



U.S. House of Representatives

COMMITTEE ON ETHICS

Employee Post-Travel Disclosure Form

Original Amendment

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, B-81 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: AnnMarie Graham
2. a. Name of Accompanying Relative: _____ OR None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: 6/5/2019 Return: 6/7/2019
 b. Dates at Personal Expense, if any: _____ OR None
4. Departure City: Washington, D.C. Destination: Hot Springs, VA Return City: Washington, D.C.
5. Sponsor(s), Who Paid for the Trip: Congressional Institute
6. Describe Meetings and Events Attended: Seminars included communicating with the Millennial Generation, Working with the Press, Digital Best Practices, Health care updates, etc.
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 the *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 statement is true by checking the box:
 b. If not, explain: _____

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

Signature of Traveler: AnnMarie Graham Date: 7/1/2019

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: Steve Stivers Date: 7/1/2019

Signature of Supervising Member: Steve Stivers

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U.S. House of Representatives COMMITTEE ON ETHICS

Sponsor Post-Travel Disclosure Form

Original Amendment

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 ten 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): Hot Springs, VA

3. Date of Departure: June 5, 2019 Date of Return: June 7, 2019

4. Name(s) of Traveler(s): see attached list

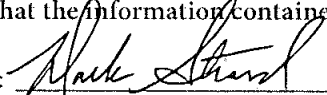
Note: You may list more than one traveler on a form only if *all* information is *identical* for each person listed.

5. Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$0.00	\$304.04	\$137.50	\$434.86 - Room Rental
Accompanying Family Member				

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:  Date: June 13, 2019

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: 703-837-8812 Email: 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

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 website (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 family member of the House invitee(s)? Yes No
6. Date of Departure: June 5, 2019 Date of Return: June 7, 2019
7. a. City of departure: Washington, DC
b. Destination(s): Hot Springs, VA
c. City of return: Washington, DC
8. **Check only one.** I represent that:
 - 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 only 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 you checked this box, explain why the second night of lodging is warranted: _____



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10. Attached is a detailed agenda of the activities 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 only one of the following:**
- 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. *Not Applicable.* 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. **Check only one.** I represent that either:
- 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): Day 1 - \$42. Day 2 - \$76. Day 3 - \$20
-
- 2) Provide the reason for selecting the location of the event or trip: Relative proximity to Washington, DC and capacity to handle a large event.
-

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Omni Homestead City: Hot Springs, VA Cost Per Night: \$94
- Reason(s) for Selecting: Proximity to DC, Availability, Security & 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:*



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COMMITTEE ON ETHICS

18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
<input checked="" type="checkbox"/> Good Faith Estimates			
For each Member, Officer, or Employee	\$78	\$304	\$138
For each Accompanying Family Member	\$78	\$0	\$138

	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	\$446	Room Rental
For each Accompanying Family Member	\$446	Room Rental

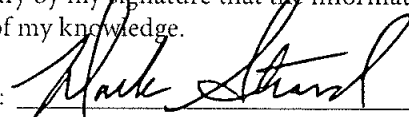
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

19. Check only one:

- a. I certify that I am an officer of the organization listed below: OR
- b. *Not Applicable.* Trip 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:  Date: 4/26/2019
 Name: Mark Strand

Title: President

Organization: Congressional Institute

Address: 1700 Diagonal Road #730, Alexandria, VA 22314

Telephone: 703-837-8812

Email: 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, D.C. 20515
 Phone: 202-225-7103 General Fax: 202-225-7392

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 retreat focuses on the important roles of Legislative Directors and Communications staff in congressional offices. Therefore, the invitation to this retreat is being extended to legislative directors and the most senior communications staffer in House Majority personal offices and committee offices as well as policy and communication staff in leadership offices.

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. The Congressional Institute is dedicated to helping Congressional offices better serve their constituents and to otherwise support and further the Member's legislative and representational roles. Legislative Directors and Communications Directors play essential parts in these, and other important aspects and functions, of personal, committee, and leadership offices. This retreat is designed to strengthen professional relationships among Legislative Directors and senior Communications 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 audio/visual capabilities necessary to conduct our program. Dividing these conference and banquet room rental costs by the number of participants estimated to attend this event, the estimated figure would be \$446.



**Legislative and Communication Directors
Conference**
June 5-7, 2019



DOWNLOAD THE APP
TODAY!



Wednesday, June 5, 2019

11:30 AM	Buses Depart	Rayburn Horseshoe
3:00 PM	Check-In	Grand Ballroom Foyer
4:00 PM	Welcome Mark Strand, Congressional Institute	Grand Ballroom West
4:10 - 5:15 PM	An Ethics Primer: Preventing Ethics Violations Rob Walker, Wiley Rein LLP	Grand Ballroom West
5:15 - 6:25 PM	Socialism vs. Free Markets David Winston, The Winston Group Myra Miller, The Winston Group	Grand Ballroom West
6:30 - 9:00 PM	Reception & Dinner Jonah Goldberg, American Enterprise Institute/ <i>LA Times</i>	Grand Ballroom East

Thursday, June 6, 2019

8:00 - 8:45 AM **Breakfast** **Grand Ballroom East**

9:00 - 10:00 AM **Working with the White House** **Grand Ballroom West**
Ben Howard, White House Deputy Director of Legislative Affairs

10:00 - 11:45 PM **The Millennial Generation: The Largest Generational Block in the Electorate** **Grand Ballroom West**
Warren Wright, Author and President, Second Wave Learning
During this session, we will have a live poll of the audience. Please download the Congressional Institute Events app to participate. The poll can be found in the "Voting" module of the app.

11:45 - 1:15 PM **Lunch** **Grand Ballroom East**
Jimmy Kemp, The Jack Kemp Foundation

Legislative Directors
Grand Ballroom West

1:15-2:30 **Healthcare**
Regina Herzlinger, Harvard Business School

2:45-4:15 **Leadership Policy Staff**
Moderator: Mark Strand
Natalie Joyce, Office of the House Republican Leader
Bill Hughes, Office of the House Republican Whip
John Drzewicki, House Republican Conference

4:30-6:00 **Trade**
Tim Kane, Hoover Institution
Steve Moore, Heritage Foundation

Communication Directors
Regency Ballroom East

1:15-2:45 **The Latest on Digital Media Best Practices**
Patrick Ruffini, Echelon Insights
Liza-Bart Dolan, Facebook

3:00-4:30 **Leadership Communicators**
Moderator: Jessica Towhey
Michele Exner, Office of the House Republican Leader
Lauren Fine, Office of the House Republican Whip
Jeremy Adler, House Republican Conference

4:45-6:15 **Communicating with a Hostile Press/Communicating in the Minority**
Ed Patru, Direct Communications Co
Michael Steel, Hamilton Place Strategies

6:30 - 9:00 PM **Reception and Dinner** **Grand Ballroom East**
Keynote speaker: Mary Katharine Hame, CNN Contributor

9:00 - 10:15 PM **The Pursuit** **Theater**
A documentary by Arthur Brooks, President, American Enterprise Institute

Friday, June 7, 2019

8:00 - 8:45 AM	Breakfast	Grand Ballroom East
9:00 - 10:00 AM	Strategic Official Outreach: How to Use the MRA Effectively Moderator: Mark Strand Max Engling, Office of the House Republican Leader Otto Heck, Rostrum	Grand Ballroom West
10:00 - 11:00 AM	The Sausage Factory: The Legislative Process Moderator: Mark Strand Kelly Dixon Chambers, House Rules Committee Hugh Halpern, Former Floor Director, Office of Speaker Paul Ryan	Grand Ballroom West
11:00 - 12:00 PM	Professional Development: Securing Your Digital Space Larry Johnson, CyberSponse	Grand Ballroom West
12:00 PM	End of Retreat Buses Depart	Hotel Lobby

House Staff [LCD]

First Name	Last Name	Job Title	Institution
Emily	Ackerman	Deputy Chief of Staff/Legislative Director	Office of Rep. Reschenthaler
Oren	Adaki	Legislative Director	Office of Rep. Wilson
Jeremy	Adler	Communications Director	House Republican Conference
Austin	Agrella	Legislative Director	Office of Rep. Hurd
Whitley	Alexander	Press Secretary	Office of Rep. Roe
David	Allen	Legislative Director	Office of Rep. Roby
Maddie	Anderson	Communications Director	Office of Rep. Stefanik
Morgan	Anderson	Digital Director	House Republican Conference
Jessica	Andrews	Communications Director	House Committee on Judiciary
Julia	Angelotti	Legislative Director	Office of Rep. Stefanik
Ashley	Antoskiewicz	Legislative Director	Office of Rep. LaHood
Elise	Argall	Communications Director	Office of Rep. Reschenthaler
Patrick	Arlantico	Legislative Director	Office of Rep. Williams
Eric	Arndt	Legislative Director	Office of Rep. Collins (NY)
Lauren	Aronson	Communications Director	House Committee on Budget
T.W.	Arrighi	Communications Director	Office of Rep. Banks
Gus	Ashton	Legislative Director	Office of Rep. Spano
Alex	Attebery	Deputy Communications Director	House Committee on Appropriations
Matt	Atwood	Communications Director	Office of Rep. Tipton
Cole	Avery	Communications Director	Office of Rep. Abraham
Maggie	Ayrea	Legislative Director	Office of Rep. Graves (LA)
Kevin	Baird	Communications Director	Office of Rep. Griffith
Jimmy	Ballard	Legislative Director	Office of Rep. Davis
Walker	Barrett	Legislative Director	Office of Rep. Waltz
Kristina	Baum	Communications Director-Designate	House Committee on Natural Resources
Mark	Bednar	Director of Strategic Communications	Office of the Leader

Preston	Bell	Legislative Director	Office of Rep. Hudson
Chris	Berardi	Communications Director	Office of Rep. Rooney
Chris	Bien	Deputy Director of Floor Operations	Office of the Leader
Aaron	Bill	Legislative Director	Office of Rep. Roe
Lauren	Billman	Legislative Director	Office of Rep. Miller
Jeff	Billman	Legislative Director/Deputy Chief of Staff	Office of Rep. Hern
Jeff	Bishop	Legislative Director	Office of Rep. Stauber
Matt	Blackwell	Legislative Director	Office of Rep. Dunn
Meredith	Blanford	Communications Director	Office of Rep. Mullin
Hanna	Bogorowski	Communications Aide	Office of the Leader
Patrick	Bond	Communications Director	Office of Rep. Lucas
Jake	Bornstein	Legislative Director	Office of Rep. Curtis
Amy	Bos	Legislative Director	Office of Rep. Sensenbrenner
Grady	Bourn	Legislative Director	Office of Rep. Carter (TX)
Maria	Bowie	Deputy Chief of Staff/Legislative Director	Office of Rep. Cole
Michelle	Bowling	Communications Director	Office of Rep. Comer
Parish	Braden	Deputy Staff Director	House Committee on Natural Resources
Sean	Brady	Deputy Chief of Staff and Legislative Director	Office of Rep. Buchanan
Alex	Briggs	Legislative Director	Office of Rep. Gibbs
Sara	Broadwater	Communications Director	Office of Rep. Williams
Greg	Brooks	Legislative Director	Office of Rep. Wenstrup
Michael	Brooks	Legislative Director	Office of Rep. Marshall
Joanna	Brown	Legislative Director	Office of Rep. Walberg
Brandy	Brown	Communications Director	Office of Rep. Perry
Joey	Brown	Communications Director	Office of Rep. Smith (MO)
Melissa	Brown	Digital Director/Press Secretary	Office of Rep. Gosar
Zack	Brown	Press Secretary	Office of Rep. Young
Jennifer	Brown		

Arthur	Bryant	Communications Director	Office of Rep. Wagner
Daniel	Bucheli	Communications Director	Office of Rep. Spano
Chris	Buki	Legislative Director	Office of Rep. McKinley
Luke	Bunting	Communications Director	Office of Rep. Marchant
Rory	Burke	Legislative Director	Office of Rep. Gosar
Nick	Bush	Deputy Chief of Staff/Legislative Director	Office of Rep. Stivers
Riley	Bushue	Legislative Director	Office of Rep. Walden
John	Busovsky	Legislative Director	Office of Rep. Thompson
Christina	Cameron	Deputy Press Secretary	Office of the Leader
Rebecca	Card	Communications Director	Office of Rep. Brooks (IN)
Emily	Carlin	Communications Director	Office of Rep. Gonzalez (OH)
Mary	Carpenter	Communications Director	Office of Rep. Carter (GA)
Colin	Carr	Deputy Chief of Staff/Legislative Director	Office of Rep. Loudermilk
Machalagh	Carr	General Counsel	Office of the Leader
Will	Carraco	Legislative Director	Office of Rep. Gianforte
Charles	Castagna	Legislative Director	Office of Rep. Joyce (OH)
Andre	Castro	Press Secretary	Office of Rep. Flores
Micah	Cavanaugh	Deputy Chief of Staff/Communications Director	Office of Rep. Wright
George	Cecala	Communications Director	Office of Rep. Posey
Claude	Chafin	Director of Communications	House Committee on Armed Services
Joe	Chelak	Communications Director	Office of Rep. Rigglesman
Bill	Christian	Legislative Director	Office of Rep. Weber
Carson	Clark	Communications Director	Office of Rep. Aderholt
Brandon	Cockerham	Communications Director	Office of Rep. Loudermilk
Erin	Collins	Digital Director	Office of Rep. Balderson
Michael	Comer	Legislative Director	Office of the Whip
Caralee	Conklin	Legislative Director	Office of Rep. Gohmert
Jason	Cooke	Legislative Director	Office of Rep. Rouzer

Sarah	Corley	Press Secretary	House Committee on Rules
Charles	Correll	Deputy Speechwriter	Office of the Leader
Catherine	Costakos	Communications Director	Office of Rep. Luetkemeyer
Seana	Cranston	Deputy Chief of Staff/Legislative Director	Office of Rep. Massie
Jennifer	Cressy	Communications Director	Office of Rep. McClintock
James	Crotty	Communications Director	Office of Rep. Fortenberry
Anthony	Cruz	Communications Director	Office of Rep. Buchanan
Cate	Cullen	Communications Director	Office of Rep. Olson
Jared	Culver	Legislative Director	Office of Rep. Perry
Sarah	Czuffin	Legislative Director	Office of Rep. Baird
Miranda	Dabney	Press Secretary	Office of Rep. Hern
Ted	Dacey	Deputy Chief of Staff and Communications Director	Office of Rep. Mooney
Rob	Damschen	Communications Director	House Committee on Ways and Means
Tim	Daniels	Legislative Director	Office of Rep. Harris
Elizabeth	Daniels	Communications Director	Office of Rep. Newhouse
Reginald	Darby	Legislative Director	Office of Rep. Steube
Andrew	David	Press Secretary	Office of Rep. Higgins
Alex	Davidson	Communications Director	Office of Rep. Mitchell
Mark	Dawson	Legislative Director	Office of Rep. Aderholt
Jefferson	Deming	Legislative Director	Office of Rep. Westerman
John	Deoudes	Legislative Director	Office of Rep. Marchant
Julie	Devine	Legislative Director	Office of Rep. Graves (MO)
Ross	Dietrich	Legislative Director	Office of Rep. Gonzalez (PR)
Matt	Diller	Legislative Director	House Committee on Rules
Jared	Dilley	Legislative Director	Office of Rep. Jordan
Justin	Discigil	Communications Director	Office of Rep. Walden
Kelly	Dixon	Staff Director	House Committee on Rules
Robert	Donachie	Communications Director	Office of Rep. Roy

Ronald	Donado	Legislative Director	Office of Rep. Lesko
Zach	Dooley	Senior Legislative Assistant	Office of Rep. Burchett
Heather	Douglass	Communication Director	Office of Rep. Baird
Kevin	Dowling	Legislative Director	Office of Rep. Zeldin
John	Drzewicki	Policy Director	House Republican Conference
Will	Dunham	Deputy Chief of Staff for Policy	Office of the Leader
Jordan	Dunn	Press Secretary	Office of Rep. Gallagher
Katherine	Duveneck	Legislative Director	Office of Rep. Schweikert
Suanne	Edmiston	Legislative Director	Office of Rep. King (IA)
Andrew	Eisenberger	Communications Director	Office of Rep. Kelly (PA)
John	Elizandro	Communications Director	Office of Rep. Rouzer
Ben	Elleson	Legislative Director	Office of Rep. Long
Jaryn	Emhof	Chief of Staff and Communications Director	Office of Rep. Webster
Richard	England	Legislative Director	Office of Rep. Olson
Max	Engling	Deputy Member Services Director	Office of the Leader
Ryan	Ethington	Legislative Director	Office of Rep. Gooden
Jordan	Evich	Deputy Chief of Staff/Legislative Director	Office of Rep. Herrera Beutler
Michele	Exner	Communications Director	Office of the Leader
Alan	Feyerherm	Deputy Chief of Staff/Legislative Director	Office of Rep. Fortenberry
Jay	Fields	Policy Director	Republican Study Committee
Cari	Fike	Legislative Director	Office of Rep. Palmer
Hugh	Fike	Legislative Director	Office of Rep. Cloud
Lauren	Fine	Communications Director	Office of the Whip
Casey	Fitzpatrick	Legislative Director/Deputy Chief of Staff	Office of Rep. Armstrong
Kevin	Fogarty	Chief of Staff/Communications Director/Scheduler	Office of Rep. King (NY)
Ian	Foley	Legislative Director	Office of Rep. Nunes
Sally	Fox	Communications Director	Office of Rep. Steil
Savannah	Frasier	Communications Director	Office of Rep. Cloud

Michael	Fresquez	Communications Director	Office of Rep. Cook
Dylan	Frost	Legislative Director	Office of Rep. Hill
Ian	Fury	Communications Director	Office of Rep. Jordan
Jason	Gagnon	Communications Director	Office of Rep. Calvert
Renee	Gamela	Communications Director	Office of Rep. Thompson
Lauren	Gaydos	Communications Director	Office of Rep. Guthrie
Kathleen	Gayle	Press Secretary	Office of Rep. Wittman
Dallas	Gerber	Communications Director	Office of Rep. Gibbs
Tatum	Gibson	Communications Director	Office of Rep. Hudson
Maura	Gillespie	Communications Director	Office of Rep. Kinzinger
William	Glenn	Communications Director	Office of Rep. Holding
Jim	Goldenstein	Legislative Director	Office of Rep. Comer
David	Goldfarb	Legislative Director	Office of Rep. Steil
Samantha	Gonzales	Communication Director	House Committee on Veterans Affairs
Ted	Goodman	Communications Director	Office of Rep. Pence
Joshua	Goodwin	Communications Director	Office of Rep. Timmons
Ellen	Gosnell	Director of Operations	Office of the Whip
AnnMarie	Graham	Communications Director	Office of Rep. Stivers
Chris	Grawien	Legislative Director	Office of Rep. Grothman
Geoffrey	Green	Legislative Director	Office of Rep. Scalise
Rob	Green	Workforce Policy Director	House Committee on Education and Labor
Brian	Griffith	Communications Director	Office of Rep. Chabot
Kelsey	Griswold	Legislative Director	Office of Rep. Smith (NJ)
Joshua	Gross	Legislative Director	Office of Rep. Duncan
Paul	Guaglianone	Coalitions Director	House Republican Conference
Eric	Gustafson	Legislative Director	Office of Rep. Flores
Matt	Hadro	Press Secretary	Office of Rep. Smith (NJ)
Nikki	Hager	Press Secretary	House Committee on Homeland Security
Mitch	Hailstone	Communications Director	Office of Rep. Green

Travis	Hall	Communications Director	Office of Rep. Gianforte
Mikayla	Hall	Communications Director	Office of Rep. Latta
James	Hampson	Legislative Director	Office of Rep. Buck
Elizabeth	Hance	Press Secretary	Office of Rep. Palmer
Joel	Hannahs	Director of Communications	Office of Rep. Radewagen
Andrew	Hansen	Communications Director	Office of Rep. Bucshon
Rachel	Harris	Communications Director	Office of Rep. Steube
Mike	Harrison	Deputy Press Secretary	Office of Rep. Hunter
Hailey	Hart	Legislative Director	Office of Rep. Luetkemeyer
Joe	Hartz	Policy Director	House Committee on Small Business
Jordan	Haverly	Policy Advisor and Communications Director	Office of Rep. Shimkus
Darren	Hedlund	Legislative Director	Office of Rep. Johnson (SD)
Geoffrey	Hempelmann	Legislative Director	Office of Rep. Womack
Matthew	Henderson	Communications Director	Office of Rep. Davidson
Laura	Hernandez	Communications Director	Office of Rep. Diaz-Balart
Rob	Hicks	Legislative Director	Office of Rep. Brooks (IN)
Jake	Hilkin	Legislative Director	Office of Rep. Norman
Preston	Hill	Policy Advisor	Office of the Leader
Grace	Hilliard	Director of Operations	House Republican Conference Vice Chairman
Taylor	Hittle	Legislative Director	Office of Rep. Mullin
Keenan	Hochschild	Digital Communications Aide	Office of the Leader
Matt	Hodge	Legislative Director	Office of Rep. Crenshaw
Shelby	Hodgkins	Communications Director	Office of Rep. Dunn
Ryan	Hofmann	Legislative Assistant	House Republican Conference
James	Hogge	Communications Director	Office of Rep. Bergman
Ainsley	Holyfield	Communications Director	Republican Study Committee
Michael	Horder	Legislative Director	Office of Rep. Conaway

Rebekah	Hoshiko	Communications Director	Office of Rep. Westerman
Stephen	Hostelley	Legislative Director	Office of Rep. Gonzalez (OH)
Charli	Huddleston	Press Secretary	House Committee on Oversight and Government Reform
Rachel	Huggins	Legislative Director	Office of Rep. Burgess
Scott	Hughes	Legislative Director	Office of Rep. Cheney
Bill	Hughes	Policy Director	Office of the Whip
Allie	Humes	Member Services Coordinator	Office of the Leader
Katie	Hunter	Legislative Director	Office of Rep. Allen
Jordan	Hunter	Press Secretary	Office of Rep. Thornberry
Amanda	Hyman	Communications Director	Office of Rep. McKinley
Emily	Hytha	Communications Director	Office of Rep. Conaway
Alex	Igleheart	Legislative Director	Office of Rep. Rose
Carolyn	Iodice	Legislative Director	Office of Rep. Amash
Josh	Jackson	Legislative Director	Office of Rep. Smith (NE)
Steve	Janushkowsky	Legislative Director	Office of Rep. Babin
Bradley	Jaye	Communications Director	Office of Rep. Byrne
Michelle	Jelnicky	Legislative Director/Deputy Chief of Staff	Office of Rep. Bergman
Chase	Jennings	Communications Director	Office of Rep. Budd
Danielle	Jensen	Communications Director	Office of Rep. Bacon
Jakob	Johnsen	Legislative Director and Defense Policy Advisor	Office of Rep. Rogers (KY)
Natalie	Johnson	Deputy Press Secretary/ Copywriter	House Republican Conference
Jim	Joice	Deputy Director of Education and Senior Counsel	Office of Rep. Watkins
Amy	Jones	Policy Director	House Committee on Education and Labor
Elizabeth	Joseph	Senior Advisor and Head of Strategy	Office of Rep. Guest
Natalie	Joyce	Press Secretary	Office of the Leader
Simon	Jønler	Chief of Staff	Office of Rep. Norman
Barrett	Karr		Office of the Leader

Brian	Kaveney	Communications Director	Office of Rep. Yoho
Benjamin	Keeler	Communications Director	Office of Rep. Johnson (OH)
Rebecca	Keightley	Legislative Director	Office of Rep. Calvert
Kate	Kelly	Communications Director	Office of Rep. Granger
Jasmine	Kemp	Press Secretary	Office of Rep. Johnson (SD)
Colleen	Kennedy	Press Secretary	Office of Rep. Palazzo
John	Kennedy	Communications Director	Office of Rep. King (IA)
Sarah	Killeen	Legislative Director	Office of Rep. Bucshon
Joe	Knowles	Legislative Director and Counsel	Office of Rep. Fitzpatrick
Steven	Koncar	Legislative Director	Office of Rep. McClintock
Dan	Kotman	Communications Director	Office of Rep. Walberg
Jeff	Kratz	Legislative Director	Office of Rep. Bacon
Chris	Krepich	Press Secretary	Office of Rep. Sensenbrenner
Jay	Kronzer	Legislative Director	Office of Rep. Green
Colby	Kuhns	Legislative Director	Office of Rep. Cook
Kate	LaBorde	Legislative Director	Office of Rep. Biggs
Alex	Lanfranconi	Press Secretary	Office of Rep. Rutherford
Jack	Langer	Communications Director	House Committee on Intelligence
Sally Rose	Larson	Legislative Director	Office of Rep. Collins (GA)
Hillary	Lassiter	Legislative Director	Office of Rep. Pence
Rachel	Ledbetter,	Press Secretary	Office of Rep. Scott
Chrissi	Lee	Legislative Director	Office of Rep. Hartzler
Rachel	Lee	Communications Director	Office of Rep. Rose
John	Leganski	Director of Floor Operations	Office of the Leader
Connor	Lentz	Legislative Director	Office of Rep. Hollingsworth
Jenna	Lifhits	Deputy Policy Director	House Republican Conference
Laura	Lington	Communications Director	Office of Rep. Massie
Reed	Linsk	Legislative Director	Office of Rep. Hunter
Kyle	Lombardi	Legislative Director	Office of Rep. McCarthy

Lee	Lonsberry	Communications Director	Office of Rep. Bishop
Brian	Looser	Legislative Director	Office of Rep. Shimkus
Jennifer	Lorraine	Senior Policy Advisor & Counsel	Office of the Leader
Nadgely	Louis-Charles	Communications Director	Office of Rep. Hice
Kasey	Lovett	Press Secretary	Office of Rep. Fleischmann
Jonathan	Lowe	Legislative Director	Office of Rep. Chabot
Molly	Lowe	Legislative Director	Office of Rep. Amodei
Scott	Luginbill	Chief of Staff	Office of Rep. Walker
Scott	Mackenzie	Legislative Director	Office of Rep. Webster
Brittany	Madni	Legislative Director	Office of Rep. Balderson
Cam	Madsen	Legislative Director	Office of Rep. Stewart
Nicole	Manley		Office of Rep. Cline
Michael	Mansour	Legislative Director	Office of Rep. Kinzinger
Will	Martin	Communications Director/Legislative Assistant	Office of Rep. Gooden
Chris	Martin	Rapid Response Director	House Republican Conference
Brittany	Martinez	Communications Director	Office of Rep. McCarthy
Ryan	McCormack	Legislative Director	Office of Rep. Duffy
Colleen	McGowan	Legislative Director	Office of Rep. LaMalta
Katie	McKeogh	Press Secretary	Office of the Whip
Kelley	McNabb	Communications Director	House Committee on Education and Labor
Chris	McNamee	Deputy Chief of Staff	House Committee on Veterans Affairs
Justin	Melvin	Legislative Director	Office of Rep. Kustoff
Katie	Meyer	Senior Policy Advisor	Office of the Leader
Emily	Michael	Legislative Director	Office of Rep. Griffith
Carson	Middleton	Legislative Director	Office of Rep. Foxx
Rachel	Millard	Communications Director	House Committee on Agriculture
Kirby	Miller	Legislative Director	Office of Rep. Kelly (MS)
Shea	Miller	Press Secretary	Office of Rep. Rogers (AL)

Clay	Mills	Communications Director	Office of Rep. Brooks (AL)
Annie	Minkler	Deputy Floor Director	Office of the Whip
Jack	Minor	Communications Director	Office of Rep. Walker
Kaylin	Minton	Communications Director	House Committee on Foreign Affairs
Kelsey	Mix	Communications Director	Office of Rep. Stauber
Tom	Moran	Deputy Chief of Staff/Communications Director	Office of Rep. Miller
Brad	Morris	Legislative Director	Office of Rep. Johnson (LA)
Chas	Morrison	Legislative Director	Office of Rep. Gallagher
Jack	Morrissey	Communications Director	Office of Rep. Walorski
Matt	Mulder	Deputy Staff Director/Policy Director	House Committee on Financial Services
Devin	Murphy	Legislative Director	Office of Rep. Gaetz
Jason	Murphy	Legislative Director	Office of Rep. Graves (GA)
Luke	Murry	Senior Policy Advisor	Office of the Leader
Jeff	Nait	Communications Director	Office of Rep. Woodall
Dennis	Nalls	Floor Assistant	Office of the Whip
Ben	Napier	Director of Floor Operations	Office of the Whip
Doug	Nation	Legislative Director	Office of Rep. McHenry
Andrew	Neill	Legislative Director	Office of Rep. Fulcher
James	Neill	Senior Legislative Director	Office of Rep. Simpson
Bryan	Nichols	Communications Director	Office of Rep. Graves (MO)
Allison	Nielsen	Communications Director	Office of Rep. Waltz
Julia	Nista	Press Secretary	Office of Rep. Harris
Carlton	Norwood	Communications Director	Office of Rep. Allen
Nick	O'Boyle	Legislative Director	Office of Rep. Estes
Sean	O'Brien	Legislative Director	Office of Rep. Newhouse
Erin	O'Connor	Communications Director/Counsel	Office of Rep. Katko
George	O'Connor	Communications Director	Office of Rep. Bost
Alex	Ortiz	Legislative Director	Office of Rep. Young

Davis	Pace	Legislative Director	Office of Rep. Ratcliffe
Josh	Paciorek	Communications Director	Office of Rep. Upton
Marieli	Padro	Communications Director	Office of Rep. Gonzalez (PR)
Ali	Pardo	National Press Secretary	House Republican Conference
Charyssa Parent	Parent	Press Secretary	Office of Rep. Marshall
Susan	Parker	Communications Director	Office of Rep. Kelly (MS)
Brian	Patrick	Communications Director	Office of Rep. Huizenga
Addie	Patterson	Legislative Assistant and Press Secretary	Office of Rep. Duncan
Liz	Payne	Legislative Director	Office of Rep. Tipton
Laura	Peavey	Press Secretary	House Committee on Financial Services
Pat	Pelletier	Legislative Director	Office of Rep. Mitchell
Ashley	Phelps	Press Secretary	Office of Rep. Davis
Rob	Pillow	Communications Director	Office of Rep. Guest
Suzi	Plasencia	Legislative Director	Office of Rep. Granger
Emma	Polefko	Communications Director	Office of Rep. Weber
John	Porter	Legislative Director and Deputy Chief of Staff	Office of Rep. Brady
Jared	Powell	Communications Director	Office of Rep. McMorris Rodgers
Lori	Prater	Legislative Director	Office of Rep. Kelly (PA)
Palmer	Raiferty	Legislative Director	Office of Rep. Huizenga
Morgan	Rako	Press Secretary	Office of Rep. Turner
Logan	Ramsey	Communications Director	Office of Rep. Amodei
Hilary	Ranieri	Legislative Director	Office of Rep. Timmons
David	Rardin	Legislative Director	Office of Rep. Johnson (OH)
Mark	Ratner	Deputy Chief of Staff and Legislative Director	Office of Rep. Upton
Mark	Ratto	Legislative Director	Office of Rep. Bost
John	Rauber	Deputy Communications Director	Office of Rep. LaHood
Scott	Rausch	Legislative Director	Office of Rep. Mooney

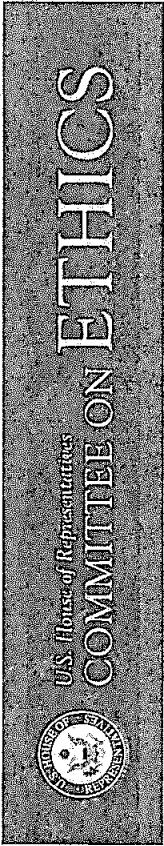
Sarah	Reese	Press Secretary	Office of Rep. Babin
Kristi	Reese	Digital Director	House Committee on Ways and Means
Will	Reinert	Communications Director	Office of Rep. Reed
Marty	Reiser	Deputy Policy Director	Office of the Whip
Tim	Reitz	Legislative Director	Office of Rep. Hice
Mitch	Relfe	Legislative Director	Office of Rep. Byrne
Curtis	Rhyme	Deputy Chief of Staff and Legislative Director	Office of Rep. Holding
Thomas	Rice	Legislative Director	Office of Rep. McCaul
Ally	Riding	Communications Director	Office of Rep. Curtis
Angie	Riesterer	Communications Director	Office of Rep. Herrera Beutler
Abby	Rime	Press Secretary	Office of Rep. Emmer
Summer	Robertson	Deputy Chief of Staff	Office of Rep. Bilirakis
Andrew	Robreno	Legislative Director	Office of Rep. Smucker
Zack	Roday	Director of Communications	House Committee on Energy and Commerce
Alexah	Rogge	Communications Director	Office of Rep. Fulcher
Becky	Rogness	Communications Director	Office of Rep. Hagedorn
Kevin	Roig	Deputy Chief of Staff/Communications Director	Office of Rep. Graves (LA)
Kerry	Rom	Communications Director	Office of Rep. Crenshaw
Andrew	Romeo	Communications Director	Office of Rep. Joyce (PA)
Patrick	Rooney	Legislative Director	Office of Rep. Meuser
Janet	Rossi	Legislative Director	Office of Rep. Woodall
Blair	Rotert	Legislative Director	Office of Rep. Wright
Dave	Russell	Communications Director	Office of Rep. Moolenaar
Dan	Sadlosky	Policy Advisor	Office of the Whip
Bobby	Saparrow	Chief of Staff	Office of the Chief Deputy Whip
Sean	Satterthwaite	Speechwriter	Office of the Whip
Ryan	Saylor	Communications Director	Office of Rep. Cline

Nick	Schemmel	Legislative Director	Office of Rep. Carter (GA)
Jayson	Schimmenti	Legislative Director	Office of Rep. Moolenaar
Eric	Schmitz	Coalitions Coordinator	Office of the Whip
Corey	Schrodt	Legislative Director	Office of Rep. Rooney
Martin	Schultz	Legislative Director	Office of Rep. Walorski
Katherine	Sears	Communications Director	Office of Rep. Joyce (OH)
Cassandra	Sebastian	Communications Director	Office of Rep. Lamborn
Michael	Seeds	Legislative Director	Office of Rep. Thornberry
Sophie	Seid	Press Secretary	Office of Rep. Rice
Ashley	Shelton	Legislative Director	Office of Rep. Crawford
Madison	Shupe	Communications Director	Office of Rep. Stewart
Alexia	Sikora	Press Secretary	Office of Rep. Womack
Matthew	Silver	Legislative Director	Office of Rep. Davidson
David	Simons	Senior Legislative Assistant	Office of Rep. Barr
Alison	Slagell	Legislative Director	Office of Rep. Lucas
Barry	Smith	Legislative Director	Office of Rep. Mast
Robby	Smith	Legislative Director	Office of Rep. Roy
Amanda	Smith	Communications Director	Office of Rep. McCaul
Hannah Lynn	Smith	Press Secretary	Office of Rep. Long
Heather	Smith	Communications Director	Office of Rep. Lesko
Steven	Smith	Communications Director	Office of Rep. Hill
Caleb	Smith	Digital Communications Director	Office of the Leader
Danielle	Smoot	Communications Director	Office of Rep. Rogers (KY)
Jesse	Solis	Press Secretary	House Committee on Ways and Means
Dominique	Spadavecchia	Legislative Director	Office of Rep. Arrington
Matt	Sparks	Head of Communications	Office of the Leader
Jenna	Spealman	Policy Director	House Committee on Budget
Brittan	Specht	Senior Policy Advisor	Office of the Leader
Richard	Stanton	Legislative Director	Office of Rep. Radewagen

Cole	Staudt	Communications Director	Office of Rep. Fitzpatrick
Zach	Steady	Director, Legislative Operations	House Committee on Armed Services
Greg	Steele	Communications Director	Office of Rep. Estes
Daniel	Stefanski	Communications Director	Office of Rep. Biggs
Rachel	Stephens	Communications Director	Office of Rep. Ratcliffe
Courtney	Stevens	Senior Legislative Assistant	Office of Rep. Palazzo
Adam	Stewart	Legislative Director	Office of Rep. Bishop
Brad	Stewart	Communications Director	Office of Rep. Mast
Danielle	Stewart	Communications Director	Office of Rep. Graves (GA)
Tim	Sullivan	Communications Director	House Committee on Administration
Michael	Sullivan	Policy Coordinator	House Republican Conference
Amy	Surber	Legislative Director	Office of Rep. Banks
Tim	Svoboda	Press Secretary	Office of Rep. Grothman
Chris	Sweet	Legislative Director	Office of Rep. Diaz-Balart
Anna	Swick	Communications Director	Office of Rep. Hartzler
Michael	Taggart	Legislative Director	Office of Rep. McMorris Rodgers
Deena	Tauster	Legislative Director	Office of Rep. King (NY)
Emily	Taylor	Communications Director	Office of Rep. Carter (TX)
Emily	Taylor-Johnson	Communications Director	Office of Rep. Roby
Shana	Teehan	Communications Director/Senior Advisor	Office of Rep. Brady
Michael	Tehrani	Legislative Director and Military Legislative Assistant	Office of Rep. Scott
Taylor	Theodossiou	Chief of Staff and Communications Director	Office of Rep. McHenry
James	Thomas	Legislative Director	Office of Rep. Lamborn
Brendan	Thomas	Communications Director	Office of Rep. DesJarlais
Jett	Thompson	Legislative Director	Office of Rep. Taylor
Amanda	Thompson	Communications Director	Office of Rep. Collins (GA)
Katie	Thompson	Communications Director	Office of Rep. Hurd
Emma	Thomson	Communications Director	Office of Rep. Burgess

Dray	Thorne	System Administrator	House Republican Conference
Daniel	Tidwell	Legislative Director	Office of Rep. Fleischmann
Amy	Timmerman	Communications Director	Office of Rep. Ferguson
Elise	Tollefson	Legislative Director	Office of Rep. Reed
Sophie	Trainer	Legislative Director	Office of Rep. Guthrie
Walker	Truluck	Legislative Director	Office of Rep. Rice
Matt	Tucker	Legislative Director	Office of Rep. Joyce
Ann	Tumolo	Communications Director	Office of Rep. Wenstrup
Valentina	Valenta	Legislative Director	Office of Rep. Posey
Nicholas	Vance	Legislative Director	Office of Rep. Rutherford
Alex	Vargo	Legislative Director	Office of Rep. Budd
Heather	Vaughan	Communications Director	House Committee on Science, Space and Technology
Jonathan	Vecchi	Legislative Director/Deputy Chief of Staff	Office of Rep. Bilirakis
Whitney	Verett	Legislative Director	Office of Rep. Rogers (AL)
Ted	Verrill	Deputy Chief of Staff/Legislative Director	Office of Rep. Abraham
Brandon	VerVeide	Communications Director	Office of Rep. Armstrong
Anna	Vetter	Communications Director	Office of Rep. Taylor
Madeline	Vey	Legislative Director	Office of Rep. Latta
Katie	Vincentz	Communications Director	Office of Rep. Zeldin
Rachel	Wagley	Legislative Director	Office of Rep. Wagner
Ryan	Walker	Legislative Director	Office of Rep. Walker
Nikki	Wallace	Communications Director/District Director	Office of Rep. Simpson
James	Walsh	Legislative Director	Office of Rep. Yoho
Austin	Walton	Senior Legislative Assistant	Office of Rep. Wittman
Katie	Webster	Communications Director	Office of Rep. Hollingsworth
Aron	Wehr	Communications Director	Office of Rep. Smith (NE)
Sara	Werner	Press Secretary	Office of Rep. Foxx
Jodi	Whitaker	Press Director	Office of Rep. Barr

Allie	White	Legislative Director	Office of Rep. Ferguson
Grace	White	Press Secretary	Office of Rep. Schweikert
Jeff	Wieand	Counsel	Office of the Whip
Richard	Wilkins	Legislative Director	Office of Rep. DesJarlais
Parker	Williams	Communications Director	Office of Rep. LaMalfa
Stami	Williams	Communications Director	Office of Rep. Wilson
Ben	Williamson	Communications Director	Office of Rep. Meadows
Kim	Willingham	Communications Director	Office of Rep. Gohmert
Jeffrey	Wilson	Legislative Director	Office of Rep. Turner
Eli	Woerpel	Legislative Director	Office of Rep. Rigglerman
Kelsey	Wolfgram	Senior Legislative Assistant	Office of Rep. Higgins
Jennifer	Wood	Legislative Director	Office of Rep. Kaiko
Brittany	Yanick	Communications Director	Office of Rep. Buck
Marshall	Yates	Legislative Director	Office of Rep. Brooks (AL)
Chad	Yelinski	Legislative Director	Office of Rep. Meadows
Adam	York	Legislative Director	Office of Rep. Watkins
Suzanne	Youngblood	Deputy Communications Director	House Committee on Transportation and Infrastructure
Landon	Zinda	Legislative Director	Office of Rep. Emmer



TRAVELER FORM

1. Name of Traveler: Ann Marie Graham
2. Sponsor(s) who will be paying for the trip: Congressional Institute
3. Travel Destination(s): Omni Homestead Resort, 7476 Sam Snead Hwy, Hot Springs, VA 24444

4. a. Date of Departure: June 5, 2019 Date of Return: June 7, 2019
b. Will you be extending the trip at your personal expense? Yes No
If yes, list dates at personal expense: _____

5. a. Will you be accompanied by a family member at the sponsor's expense? Yes No If yes:
(1) Name of Accompanying Family Member: _____
(2) Relationship to Traveler: Spouse Child Other (specify): _____

(3) Accompanying Family Member is at least 18 years of age: Yes No

6. a. Did the trip sponsor answer "Yes" to Question 8(c) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)? Yes No
b. If yes, and you are requesting lodging for two nights, explain why the second night 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.

Retreat is designed to strengthen professional relationships among legislative and communication senior staffers, educate said staffers on policy issues

9. Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, 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.

Signature of Employing Member: [Signature] Date: 6/3/2019

Theodore E. Deutch, Florida
Chairman
Kenny Marchant, Texas
Ranking Member

Grace Meng, New York
Susan Wild, Pennsylvania
Dean Phillips, Minnesota
Anthony Brown, Maryland

John Ratcliffe, Texas
George Holding, North Carolina
Jackie Walorski, Indiana
Michael Guest, Mississippi



ONE HUNDRED SIXTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

David W. Arrojo
Counsel to the Chairman

Christopher A. Doneso
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
Facsimile: (202) 225-7392

June 3, 2019

Ms. Ann Marie Graham
Office of the Honorable Steve Stivers
2234 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Graham:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Hot Springs, Virginia, scheduled for June 5 to 7, 2019, sponsored by Congressional Institute.

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,

Theodore E. Deutch
Chairman

Kenny Marchant
Ranking Member

TED/KM:adw