■ *Original* ☐ *Amendment*

U.S. House of Representatives
Committee on Ethics

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

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.

AUG 29 PM 1:16
OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES
LEGISLATIVE RESOURCE CENTER

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: Amy N. Shuart

2. a. Name of accompanying relative: _____ *or* None ■
   b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____

3. a. Dates of departure and return: Departure: August 14, 2018 Return: August 16, 2018
   b. Dates at personal expense (if any): _____ *or* None ■

4. Departure city: Arlington Destination: Palo Alto Return city: Arlington

5. Sponsor(s) (who paid for the trip): Stanford University

6. Describe meetings and events attended: Seminars by Hoover Institute fellows on various topics relating to economic prosperity, including Social Security, tax reform, trade, and regulatory reform.

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: Amy N. Shuart DATE: 08/22/18

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: Kevin Brady DATE: 8/29/18

SIGNATURE OF SUPERVISING MEMBER: Kevin Brady

Version date 2/2015 by Committee on Ethics

(12)

■ *Original* ☐ *Amendment*

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): Stanford University

2. Travel Destination(s): Stanford University, Palo Alto, CA

3. Date of Departure: 08/14/2018 Date of Return: 08/16/2018

4. Name(s) of Traveler(s): See attached list
(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	$565.90 Roundtrip Airfare	$320 ($160/night)	$128.01	$82.70 Ground Transportation
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: Michael G. Franc

Name: Michael G. Franc Title: Director, Washington D.C. Programs

Organization: Hoover Institution, Stanford University

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

Address: 1399 New York Avenue, NW Suite 500

Washington, D.C. 20005

Telephone number: 202-760-3200

Email Address: mfranc@stanford.edu

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: Amy Nicole Shuart

2. Sponsor(s) (who will be paying for the trip): Stanford University

3. Travel destination(s): Stanford University, Palo Alto, CA

4. a. Date of departure August 14, 2018 Date of return: August 16, 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.

   I am the Social Security Subcommittee Staff Director for the Committee on Ways and Means, which has jurisdiction over/interest in many of the agenda topics, including trade, wage growth, entitlements, tax reform.

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: 7/5/18

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): Stanford University

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):
   The Congressional employees included on the attached list are being invited due their background or interest in the policy areas to be discussed during the seminars throughout the trip.

5. Is travel being offered to an accompanying relative of the House invitee(s)? ☐ Yes ■ No

6. Date of departure: 08/14/2018 Date of return: 08/16/2018

7. a. City of departure: Washington, D.C.
   b. Destination(s): Stanford University, Palo Alto, CA
   c. City of return: Washington, D.C.

8. I represent that (*check one of the following*):
   a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ■ *or*
   b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☐ *or*
   c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐

9. Check one of the following:
   a. I checked 8(a) or (b) above: ■
   b. I checked 8(c) above but am not offering any lodging: ☐
   c. I checked 8(c) above and am offering lodging and meals for one night: ☐ *or*
   d. I checked 8(c) above and am offering lodging and meals for two nights: ☐
   If "d" is checked, explain why the second night of lodging is warranted:

10. Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (*i.e.*, an hourly description of planned activities for trip invitees) (*indicate agenda is attached by checking box*): ☒

11. Check one:
    a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (*signify that the statement is true by checking box*): ☐ ***or***
    b. N/A – trip sponsor is a U.S. institution of higher education. ☒

12. For **each** sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip **and** its role in organizing and/or conducting the trip:

    Stanford University's Hoover Institution is the sole sponsor of the trip, and is a research institution that through its scholars, library and archives, promotes economic opportunity and prosperity. Its scholars engage with the policy community and by convening a series of meetings at the Stanford University campus, we will be able to include the participation of many distinguished senior fellows in substantive public policy discussion with employees of House Members.

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): Meals will be planned to comply with the $64 per diem.
    2) Provide reason for selecting the location of the event or trip: The location of the Hoover Institution's headquarters on the Stanford University campus will allow for greater participation by California-based Hoover senior fellows.

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

    Hotel name: Stanford Guest House City: Menlo Park Cost per night: $160
    Reason(s) for selecting: Owned and operated by Stanford, close proximity to the events that comprise the program.

    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:

☐ actual amounts ■ good faith estimates	Total *Transportation* Expenses per Participant	Total *Lodging* Expenses per Participant	Total *Meal* Expenses per Participant
For each Member, Officer, or employee	$600	$320	$160
For each accompanying relative	n/a	n/a	n/a

	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	$400	Ground transportation
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: Michael G. Franc

Name: Michael G. Franc

Title: Director, Washington, D.C. Programs

Organization: Hoover Institution

Address: 1399 New York Avenue, NW Suite 500, Washington, D.C. 20005

Telephone number: 202-760-3189

Email address: mfranc@stanford.edu

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)

Version date 4/2013 by Committee on Ethics

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

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Director of Administration

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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

August 7, 2018

Ms. Amy Nicole Shuart
Committee on Ways and Means
2018 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Shuart:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Palo Alto, California, scheduled for August 14 to 16, 2018, sponsored by Stanford University's Hoover Institution.

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:re

Last	First
Friedman	Aharon
Flores	Daniel
Glover	Victoria
Gustafson	Eric
Kalyanam	Aruna
Keeys	Mia
Lausten	Eric
Leuschen	James
Pawlow	Jonathan
Shuart	Amy
Chang	Winnie
Tollefson	Elise

THE HOOVER INSTITUTION IN WASHINGTON

STUART FAMILY CONGRESSIONAL FELLOWSHIP PROGRAM

EXAMINING AMERICA'S ECONOMIC PROSPERITY
AUGUST 14-16, 2018

STANFORD UNIVERSITY | HOOVER INSTITUTION

TUESDAY, AUGUST 14

All meetings will be held in Lou Henry Hoover Room 115, 580 Serra Mall, Stanford, CA 94305, unless otherwise noted.

8:05 AM	Depart DCA – *United Airlines Flight 2042*
11:00 AM	Arrive SFO – *Shuttle to Lou Henry Hoover Building at Stanford University*
12:00 PM	Tom Gilligan – *Welcome & Lunch*
1:00 – 2:10 PM	John Taylor – *Principles for Restoring Prosperity*
2:10 – 3:20 PM	David Henderson – *A Need for Regulatory Reform*
3:30 – 4:40 PM	Stephen Haber – *Why 21st Century Growth Depends on Property Rights*
5:00 – 5:45 PM	Condoleezza Rice – *Trade and Domestic Economic Growth*
6:30 – 8:00 PM	Informal Dinner – *Thaiphoon* *Location: 543 Emerson St, Palo Alto, CA 94301*

WEDNESDAY, AUGUST 15

All meetings will be held in Lou Henry Hoover Room 115, 580 Serra Mall, Stanford, CA 94305, unless otherwise noted.

Continental Breakfast is provided at Stanford Guest House starting at 6am

9:00 – 10:15 AM	Eddie Lazear – *Another Look at Tax Reform and Economic Growth*
10:30 – 11:45 AM	Henry Miller – *Three Tales of Woe: How Federal Regulation Has Damaged Entire Sectors of Biotechnology*
12:00 – 1:30 PM	John Cogan – *Why America is Going Broke: Fixing the spending problem* *Lunch will be served during this session*
1:45 – 2:45 PM	Robert Hall – *The Bad News about Stagnant Wages, and How to Improve Wage Growth*
3:00 – 4:30 PM	Jennifer Burns & Jean Cannon – *A View from Hoover Archives: Milton Freidman on a Guaranteed Annual Income* *Location: Tower 110 Classroom, Hoover Tower*

4:30 – 6:00 PM	Tour of Hoover Tower, Herbert Hoover Memorial Exhibit Pavilion, or Stanford University campus/Break
6:00 – 8:30 PM	Dinner & Keynote Remarks by Caroline Hoxby – *The Role of Education in Promoting Economic Growth* *Location: Fairweather Courtyard/Pavilion*

THURSDAY, AUGUST 16

All meetings will be held in Lou Henry Hoover Room 115, 580 Serra Mall, Stanford, CA 94305, unless otherwise noted.

Continental Breakfast is provided at Stanford Guest House starting at 6am

8:00 AM	Shuttle departs Stanford Guest House – bring luggage
8:30 – 9:45 AM	Daniel Kessler – *Health Care Reform*
9:55 – 10:55 AM	Josh Rauh – *Pensions: How Unfunded Liabilities Can Hamper Economic Prosperity*
11:00 AM	Pick up boxed lunch & shuttle departs campus for SFO
1:10 PM	Depart SFO – *United Airlines Flight 2046*
9:26 PM	Arrive DCA

STUART FAMILY CONGRESSIONAL FELLOWSHIP PROGRAM

AUGUST 14-16, 2018

STANFORD UNIVERSITY'S HOOVER INSTITUTION, PALO ALTO

Group Flight Information:

Outbound flight: Tuesday, August 14, 2018
Flight Number – UA 2042
Departure Airport – DCA
Departure Time – 8:05amET
Arrival Airport – SFO
Arrival Time – 11:00amPT

Return Flight: Thursday August 16, 2018
Flight Number – UA 2046
Departure Airport – SFO
Departure Time – 1:10pmPT
Arrival Airport – DCA
Arrival Time – 9:26pmET

Group Flight Itinerary

HOOVER INSTITUTION

Ideas Defining A Free Society

Dear Ms. Shuart,

We are pleased to inform you that you have been selected to attend the Hoover Institution's Stuart Family Congressional Fellowship Program, which takes place on the Stanford University campus in Palo Alto from August 14-16, 2018. **To proceed, please confirm your agreement to attend by completing this form by the close of business on Friday, July 6th.**

Once confirmed, you will need to complete the necessary ethics paperwork. In this packet, you will find the necessary forms to be submitted to your ethics committee. This packet includes:

- Traveler Form (*For you to fill out)*
- Instructions for Completing the Traveler Form
- Primary Trip Sponsor Form
- Agenda & Flight itinerary
- This letter as a Copy of Sponsor Invitation
- Our office will submit the required list of attendees to the ethics committee directly.

You will need to fill out the Traveler Form and **submit this entire packet to your Ethics Committee for review by Friday, July 13th**. Upon submission, please notify Andrew Clark at afclark@stanford.edu

The Congressional Fellowship will take place from August 14th through August 16th. Plan to depart from Washington, D.C. the morning of August 14th and return the afternoon of August 16th. Please be sure to review all of the action items and deadlines in the attached document titled "Next Steps."

Should you have any questions, do not hesitate to let us know. Again, thank you for your participation. We look forward to welcoming you to Stanford University and expect an excellent program.

Sincerely,

Michael G. Franc

Michael G. Franc
Director, Washington D.C. Programs
Hoover Institution, Stanford University