



U.S. House of Representatives COMMITTEE ON ETHICS

Employee Post-Travel Disclosure Form [X] 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: Taylor Smith
2. a. Name of Accompanying Relative: OR None [X]
b. Relationship to Traveler: [ ] Spouse [ ] Child [ ] Other (specify):
3. a. Dates: Departure: January 17, 2020 Return: January 19, 2020
b. Dates at Personal Expense, if any: OR None [X]
4. Departure City: Washington, D.C. Destination: Cambridge, Maryland Return City: Washington, D.C.
5. Sponsor(s), Who Paid for the Trip: Aspen Institute
6. Describe Meetings and Events Attended: Seminar I, Seminar II, Seminar III Class

- 7. Attached to this form are each of the following, signify that each item is attached by checking the corresponding box:
a. [X] a completed Sponsor Post-Travel Disclosure Form;
b. [X] 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. [X] page 2 of the completed Traveler Form submitted by the employee; and
d. [X] 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: [X]
b. If not, explain:

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

Signature of Traveler: [Signature] Date: 01/29/2020

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: Chairman Richard Neal Date: 01/29/2020

Signature of Supervising Member: [Signature]



# 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: Aspen Institute Inc. (Socrates Program)

2. Travel Destination(s): Hyatt Regency Cambridge, Maryland

3. Date of Departure: January 17, 2020 Date of Return: January 19, 2020

4. Name(s) of Traveler(s): Please 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	\$98.00	\$238.00	\$122.00	\$110.00
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: *Elliot Gerson* Date: 1/29/2020

Name: Elliot Gerson Title: EVP, Policy & Public Programs

Organization: The Aspen Institute

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

Address: 2300 N St NW, Washington DC, 20037

Telephone: (202) 736-5859- Lisa Jones; General Deputy Counsel Email: lisa.jones@aspeninstitute.org

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

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



U.S. House of Representatives

# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Taylor Smith E1

2. Sponsor(s) who will be paying for the trip: Aspen Institute

3. City and State OR Foreign Country of Travel: Cambridge, Maryland

4. a. Date of Departure: 01/17/20 Date of Return: 01/19/20

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.

Staff Assistant, Ways and Means Committee

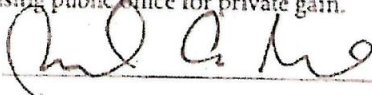
Seminar Program for young Congressional Staffers who wish to examine and discuss governance systems, differing interpretations of the role of Congress, and other educational materials.

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 12/17/19



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: Aspen Institute Inc (Socrates Program)

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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: Democracy Fund, William and Flora Hewlett Foundation

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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.

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5. Is travel being offered to an accompanying family member of the House invitee(s)?  Yes  No
6. Date of Departure: January 17, 2020 Date of Return: January 19, 2020
7. a. City of departure: Washington DC  
b. Destination(s): Cambridge, MD  
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: \_\_\_\_\_



U.S. House of Representatives

# COMMITTEE ON ETHICS

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:  
The Aspen Institute's Socrates Program (AISP) has an 8 year history of providing non-partisan educational programs for Congressional Staff. The purpose of this trip is to convene to discuss leadership, responsible governance, and the role of Congress. AISP is solely responsible for organizing/conducting this seminar.
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: Chartered bus)
  - 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): The daily cost of meals is \$61.00 per day. We selected the Hyatt due to the close proximity to D.C. and availability of conference space.
    - 2) Provide the reason for selecting the location of the event or trip: \_\_\_\_\_
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- |   |                           |                                 |
|---|---------------------------|---------------------------------|
| Hotel Name: <u>Hyatt Chesapeake</u>   | City: <u>Cambridge MD</u> | Cost Per Night: <u>\$119.00</u> |
| Reason(s) for Selecting: <u>Proximity to D.C, Conference Space Availability</u> |                           |                                 |
| 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:*



U.S. House of Representatives

# 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	\$98.00 for bus	\$238.00 for two nights (\$119.00 per night)	\$122.00
For each Accompanying Family Member			

	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	\$110.00	Conference room fees including meeting facilities, set up, take down, cleaning).
For each Accompanying Family Member		

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: *Elliot Gerson* Date: 12/16/19

Name: Elliot Gerson

Title: Executive Vice President, Policy and Public Programs

Organization: The Aspen Institute

Address: 2300 N St NW, Suite 700, Washington DC, 20037

Telephone: 202-736-5859 (Lisa Jones, Deputy General Counsel)

Email: lisa.jones@aspeninstitute.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

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

January 16, 2020

Ms. Taylor Smith  
Committee on Ways and Means  
1102 Longworth House Office Building  
Washington, DC 20515

Dear Ms. Smith:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Maryland, scheduled for January 17 to 19, 2020, sponsored by Aspen Institute, Inc.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$390 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

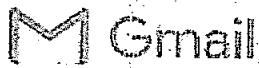
If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Theodore E. Deutch  
Chairman

Kenny Marchant  
Ranking Member

TED/KM:jls



Taylor Smith <smithtaylor0509@gmail.com>

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## Socrates Emerging Governance Leaders Seminar- Ethics Forms

1 message

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Socrates Program <socrates@aspennst.org>

Mon, Dec 16, 2019 at 9:24 AM

To: "smithtaylor0509@gmail.com" <smithtaylor0509@gmail.com>



Dear Taylor,

I am pleased to let you know that you have been selected to participate in the Emerging Governance Leaders Seminar Series located in Cambridge, Maryland from January 17-19, 2020.

The Socrates Program will provide shuttles departing from Capitol Hill to Cambridge on Friday, January 17<sup>th</sup> at 5:00 p.m. and returning on Sunday, January 19<sup>th</sup> at 1:00 p.m. Should you accept attendance, it is required that you participate through the duration of the seminar. Your lodging and meals will be paid for by the Aspen Institute Socrates Program. Under the ethics rules, no expenses are provided for entertainment or recreation.

This seminar is designed for the educational benefit of a bipartisan, bicameral group of Congressional staff focusing on the foundations of Congress and its role in the nation's governance. Our purpose is education, not advocacy. In order to participate, you will need to submit the requisite travel forms and secure approval from the Ethics Committee. Attached to this email, you will find the ethics packet which contains the (1) completed primary trip sponsor form and (2) the program agenda.

**Please submit all required documentation to the Ethics Committee by Tuesday, December 17, 2019:**

**1) Primary Trip Sponsor Form (2) Agenda and (3) invitation (all provided by the Aspen Institute) and (4) Traveler Form, (available on the Ethics website, <https://ethics.house.gov/forms/travel>) by Tuesday, December 17, 2019. Travel forms must be submitted to the Ethics Committee no later than thirty days before travel commences or you will not be eligible to attend.**

Here are a few additional items to facilitate your planning:



**Lodging** – participants will all be staying at the Hyatt Chesapeake Bay in Cambridge, Maryland.

**Seminar materials** – the seminar readings (PDFs), schedule, and arrival details will be sent to you approximately 2-3 weeks before the seminar. Note: a summary of the seminar topic and moderator biography are attached.

If you have any questions, please feel free to call Socrates Program Coordinator, Carly Raizon at 202-736-3843.

Kind Regards,



**Cordell Carter, II** | The Aspen Institute

Director, Socrates Program

2300 N St. NW, Suite 700


Washington, DC 20037


(202)736-2922


[cordell.carter@aspeninstitute.org](mailto:cordell.carter@aspeninstitute.org)

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**3 attachments**

 **Emerging Governance Leaders Seminar Agenda.pdf**  
230K

 **House Roster.pdf**  
49K

 **Primary Trip Sponsor Form 12.13 -signed EG.pdf**  
163K

**Emerging Governance Leaders Seminar**  
*Leadership & the Role of Congress*

January 17-19, 2020  
Hyatt Regency Chesapeake Bay  
Cambridge, Maryland

**Friday, January 17<sup>th</sup>**

- 5:00 p.m. Shuttle departure from Capitol Hill
- 7:00 p.m. Shuttles arrives at Hyatt Regency Chesapeake Bay
- 7:00 p.m. - 8:00 p.m. Check-In & Reception
- 8:00 p.m. - 9:30 p.m. **Socrates Opening Dinner and Program**  
"Responsible Governance and Your Role in Congress"  
A conversation between Colleen Shogan, Assistant Deputy Librarian for Collections and Services at the Library of Congress, and Cordell Carter, Socrates Program Director.

**Saturday, January 18<sup>th</sup>**

- 7:45 a.m. - 9:00 a.m. Breakfast
- 9:00 a.m. - 12:00 p.m. **Seminar Session I: The Evolution of Congress: How Did We Get Here?**
- 10:30 a.m. - 10:45 a.m. Morning Break
- 12:00 p.m. - 1:00 p.m. Lunch
- 1:00 p.m. - 4:00 p.m. **Seminar Session II: Congress and Its Governance Challenges**

2:30 p.m. – 2:45 p.m.	Afternoon Break
4:00 p.m. – 5:30 p.m.	TBD Afternoon Activity
6:15 p.m. – 7:00 p.m.	Reception
7:00 p.m. – 8:15 p.m.	Dinner
8:30 p.m. – 9:15 p.m.	Fireside Chat "Life & Lessons in Congress" Moderated by Cordell Carter, Socrates Program Director

### Sunday, January 19<sup>th</sup>

7:45 a.m. – 9:00 a.m.	Breakfast
9:00 a.m. – 12:00 p.m.	Seminar Session III: Congressional Reform
10:30 a.m. – 10:45 a.m.	Morning Break
12:00 p.m.	Check-out
12:00 p.m. – 1:00 p.m.	Lunch
1:00 p.m.	Shuttle departs for Capitol Hill
3:00 pm	Shuttle arrives to Capitol Hill

The following participants were selected because they are bipartisan, emerging leaders equipped to convene and engage in non-partisan dialogue on leadership and the role of congress.

**Nate Beltran**  
Legislative Assistant  
Congressman Filemon Vela

**Chelsea Angelo**  
Scheduler  
Congressman Jim Cooper

**Ian Gray**  
Legislative Assistant  
Congressman Tom Malinowski

**Taylor Smith**  
Staff Assistant  
House Committee on Ways and Means

**David Thompson**  
Legislative Correspondent  
Office of Congressman Charlie Christ

**Fabiola Pagan**  
Public Policy Fellow  
House Committee on Natural Resources, Office of Insular Affairs

**Curt Bliamptis**  
Legislative Correspondent  
Congressman Alex Mooney

**Daniel Lopez**  
New York Life Public Policy Fellow  
Congressman Joe Negue

**Fiona Flory**  
Legislative Assistant  
Congressman Connor Lamb

**Auburn Bell**  
Clerk  
House Committee on Natural Resources

**Appendix to Private Sponsor Travel Certification Form, Aspen Institute  
Socrates Program for the Emerging Governance Leaders Seminar, August 16-18,  
2019**

Question 5. Name and titles of Senate Invitees:

**Sol Ortega**

Deputy Director of Engagement  
Office of Senator Charles Schumer

**Jasmin Palomares**

Legislative Aide  
Office of Senator Kirsten Gillibrand

**Jenna Valle-Riestra**

Digital Assistant  
Office of Senator Bob Casey

**Steph Niaupari**

Pepsi Co. Foundation National Graduate Fellow  
Office of Senator Robert Menendez

**Andre J. Barnett**

Tax Counsel  
United States Senate Committee on Finance

**Anna Shepard**

Legislative Correspondent  
Senator Dianne Feinstein

**Anthony Reyes**

Staff Assistant  
Office of Senator Chris Murphy

Question 12. Briefly describe the role of each sponsor in organizing and conducting the trip (response continued) – The Aspen Institute Socrates Program received general, unrestricted funding from the Democracy Fund to support the Socrates Program. The funding was not earmarked for this trip. Democracy Fund did not play a role in organizing or planning the conference, including, but not limited to the content, agenda, moderators, attendees or other logistics.

Questions 13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to the mission (response continued) –The Socrates Program seeks to provide a forum for emerging leaders from various professions to convene and explore contemporary issues through expert-moderated dialogue. The

purpose of the trip is to conduct a non-partisan educational seminar on leadership, responsible governance and the role of Congress that encourages off-the-record, candid exchanges of ideas to support staffers' learning and development.

Question 15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips) (response continued) - Socrates Program organizes seminars every year bringing together a diverse group of professional to explore issues, discuss current topics and encourage dialogue and exchange of ideas.