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: Timothy Butler
2. a. Name of Accompanying Relative: _____ *OR* None ☑
   b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: December 4, 2019 Return: December 6, 2019
   b. Dates at Personal Expense, if any: _____ *OR* None ☑
4. Departure City: Erie, PA Destination: New Orleans, LA Return City: Erie, PA
5. Sponsor(s), Who Paid for the Trip: US Association f the Former members of Congress (FMC)
6. Describe Meetings and Events Attended: The symposium involved meeting and discussing with FEMA, OECD, and former members of Congress regarding best practices for constituent services in our districts.
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: _____

LEGISLATIVE RESOURCE CENTER
2020 FEB -5 PM 4:56
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:** 1/31/2020

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: _____ **Date:** 1/31/2020

Signature of Supervising Member: _____

Version date 12/2018 by Committee on Ethics

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: US Association of Former Members of Congress (FMC)
2. Travel Destination(s): New Orleans, Louisiana
3. Date of Departure: December 4, 2019 Date of Return: December 6, 2019
4. Name(s) of Traveler(s): Tim Butler

   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	$498	$260	$170	$80- private rooms for meetings and meals
Accompanying Family Member	none	none	none	none

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: December 10, 2019

Name: Pete Weichlein Title: CFO

Organization: US Association of Former MEmbers of Congress (FMC)

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

Address: 1401 K Street, Suite 901, Washington,DC 2005

Telephone: 2025074850 Email: pweichlein@usafmc.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.

Version date 12/2018 by Committee on Ethics

U.S. House of Representatives
COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Timothy Butler
2. Sponsor(s) who will be paying for the trip: Former Members of Congress (FMC)
3. City and State **OR** Foreign Country of Travel : New Orleans, LA
4. a. Date of Departure: 12/04/2019 Date of Return: 12/06/2019
   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.
   Attending this trip will allow for collaborative discussion with my fellow District Directors on a variety of issues we all face in our districts.
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 11/4/2019

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 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: Former Members of Congress (FMC)

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 attachment

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

6. Date of Departure: December 4, 2019 Date of Return: see achment

7. a. City of departure: see attachment
   b. Destination(s): New Orleans, LA
   c. City of return: see attachment

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:
    FMC is a 501(c)(3) whose mission is to strengthen the Congress through promoting a collaborative approach to policy making and to deepen the understanding our democratic system. This trip will bring together a bipartisan group of 18 district directors from across the US to learn about issues that constituents face in their districts (con't)

13. *Answer parts a and b. Answer part c if neccessary:*
    a. Mode of travel: Air ☑ Rail ☐ Bus ☐ Car ☐ Other ☑ (specify: charter van)
    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):
    $71Dec. 5th (Dec. 4th- fly in day $50 and Dec. 6th- fly out day $35)
    2) Provide the reason for selecting the location of the event or trip: District Directors are traveling from all over the country eliminiating east or west coast as a location. New Orleans is central and has many flight options.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
    Hotel Name: Le Pavillon City: New Orleans Cost Per Night: $135
    Reason(s) for Selecting: great deal, location and meating space.
    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:**

☐ 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	see attachement	$270	$156
For each Accompanying Family Member	N/A	N/A	N/A

	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	$$70	room rental, panelist meals, entrance fees to
For 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: ☑ 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: October 29,2019

Name: Pete Welchlein, Esq

Title: CEO

Organization: Former Members of Congress (FMC)

Address: 1401 K Street, Suite 503, Washington, DC 20005

Telephone: 202-222-0972

Email: pwelchlein@usafmc.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

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

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

November 25, 2019

Mr. Timothy Butler
Office of the Honorable Mike Kelly
1707 Longworth House Office Building
Washington, DC 20515

Dear Mr. Butler:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to New Orleans, Louisiana, scheduled for December 4 to 6, 2019, sponsored by United States Association of Former Members of Congress.

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:jeb

Attachment for House Congressional Ethics Form
FMC: District Director Symposium New Orleans, December 4 – 6, 2019

4. All the district directors were invited because of the unique responsibilities that they have to address issues of their constituents. The symposium is being held to focus on some of these issues and allow the district directors to discuss what works for them and what does not work in their districts to address the unique concerns of their constituents. All of the District Directors have worked with FMC and in the past have provided FMC with a number of issues they would appreciate a symposium like this addressing.

1. **Mr. Joe Abner, District Director, Rep. Steven Chabot** – invited because Rep. Chabot is on the House small business committee Innovation and workforce Development subcommittee
2. **Mr. Rick Adkins, District Director, Rep. Jeff Duncan** – invited because Rep. Duncan is on the House Energy and Commerce Committee Environment and Climate Change Subcommittee.
3. **Ms. Robbin Buss, District Director, Rep. John Ratcliffe** – invited because the state of Texas has been impacted from several natural disasters in recent years.
4. **Mr. Tim Butler, District Director, Rep. Mike Kelly** – invited because Rep. Kelly is on the Health Subcommittee for the House Ways and Means Committee.
5. **Mr. Matthew Ceccato, District Director, Rep. Ami Berra** – invited because Rep. Berra is on the House Science, Space and Technology Committee and the importance of technology to the tomorrow's work force and Mr. Ceccato is a veteran.
6. **Mr. Michael Chirico, District Director, Rep. Carol Miller** – invited because opioids is an enormous problem in the district.
7. **Ms. Marcella Cortez, District Director, Rep. Jimmy Gomez** – invited because Rep. Gomez is on the Worker and Family Support Subcommittee of the House Ways and Means Committee.
8. **Ms. Robyn Grange, District Director, Rep. Bobby Rush** – invited because Rep. Rush is on the Health Subcommittee for the House Energy and Commerce Committee.
9. **Mr. Jack Jackson Jr., District Director, Rep. Tom O'Halleran** – invited because as a Tribal Engagement Director many of the issues we are address impact indigenous communities uniquely.
10. **Ms. Kate Jennings, District Director, Rep. Cheri Bustos** – invited because Rep. Bustos is the Military Construction, Veterans Affairs of the House Appropriations Committee and the Skilled American Workforce Caucus.
11. **Ms. Wendi Lipsich, District Director, Rep. Ted Deutch** – invited because Rep. Deutch is on the Military Veterans Caucus.
12. **Ms. Jessica Mier, District Director, Rep. Susan Davis** – invited because Rep. Davis is on the Higher Education and Workforce Investment Subcommittee of the House Education and Labor Committee.
13. **Mr. Chris Miller, District Director, Rep. John Rutherford** – invited because Rep. Rutherford is on the Military Construction, Veterans Affairs Subcommittee of the House Appropriations Committee and is on the Bipartisan Heroin and Opioids Task Force.
14. **Ms. Elizabeth Roney, District Director, Rep. Bradley Byrne** – invited because Rep. Byrne is on the Workforce Protections subcommittee of the House Education and Labor Committee.
15. **Ms. Tara Rountree, District Director, Rep. Donald McEachin** – invited because Rep. McEachin is on the Environment and Climate Change subcommittee of the House Energy and Commerce Committee.
16. **Ms. Megan Sims, District Director, Rep. Andre Carson** – invited because Rep. Carson is on the skilled American Workforce Caucus.

17. Mr. Chad Story, District Director, Rep. Alex Mooney - invited because opioids is an enormous problem in this district.

6. Return date is Dec. 6th with the following exceptions:
Matt Ceccato will return on Dec. 8th
Jack Jackson will return on Dec. 7th
Christopher Miller will return on Dec. 8th

7.

Name	Departure city	Return city
Joe Abner	Cincinnati, OH	Cincinnati, OH
Rick Adkins	Greenville, SC	Greenville, SC
Robbin Bass	Texarkana,AR	Texarkana,AR
Tim Butler	Erie, PA	Erie, PA
Matthew Ceccato	Sacramento, CA	Sacramento, CA
Michael Chirico	Washington Reagan, DC	Washington Reagan, DC
Marcella Cortez	Los Angeles, CA	Los Angeles, CA
Robyn Grange	Chicago, IL	Chicago, IL
Jack Jackson Jr.	Phoenix, AZ	Phoenix, AZ
Kate Jennings	Quad City, IL	Quad City, IL
Wendi Lipsich	Ft. Lauderdale, FL	Ft. Lauderdale, FL
Jessica Mier	San Diego, CA	San Diego, CA
Chris Miller	Jacksonville, FL	Jacksonville, FL
Elizabeth Roney	Driving from Alabama	Driving to Alabama
Tara Rountree	Richmond, VA	Richmond, VA
Megan Sims	Indianapolis, IN	Indianapolis, IN
Chad Story	Charleston, WV	Charleston, WV

12. Specifically we will look at the opioid epidemic; veteran issues; issues preparing for and resulting from natural disasters; and preparing constituent communities for the workforce of tomorrow.
FMC organized and will staff the symposium.

18. Costs
Transportation:

Name	Flights (good faith estimate)	Ground (good faith estimate)	Total (good faith estimate)
Joe Abner	$430	$75	$505
Rick Adkins	$500	$75	$575
Robbin Bass	$375	$75	$450
Tim Butler	$450	$75	$525
Matthew Ceccato	$685	$75	$760
Michael Chirico	$385	$75	$460
Marcella Cortez	$400	$75	$475
Robyn Grange	$380	$75	$455
Jack Jackson Jr.	$465	$75	$540
Kate Jennings	$640	$75	$715
Wendi Lipsich	$255	$75	$330

Jessica Mier	$400	$75	$475
Chris Miller	$410	$75	$485
Elizabeth Roney	Driving ($150 mileage)	$75	$225
Tara Rountree	$485	$75	$560
Megan Sims	$275	$75	$350
Chad Story	$400	$75	$475

FMC

Former Members
of Congress

2019 District Director Symposium
Wednesday, December 4- Friday, December 6, 2019
New Orleans, Louisiana

In case of an emergency, please call:
Sharon Wiriw: (703) 309-3691
Updated 10.21.

Hotel: Le Pavillon Hotel | 833 Poydras Street, New Orleans, LA | 504-581-3111

Wednesday, December 4th FLY IN DAY
Flight arriving various times

	Check-in at hotel
5:30PM	**Meet in lobby to walk to dinner**
6:00 – 7:30PM	**Dinner and special guests*** **Topic:** *Civic education and its importance to your district.* Joining us at dinner are educators and other interested in civic education.

Thursday, December 5

8:00AM	**meet in lobby for transport to WWII museum**
8:15AM	**Private tour of the WWII museum** *Location: World War II Museum, 945 Magazine Street, NW 504-528-1944*
9:30-11:00AM	**Breakfast Discussion: Know your veterans and how to address their needs** **Topic:** *Veteran support from the VA and from Veterans.* roundtable discussion with staff from the director of VA hospital, Veterans Administration *Location: hotel conference room*

11:00-12:15AM	**Work Force Development & the Future of Work** Topic: How to prepare your constituents for tomorrows jobs. Representative from companies that have programs that train their workforce. Also including local Organization from Economic Cooperation and Development (OECD) person. *Location: Hotel Conference room.*
12:20-1:30PM	**Luncheon Discussion: The Modernization of Congress** Report on what the Committee on the Modernization of Congress is doing and how that may impact districts and district staff. Lead staff member to update district directors on the Committees work *Location: Hotel Conference room.*
1:45-3:15PM	**Panel Discussion: Opintes: A Silent Crisis** Topic: How to be helpful directing constituents with addiction concerns Former Member of Congress, and national recognized speaker on addiction and suicide, Dr. Tim Murphy. *Location: Hotel Conference room.*)
3:30-4:30PM	**Districts ready and responding to natural disasters.** Topic: How to prepare your community for natural disasters and how best to respond after the event. Representative from FEMA and Cajun Navy Relief and Rescue. *Location: starting in the Hotel Conference room*
4:30- 5:45PM	**Tour of the ninth ward** Topic: Years after a disaster, what are the lingering issues and how to help constituents effected and help them navigate the process,
7:00PM	**Closing Dinner** Lessons learned. What are other issues to discuss?

Friday, December 6 FLY OUT DAY

Flights home.