

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM **18 SEP -5 AM 10:20**

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: Steven Peterson
2. a. Name of accompanying relative: _____ *or* None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates of departure and return: Departure: 8/29/2018 Return: 8/31/2018
 b. Dates at personal expense (if any): _____ *or* None
4. Departure city: Washington, DC Destination: Grand Forks, ND Return city: New York, NY
5. Sponsor(s) (who paid for the trip): Red River Valley Sugarbeet Education Foundation, Inc.
6. Describe meetings and events attended: Attached in Primary Trip Sponsor Form

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: [Signature] DATE: 9/4/2018

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: Rep. Michelle Lujan Grisham DATE: 9/4/2018

SIGNATURE OF SUPERVISING MEMBER: Michelle Lujan Grisham

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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.

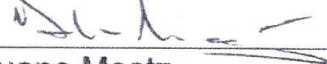
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Sponsor(s) (who paid for the trip): Red River Valley Sugarbeet Education Foundation, Inc.
2. Travel Destination(s): Grand Forks, North Dakota
3. Date of Departure: 8.29.2018 Date of Return: 8.31.2018
4. Name(s) of Traveler(s): Steven Peterson
(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	\$716 + tax / \$79 local bus	\$198 + tax	\$146	\$22 meeting room
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: Duane Maatz Title: Executive Secretary
 Organization: Red River Valley Sugarbeet Education Foundation, Inc.

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

Address: 1401 32nd Street SW Fargo, ND 58103

Telephone number: 701.239.4151

Email Address: dmaat@rvsga.com

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: Steven Peterson
2. Sponsor(s) (who will be paying for the trip): Red River Valley Sugarbeet Education Foundation, Inc.
3. Travel destination(s): Grand Forks, ND
4. a. Date of departure 8/29/2018 Date of return: 8/31/2018
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.
Rep. Lujan Grisham is a member of the Ag. Committee, which oversees a number of sugarbeet policies. Therefore, as the LC, I am responsible for responding to a large amount of mail on this topic.
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: 7/12/2018



Signature of Employing Member

U.S. House of Representatives
Committee on Ethics

PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor (who will be paying for the trip): _____
Red River Valley Sugarbeet Education Foundation, Inc.
2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (signify that the statement is true by checking box):
3. Check only one: I represent that:
 - a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip *or*
 - b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds *or*
 - c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.
If "c" is checked, list the names of the additional sponsors: _____
4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):
See Attached
5. Is travel being offered to an accompanying relative of the House invitee(s)? Yes No
6. Date of departure: 8/29/2018 Date of return: 8/31/2018
7.
 - a. City of departure: Washington, D.C.
 - b. Destination(s): Grand Forks, N.D.
 - 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:

The Red River Valley Sugarbeet Education Foundation is the sole organizing entity responsible for this event. We intend to teach participants aspects regarding sugarbeet farming, storage, processing and related science.

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): _____
\$73 per day

2) Provide reason for selecting the location of the event or trip: _____
The Red River Valley is the largest sugarbeet growing and processing area in the United States.

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

Hotel name: Hilton Garden Inn City: Grand Forks Cost per night: \$99 + tax

Reason(s) for selecting: location / convenience

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	\$716 + tax	\$198 + tax	\$146
For each accompanying relative			

	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	\$22 / \$79	meeting room / local bus transportation
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: Duane Maatz

Title: Executive Secretary

Organization: Red River Valley Sugarbeet Education Foundation, Inc.

Address: 1401 32nd Street SW - Fargo, ND 58103

Telephone number: 701.239.4151

Email address: dmaat@rvsga.com

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

Kenay 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

August 24, 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

Mr. Steven Peterson
Office of the Honorable Michelle Lujan Grisham
214 Cannon House Office Building
Washington, DC 20515

Dear Mr. Peterson:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Grand Forks, North Dakota, scheduled for August 29 to 31, 2018, sponsored by the Red River Valley Sugarbeet Education Foundation, Inc.

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:tn

Red River Valley Sugarbeet Education Foundation Tour Invitees 2018

Adam Schiff, Leg Aide
MN Senator Smith

Kelsey Griswold, Leg Aide
Iowa Cong. Blum

Zellie Duvall, Leg. Aide
Georgia Congressman Allen

Kellie Adesina, Leg. Council
MN Congressman Peterson

Steve, Peterson, Leg. Correspondent
New Mexico Cog. Michelle Lujan Grisham

Patrick Sullivan, Leg. Asst.
Nevada Cong. R. Kinhuen

Bree Vculek, Leg. Asst.
ND Congressman Kevin Cramer

Justin Goldberger, LA
VA Cong. McEachin

Brian Duckworth, LA
GA Cong. Johnson

Prescott Martin III, Legal Council
MN Cong Peterson, House Ag Committee

Mike Stranz, Ag. Rep, House Ag Committee
MN Cong. Peterson

Ryan McManus, Leg Asst.
VA Congresswoman Comstock

Brian Werner, Leg Asst.
MN Senator Klobuchar

USDA Risk Management Agency
Billings, Montana
Shelia Schenk
Steve Junghans

St. Paul, MN
Craig Christianson

Kansas City, MO
Jim Shelton
Andrew Mawson
Mandy Welton
Joanna Wilde

Agenda

Red River Valley Education Foundation Tour

August 29, 2018

6:00 – 9:00 Reception / Dinner Meeting – Hilton Garden Inn, Grand Forks, ND

The evening meeting will include an industry overview as well as a review of the agenda defining expectations plus the economic impact of the sugar industry. Each meeting and tour will be hosted by industry professionals and experts from American Crystal Sugar Company, the RRV Sugarbeet Growers Association and the farmer shareholders and owners of American Crystal Sugar Company.

August 30, 2018

7:30 – 8:15 Breakfast Meeting – Hilton Garden Inn, Grand Forks, ND

Industry professionals will review the events for today as well as answer questions.

8:15 – 12:00 (Noon) Farm Tour (8:45 Mark Nelson Farm 10:00 David Thompson Farm, Jarod Sands Farm)

Participants will see sugarbeet harvest equipment and operations. We will tour three farms and a rural piling site.

12:00 – 1:30 Lunch at American Crystal Sugar, East Grand Forks, MN

Processing plant professionals will provide a tour overview to establish expectations and safety guidelines.

1:30 – 3:00 American Crystal Sugar Processing Plant Tour

Participants will tour sugarbeet receiving and factory storage facilities as well as proceed through the processing facility to see how sugarbeets become pure sugar.

3:00 – 3:30 Sugar Packaging Facility

Participants will view the sugar packaging / shipping area at the East Grand Forks factory.

3:30 – 5:30 Farm Tour (Joel Gasper Farm)

Participants will see farm equipment including crop rotation needs.

6:00 – 8:30 Dinner Meeting – The One and Only, Euclid, MN

Industry professionals will recap the events of the tours and answer questions. Topics will include: soil conditions, harvest temperatures and weather-related impact, harvest equipment function, conditions and challenges relating to beet storage, consumer vs. commercial sugar packaging.

8:30 - 9:00 Travel time to the hotel

August 31, 2018

7:30 – 8:45 Breakfast Meeting – Hilton Garden Inn, Grand Forks, ND

Industry professionals will provide an overview of events and schedule of the day.

8:45 – 9:00 Travel time to the Quality Lab, East Grand Forks, MN

9:00 – 10:15 Quality Lab Tour

Participants will tour the lab where sugar quality and content is determined.

10:15 – 10:30 Travel time to the University of ND

10:30 – 11:45 UND Technology Discussion

Participants will meet with technology experts related to agriculture drone applications and usage.

11:50 – 1:00 Lunch Meeting – Eagles Crest - Industry professionals will lead a final tour wrap-up session.

Topics will include: a question and answer session to discuss each of the components of our tour . . . soil conditions, harvest temperatures and weather, harvest equipment, local economic impact of the sugarbeet industry, beet storage, packaging, manufacturing and research.