U.S. House of Representatives Committee on Ethics

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

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, 135 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: Anne Marie Chotvacs
2.	a. Name of accompanying relative:
3.	a. Dates of departure and return: Departure: February 19,2020 Return: February 21, 2020
	b. Dates at personal expense (if any):
4.	Departure city: Washington, DC Destination: White Sulphur Springs, WV Return city: Washington, DC
5.	Sponsor(s) (who paid for the trip): Congressional Institute
6.	Describe meetings and events attended: Attended events that focused on social media, the 2020
	agenda, working with the White House, and being an effective Congressional Office manager.
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. Enthe Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including attachments and 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 that statement is true by checking box): □
	b. If not, explain:
	I did not accept return travel expenses from the sponsor.
kno	ertify that the information contained on this form is true, complete, and correct to the best of my owledge. GNATURE OF TRAVELER: DATE: 02/25/2020
Spo	uthorized this travel in advance. I have determined that all of the expenses listed on the attached onsor Post-Travel Disclosure form were necessary and that the travel was in connection with the ployee's official duties and would not create the appearance that the employee is using public office private gain.
	ME OF SUPERVISING MEMBER: Rep. Kay Granger ATE: 02/25/2020
SIC	GNATURE OF SUPERVISING MEMBER:
	ion date 2/2015 by Committee on Ethics

LEAST AT WE RESERVED DENIES.

Sponsor Post-Travel Disclosure Form

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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.

and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses. NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. 1. Sponsor(s) who paid for the trip: Congressional Institute Travel Destination(s): White Sulphur Springs, WV Date of Departure: February 19, 2020 February 21, 2020 Date of Return: See Attached List 4. Name(s) of Traveler(s): 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 **Total Lodging** Total Meal Total Other Expenses Expenses Expenses Expenses (dollar amount per item and description Traveler \$45.51 \$222.50 \$144.77 \$397.91 - Room Rental Accompanying Family Member 6. All expenses connected to the trip were for actual costs incurred and not a per diem or lump sum payment. Signify statement is true by checking box: I certify that the information contained in this form is true, complete, and correct to the best of my knowledge. Date: February 27, 2020 Signature: Name: Mark Strand Title: President Organization: Congressional Institute I am an officer of the above-named organization. Signify statement is true by checking box: 🗹 1700 Diagonal Road #300, Alexandria, VA 22314 Address: Telephone: 703-837-8812 Email: strand@conginst.org

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

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

TRAVELER FORM

1.	Name of Traveler: Anne Marie Chotvacs
	Sponsor(s) who will be paying for the trip: Congressional Institute
3.	Travel Destination(s): White Sulphurs Springs, WV
	a. Date of Departure: February 19, 2020 Date of Return: February 21, 2020
	b. Will you be extending the trip at your personal expense? Yes No
	If yes, list dates at personal expense: I will not be accepting return travel expenses from the sponsor.
5.	a. Will you be accompanied by a family member at the sponsor's expense?
	(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 the Staff Director for the Appropriations Committee Minority Staff and the professional development opportunities at this
	retreat will enhance my ability to conduct the work of the Committee. The "2020 Agenda" and "Working with the White House"
	sessions will assist with my work during the FY21 Appropriations process.
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
di:	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.
Się	gnature of Employing Member Date January 15, 2020

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.

Sponsor who will be paying for the trip: Congressional Institute
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:
 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:
is the names of the additional sponsors.
Provide names and titles of ALL House Members <i>and</i> employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):
See Addendum & Attached Invitation List
Is travel being offered to an accompanying family member of the House invitee(s)?
Date of Departure: February 19, 2020 Date of Return: February 21, 2020
a. City of departure: Washington, DC
b. Destination(s): White Sulphurs Springs, WV
c. City of return: Washington, DC
 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 <i>and</i> lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was <i>de minimis</i> under the Committee's travel regulations.
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

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). <i>Indicate agenda is attached by checking box:</i>
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. <i>Not Applicable</i> . Trip sponsor is a U.S. institution of higher education:
12.	For <i>each</i> sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip <i>and</i> its role in organizing and/or conducting the trip: See Addendum
13.	Answer parts a and b. Answer part c if neccessary:
	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:
l4.	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 <i>with regard</i> to congressional participation: If "b" is checked:
	1) Detail the cost <i>per day</i> of meals (approximate cost may be provided): <u>Wed-\$, Thur - \$, Fri- \$</u>
	 Provide the reason for selecting the location of the event or trip: Relative proximity to Washington, DC and capacity to handle a large event.
16	
10.	Name, nightly cost, and reasons for selecting each hotel or other lodging facility: Hotel Name:
	December (a) for Calastina Drovinsky to DC. Availability Converts 9 Facility air-
	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
250151	poyment. Signify that the statement is true by shocking how.

18.	Total	Expenses	for	each	Par	ticipan	ıt:
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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	\$90	\$236	\$138
For each Accompanying Family Member	\$90	\$0	\$111
	Other Expenses (dollar amount per item)	Identify Specific Nature of (e.g., taxi, parking, registra	

For each Member,
Officer, or Employee

Starting Family Member

Other Expenses (dollar amount per item)

Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)

Room Rental

Room Rental

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

19.	CI	ieck	onl	y 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.

Mark Strand
Name: ______
President

Title:

Congressional Institute
Organization:

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

703-837-8812 Telephone:

strand@conginst.org Email:

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



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

February 13, 2020

Ms. Anne Marie Chotvacs Committee on Appropriations 1016 Longworth House Office Building Washington, DC 20515

Dear Ms. Chotvacs:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to White Sulphur Springs, West Virginia, scheduled for February 19 to 21, 2020, sponsored by Congressional Institute. We note that you will not be accepting return transportation expenses from the sponsor.

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

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

Sincerely,

Theodore E. Deutch Chairman

Kenny Marchant Ranking Member

TED/KM:adw



Chiefs of Staff Conference February 19-21, 2020

Wednesday, February 19, 2020

10:00 AM	Bus Departs from Rayburn Horseshoe
2:00 PM	Check-In
3:00-3:05 PM	Welcome Mark Strand, Congressional Institute
3:05-4:05 PM	Lay of the Land David Winston, The Winston Group (invited) Myra Miller, The Winston Group (invited)
4:10-5:30 PM	Congressional Institute Study on Social Media Patrick Ruffini, Echelon Insights (invited)
6:30-9:00 PM	Reception & Dinner Keynote: TBD
8:00 AM	Thursday, February 20, 2020 Breakfast
9:00-10:00 AM	The 2020 Agenda Moderator: Mark Strand Dan Meyer, Office of Minority Leader Bill Hughes, Office of Minority Whip TBD, Office of Republican Conference
10:00-11:00 AM	Working with the White House Moderator: Mark Strand TBD, White House Office of Legislative Affairs

^{**}All invitees are subject to change**

11:00-12:00 PM	Best Ethics Practices Elliot Berke, Berke Farah LLP
12:00-1:30 PM	Lunch: Keynote: Charlie Cook
1:45-2:45 PM	House Administration Committee Changes Moderator: Mark Strand TBD, House Administration Committee
2:45-3:45 PM	A Conservative Perspective on Congressional Reform Moderator: Bruce Patton Jason Pye, Freedom Works Neil Bradley, US Chamber of Commerce John Malcolm, Heritage Foundation
3:45-6:00 PM	Break
6:30-9:00 PM	Reception & Dinner Keynote: Yuval Levin, American Enterprise Institute
	Friday, February 21, 2020
8:00 AM	Breakfast
9:00-11:00 AM	The Effective Congressional Office Manager Mark Horstman, Manager Tools (confirmed)
11:15 AM	Buses Depart for Rayburn House Office Building

House Staff [COS]

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Kevin		Fitzpatrick	Committee on Small Business	Staff Director
Kevin		Fogarty	Office of Rep. King	Chief of Staff
Cameron		Foster	Office of Rep. Hern	Chief of Staff
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Adam		Hewitt	Office of Rep. Davidson	Chief of Staff
Preston		Ī	Office of the Leader	Policy Advisor
Van		Hilleary	Office of Rep. Rose	Chief of Staff
Joan	:	Hillebrands	Office of Rep. Upton	Chief of Staff
Jim		Hippe	Office of Rep. Fleischmann	Chief of Staff
Liz		Hittos	Office of Rep. Bilirakis	Chief of Staff
Ohris		Hixon	Committee on Oversight and Reform	Staff Director
Nate		Hodson	Office of Rep. McMorris	Chief of Staff
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Chief of Staf	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Member Se	Chief of Staff	Chief of Staff	Chlef of Staff	Senior Advi	Chief of Staff	Chief of Staff	Ohlef of Staff	Chief of Staff	Chief of Staff	Staff Director	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Director of F
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Brett	Michael	Adam	Zach	Paul	Allie	Kyle	Robinette	Mij	Natalie	Dave	Joel	David	Charlie	Melissa	Dan	Dave	Micah	Carolyn	Kyle	Allen	Kerry	Joe	Desiree	Jillian	James	B 3	Jason	John

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Roz	Joe	Hunter	Tony	Tim	Michael	Scott	Kelly	Adam	Christopher	Bret	Josh	Deborah	Watt	Moutray	Ghara	Carrie	Dan	Matt	Katie	Bruce	Jonas	Matt	Wade	Megan Bel	James	Vivian	Steve

		y Advisor	#		1	Cloakroom Floor Director		Director			Ţ						•				•						
Chief of Staff	Chlef of Staff	Senior Policy Advisor	Chief of Staff	Chief of Staff	Chief of Staff	Cloakroom F	Chief of Staff	Deputy Staff Director	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Staff Director	Chlef of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chlaf of Staff
Office of Rep. Perry	Office of Rep. Rouzer	Office of the Leader	Office of Rep. Riggleman	Office of Rep. Smith	Office of Rep. Curlis	Office of the Leader	Office of Rep. Flores	Select Committee on the Modernization of Congress	Office of Rep. Graves	Office of Rep. Brooks	Office of Rep. LaHood	Office of Rep. Norman	Office of Rep. Nunes	Office of Rep. Arrington	Office of Rep. Mullin	Office of Rep. Luetkemeyer	Office of Rep. Hice	Committee on Education and Labor	Office of Rep. Shimkus	Office of Rep. Buck	Office of Rep. Marshall	Office of Rep. Pence	Office of Rep. Graves	Office of Rep. Smith	Office of Rep. Meuser	Office of Rep. Barr	Office of Don Consum
Muglia	Murphy	Murry	Natonski	Noonan	Norman	O'Toole	Oehmen	Olson	Peele	Pettitt	Pírang	Piland	Plank	Porter	Priehs	Ramey	Reitz	Renz	Roberts	Robertson	Robertson	Robertson	Roig	Roman	Rooney	Rosado	Dissell
Lauren	Melissa	Luke	Dave	Mary	Corey	Ryan	Jon	Jake	Nancy	Mark	Steve	Mark	Jilian	John	Kayla	Chad	E E	Brandon	Craig	Ritika	Brent	Kyle	Kevin	Mark	Patrick	Mary	Matth

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