



# 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.**

- Name of Traveler: Nicholas Tortorici
  - a. Name of Accompanying Relative: \_\_\_\_\_ OR None   
b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
  - a. Dates: Departure: 08/28/2019 Return: 08/30/2019  
b. Dates at Personal Expense, if any: \_\_\_\_\_ OR None
  - Departure City: Washington DC Destination: Fargo ND Return City: Washington DC
  - Sponsor(s), Who Paid for the Trip: Red River Valley Sugarbeet Education Foundation, Inc.
  - Describe Meetings and Events Attended: Farm and factory tours, meetings with farmers
7. Attached to this form are **each** of the following, *signify that each item is attached by checking the corresponding box:*
- a completed *Sponsor Post-Travel Disclosure Form*;
  - 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*;
  - page 2 of the completed *Traveler Form* submitted by the employee; **and**
  - 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: \_\_\_\_\_

LEGISLATIVE RESOURCE CENTER  
2019 SEP -9 PM 1:25  
OFFICE OF THE CLERK  
U.S. HOUSE OF REPRESENTATIVES

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

Signature of Traveler:  Date: 9/4/19

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: Kelly Armstrong Date: 9/4/18

Signature of Supervising Member:



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: Red River Valley Sugarbeet Education Foundation

2. Travel Destination(s): Fargo, North Dakota

3. Date of Departure: 8.28.2019 Date of Return: 8.30.2019

4. Name(s) of Traveler(s): Nick Tortorici / Matthew Donnellan / Amber Milenkevich / Jeff Bishop / Cody Hollerich

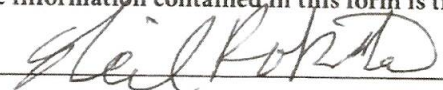
*Note: You may list more than one traveler on a form only if all information is identical for each person listed.*

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	\$1,495 airfare ** \$44 local coach bus	\$188	\$89 (1 day + 1 supper)	\$23 meeting room
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: 9.5.2019

Name: Neil Rockstad Title: President

Organization: Red River Valley Sugarbeet Education Foundation

*I am an officer of the above-named organization. Signify statement is true by checking box:*

Address: 1401 32nd Street SW Fargo, North Dakota 58103

Telephone: 701.239.4151 Email: neilrockstad@gmail.com

*Committee staff may contact the above-named individual if additional information is required.*

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.



U.S. House of Representatives

# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Nick Tortorici

2. Sponsor(s) who will be paying for the trip: Red River Valley Sugarbeet Education Foundation, Inc.

3. City and State or Foreign Country of Travel : Fargo, ND

4. a. Date of Departure: 08/28/2019 Date of Return: 08/30/2019

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.**

Senior Legislative Assitant handling the agriculture portfolio for the Congressman. ND is one of the nation's largest producers of sugarbeets.

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

Date 6/20/2019

**U.S. House of Representatives  
Committee on Ethics**

**PRIMARY TRIP SPONSOR FORM**

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

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

1. Sponsor (who will be paying for the trip): \_\_\_\_\_  
Red River Valley Sugarbeet Education Foundation, Inc. \_\_\_\_\_
2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (signify that the statement is true by checking box):
3. Check only one: I represent that:
  - a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip  or
  - b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds  or
  - c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.If "c" is checked, list the names of the additional sponsors: \_\_\_\_\_
4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):  
See Attached
5. Is travel being offered to an accompanying relative of the House invitee(s)?  Yes  No
6. Date of departure: 8/28/2019 Date of return: 8/30/2019
7. a. City of departure: Washington, D.C.  
b. Destination(s): Fargo, N.D.  
c. City of return: Washington, D.C.
8. I represent that (check one of the following):
  - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965:  or
  - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent:  or
  - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.
9. Check one of the following:
  - a. I checked 8(a) or (b) above:
  - b. I checked 8(c) above but am not offering any lodging:
  - c. I checked 8(c) above and am offering lodging and meals for one night:  or
  - d. I checked 8(c) above and am offering lodging and meals for two nights:If "d" is checked, explain why the second night of lodging is warranted: \_\_\_\_\_

10. Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees) (indicate agenda is attached by checking box):
11. Check one:  
 a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify that the statement is true by checking box):  or  
 b. N/A – trip sponsor is a U.S. institution of higher education.
12. For **each** sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip **and** its role in organizing and/or conducting the trip:  
The Red River Valley Sugarbeet Education Foundation is the sole organizing entity responsible for this event. We intend to teach participants aspects regarding sugarbeet farming, storage,  
~~processing and related science.~~  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
13. Answer parts a and b. Answer part c if necessary.  
 a. Mode of travel: Air  Rail  Bus  Car  Other  (Specify: \_\_\_\_\_)  
 b. Class of travel: Coach  Business  First  Charter  Other  (Specify: \_\_\_\_\_)  
 c. If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:  
 \_\_\_\_\_  
 \_\_\_\_\_
14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (signify that the statement is true by checking box):
15. I represent that either (check one of the following):  
 a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees:  or  
 b. The trip involves events that are arranged specifically *with regard* to congressional participation:   
 If "b" is checked:  
 1) Detail the cost per day of meals (approximate cost may be provided): \_\_\_\_\_  
\$59 per day (breakfast \$14 / lunch \$15 / supper \$30)  
 2) Provide reason for selecting the location of the event or trip: \_\_\_\_\_  
The Red River Valley is the largest sugarbeet growing and processing area in the United States.  
 \_\_\_\_\_  
 \_\_\_\_\_
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:  
 Hotel name: Radisson City: Fargo Cost per night: \$94 + tax  
 Reason(s) for selecting: location / convenience  
 Hotel name: \_\_\_\_\_ City: \_\_\_\_\_ Cost per night: \_\_\_\_\_  
 Reason(s) for selecting: \_\_\_\_\_  
 Hotel name: \_\_\_\_\_ City: \_\_\_\_\_ Cost per night: \_\_\_\_\_  
 Reason(s) for selecting: \_\_\_\_\_

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

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total <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	\$606 + tax	\$188 + tax	\$118
For each accompanying relative			

	<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	\$23 / \$56	meeting room / local bus transportation
For each accompanying relative		

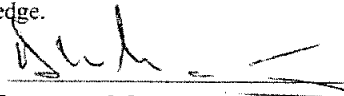
**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

19. Check one:

- a. I certify that I am an officer of the organization listed below.  *or*  
 b. N/A – sponsor is an individual or a U.S. institution of higher education.

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.

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

Signature:   
 Name: Duane Maatz  
 Title: Executive Secretary  
 Organization: Red River Valley Sugarbeet Education Foundation, Inc.  
 Address: 1401 32nd Street SW - Fargo, ND 58103  
 Telephone number: 701.239.4151  
 Email address: dmaat@rrvsga.com

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

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

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. Donesa  
*Counsel to the Ranking Member*

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

August 27, 2019

Mr. Nicholas Tortorici  
Office of the Honorable Kelly Armstrong  
1004 Longworth House Office Building  
Washington, DC 20515

Dear Mr. Tortorici:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Fargo, North Dakota, scheduled for August 28 to 30, 2019, sponsored by Red River Sugarbeet Education Foundation, the American Crystal Sugar Company, and the Red River Valley Sugarbeet Growers Association. We remind you that, because a trip sponsor employs a federal lobbyist, you may participate in officially-connected activity on one calendar day only.

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:mso

\*\* the cost of the airfare is dramatically different than noted on the Primary Trip Sponsor Form due to the fact that the initial tickets were purchased in July after the Primary Trip Sponsor Form was submitted in accordance to the "at least 30 days before the start date of the trip" which began on 8/28/2019.

On August 22<sup>nd</sup> 2019 after direction from the House Ethics Committee regarding the agenda and decrease in the extent of the tour and timing of when the participant was to leave Fargo, ND, each flight ticket had to be cancelled and rebooked which caused the cost of each ticket to be \$1,495.00.



2019 Education Foundation Prospective Participants

Jeff Rustvang, State Director  
ND Congressman Kelly Armstrong  
701-353-6665  
[Jeff.Rustvang@mail.house.gov](mailto:Jeff.Rustvang@mail.house.gov)

Nick Tortorici  
ND Congressman Kelly Armstrong  
[Nicholas.Tortorici@mail.house.gov](mailto:Nicholas.Tortorici@mail.house.gov)  
202-225-2611

Justin Melvin, Deputy Chief of Staff  
TN Coongressman David Kustoff  
202-225-4714  
[Justin.Melvin@mail.house.gov](mailto:Justin.Melvin@mail.house.gov)

Robert Dougherty, Legislative Director  
NY Congressman Anthony Brindisi  
202-225-3665  
[Robert.Dougherty@mail.house.gov](mailto:Robert.Dougherty@mail.house.gov)

Matthew Donnellan, Chief of Staff  
WV Congresswoman Carol Miller  
202-225-3452  
[Matthew.Donnellan@mail.house.gov](mailto:Matthew.Donnellan@mail.house.gov)

Amber Milenkevich, Legislative Assistant  
FL Congressman Al Lawson  
202-225-0123  
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Will Corrao, Legislative Director  
MT Congressman Greg Gianforte  
[will.corrao@mail.house.gov](mailto:will.corrao@mail.house.gov)  
202-225-3211

Jeff Bishop, Leg. Director  
MN Congressman Pete Stauber  
202-225-6211  
[jeff.bishop@mail.house.gov](mailto:jeff.bishop@mail.house.gov)

Alex Schnelle, Legislative Asst.  
TN Congressman Steve Cohan  
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[Alex.Schnelle@mail.house.gov](mailto:Alex.Schnelle@mail.house.gov)

Jay Kronzer, Legislative Director  
TN Congressman Mark Green  
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Savannah Block ND Senator Hoeven  
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Aaron Weber ND Senator Hoeven  
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Philippa Bradley, Legislative Cor.  
W Virginia Congressman David McKinley  
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Will Layden, Legislative Assistant  
Arkansas Cong. Bruce Westerman  
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[will.layden@mail.house.gov](mailto:will.layden@mail.house.gov)

Zaakary Barnes, Legislative Assistant  
Iowa Congresswoman Cindy Axne  
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[zaakary.barnes@mail.house.gov](mailto:zaakary.barnes@mail.house.gov)

John Weber, Senior Policy Advisor  
SD Cong Dusty Johnson  
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[John.Weber@mail.house.gov](mailto:John.Weber@mail.house.gov)

Ryan Donnelly SD Senator Thune  
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[Ryan\\_Donnelly@Thune.Senate.Gov](mailto:Ryan_Donnelly@Thune.Senate.Gov)

Cody Hollerich MN C. Peterson  
[Cody.Hollerich1@mail.house.gov](mailto:Cody.Hollerich1@mail.house.gov)

Josie Lonetti, Assoc. Dir. of Public Policy  
Farm Bureau MN  
[josie.lonetti@FBMN.org](mailto:josie.lonetti@FBMN.org)

James Leiman, ND Governor's Office  
[jleiman@nd.gov](mailto:jleiman@nd.gov)

## **AGENDA: Red River Valley Education Foundation Tour**

### **Wednesday August 28, 2019**

**10:54 a.m.** Depart Washington DC / **3:25 p.m.** Arrive Fargo, ND – hotel shuttle to Radisson Hotel Fargo  
**6:00 – 9:00** Reception / Dinner – Radisson Hotel Fargo – 201 North 5<sup>th</sup> Street Fargo, ND

### **Thursday August 29, 2019**

**7:30 – 8:15** Breakfast / Meeting – Radisson Hotel Fargo

The breakfast meeting will cover a review of the events for the day as well as answering questions.

Speakers: Tom Astrup, Brian Ingulsrud, Joe Hastings, Greg Richards, Bill Hejl, Dan Younggren

**8:15-9:00** Leave hotel & drive North to view the Ada North rural piling site just North of the town of Ada on Hwy 9.

**9:00-9:15** Arrive at Ada North rural piling site. Observe piling site, storage and airflow related to Sugarbeet storage.

Speakers: Brian Ingulsrud, Joe Hastings, Greg Richards

**9:15-10:00** To Lynn & Chuck Johnson field - they will be harvesting just North of the Ada North piling site a few miles. Observe sugarbeet harvest operations. Ride along in a defoliator, a harvester, and a beet truck.

Speakers: Lynn & Chuck Johnson (Sugarbeet farmers)

**10:00-10:45** Depart for Dale Fischer Farm by Moorhead - he will be harvesting to the Moorhead Factory yard.

**10:45-11:45** Arrive at Dale Fischer Farm – Observe sugarbeet harvest operations. Ride in harvesting machinery. Hear how each different individual piece of equipment is used in the harvesting process.

Speaker: Dale Fischer (Sugarbeet farmer and American Crystal Sugar Board member)

**11:45-12:00** Depart / Travel to Moorhead processing factory

**12:00-1:00** Arrive at American Crystal Sugar Moorhead factory, Moorhead, MN. Lunch. Processing plant Manager will provide a plant tour overview and verbalize safety guidelines.

Speaker: Randy Axtman (plant manager)

**1:00-2:30** American Crystal Sugar Processing Plant Tour. Participants will tour sugarbeet receiving and factory storage facilities as well as proceed through the processing facility to see how sugarbeets become pure sugar.

Sugar Packaging Facility: Participants will view the Moorhead sugar packaging area.

Sugarbeet Storage Facility: Participants will see Processing Plant yard and long-term storage buildings.

Speaker: Randy Axtman (plant manager)

**2:30-3:00** Depart / Travel to Dan and Brian Rosenfeldt Farm

**3:00-4:30** Arrive at Dan and Brian Rosenfeldt Farm- Observe sugarbeet harvest operations.

Speakers: Dan and Brian Rosenfeldt (Sugarbeet farmers)

**4:30 – 5:30** Travel time back to Fargo

**5:30 – 8:00** Dinner / Meeting – Reflections At Rose Creek – 1550 East Rose Creek Parkway S Fargo, ND

Recap the events of the tours. Question and answer session. Tour wrap-up: discuss each component of the tour. Topics will include: soil conditions, harvest temperatures and weather related impact, harvest equipment function, conditions and challenges relating to beet storage, consumer v.s. commercial sugar packaging, local economic impact of the sugarbeet industry.

Speakers: Brian Ingulsrud, Bill Hejl, Dan Younggren

### **Friday August 30, 2019**

**6:58 a.m.** Depart Fargo, ND / **2:29 p.m.** Arrive Washington D.C.

Speakers noted above \*

Tom Astrup – President & CEO American Crystal Sugar

Brian Ingulsrud – Vice President of Agriculture American Crystal Sugar

Joe Hastings – General Agronomist American Crystal Sugar

Greg Richards – Agronomy Manager American Crystal Sugar

Bill Hejl – Sugarbeet farmer, American Crystal Sugar Board of Directors

Dan Younggren – Sugarbeet farmer, President Red River Valley Sugarbeet Growers Association

Neil Rockstad – Sugarbeet farmer, Vice President Red River Valley Sugarbeet Growers Association