■ *Original* ☐ *Amendment*

LEGISLATIVE RESOURCE CENTER
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OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES

U.S. House of Representatives
Committee on Ethics

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 5, **you must complete this form and file it with the Clerk of the House, 135 Cannon House Office Building, within 15 days after travel is completed**. Please **do not** file this form with the Committee on Ethics.

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: Elissa McLerran

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

3. a. Dates of departure and return: Departure: 11/08/18 Return: 11/10/18
   b. Dates at personal expense (if any): _____ *or* None ■

4. Departure city: Washington, D.C. Destination: New Orleans, LA; Houma, LA; Thibodaux, LA; Bel Return city: Washington, D.C.

5. Sponsor(s) (who paid for the trip): Louisiana Sugarcane Foundation, Inc.

6. Describe meetings and events attended: Met with USDA-ARS researchers; sugarcane farmers; visited a sugar refinery; and equipment manufacturer

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: Elissa McLerran DATE: 11/19/18

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: Robert Aderholt DATE: 11/19/18

SIGNATURE OF SUPERVISING MEMBER: Robert Aderholt

Version date 2/2015 by Committee on Ethics

☒ *Original* ☐ *Amendment*

U.S. House of Representatives
Committee on Ethics

SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. ***A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return.*** You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

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

1. Sponsor(s) (who paid for the trip): Louisiana Sugar Cane Foundation

2. Travel Destination(s): New Orleans, LA (Houma, LA, Thibodaux, LA, Belle Rose, LA, Gramercy, LA, New Orleans, LA)

3. Date of Departure: Thursday, November 8, 2018 Date of Return: Saturday, November 10, 2018

4. Name(s) of Traveler(s): Matthew Ceja, Jason Cooke, Zellie Duvall, Miriam Fry, Caroline Holden, Joseph Kalmin, Brian Martin
(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	590.65	249.00	116.25	
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: Kenneth Gravois

Name: Kenneth Gravois Title: President

Organization: Louisiana Sugar Cane Foundation

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

Address: P O Box 874
Thibodaux, LA 70302-0874

Telephone number: 225-281-9472

Email Address: lscf@bellsouth.net

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.

Version date 2/2013 by Committee on Ethics

U.S. House of Representatives
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Elissa McLerran

2. Sponsor(s) (who will be paying for the trip): Louisiana Sugar Cane Foundation, Inc.

3. Travel destination(s): New Orleans, LA; Thibodaux, LA; Belle Rose, LA; Gramercy, LA

4. a. Date of departure Nov. 8, 2018 Date of return: Nov. 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.
   As a legislative assistant in an agriculture appropriator's office, this trip will provide first hand knowledge and experience of the Louisiana sugar cane industry, so I can help make more informed policy decisions

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: 10-9-18

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): Louisiana Sugar Cane 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 list

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

6. Date of departure: Thursday, November 8, 2018 Date of return: Saturday, November 10, 2018

7. a. City of departure: Washington Reagan airport in Washington, DC
   b. Destination(s): New Orleans, LA; Houma, LA; Thibodaux, LA; Belle Rose, LA; Gramercy, LA
   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:

    The Louisiana Sugar Cane Foundation, Inc. is the sole sponsor of this congressional staffers trip. The mission of the Louisiana Sugar Cane Foundation is to provide educational and stewardship opportunities within the Louisiana sugar industry. Each stop on this trip represents an important part of the Louisiana sugar industry.

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):
    Thursday meals for $41.25; Friday meals for $58.00; Saturday breakfast for $17.00
    2) Provide reason for selecting the location of the event or trip:
    To provide first hand knowledge and experience of the inner working of the Louisiana sugarcane industry.

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

    Hotel name: Hampton Inn City: Thibodaux Cost per night: $94
    Reason(s) for selecting: located on the tour route and in the Bayou Lafourche sugar region

    Hotel name: Astor Crowne Plaza City: New Orleans Cost per night: $150
    Reason(s) for selecting: on route and close proximity to the site of where sugarcane was first grown by the Jesuit priests on Baronne St.

    Hotel name: _____ City: _____ Cost per night: _____
    Reason(s) for selecting: _____

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (*signify that the statement is true by checking box*): ☒

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

☐ actual amounts ☒ good faith estimates	Total *Transportation* Expenses per Participant	Total *Lodging* Expenses per Participant	Total *Meal* Expenses per Participant
For each Member, Officer, or employee	590.65	244.00	116.25
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		
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: Kenneth Gravois

Name: Kenneth Gravois

Title: President

Organization: Louisiana Sugar Cane Foundation, Inc.

Address: P O Box 874, Thibodaux, LA 70302-0874

Telephone number: 225-281-9472

Email address: lscf@bellsouth.net

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

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

Version date 4/2013 by Committee on Ethics

Susan W. Brooks, Indiana
Chairwoman
Theodore E. Deutch, Florida
Ranking Member

Kenny Marchant, Texas
Leonard Lance, New Jersey
Mimi Walters, California
John Ratcliffe, Texas

Yvette D. Clarke, New York
Jared Polis, Colorado
Anthony Brown, Maryland
Steve Cohen, Tennessee

ONE HUNDRED FIFTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

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Counsel to the Ranking Member

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Washington, D.C. 20515–6328
Telephone: (202) 225–7103
Facsimile: (202) 225–7392

November 6, 2018

Ms. Elissa McLerran
Office of the Honorable Robert Aderholt
235 Cannon House Office Building
Washington, DC 20515

Dear Ms. McLerran:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Thibodaux and New Orleans, Louisiana, scheduled for November 8 to 10, 2018, sponsored by Louisiana Sugar Cane 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:mso

ITINERARY FOR
CONGRESSIONAL STAFF SITE VISIT
LOUISIANA SUGAR INDUSTRY
(November 8-10, 2018)

Thursday, November 8, 2018

8:30 a.m. - 10:35 a.m.	Group travels to New Orleans, LA on American Airlines flight # 4588 from Washington-Reagan National Airport.
10:35 a.m.	Group arrives at the New Orleans International Airport.
10:50 a.m. – 12:00 p.m.	Group Leaders will pick up the group at the New Orleans Airport and transport the group for the duration of the trip. Travel to Houma, LA.
12:00 p.m. – 1:00 p.m.	Lunch and itinerary briefing at the USDA-ARS, Sugarcane Research Laboratory in Houma. During this lunch, a briefing on the history of the Louisiana sugarcane industry and a description of the process of creating sugar from sugarcane will be provided.
1:00 p.m. – 2:30 p.m.	Site visit of the USDA-ARS, Sugarcane Research Laboratory. The focus will be on the research to improve sugarcane production practices to help farmers manage risks through improved plant breeding and varietal selection. Participants will visit the sugarcane crossing greenhouse complex and field plots.
2:30 p.m. – 3:00 p.m.	Travel to the John Deere Thibodaux Factory, Thibodaux, LA.
3:00 p.m. – 4:30 p.m.	Site visit of the John Deere Thibodaux Factory. The group will learn of the local, national, and international economic impact of the largest producer of sugarcane harvesting equipment. The group will tour the factory to observe equipment being built.
4:30 p.m. – 4:45 p.m.	Travel to the Hampton Inn in Thibodaux.
4:45 p.m.	Arrive at the Hampton Inn in Thibodaux.
6:00 p.m. – 6:15 p.m.	Travel to the American Legion Hall in Thibodaux, LA for dinner.
6:15 p.m. – 8:30 p.m.	Dinner at the American Legion Hall in Thibodaux, LA. Here the group will interact with growers and processors to discuss important sugar industry issues. Dinner will be served consisting of Louisiana delicacies.
8:30 p.m. – 8:45 p.m.	Depart from the American Legion Hall for the Hampton Inn in Thibodaux.
8:45 p.m.	Arrive at Hampton Inn for the night.

Friday, November 9, 2018

Please check out before leaving for tours. You will not return to this hotel. Continental breakfast will be in lobby of hotel prior to our departing.

8:30 a.m. - 9:00 a.m.	Travel from the Hampton Inn to Carmouche Planting (Mr. L.J. Carmouche) sugarcane farm in Belle Rose, LA.
9:00 a.m. – 10:45 a.m.	Field site visit to observe the various steps for growing and harvesting sugarcane. Participants will observe sugarcane harvesting and talk with the producer to learn of the challenges and rewards of growing sugarcane in south Louisiana.
10:45 a.m. – 11:00 a.m.	Travel to Lula-Westfield, LLC (Lula Factory), in Belle Rose, LA.
11:00 a.m. – 12:45 p.m.	Site visit of the Lula Raw Sugar Factory to observe the various steps for processing sugarcane into raw sugar that include preparation, clarification, evaporation, and crystallization.
12:45 p.m. – 1:45 p.m.	Lunch will be served at St. Jules Catholic Church, Belle Rose, LA. During lunch, Dr. Mike Salassi, Agricultural Economist with the LSU AgCenter, will discuss the impact of the sugar industry on the Louisiana economy.
1:45 p.m. – 2:30 p.m.	Travel to Louisiana Sugar Refinery in Gramercy, LA
2:30 p.m. - 4:45 p.m.	Site visit of Louisiana Sugar Refinery. Participants will observe the process of converting raw sugar into refined sugar. Participants will learn of the recent business venture regarding vertical integration within the Louisiana sugar industry. A tour of the refinery will be given after the overview.
4:45 p.m. - 6:00 p.m.	Travel to the Astor Crowne Plaza in New Orleans, LA
6:00 p.m.	Arrive at the Astor Crowne Plaza.
7:15 p.m. – 9:30 p.m.	Dinner at Bourbon House. Staffers will continue interactions with local sugarcane growers and processors. Participants will debrief from the events of the day. They will learn of the day's sugar production from the field to the table.

Saturday, November, 10, 2018

Check out prior to breakfast.

7:30 a.m. – 8:30 a.m.	Breakfast Briefing - meeting room in the Astor Crowne Plaza.
8:30 a.m. – 9:00 a.m.	Van shuttle will transport you back to the New Orleans airport for your American Airlines flight # 4588 departing New Orleans at 11:05 a.m. arriving Washington Reagan at 2:32 p.m.

2018 Congressional Staff Tour Participants

	Name	Office
1.	Matthew Ceja	Congressman Mark Takano (D-CA)
2.	Jason Cooke	Congressman David Rouzer (R-NC)
3.	Zellie Duvall	Congressman Rick Allen (R-GA)
4	Miriam Fry	Congressman Bradley Byrne (R-AL)
5.	Caroline Holden	Congressman Buddy Carter (R-GA)
6.	Caroline Hunsicker	Senator Tina Smith (D-MN)
7.	Joseph Kalmin	Congressman Daniel Donovan (R-NY)
8.	Bryan Martin	Congressman Walter Jones (R-NC)
9.	Elissa McLerran	Congressman Robert Aderholt (R-AL)
10.	Clay Mills	Congressman Mo Brooks (R-AL)
11.	Scott Reber	Congressman Mia Love (R-UT)
12.	Julian Sham	Congressman Ted Lieu (D-CA)
13.	Patrick Sullivan	Congressman Ruben Kihuen (D-NV)
14.	Josh Woodward	Congressman Ted Yoho (R-FL)
15.	Blair Wriston	Congressman Donald McEachin (D-VA)