

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

18 SEP 12 AM 10:50

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: Augustine T. Smythe
- 2. a. Name of accompanying relative: _____ or None
- b. Relationship to Traveler: Spouse Child Other (specify): _____
- 3. a. Dates of departure and return: Departure: 1/31/18 Return: 2/2/18
- b. Dates at personal expense (if any): _____ or None
- 4. Departure city: DC Destination: WV Return city: DC
- 5. Sponsor(s) (who paid for the trip): Congressional Institute
- 6. Describe meetings and events attended: GOP Retreat - see agenda attached

- 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: The actual sessions were modified due the train accident; also, I missed a couple of sessions due to official business.

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER: Augustine T. Smythe DATE: 9/11/18

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: Paul D. Ryan DATE: 9/11/18

SIGNATURE OF SUPERVISING MEMBER: Paul Ryan

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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.

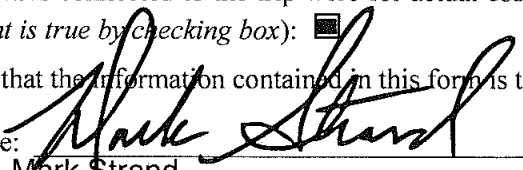
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Sponsor(s) (who paid for the trip): Congressional Institute
2. Travel Destination(s): White Sulphur Springs, WV
3. Date of Departure: January 31, 2018 Date of Return: February 2, 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	Payment Amount Pending	\$225.56	\$128.19	\$415.18 Facility Rental & Additional Assis
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: Mark Strand Title: President
 Organization: Congressional Institute

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

Address: 1700 Diagonal Road #730
Alexandria, VA 22314
 Telephone number: 703-837-8812
 Email Address: strand@conginst.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: Augustine T. Smythe
2. Sponsor(s) (who will be paying for the trip): Congressional Institute
3. Travel destination(s): White Sulphur Springs, WV
4. a. Date of departure January 31, 2018 Date of return: February 2, 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.
As the Speaker's Policy Director, this conference will focus on issues that fall under my responsibilities.
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:

1/2/18



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): CONGRESSIONAL INSTITUTE

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 ADDENDUM & ATTACHED INVITATION LIST

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

6. Date of departure: JANUARY 31, 2018 Date of return: FEBRAURY 2, 2018

7. a. City of departure: WASHINGTON, DC
b. Destination(s): WHITE SULPHUR SPRINGS, WV
c. City of return: WASHINGTON, DC

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

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

10. Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (*i.e.*, an hourly description of planned activities for trip invitees) (*indicate agenda is attached by checking box*):
11. Check one:
- a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (*signify that the statement is true by checking box*): *or*
- b. N/A – trip sponsor is a U.S. institution of higher education.
12. For **each** sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip **and** its role in organizing and/or conducting the trip:

SEE ADDENDUM

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): _____

WEDNESDAY \$41.75, THURSDAY \$69.75, FRIDAY \$16.00

- 2) Provide reason for selecting the location of the event or trip: **RELATIVE PROXIMITY TO WASHINGTON, DC AND CAPABILITY TO HANDLE A LARGE EVENT WITH COMPLEX SECURITY NEEDS.**
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16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel name: **THE GREENBRIER** City: **WHITE SULPHUR SPRINGS, WV** Cost per night: **\$93 + TAX**

Reason(s) for selecting: **PROXIMITY TO DC, AVAILABILITY, SECURITY, AND FACILITY SIZE**

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	\$352	\$186 + TAX	\$127.50
For each accompanying relative	\$352	\$0.00	\$127.50

	<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	\$383	FACILITY RENTAL & ADDITIONAL ASSISTANCE
For each accompanying relative	\$251	FACILITY RENTAL & ADDITIONAL ASSISTANCE

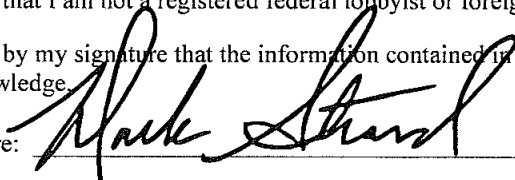
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

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: MARK STRAND

Title: PRESIDENT

Organization: CONGRESSIONAL INSTITUTE

Address: 1700 DIAGONAL ROAD #730, ALEXANDRIA, VA 22314

Telephone number: 703-837-8812

Email address: STRAND@CONGINST.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

September 6, 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. Augustine "Austin" Smythe
Office of the Speaker of the House
H-232, The Capitol
Washington, DC 20515

Dear Mr. Smythe:

This responds to your letter dated July 30, 2018, seeking retroactive approval of travel expenses in connection with a privately-sponsored trip. Specifically, you seek retroactive approval to accept travel expenses in connection with your participation in a trip to White Sulphur Springs, West Virginia, from January 31 to February 2, 2018, sponsored by the Congressional Institute (the sponsor).

FACTUAL BACKGROUND

According to your letter, supporting documents, additional information provided to Committee counsel, and publicly-available information, the background on this matter is as follows. You are the policy director for Speaker Paul Ryan, and you are paid above the senior staff rate.¹ Speaker Ryan was elected in November 1999 to represent Wisconsin's 1st congressional district and elected as Speaker in 2015. You were invited by and accepted travel related to your official duties to White Sulphur Springs, West Virginia, from the sponsor. The trip expenses totaled approximately \$1,048 for you. You are seeking retroactive approval from the Committee for your travel expenses, which you already accepted.

Your letter states that Jessica Cameron, counsel to the speaker, submitted your request to travel at the invitation and expense of the sponsor to the Committee on January 2, 2018. Although the required documents were submitted to the Committee in a timely manner, 30 days before the start of the trip, you realized that you had not received an approval letter and immediately contacted the Committee after the trip had concluded. Cameron received a blast email the trip was approved as the Speaker's Office point of contact and there was no indication you were not approved. Upon returning you realized you did not receive a formal approval letter as your colleagues did. The Committee had a record of your submission, but you were not sent

¹ In 2018, staff are considered to be "senior staff" for financial disclosure purposes if they are paid at or above the annual rate of \$126,148 for 60 days or more during the calendar year.

an approval letter because of a clerical error. Committee counsel asked you to submit a letter to the Committee seeking retroactive approval for acceptance of the travel from the sponsor.

LEGAL BACKGROUND AND ANALYSIS

Members and staff are required to request and receive approval from the Committee *before* accepting privately-sponsored travel.² The requirement has been in place since March 1, 2007, pursuant to the House rules that were passed at the start of the 110th Congress on January 4 and 5, 2007. We note further that the rules related to privately-sponsored travel are laid out in the Travel Regulations issued by the Committee³ and in the annual ethics training provided by the Committee that all House staff are required to complete.

In general, the Committee will not approve a privately-sponsored trip in a case in which a House traveler failed to obtain permission to travel from the Committee before embarking on the trip. In exceptional circumstances, the Committee may consider approving a previously unapproved trip after the trip has taken place.

Based on the representations in your letter and additional information provided to Committee counsel, the Committee determines that you have demonstrated exceptional circumstances for not having obtained pre-approval of the above-noted trip. Specifically, you have made representations to the Committee that you made a good-faith effort to file the Forms by sending the Forms by email more than 30 days before your trip. Further, this trip otherwise complied with House rules and you immediately attempted to remedy this mistake after your return. Finally, Committee records indicate that you have not previously accepted travel from a private sponsor without prior approval of the Committee. As a result, the Committee approves your request for retroactive approval for your trip to White Sulphur Springs, West Virginia, from January 31 to February 2, 2018, sponsored by the Congressional Institute.

The Committee, however, notes that retroactive travel approval may be inappropriate for you or your office in the future. This letter serves as a reminder to you of the rule requiring you to receive explicit Committee approval *before* you accept privately-sponsored travel. Committee approval is granted by way of a letter signed by the Committee Chairwoman and Ranking Member.

You should submit your Disclosure to the Clerk of the House, substituting this letter for the Committee pre-approval required by House rules, or, if you have already made a partial disclosure to the Clerk, you should add this letter as an amendment to that submission. Finally, if you are required to file an annual Financial Disclosure Statement under the Ethics in Government Act (EIGA), 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 2018.⁴

² House Rule 25, cl. 5(d)(2).

³ See generally *Travel Regulations* (December 2012).

⁴ 5 U.S.C. app. §§ 101 *et seq.*

LIMITATIONS

The response above constitutes an advisory opinion concerning the application of House Rule 25 and the EIGA. The following limitations apply to this opinion:

- This advisory opinion is issued only to Augustine "Austin" Smythe, the requestor of this opinion. This advisory opinion cannot be relied upon by any other individual or entity.
- This advisory opinion is limited to the current provision and interpretation of the House rule and federal statute specifically noted above. No opinion is expressed or implied herein regarding the application of any other federal, state, or local statute, rule, regulation, ordinance, or other law that may be applicable to the proposed conduct described in this letter, including the Internal Revenue Code.
- This advisory opinion will not bind or obligate any entity other than the Committee on Ethics of the United States House of Representatives.
- This advisory opinion is limited in scope to the specific proposed conduct described in this letter, the specific facts represented to the Committee, and the understanding of those facts to the extent indicated in this letter, and does not apply to any other conduct or facts, including that which appears similar in nature or scope to that described in this letter. Should this letter mis-state any facts in this matter, the opinion and advice may no longer apply and you should inform the Committee as soon as possible to determine if the advice and opinion in this letter apply to the accurate factual basis.

The Committee will take no adverse action against you in regard to any conduct that you undertake, or have undertaken, in good faith reliance upon this advisory opinion, so long as you have presented a complete and accurate statement of all material facts relied upon herein, and the proposed conduct in practice conforms with the information you provided, as addressed in this opinion.

Changes or other developments in the law (including, but not limited to, the Code of Official Conduct, House rules, Committee guidance, advisory opinions, statutes, regulations, or case law) may affect the analysis or conclusions drawn in this advisory opinion. The Committee reserves the right to reconsider the questions and issues raised in this advisory opinion and to rescind, modify, or terminate this opinion if required by the interests of the House. However, the Committee will rescind an advisory opinion only if relevant and material facts were not completely and accurately disclosed to the Committee at the time the opinion was issued. In the event that this advisory opinion is modified or terminated, the Committee will not take any adverse action against you with respect to any action taken in good faith reliance upon this advisory opinion so long as such conduct or such action was promptly discontinued upon notification of the modification or termination of this advisory opinion.

Mr. Augustine "Austin" Smythe
Page 4

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:jeb

PRIMARY TRIP SPONSOR FORM ADDENDUM

Question 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 invitation list. This Congressional Institute-sponsored conference will educate attendees on important policy issues and allow House Members and Senators and their staff to develop relationships with each other. Thus, the invitation to this conference is being extended to senior leadership and committee staff to learn policy developments and trends alongside House Members and Senators.

Question 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 purpose of the Congressional Institute (a 501(c)4 organization) is to promote public education about Congress and to hold educational conferences for Members of Congress, staff and others. The Congressional Institute is the sole organizer and conductor of this event. This retreat is designed to strengthen professional relationships among Members of Congress, senior leadership and committee staff, educate them on policy issues and best practices, and encourage the exchange of ideas with colleagues.

Question 18: Total expenses for each participant:

The estimated lodging rate and per participant food/refreshment expense figure for this event (and provided on this form) do not include the separate costs to the Congressional Institute to rent conference/banquet space large enough to accommodate this large event with appropriate security and audio/visual capabilities necessary to conduct our program. Dividing these conference and facility rental costs by the number of participants estimated to attend this event, the estimated figure would be \$383 as disclosed on the sponsor form.

The Congressional Institute will employ additional assistance at this conference to help ensure that only participants and invited persons access events. The amount disclosed on this form (\$42) reflects a per attendee division of the total figure for such additional assistance.



Congress of Tomorrow
2018 Annual House & Senate Republican Conference
 White Sulphur Springs, West Virginia

Wednesday, January 31, 2018

6:45 – 7:15 AM 7:00 – 7:20 AM	House Luggage Drop Senate Luggage Drop Your luggage will be transported separately to the hotel and delivered to your room.	Bottom of Rayburn Horseshoe SD-G50 (Near NW Entrance)
7:45 AM 7:45 AM 4:30 PM	House Buses Depart for Train Senate Buses Depart for Train Group Transportation Arrives	S Capitol Street (Between Rayburn & Longworth) Capitol Steps: Senate Side
5:00 PM	Prayer & Security Briefing on Amtrak Incident <i>Topic: Time of prayer and briefing attendees on what is currently known about Amtrak collision</i> Welcome and Opening Remarks: Mark Strand, Congressional Institute Devotion by Hon. Tim Walberg, U.S. House of Representatives Prayer by Reverend Patrick J. Conroy, Chaplain of the House Hon. Paul Irving, House Sergeant at Arms Hon. Cathy McMorris Rodgers, House Republican Conference Hon. John Thune, Senate Republican Conference	Chesapeake
5:45 – 5:30 PM	2018: A Big Vision for America <i>Topic: Tax reform and economic prospects</i> Moderator: Mark Strand, Congressional Institute Hon. Paul Ryan, Speaker of the House Hon. Mitch McConnell, Senate Majority Leader	Chesapeake
6:30 PM	Reception	Upper Lobby
7:00 – 9:00 PM	Dinner <i>Topic: What lies ahead in 2018</i> Hon. Mike Pence, Vice President of the United States	Colonial

Thursday, February 1, 2018

7:00 AM	Religious Services (Optional) Bible Study Hon. Randy Hultgren, U.S. House of Representatives Os Guinness, Faith and Law Study Group	Fillmore (2nd Floor Conference Center)
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7:30 AM	Catholic Mass Fr. Patrick J. Conroy, Chaplain of the House	Tyler (2 nd Floor Conference Center)
8:00 AM – 10:00	Working Breakfast <i>Topic: A tour of the globe from the perspective of America's defenders</i> Hon. Rex Tillerson, Secretary of State Hon. James N. Mattis, USMC ret., Secretary of Defense	Colonial
10:00 – 11:00 AM	Joint Session: Repairing and Rebuilding America's Infrastructure Working Session with Presentations and Q&A <i>Topic: Improving the Government's Response to our Infrastructure Needs and Discussion on the President's Infrastructure Proposal</i> Moderator: Hon. John Thune, Senate Republican Conference Hon. Elaine L. Chao, Secretary of Transportation Hon. John Barrasso, Senate Committee on Environment & Public Works Hon. Bill Shuster, House Transportation & Infrastructure Committee Gary Cohn, National Economic Council	Chesapeake
11:00 – 12:00 noon	Joint Session: Workforce Development Working Session with Presentations and Q&A <i>Topic: Looking for ways to encourage able-bodied people to get back into the workforce</i> Moderator: Hon. Mike Conaway, House Committee on Agriculture Hon. Kay Coles James, The Heritage Foundation Hon. Tarren Bragdon, The Foundation for Government Accountability	Chesapeake
12:00 – 2:00 PM	Lunch: The President of the United States <i>Topic: Making America Great Again in 2018</i> Hon. Donald Trump, 45 th President of the United States	Colonial
2:00 – 3:00 PM	Joint Session: Government Reform <i>Topic: Reforming the budget process particularly as it focuses on appropriations bills</i> Moderator: Hon. Doug Collins, U.S. House of Representatives Hon. David Perdue, Senate Budget Committee Hon. Steve Womack, House Budget Committee Hon. Mike Lee, U.S. Senate Doug Holtz-Eakin, American Action Forum	Chesapeake
3:30 PM	Senate Departs	Front Entrance
3:00 – 4:00 PM	Middle Class Americans' Views of the Tax Plan: The Opportunity for 2018 <i>Topic: Tax Reform</i> Introduction: Mark Strand, Congressional Institute Hon. Kevin McCarthy, House Majority Leader David Winston, The Winston Group Myra Miller, The Winston Group	Chesapeake
4:00 – 4:45 PM	House Session: The National Mood – What Citizens are Saying About Their Government <i>Topic: What citizens are saying about their government</i> Moderator: Mark Strand, Congressional Institute Ronna McDaniel, Republican National Committee	Chesapeake

5:00 – 6:15 PM	The House: A Unique Environment—House Members Only <i>Topic: A look at the governing environment in 2018</i> Moderator: Mark Strand, Congressional Institute Hon. Steve Stivers, NRCC	Chesapeake
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6:30 PM	Reception	Upper Lobby
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7:00 – 9:00 PM	Dinner <i>Topic: Restoring American leadership in the world</i> Hon. Nikki Haley, U.S. Ambassador to the United Nations	Colonial
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Friday, February 2, 2018

Religious Services (Optional)

7:00 AM	Bible Study Hon. Mark Walker Steve Amerson, Amerson Music Ministries	Fillmore (2nd Floor Conference Center)
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7:30 AM	Catholic Mass Fr. Patrick J. Conroy, Chaplain of the House	Tyler (2nd Floor Conference Center)
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7:30 – 9:30 AM	Supporting the Troops: Creating Care Packages for Service Members Sponsored by the USO	Upper Lobby
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8:00 – 9:00 AM	Breakfast <i>Topic: Latest data on women's views towards government and its role</i> Kellyanne Conway, Counselor to the President	Colonial
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9:15 – 11:00 AM	Leadership Wrap Up and Member Discussion <i>Topic: Discussion among Members regarding the 2018 agenda</i> Moderator: Mark Strand, Congressional Institute Hon. Paul Ryan, Speaker of the House Hon. Kevin McCarthy, House Majority Leader Hon. Steve Scalise, House Majority Whip Hon. Cathy McMorris Rodgers, House Republican Conference	Chesapeake
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11:30 AM	Buses Depart for Rayburn Horseshoe	Front Entrance
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2018: House Staff

First Name	Last Name	Institution	Job Title
Joshua	Althouse	Office of Speaker	Outreach Director
Doug	Andres	Office of the Speaker	Press Secretary for White House Press
Tommy	Andrews	Office of the Speaker	Member Services Director
Geoff	Antell	Office of the Speaker	Assistant to the Speaker for Policy/Counsel
Rachel	Barkley	House Republican Conference	Director of Coalitions
Ray	Baum	House Committee on Energy and Commerce	Staff Director
Brendan	Belair	Office of Rep. Collins	Chief of Staff
Chris	Bien	Office of the House Majority Leader	Floor Assistant
Chris	Bond	Office of the House Majority Whip	Communications Director
Robert	Borden	House Committee on Oversight and Government Reform	Deputy Staff Director
Katlyn	Brantley	House Republican Conference	Digital Director
Natalie	Buchanan Joyce	Office of the House Majority Leader	Director of Member Services
Brendan	Buck	Office of the Speaker	Counselor to the Speaker
Jonathan	Burks	Office of the Speaker	Chief of Staff
George	Callas	Office of the Speaker	Senior Tax Counsel
Sheria	Clarke	House Committee on Oversight and Government Reform	Staff Director
Fr. Pat	Conroy	Chaplain of the House	Chaplain
Stephen	Cote	House Committee on Rules	Staff Director
Nick	Crocker	House Republican Conference	Deputy Director of Member Services
Jeremy	Deutsch	House Republican Conference	Chief of Staff
Kelly	Dixon	Office of the House Majority Leader	Director of Legislative Operations
Derrick	Dockery	Office of the Speaker	Coalitions Coordinator
Jeff	Dressler	Office of the Speaker	National Security Advisor
Willi	Dunham	Office of the House Majority Leader	Policy Director

Mark	Epley	Office of the Speaker	General Counsel
Kevin	Fitzpatrick	House Committee on Small Business	Staff Director
Nicole	Foltz	Office of the Speaker	Counsel for Floor Operations
Nancy	Fox	House Committee on Appropriations	Staff Director
Alex	Gourdikian	Office of the House Majority Leader	Scheduler
Karas	Gross	House Committee on Rules	Deputy Staff Director
Hugh	Halpern	Office of the Speaker	Director of Floor Operations
Kara	Hauck	House Republican Conference	Communications Director
Jennifer	Hemingway	Office of the Speaker	Director of House Operations
Cindy	Herrle	Office of the Speaker	Assistant to the Speaker for Policy
Casey	Higgins	Office of the Speaker	Assistant to the Speaker for Policy
Olivia	Hnat	House Republican Conference	Press Secretary
Nate	Hodson	House Republican Conference	Deputy Chief of Staff
Brett	Horton	Office of the House Majority Whip	Chief of Staff
Ben	Howard	Office of the House Majority Whip	Director of Floor Operations
Bill	Hughes	Office of the House Majority Whip	Policy Director
Shelley	Husband	House Committee on Judiciary	Staff Director
Barrett	Karr	Office of the House Majority Leader	Chief of Staff
Drew	Kent	Tuesday Group	Chief of Staff (Dent)
Kyle	Kizzier	Office of Rep. Mitchell	Chief of Staff
John	Leganski	Office of the House Majority Leader	Director of Floor Operations
Mark	Marin	House Committee on Science, Space and Technology	Staff Director
Kyle	Matouss	Office of Rep. Sessions	Chief of Staff
Rick	May	House Committee on Budget	Chief of Staff
Ted	McCann	Office of the Speaker	Assistant to the Speaker for Policy
Shannon	McGahn	House Committee on Financial Services	Staff Director
Douglas	Menorca	Office of Rep. Messer	Chief of Staff
Katie	Meyer	Office of the House Majority Leader	Senior Policy Advisor

Will	Miller	Office of the Speaker	Special Assistant
James	Min	Office of the House Majority Leader	Deputy Chief of Staff
Brian	Monahan	Office of the Attending Physician	Attending Physician
Sean	Moran	House Committee on House Administration	Staff Director
Luke	Murry	Office of the House Majority Leader	Senior Policy Advisor
Ben	Napier	Office of the House Majority Whip	Floor Assistant
Damon	Nelson	House Committee on Intelligence	Staff Director
Sam	Oh	Office of Rep. Walters	Chief of Staff
Cherie	Paquette	House Republican Conference	Media Affairs and Events Manager
Scott	Parkinson	Republican Study Committee	Executive Director
Stephanie	Parks	Office of the Speaker	Assistant to the Speaker for Policy
Katie	Patru	House Committee on House Administration	Deputy Staff Director
Megan	Perez	House Republican Conference	Legislative Director
Erin	Perrine	Office of the House Majority Leader	Press Secretary
Hilary	Pinegar	Office of Rep. Smith	Legislative Assistant
Parker	Poling	Office of House Majority Chief Deputy Whip	Chief of Staff
Marty	Reiser	Office of the House Majority Whip	Deputy Policy Director
Bart	Reising	Office of the House Majority Whip	Director of Operations
Brandon	Renz	House Committee on Education and Workforce	Staff Director
Mike	Ricci	Office of the Speaker	Communications Director
Sarah	Rogers	House Republican Conference	Director of Member Services and Events
Mark	Roman	Office of Rep. Smith	Chief of Staff
Megan	Savage	House Committee on Ethics	Staff Director
Matt	Schertz	House Committee on Agriculture	Staff Director
Tom	Sheehy	House Committee on Foreign Affairs	Staff Director
Brendan	Shields	House Committee on Homeland Security	Staff Director
Caleb	Smith	Office of the Speaker	Digital Communications Director
Austin	Smythe	Office of the Speaker	Policy Director

Matt	Sparks	Office of the House Majority Leader	Communications Director
Brittan	Specht	Office of the House Majority Leader	Senior Policy Advisor
Andy	Speth	Office of the Speaker	Deputy Chief of Staff
Jen	Stewart	House Committee on Armed Services	Staff Director
Cody	Stewart	House Committee on Natural Resources	Staff Director
David	Stewart	House Committee on Ways and Means	Staff Director
AshLee	Strong	Office of the Speaker	Press Secretary
Matt	Sturges	House Committee on Transportation and Infrastructure	Staff Director
Jon	Towers	House Committee on Veterans Affairs	Staff Director
Kiel	Weaver	Office of the Speaker	Policy Advisor
Courtney	Whetstone	Office of Rep. Stivers	Chief of Staff
Jerry	White	House Republican Conference	Chief Policy Advisor
Tory	Wickiser	Office of the Speaker	Director of Scheduling