip): Republican Main Street Partnership
3. Travel destination(s): The Tides Inn, Irvington VA
4. a. Date of departure 7/20/18 Date of return: 7/22/18
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.
As a Chief for the co-chairman of the Republican Main Street Caucus, breakout sessions on immigration, appropriations, manufacturing will strengthen my ability to support my member in his official duties.
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

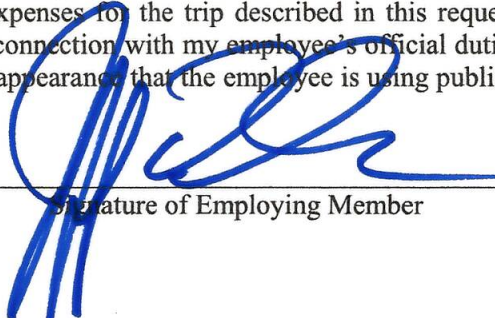
10. **FOR STAFF TRAVELERS:**

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: 6/19/18



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): _____
Republican Main Street Partnership
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):
Bret Manley Chiefs were selected to lead and/or participate in policy discussion briefings based on their areas of expertise
5. Is travel being offered to an accompanying relative of the House invitee(s)? Yes No
6. Date of departure: 7/20/18 Date of return: 7/22/18
7. a. City of departure: Washington, DC
b. Destination(s): Irvington, VA
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:

This Annual Chief of Staff retreat allows Chiefs to discuss and collaborate policy issues facing the
115th Congress. See detailed itinerary

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): _____

Friday - \$36 Saturday breakfast \$18 Dinner \$43 Breakfast \$12 Meeting services \$68

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

Venue was selected based on close proximity to Washington DC and the ability for participants to drive

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

Hotel name: The Tides Inn City: Irvington, VA Cost per night: \$135

Reason(s) for selecting: close proximity to Washington and meeting facilities

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 Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	344.00	270.00	177.00
For each accompanying relative			79.00

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	110.00	parking, registration, meeting materials
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: Sarah Chamberlain
 Title: President
 Organization: Republican Main Street Partnership
 Address: 325 7th Street NW Suite 610 Washington, DC 20004
 Telephone number: 202 393 4359
 Email address: sharon@rmsp.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

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

July 13, 2018

Mr. Bret A. Manley
Office of the Honorable Jeff Denham
1730 Longworth House Office Building
Washington, DC 20515

Dear Mr. Manley:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Irvington, Virginia, scheduled for July 20 to 22, 2018, sponsored by Republican Main Street Partnership.

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:smm

Congressional Chief of Staff Policy Retreat

AGENDA

Virginia

July 20-22, 2018

Friday, July 20, 2018

6:00pm to 7:30 pm

Welcome Dinner

Sarah Chamberlain to provide retreat agenda and introductions

Saturday, July 21, 2018

8:00 am to 9:00 am

Continental breakfast

9:00 am to 9:30 am

Immigration

Panelists: Bret Manley (Rep. Denham), Adam Wolf (Rep. Curbelo)

9:30 am to 10:00 am

Appropriations

Panelists: Carrie Meadows (Rep. Newhouse), Jacob Olsen (Rep. Young),
Cole Rojewski (Rep. Valadao).

10:00 to 10:30

Break

10:30 am to 11:00 am

Manufacturing

Panelists: Drew Wayne (Rep. Reed), Nick Bush (Rep. Stivers)
Sarah Faye Pierce (AHAM), Joe Guzzo (GM), Kelley Bobek (Volvo)

11:00 am to 11:30 am

House Leadership

Bart Reising (Rep. Scalise)

11:30 am to 12:30 pm

Lunch on your own

12:30 pm to 1:00 pm

Main Street Caucus Update

Jen Dalby (Rep. Davis), Bret Manley (Rep. Denham), Joan Hillebrands
(Rep. Upton), Cesar Gonzalez (Rep. Diaz-Balart)

1:00 pm to 2:30 pm

Legislative Overview

Congressional staff only

6:00 pm to 9:00 pm

Dinner – Agriculture Issues

Brent Robertson (Rep. Marshall), Mark Dreiling (Rep. Bacon)

Sunday, July 22, 2018

8:00 am to 9:00 am

Continental Breakfast

9:00 am to 9:30 am

Health and Pharmaceutical issues

Panelists: Lorissa Bounds (Rep. Walden), Zachary Howell (Rep. Katko), Patrick Velliky (Anthem), Shelley Stewart (Takeda), Bradley Rossin (Merck), Michelle Tranquilli (Molina Health)

9:30 am to 10:30 am

Energy and Communications

Panelists: Joan Hillebrands (Rep. Upton), Michael Hamilton (Rep. McKinley), Dante Cutrona (Rep. Costello), Kyle Jackson (Rep. Bucshon), Shawn Donilon (NAB), Brian Caudill (American Gas Association), Kiran Malone (CMS Energy), Jason Riederer (NRECA)

10:30 to 11:00 am

Break

11:00 to 11:30 am

Environment

Panelists: Luis Baco (Rep. Gonzalez-Colon), Pete Meachum (Rep. Duffy), Justin Stokes (Audubon), Christine McGregor (The Nature Conservancy).

1:30 am to 12:00 pm

Working Family Issues

Sam Oh (Rep. Walters), Ivan Dubois (Rep. Love), Lisa Horn (SHRM), Elizabeth Baker (ALPA), Kori Blalock Keller (NALC)

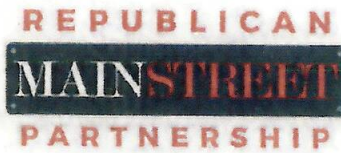
12:00 pm to 1:00 pm

Lunch

1:00 pm to 2:00 pm

General Forum Discussion

All attending Chiefs.



Confirmed list of Participating Chiefs

Drew Wayne	Rep. Tom Reed
Jacob Olson	David Young
Luis Baco	Rep. Jenniffer Gonzalez-Colon
Michael Hamilton	Rep. David B. McKinley
Cole Rojewski	David Valadao
Cesar A Gonzalez	Rep Mario Diaz-Balart
BRENT ROBERTSON	MARSHALL
Jen Daulby	Rep. Rodney Davis
Ryan Carney	Rep. Tom MacArthur
Ivan DuBois	Rep. Mia Love
Sam Oh	Rep. Mimi Walters
Bret Manley	Jeff Denham
Carrie Meadows	Newhouse
Adam Wolf	Rep. Curbelo (FL-26)
Dante Cutrona	Rep. Ryan Costello (PA-06)
Mark Dreiling	Office of Representative Don Bacon
Zachary Howell	Rep. John Katko
Nick Bush	Steve Stivers (OH-15)
Pete Meachum	Rep. Sean Duffy
Bart Reising	Office of the Majority Whip
Lorissa Bounds	Rep. Greg Walden
Kyle Jackson	Rep. Larry Bucshon

Shawn Donilon	National Assn. of Broadcasters
Sarah Faye Pierce	Association of Home Appliance Manufacturers
Christie McGregor	The Nature Conservancy
Trevor Falk	National Electrical Contractors Association
Bud DeFlaviis	Alliance for Market Solutions ACTION
Michael A. Brairton	PSEG
Missy Foxman	Entertainment Software Association
Kelley Raymond	Air-Conditioning, Heating & Refrigeration Institute
Kiran Malone	CMS Energy
Leah Svoboda	Boehringer Ingelheim
Brian Caudill	American Gas Association
Justin Stokes	Audubon
Nick Lewis	UPS
Jeff Hogg	Reynolds American



Confirmed list of Participating Donors

Shelley Stewart	Takeda Pharmaceuticals
Justin E Stokes	Audubon
Kelley Raymond	Air-Conditioning, Heating & Refrigeration Institute
Jennifer LaTourette	Van Scoyoc Associates
Sarah Faye Pierce	AHAM
Donise Dukes	ITC
Debra Marshall	Chevron
Michelle Tranquilli	Molina Healthcare
David Malech	Kia Motors Corporation
Trevor Falk	National Electrical Contractors Assoc.
Kori Blalock Keller	NALC
Evan A. Knisely	MacAndrews & Forbes Incorporated
Elizabeth Baker	Air Line Pilots Association, Int'l
Patrick Velliky	Anthem Inc.
Andrew Bunker	United Launch Alliance
Harmony Barbera	PG&E
Jason Riederer	NRECA
Patrick Velliky	Anthem Inc.
Joe Guzzo	GM
Alanna Temme	EMD Serono
Bradley Rossin	Merck
Lisa Horn	Society for Human Resource Management (SHRM)
Ellen McCarthy	Amgen
Kelly Bobek	Volvo Group
Brian Caudill	American Gas Association