Employee Post-Travel Disclosure Form

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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.

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NC	TE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001
1.	Name of Traveler: Paula Nicole Manley
2.	a. Name of Accompanying Relative:
	b. Relationship to Traveler: Spouse Child Other (specify):
3.	a. Dates: Departure: 11/6/2019 Return: 11/7/2019
	b. Dates at Personal Expense, if any:
4.	b. Dates at Personal Expense, if any: Departure City: Washington, DC Destination: Nashville, TN Return City: Washington, DC
5.	Sponsor(s), Who Paid for the Trip: SoundExchange
6.	Describe Meetings and Events Attended: Please see attached itinerary
8.	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. 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:
Sig I a Di.	ertify that the information contained on this form is true, complete, and correct to the best of my knowledge. Date: 11-15-19 Atthorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel sclosure Form were necessary and that the travel was in connection with the employee's official duties and would not atte the appearance that the employee is using public office for private gain.
	me of Supervising Member: Ben Cline Date: 11-15-19
Sic	nature of Supervising Member: Boss Chin

Sponsor Post-Travel Disclosure Form

1	Original	П	Amendmen
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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.

		nt traveler to disciplinary ac or misrepresentations on thi			ant to 10 H C C 6 1001	
1.	OTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Sponsor(s) who paid for the trip: SoundExchange					
2.						
3.	Date of Departure:		Date of R	eturn: 11/07/2019		
4.	4. Name(s) of Traveler(s): (Attached)					
	Note: You may list	more than one traveler of	on a form only if <i>all</i> info	rmation is <i>identical</i> for	each person listed.	
5.	Actual amount of	expenses paid on behalf	of, or reimbursed to, eac	ch individual named in	Question 4:	
		Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description	
	Traveler	\$202.75	\$189 (room)+ \$31.31 (tax)= \$220.32	\$55.49	\$12 Hall of Fame tour \$129.88 ground transport \$37.50 Studio B tour	
	Accompanying Family Member					
6.	All expenses conne statement is true by	ected to the trip were for φ checking box: \square	actual costs incurred an	nd not a <i>per diem</i> or lun	np sum payment. Signify	
I ce	rtify that the inform	mation contained in this	form is true, complete	and correct to the bes	t of my knowledge	
	·	1 (, cop.c.c	, and correct to the bes	t of my knowledge.	
Sign	nature:	gull strel		Date: 11/14/2	2019	
Nar	ne: Anjula Singh	0		Title:_EVP a	nd CFO	
Org	anization: SoundE	xchange		,		
I an	n an officer of the al	bove-named organization	n. Signify statement is t	rue by checking box:	1	
		NW Floor 10 Washingtor				
Tele	phone: 202-640-58	58		Email: mcarmody	@soundexchange.com	
	Committee	e staff may contact the a	bove-named individual	if additional informati	ion is required.	

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 12/2018 by Committee on Ethics

TRAVELER FORM

1.	Name of Traveler: Paula Nicole Manley
2.	Sponsor(s) who will be paying for the trip: SoundExchange
3,	City and State OR Foreign Country of Travel : Nashville, TN
4.	a. Date of Departure: 11/06/2019 Date of Return: 11/07/2019
	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 <i>Primary Trip Sponsor Form</i> (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.
	I am Rep. Cline's Legislative Director and I handle Judiciary matters, specifically those related to
	intellectual property. This trip is intended to provide staff such as me with information related to these
	issues and will further my understanding of them.
	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
dii tra	ereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my rect supervision, to accept expenses for the trip described in this request. I have determined that the above-described well is in connection with my employee's official duties and that acceptance of these expenses will not create the pearance that the employee is using public office for private gain.
Sig	gnature of Employing Member Buchin Date 9-23-19



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

ji (te start date of the trip; The trip sponsor should NOT submit the form directly to the Committee. The Committee website (ethics. buse.gov) provides detailed instructions for filling out the form.
to	OTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Pallure 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: SoundExchange
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:
	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:
	11 C is checked, list the names of the auditional 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): Invitees (attached) are responsible for copyright and other issues specific to the music industry for Members involved with copyright policy.
5.	Is travel being offered to an accompanying family member of the House invitee(s)? Yes No
	Date of Departure: 11/06/2019 Date of Return: 11/07/2019
7.	
	b. Destination(s); Nashville, TN
	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:

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 or any segment of the trip. Signify that the statement is true by checking box:				
	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: SoundExchange is the sole sponsor of the trip and is responsible for all aspects of organizing and conducting the trip.				
	SoundExchange is the independent nonprofit performance rights organization that collects and distributes				
	digital performance royalties to artists and copyrights holders.				
13.	Answer parts a and b. Answer part c if neccessary: a. Mode of travel: Air 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:				
_	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): Approximately \$61 per day				
	Provide the reason for selecting the location of the event or trip: Nashville allows us to educate staff about the economic and cultural realities of this policy area in one of the cities most impacted by the digital music industry.				
16.	Name, nightly cost, and reasons for selecting each hotel or other lodging facility:				
	Hotel Name: Hyatt House City: Nashville, TN Cost Per Night: \$220				
	Reason(s) for Selecting: Provides appropriate staff/security arrangements and close proximity to locations on agenda.				
	Hotel Name: City: Cost Per Night:				
	Reason(s) for Selecting:				
	Hotel Name: City: Cost Per Night:				
•	Reason(s) for Selecting:				
7.	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. 7	Fotal	Expenses	for	each	Participant	t:
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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	\$224	\$220	\$61
For each Accompanying Family Member	n/a	enement own beingwei	n/a
· · ·	Other Expenses (dollar amount per item)	Identify Specific Nature of (e.g., taxi, parking, registra	"Other" Expenses ::::::::::::::::::::::::::::::::::
For each Member, Officer, or Employee	\$97	Tour ticket (\$12), Ground transportation (\$85)	
Por each Accompanying Family Member	n/a	n/a	

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

- 19. Check only one:
 - a. I certify that I am an officer of the organization listed below: I 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: Anjul Shy	Date:
Name: Anjula Singh	
Title: EVP and CFO	
Organization:	
Address: 733 10th St NW; 10th Floor, Washington DC 20001	
Telephone:	·
Email: Mcarmody@soundexchange.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, D.C. 20515

Phone: 202-225-7103 General Fax: 202-225-7392

Version date 12/2018 by Committee on Ethics

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



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

November 4, 2019

Ms. Paula Nicole Manley Office of the Honorable Ben Cline 1009 Longworth House Office Building Washington, DC 20515

Dear Ms. Manley:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Nashville, Tennessee, scheduled for November 6 to 7, 2019, sponsored by SoundExchange. We remind you that, because the 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



AGENDA

SoundExchange Congressional Staff Fact Finding Trip Nashville, TN – November 6, 2019

Wednesday, November 6, 2019

8:37 am ET - Depart DCA - American Airlines Flight #4423

9:45 am CT - Arrive Nashville International Airport. Board Bus

10:45 am – Arrive Nashville Songwriters Association International (NSAI) [1710 Roy Acuff Place Nashville, TN]

11:00 am - 11:30 am - Welcome and SoundExchange 101

An educational primer about the mission and make-up of SoundExchange, how/why its creationwas called forby Congress, and its unique role in today's overall music ecosystem—representing the interests of recording artists and major and indie record labels. Presentation will include a discussion of how legislation potentially affects the many sectors of the music industry that intersect with SoundExchange and outline the business opportunities moving forward.

11:30 am - 12:30 noon - "It All Begins With a Song" [Lunch will be provided]

The Executive Director, Staff and Members of the NSAI illustrate the creative and business practices involved with composing, publishing and marketing songs. The presentation will include demonstrations of the creative process for songwriters as well as a tour of the NSAI facility that is available to support its membership in Nashville, TN.

12:30 pm - 1:15 pm - Tour of Historic RCA Studio B [1611 Roy Acuff Place]

Historic RCA Studio B-once the recording home of popular music titans such as Elvis Presley, Chet Atkins, Eddy Arnold, and the Everly Brothers is both a classroom for Nashville area students and a popular cultural attraction.

1:15 pm - 1:30 pm - Walk/bus to Compass Records [916 19th Avenue South Nashville, TN]

1:30 – 2:45 pm – Business of Independent Music – Compass Records Tour and Informational Session [916 19th Avenue South Nashville, TN]

Compass Records is an independent music label and rights owner receiving SoundExchange royalties founded by musicians Garry West and Alison Brown. Their headquarters houses a currently operational studio where hundreds of recording careers have been born for over 30 years. This session will examine the importance of independent record labels and their impact on the local economy, as well as demonstrate how musicians work inside of a Music Row studio. Congressional participants will interact with the studio professionals and witness the creative process in real time.

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2:45 pm - Board Bus to Hyatt House Hotel [2100 Hayes St. Nashville, TN]

3:00 pm - 3:30 pm - Check into Hyatt House Hotel [2100 Hayes St. Nashville, TN]

3:40 pm - Board Bus to Musicians Hall of Fame [401 Gay Street, Nashville TN]

4:00 pm - 6:00 pm - Tour the Musicians Hall of Fame [401 Gay Street, Nashville TN]

Working musicians play a critical role in the creation of music, especially in Nashville, TN. This private tour of the Musicians Hall of Fame will explain the importance of this sector of the music industry, the role of unions throughout the years, and how recorded music has evolved in Nashville compared to other cities in the US. The tour will include insights from the local leadership of the American Federation of Musicians (AFM). The AFM is a pivotal part of SoundExchange's work and Board of Directors.

6:15 pm - Board Bus to Weirdo Workshop [Franklin, TN]

7:00 pm – 9:30 pm – An Evening with Creators, "A 360 Degree Examination of Full-Time Artists' Life and Work [Dinner Provided]

Weirdo Workshop is a platform initiated by Grammy-nominated songwriting and production team, Claude Kelly and Chuck Harmony. Both are members of SoundExchange. After reaching a point of frustration in the music industry, the two decided to be a part of the solution. The vision of Weirdo Workshop is to create a business serving as a platform that generates conversation, as well as commerce, through art. The Company's goal is to create a community of open-minded

intellectuals who will advocate and promote ideas through their creative work. This session will demonstrate how individuals wear multiple hats in today's music industry, as well as the future look of "Music City."

9:30 pm - 10:00 pm - Return to Hyatt House Hotel

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Thursday, November 7, 2019

8:00 am - Continental Breakfast and Check Out of Hyatt House Hotel

8:30 am - Board Bus to Nashville International Airport

10:15 am - Depart Nashville on American Airlines Flight #833

12:59 pm ET – Arrive Washington National Airport

Primary Trip Sponsor Form Addendum Invitation List

SoundExchange - Nashville, TN

<u>First Name</u>	Last Name	Office
Emily	Ackerman	Rep. Guy Reschenthaler (PA-14)
Janice	Bashford	Rep. Guy Reschenthaler (PA-14) Rep. Karen Bass (CA-37)
Isabela	Belchior	Rep. Sylvia Garcia (TX-29)
Mark	Cevasco	Rep. Ted Lieu (CA-33)
Reginald	Darby	Rep. Greg Steube (FL-17)
Kevin	Elchinger	Rep. Jim Jordan (OH-04)
Casey -	Fitzpatrick	Rep. Kelly Armstrong (ND-AL)
Roddy	Flynn	Rep. Mary Gay Scanlon (PA-07)
Joshue	Gross	Rep. Jeff Duncan (SC-03)
Jonay	Holkins	Rep. David Cicilline (RI-01)
Tasia	Jackson	Rep. Hakeem Jeffries (NY-08)
Jacqui	Kappler	Rep. Hank Johnson (GA-4)
Natalie	Knight	Rep. Lucy McBath (GA-06)
Steve	Koncar	Rep. Tom McClintock (CA-04)
Jennifer	Lauterbach	Rep. Debbie Lesko (AZ-08)
Nicole	Manley	Rep. Bed Cline (VA-06)
Ellen	McLaren	Rep. Ted Deutch (FL-19)
Colin	Milon	Rep. Madeleine Dean (PA-04)
Laura	Munoz Lopez	Rep. Greg Stanton (AZ-09)
Devin	Murphy	Rep. Matt Gaetz (FL-01)
Laurie	Saroff	Rep. Lou Correa (CA-46)
Jamie	Simpson	House Judiciary Committee Courts, Intellectual Property and the Internet Subcommittee
Judd	Smith	Rep. Martha Roby (AL-02)

*Travelers to be listed on line 4 of Sponsor Post Travel Disclosure Form

Staff Name	Position	Office
Bo Morris	Legislative Director	Rep. Joe Neguse (D-CO-02)
Devin Murphy	Legislative Director	Rep. Matt Gaetz (R-FL-01)
Devon Ombres	Senior Counsel	Rep. Jamie Raskin (D-MD-08)
Emily Ackerman	Legislative Director	Rep. Guy Reschenthaler (R-PA-14)
Jared Feldman	Senior Counsel	Rep. Steve Cohen (D-TN-09)
Judd Smith	Legislative Assistant	Rep. Martha Roby (R-AL-02)
Laurie Saroff	Chief of Staff	Rep. Lou Correa (D-CA-46)
Nicole Manley	Legislative Director	Rep. Ben Cline (R-VA-06)
Jacqui Kappler	Legislative Director	Rep. Hank Johnson (D-GA-04)
Reginald Darby	Legislative Director	Rep. Greg Steube (R-FL-17)



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