

LEGISLATIVE RESOURCE CENTER

U.S. House of Representatives  
Committee on Ethics

18 SEP 19 AM 10:58  
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.

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: Mary Christina Riley
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 8, 2018 Return: August 10, 2018  
 b. Dates at personal expense (if any): \_\_\_\_\_ *or* None
4. Departure city: Washington, DC Destination: Atlanta, GA Return city: Washington, DC
5. Sponsor(s) (who paid for the trip): Postsecondary National Policy Institute (PNPI)
6. Describe meetings and events attended: Attended a seminar on the Pell Grant program.  
See agenda for additional information.
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: Mary Christina Riley DATE: 8/27/2018

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. Drew Ferguson DATE: 8/27/2018

SIGNATURE OF SUPERVISING MEMBER: Drew Ferguson IV

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): Postsecondary National Policy Institute (PNPI)

2. Travel Destination(s): Atlanta, GA

3. Date of Departure: August 8, 2018 Date of Return: August 10, 2018

4. Name(s) of Traveler(s): Mary Christina Riley

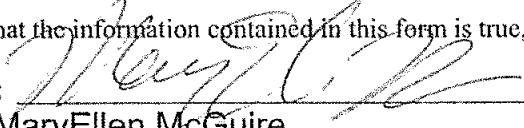
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)

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	\$348.42	\$296	\$73.31	\$0
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: MaryEllen McGuire Title: President

Organization: Postsecondary National Policy Institute (PNPI)

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

Address: 718 7th Street NW, Floor 2

Washington, DC 20001

Telephone number: 202-407-3172

Email Address: m McGuire@pnpi.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: Mary Christina Riley
2. Sponsor(s) (who will be paying for the trip): Postsecondary National Policy Institute (PNPI)
3. Travel destination(s): Atlanta, GA
4. a. Date of departure August 8, 2018 Date of return: August 10, 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.

Serve as Senior legislative Assistant, staffing member on his Education and Workforce Committee assignment, where the member has introduced legislation on Title IV of HEA programs. Participation in trip will aid Title IV understanding.

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: 7/3/2018

A. Bruce Ferguson IV  
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): \_\_\_\_\_  
Postsecondary National Policy Institute (PNPI) \_\_\_\_\_
2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (signify that the statement is true by checking box):
3. *Check only one:* I represent that:
  - a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip  *or*
  - b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds  *or*.
  - c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.   
If "c" is checked, list the names of the additional sponsors: \_\_\_\_\_  
The Bill and Melinda Gates Foundation, The Lumina Foundation, and The Kresge Foundation \_\_\_\_\_
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: August 8, 2018 Date of return: August 10, 2018
7. a. City of departure: Washington, DC  
b. Destination(s): Atlanta, GA  
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 attached.

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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:  
N/A

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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): \_\_\_\_\_  
We estimate \$5 on the first day, \$69 on the second day and \$21 on the third day.

2) Provide reason for selecting the location of the event or trip: \_\_\_\_\_  
Both Georgia State University and Georgia Tech have received national recognition for successfully improving outcomes for Pell Grant students.

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

Hotel name: Georgian Terrace City: Atlanta, GA Cost per night: \$148  
Reason(s) for selecting: The hotel is in proximity to both campuses that we are visiting.

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	\$365.57	\$296.00	\$95
For each accompanying relative	N/A	N/A	N/A

	<i>Other</i> Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	N/A	N/A
For each accompanying relative	N/A	N/A

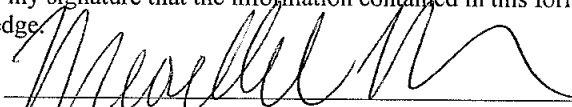
**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

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:   
 Name: MaryEllen McGuire  
 Title: President  
 Organization: Postsecondary National Policy Institute (PNPI)  
 Address: 718 7th Street NW, Floor 2, Washington, DC 20001  
 Telephone number: 202-407-3172  
 Email address: mcguire@pnpi.org

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

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

U.S. House of Representatives  
Committee on Ethics

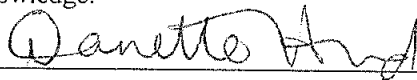
GRANTMAKING TRIP SPONSOR FORM

This form should be completed by a public charity or private foundation (both as defined under section 501(c)(3) of the Internal Revenue Code) that provides a grant of funds to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. **Provide a copy of your completed form to the primary sponsor of the trip.**

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

1. I certify that (name of your organization): Lumina Foundation  
has been designated a § 501(c)(3) nonprofit charitable organization by the Internal Revenue Service.  
 Yes  No
2. Name of Primary Trip Sponsor: Postsecondary National Policy Institute
3. I certify that my organization (*complete a or b*):
  - a.  Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. *or*
  - b.  Has had a direct role in the organizing, planning, or conducting of a trip to  
(destination) \_\_\_\_\_ on (date) \_\_\_\_\_ that is  
being organized or arranged by the above-named Primary Trip Sponsor.
4. Check one:
  - a.  My organization does not employ or retain a registered federal lobbyist or foreign agent *or*
  - b.  My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
5. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.
6. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: \_\_\_\_\_



Name: Danette Howard

Title: Senior Vice President

Organization: Lumina Foundation

Address: 30 S. Meridian St. Suites 700-800 Indianapolis, IN 46206-1806

Telephone number: 800-834-5456

Email: dhoward@luminafoundation.org

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

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

U.S. House of Representatives  
Committee on Ethics

GRANTMAKING TRIP SPONSOR FORM

This form should be completed by a public charity or private foundation (both as defined under section 501(c)(3) of the Internal Revenue Code) that provides a grant of funds to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. Provide a copy of your completed form to the primary sponsor of the trip.

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

1. I certify that (name of your organization): The Kresge Foundation  
has been designated a § 501(c)(3) nonprofit charitable organization by the Internal Revenue Service.  
 Yes  No
2. Name of Primary Trip Sponsor: Postsecondary National Policy Institute (PNPI)
3. I certify that my organization (complete a or b):
  - a.  Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. *or*
  - b.  Has had a direct role in the organizing, planning, or conducting of a trip to  
(destination) \_\_\_\_\_ on (date) \_\_\_\_\_ that is  
being organized or arranged by the above-named Primary Trip Sponsor.
4. Check one:
  - a.  My organization does not employ or retain a registered federal lobbyist or foreign agent *or*
  - b.  My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
5. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.
6. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Caroline Altman Smith  
Name: Caroline Altman Smith Title: Deputy Director- Education  
Organization: The Kresge Foundation  
Address: 3215 W. Big Beaver Road, Troy, MI 48084  
Telephone number: (248) 502-0534 Email: CBASmith@kresge.org

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

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



U.S. House of Representatives  
Committee on Ethics

GRANTMAKING TRIP SPONSOR FORM

This form should be completed by a public charity or private foundation (both as defined under section 501(c)(3) of the Internal Revenue Code) that provides a grant of funds to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. **Provide a copy of your completed form to the primary sponsor of the trip.**

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

1. I certify that (name of your organization): Bill & Melinda Gates Foundation  
has been designated a § 501(c)(3) nonprofit charitable organization by the Internal Revenue Service.  
 Yes  No
2. Name of Primary Trip Sponsor: Postsecondary National Policy Institute
3. I certify that my organization (*complete a or b*):
- a.  Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. *or*
- b.  Has had a direct role in the organizing, planning, or conducting of a trip to  
(destination) \_\_\_\_\_ on (date) \_\_\_\_\_ that is  
being organized or arranged by the above-named Primary Trip Sponsor.
4. Check one:
- a.  My organization does not employ or retain a registered federal lobbyist or foreign agent *or*
- b.  My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
5. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.
6. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: \_\_\_\_\_

Name: Julius Lloyd Horwich

Title: Senior Program Officer

Organization: Bill & Melinda Gates Foundation

Address: 1300 I (Eye) Street NW, 200E; Washington, DC 20005

Telephone number: 202-662-8106

Email: lloyd.horwich@gatesfoundation.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*



ONE HUNDRED FIFTEENTH CONGRESS

## U.S. House of Representatives

COMMITTEE ON ETHICS

July 25, 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

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

Ms. Mary Christina Riley  
Office of the Honorable A. Drew Ferguson, IV  
1032 Longworth House Office Building  
Washington, DC 20515

Dear Ms. Riley:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Atlanta, Georgia, scheduled for August 8 to 10, 2018, sponsored by Postsecondary National Policy Institute, with financial support from Bill & Melinda Gates Foundation, Lumina Foundation, and the Kresge Foundation.

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.

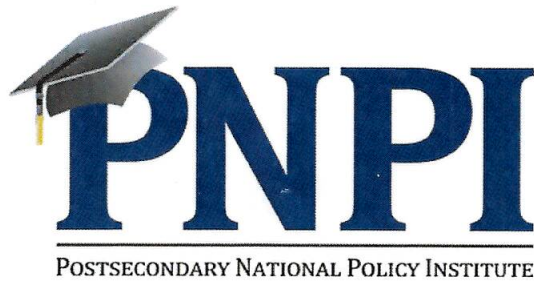
If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Susan W. Brooks  
Chairwoman

Theodore E. Deutch  
Ranking Member

SWB/TED:smm



### ***Rediscovering Pell***

Wednesday, August 8 – Friday, August 10

Atlanta, GA

#### **SEMINAR GOALS**

- Increase participants' understanding of the roles that institutions play in enrolling, supporting, and graduating Pell Grant recipients;
- Increase participants' understanding of the challenges institutions face in enrolling, supporting, and graduating Pell Grant recipients; and
- Increase participants' understanding of the experiences Pell Grant students have on campus.

#### **AGENDA**

##### ***Wednesday, August 8***

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- |                       |   |
|-----------------------|---|
| <b>6:35 PM-8:30PM</b> | <b>Depart Baltimore Washington International (BWI) for Atlanta, Georgia (ATL)<br/>Southwest Airlines Flight # 295</b> |
| <b>8:30 PM-9:00PM</b> | <b>Arrive in Atlanta, Georgia (ATL)<br/>Depart Airport for Georgian Terrace Hotel</b>                                 |
| <b>9:00 PM</b>        | <b>Check-In: Georgian Terrace Hotel, Atlanta, Georgia</b>   |

##### ***Thursday, August 9***

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- |                          |  |
|--------------------------|--|
| <b>7:30 AM - 8:30 AM</b> | <b>Breakfast<br/>Livingston's Main Dining Room, Georgian Terrace Hotel</b> |
| <b>8:30 AM - 9:00 AM</b> | <b>Travel to Georgia State University (GSU)</b>                            |

**9:00 AM - 10:00 AM**      **Overview of Student Success Programs at GSU  
Georgia State University, Atlanta, Georgia**

**Speaker:**

*Tim Renick, Ph.D., Senior Vice President for Student Success*

**Questions for Dr. Renick:**

- How did GSU increase the enrollment of Pell Grant students? Why was increasing Pell Grant student enrollment important to GSU?
- What challenges does GSU face in enrolling 25,000 Pell Grant students each semester?
- What sort of supports are in place for Pell Grant students at GSU?
- Your institution reports higher completion rates of Pell Grant recipients in comparison to the national average. How does your institution accomplish this?
- What's your advice to other institutions seeking to improve the enrollment and completion rates of Pell Grant recipients?

**10:00 AM - 10:30 AM**      **Improving Academic Advisement through Predictive Analytics  
and Proactive Interventions  
Georgia State University, Atlanta, Georgia**

**Speakers:**

*Allison Calhoun-Brown, Ph.D., Associate Vice President for Student Success*

*Carol Cohen, Director of the University Advisement Center*

**Questions for Speakers:**

- What is the role that data and technology (including predictive analytics and AI) play in supporting student success at GSU?
- What are the impacts of these interventions on Pell Grant students and other students from underserved backgrounds?

**10:30 AM - 11:00 AM**      **Tour of University Advisement Center  
Georgia State University, Atlanta, Georgia**

*Congressional participants will see and interact with students being advised through technological platforms deploying academic and financial predictive analytics.*

**11:00 AM - 12:00 PM**      **Meeting with Pell Grant Students  
Georgia State University, Atlanta, Georgia**

**Speakers:**

*Eric Cuevas, Director of Student Success Programs*

*GSU Pell Grant Students, TBD (to be selected by GSU)*

**Questions for Student Discussion:**

- What has been your experience as a Pell Grant recipient at GSU?
- What financial challenges have you faced as a Pell Grant recipient? How far has the Pell Grant gone in covering your educational expenses?
- What impactful financial interventions have you received?
- What helpful academic supports have you received?
- How helpful have you found your academic advising to be at GSU?

**12:00 PM -1:00 PM**

**Working Lunch with GSU President Mark P. Becker  
Georgia State University, Atlanta, Georgia**

**Speaker:**

*President Mark P. Becker, Ph.D.*

**Questions for President Becker:**

- Looking back at GSU's substantial gains in serving Pell Grant students, what would you attribute the success to?
- GSU is widely recognized for its groundbreaking innovations. What has been necessary for your leadership team to do in order for your institution to serve such large numbers of Pell Grant students and eliminate disparities in graduation rates?
- What challenges has GSU leadership faced in this work?
- What advice would you give to an institution looking to expand the number of Pell Grant students they recruit and serve?

**1:00 PM -1:30 PM**

**Wrap Up  
Georgia State University, Atlanta, Georgia**

**Speaker:**

*Tim Renick, Ph.D., Senior Vice President for Student Success*

**Question for Discussion:**

- What questions do you still have about how GSU serves and supports Pell Grant students?
- Is there any program or service you learned about today that you would like to hear more about?

**1:30 PM - 2:00 PM**

**Travel to Georgia Institute of Technology (Georgia Tech)**

**2:00 PM - 3:00 PM**

**Welcome and Meeting with Pell Grant Students  
Georgia Tech, Atlanta, Georgia**

**Speaker:**

*Jeff Cullen, Assistant Director for Federal Relations*

*Georgia Tech Pell Grant Students, TBD (to be selected by Georgia Tech)*

**Questions for Panelist Discussion:**

- What has been your experience as a Pell Grant recipient at Georgia Tech?
- What financial challenges have you faced at Georgia Tech as a Pell Grant recipient? How far has the Pell Grant gone in covering your educational expenses?
- What impactful financial interventions have you received?
- What academic supports have you received that have made a difference?

**3:00 PM - 3:45 PM                      Overview of Georgia Tech's Pell Grant Student Supports  
Georgia Tech, Atlanta, Georgia**

**Speaker:**

*Paul Kohn, Vice Provost for Enrollment Services*

**Questions for Dr. Kohn:**

- Your institution reports higher completion rates of Pell Grant recipients in comparison to the national average. How have you accomplished this?
- What sort of supports are in place for Pell Grant students at Georgia Tech?
- What future goals do you have for increasing Pell Grant student enrollment and graduation?
- What's your advice to other institutions seeking to improve their enrollment and completion rates of Pell Grant recipients?

**3:45 PM - 4:15 PM                      Attracting Pell Grant Recipients  
Georgia Tech, Atlanta, Georgia**

**Speakers:**

*Rick Clark, Director of Undergraduate Admission*

**Questions for Dr. Clark:**

- How did Georgia Tech increase enrollment of Pell Grant students?
- What challenges do you face in recruiting Pell Grant students?
- What's your advice for institutions seeking to improve their enrollment of Pell Grant recipients?

**4:15 PM - 4:30 PM                      Break  
Georgia Tech, Atlanta, Georgia**

**4:30 PM - 5:00 PM                      How Georgia Tech Helps Accepted and Enrolled Pell Grant  
Students  
Georgia Tech, Atlanta, Georgia**

**Speakers:**

*Marie Mons, Director of Scholarships and Financial Aid*



**Questions for Ms. Mons:**

- How did your institution increase its completion rates of Pell Grant recipients? What supports are in place for these students?
- What's your advice to other institutions seeking to improve completion rates for Pell Grant recipients?

**5:00 PM - 5:30 PM**                    **Wrap-Up**  
**Georgia Tech, Atlanta, Georgia**

**Speaker:**

*Jeff Cullen, Assistant Director for Federal Relations*

**Question for Discussion:**

- What questions do you still have about how GA Tech serves and supports Pell Grant students?
- Is there any program or service you learned about today that you would like to hear more about?

**5:30 PM - 6:15 PM**                    **Break at Hotel**  
**Georgian Terrace Hotel, Atlanta, GA**

**6:15 PM - 6:30 PM**                    **Travel to Dinner at Baraonda Ristorante, Atlanta, GA**

**6:30 PM - 8:00 PM**                    **Working Dinner at Baraonda Ristorante, Atlanta, GA**

**Discussion Questions:**

- What are your biggest takeaways from what you heard today from administrators and students at GSU and Georgia Tech?
- What questions do you still have about how these institutions serve and support Pell Grant students?
- What were you most surprised to learn?
- What was the most important takeaway from the students you met with at both institutions?

**8:00 PM - 8:15 PM**                    **Travel back to Hotel**  
**Georgian Terrace Hotel, Atlanta, GA**

**Friday, August 10**

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**7:00 AM - 7:45 AM**                    **Check-out/Breakfast & Wrap up Discussion**  
**Livingston Mezzanine, Georgian Terrace Hotel, Atlanta, GA**

**Facilitators:**

*MaryEllen McGuire, President, PNPI*

*Jessica Bowen, Associate Federal Director, PNPI*

**Questions for Discussion:**

- What more would you have liked to have learned on this trip?
- What follow-up programming might you be interested in regarding the federal Pell Grant program and Pell Grant recipients?
- What further questions about the Pell Grant program and Pell Grant recipients do you have?

**7:45 AM - 8:15 AM**

**Drive to Airport**

**8:15 AM - 10:15 AM**

**Check-in at Airport/Arrive at Departing Gate**

**10:15 AM - 12:10 PM**

**Depart Atlanta, Georgia (ATL)  
for Baltimore Washington International (BWI)  
Southwest Airlines Flight #892**

**12:10 PM**

**Arrive Baltimore Washington International (BWI)**

**ATTACHMENT:  
House Private Sponsor Travel Certification Form**

**4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):**

**James Forester**  
Professional Staff Member  
Chairwoman Foxx

**Mary Christina Riley**  
Senior Legislative Assistant  
Representative Ferguson

**Christian Haines**  
Senior Education Policy Counsel  
Representative Scott

**Emily Slack**  
Professional Staff Member  
Chairwoman Foxx

**Armita Pedramrazi**  
Legislative Assistant  
Representative Davis

**Kathy Valle**  
Senior Policy Advisor  
Representative Scott

**Alex Ricci**  
Professional Staff Member  
Chairwoman Foxx

All staff were invited due to their employment with the House Committee on Education and the Workforce or with a Member who sits on the Committee.

**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 seminar is designed to increase congressional staff's understanding of the roles that institutions play in enrolling and supporting Pell Grant recipients and the challenges institutions face in enrolling, retaining, and graduating these students. The seminar will also increase staffs' understanding of the experiences of Pell Grant students.

The Lumina Foundation is interested in increasing postsecondary education attainment, including through the support of activities that ensure students, policymakers and other stakeholders have an understanding of the history, goals and impact of the Pell grant program, as well as a familiarity with current data about Pell grant recipient graduation rates and academic success.

The Bill & Melinda Gates Foundation is interested in expanding opportunities for all students to be able to complete a high-quality, affordable postsecondary education that leads to a sustaining career. Toward that end, it is important to help policymakers understand the Pell Grant program, including its history, policies, and impact both generally and at particular institutions.

The Kresge Foundation is committed to increasing opportunities for low-income and students of color to enter and succeed in undergraduate education. Because the Pell Grant program is the federal government's primary financial aid mechanism for students with low income, it is important to understand the history, goals and impact of the program, as well as to consider its limitations given that funding has not kept pace with the rising costs of college. Many colleges make concerted efforts to serve low-income students well, but few have made significant progress on closing income- and race-based attainment gaps. Georgia State University is an exceptional example of a college that has developed effective strategies to boost the persistence and completion rates of Pell Grant recipients.

PNPI created the agenda, developed the invitation list and is managing all event logistics. None of PNPI's funders, the Bill and Melinda Gates Foundation, the Lumina Foundation or the Kresge Foundation, have played a role in organizing the referenced Congressional trip or in the selection or invitation of travel participants. Decisions regarding travel participants have been controlled by and were at all times under the sole discretion of, PNPI.