Employee Post-Travel Disclosure Form

Ori	ginal		Amend	ment
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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.

	is form and file it with the Clerk of the House, B-81 Cannon House Office Building, within 15 days aft mpleted. Please do not file this form with the Committee on Ethics.	er travel i	S
NO	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: Megan Bel Miller		
2.	a. Name of Accompanying Relative:	OR No	ne 🗹
	b. Relationship to Traveler: Spouse Child Other (specify):		
3.	a. Dates: Departure: February 19, 2020 Return: February 20, 2020		
	b. Dates at Personal Expense, if any:	OR No	one 🗹
4.	Departure City: Washington, DC Destination: Return City: Wash	ington, D	С
5.	Sponsor(s), Who Paid for the Trip: The Congressional Institute		
6.	Describe Meetings and Events Attended: The sessions I attended covered best practices for pursuing	g legislativ	/e
	priorities; social and digital media strategies; management & leadership development; and ethical co	nduct.	
7.	 Attached to this form are each of the following, signify that each item is attached by checking the corre 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 attached 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: I did not attend sessions after Noon on 2/20/20, as I departed the conference time. 	achments	
Ic	ertify that the information contained on this form is true, complete, and correct to the best of my kn	owledge.	
Sig	gnature of Traveler: Date: 3/2/20		
Di:	uthorized this travel in advance. I have determined that all of the expenses listed on the attached <i>Spons sclosure Form</i> were necessary and that the travel was in connection with the employee's official duties are the appearance that the employee is using public office for private gain.	or Post-Tr nd would	avel not
Na	ame of Supervising Member: Steve Scalise Date: 32 20		
Sig	enature of Supervising Member:		

Sponsor Post-Travel Disclosure Form

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V	Original		Amendmen
-	8		

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: Congressional Institute Travel Destination(s): White Sulphur Springs, WV Date of Departure: February 19, 2020 Date of Return: February 20, 2020 4. Name(s) of Traveler(s): 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 Total Lodging Total Meal Total Other Expenses Expenses Expenses Expenses (dollar amount per item and description Traveler \$0.00 \$111.25 \$91.47 \$198.96 - 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 Organization: Congressional Institute I am an officer of the above-named organization. Signify statement is true by checking box: Address: 1700 Diagonal Road #300, Alexandria, VA 22314 Email: strand@conginst.org Telephone: 703-837-8812

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: Megan Bel Miller
	Sponsor(s) who will be paying for the trip: Congressional Institute
3.	Travel Destination(s): The Greenbrier, White Sulphurs Springs, WV
4.	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:
5.	a. Will you be accompanied by a family member at the sponsor's expense? Yes No If yes: One of Accompanying Family Member: Joel Miller(spouse).
	(2) Relationship to Traveler: Spouse Child 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. This retreat affords multiple educational and networking opportunities. Moreover, the Congressional Institute hosts
	numerous briefings on administrative, legislative, and ethics matters affecting Congressional offices and staff.
	As a Chief of Staff, these opportunities are extremely beneficial to helping lead a Congressional office.
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 tra	nereby 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 avel 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 July Date 2120

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: Congressional Institute
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:
4.	Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide are explanation of why the individual was invited (include additional pages if necessary): See Addendum & Attached Invitation List
5.	Is travel being offered to an accompanying family member of the House invitee(s)? Yes No
6.	Date of Departure: February 19, 2020 Date of Return: February 21, 2020
7.	a. City of departure: Washington, DC
	b. Destination(s):
	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: \(\bigcap \) 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.
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). <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 necessary:
	a. Mode of travel: Air Rail Bus Car Other (specify:)
	b. Class of travel: Coach Business First Charter Other (specify:)
	c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:
14.	I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). Signify that the statement is true by checking box:
15.	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 <i>with regard</i> to congressional participation: If "b" is checked:
	1) Detail the cost per day of meals (approximate cost may be provided): Wed-\$43, Thur-\$78, Fri-\$16
	2) 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.	Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
	Hotel Name: The Greenbrier City: White Sulphur Springs, WV Cost Per Night: \$96
	Reason(s) for Selecting: Proximity to DC, Availablity, Security & Facility size
	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.

. Total Expenses for each Participant:					
Actual AmountsGood 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 "Other" Expenses (e.g., taxi, parking, registration fee, etc.)				

Other Expenses (dollar amount per item)

For each Member, Officer, or Employee

For each Accompanying 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. 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	on of higher education.	
20. I certify that I am not a registered federal lobbyist or foreign agent	t for any sponsor of this trip. 🔽	
21. I certify by my signature that the information contained in this fo best of my knowledge.	orm is true, complete, and correct to the	
Signature: Malle Shar	D	
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. Megan Miller Office of the Honorable Steve Scalise 2049 Rayburn House Office Building Washington, DC 20515

Dear Ms. Miller:

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.

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	Rayburn Horseshoe
2:00 PM	Check-In	Colonial Ballroom Foyer
3:00-3:05 PM	Welcome Mark Strand, Congressional Institute	Chesapeake Ballroom
3:05-4:05 PM	Lay of the Land David Winston, The Winston Group Myra Miller, The Winston Group	Chesapeake Ballroom
4:10-5:30 PM	Congressional Institute Study on Social Media Patrick Ruffini, Echelon Insights Kelsey Patten, Echelon Insights	Chesapeake Ballroom
6:30-9:00 PM	Reception & Dinner Keynote: The Honorable Jim Justice, Governor of West Virgini	Colonial Ballroom
	Thursday, February 20, 2020	
8:00 AM	Breakfast	Colonial Ballroom
9:00-10:00 AM	The 2020 Agenda Moderator: Mark Strand Dan Meyer, Office of Minority Leader Bill Hughes, Office of Minority Whip Kara Ahern, House Republican Conference	Chesapeake Ballroom
10:00-11:00 AM	Working with the White House Moderator: Mark Strand Michael McKenna, White House Office of Legislative Affairs	Chesapeake Ballroom

Erin Clark, NRCC	
Lunch Keynote: Charlie Cook, The Cook Political Report	Colonial Ballroom
House Administration Committee Changes Moderator: Mark Strand Tim Monahan, House Administration Committee	Chesapeake Ballroom
A Conservative Perspective on Congressional Reform Moderator: Bruce Patton, Rebuild Congress Initiative Jason Pye, Freedom Works Neil Bradley, US Chamber of Commerce John Malcolm, Heritage Foundation Jake Olson, Select Committee on the Modernization of Congress	Chesapeake Ballroom
Break	
Reception & Dinner Keynote: Yuval Levin, American Enterprise Institute	Colonial Ballroom
Friday, February 21, 2020	
Breakfast	Colonial Ballroom
The Effective Congressional Office Manager Mark Horstman, Manager Tools	Chesapeake Ballroom
Buses Depart for Rayburn House Office Building	Hotel Lobby Entrance
	Lunch Keynote: Charlie Cook, The Cook Political Report House Administration Committee Changes Moderator: Mark Strand Tim Monahan, House Administration Committee A Conservative Perspective on Congressional Reform Moderator: Bruce Patton, Rebuild Congress Initiative Jason Pye, Freedom Works Neil Bradley, US Chamber of Commerce John Malcolm, Heritage Foundation Jake Olson, Select Committee on the Modernization of Congress Break Reception & Dinner Keynote: Yuval Levin, American Enterprise Institute Friday, February 21, 2020 Breakfast The Effective Congressional Office Manager Mark Horstman, Manager Tools

COS - House Staff

First Name	Last Name	Institution	Job Title
Robert	Adkerson	Office of Rep. Loudermilk	Chief of Staff
Jeremy	Adler	House Republican Conference	Communications Director
Kara	Ahern	House Republican Conference	Chief of Staff
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Kathee	Facchiano	Office of Rep. Higgins	Chief of Staff
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Joan	Hillebrands	Office of Rep. Upton	Chief of Staff
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Liz	Hittos	Office of Rep. Bilirakis	Chief of Staff
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Michael	Hough	Office of Rep. Mooney	Chief of Staff
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Desiree	Koetzle	Office of Rep. Stauber	Chief of Staff
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RJ	Laukitis	Office of Rep. Walberg	Chief of Staff

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Roz	Leighton	Office of Rep. Armstrong	Chief of Staff
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Hunter	Lipscomb	Office of Rep. Palazzo	Chief of Staff
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Christopher	Maneval	Office of Rep. Emmer	Chief of Staff
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Moutray	Mclaren	Office of Rep. Timmons	Chief of Staff
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Matt	Meyer	Office of Rep. Roe	Chief of Staff
Dan	Meyer	Office of the Leader	Chief of Staff
Katie	Meyer	Office of the Leader	Senior Policy Advisor
Carson	Middleton	Office of Rep. Foxx	Deputy Chief of Staff
Bruce	Miller	Office of Rep. Amodei	Chief of Staff
Matt	Miller	Office of Rep. Cline	Chief of Staff
Megan Bel	Miller	Office of Rep. Scalise	Chief of Staff
Wade	Miller	Office of Rep. Roy	Chief of Staff
James	Min	Office of the Leader	Deputy Chief of Staff & Counsel
Annie	Minkler	Office of the Whip	Deputy Floor Director

Jack	Minor	Office of Rep. Walker	Chief of Staff
Vivian	Moeglein	Office of Rep. Westerman	Chief of Staff
Steve	Moffitt	Office of Rep. Murphy	Chief of Staff
Tim	Monahan	Committee on House Administration	Director of Oversight
Lauren	Muglia	Office of Rep. Perry	Chief of Staff
Melissa	Murphy	Office of Rep. Rouzer	Chief of Staff
Luke	Murry	Office of the Leader	Senior Policy Advisor
Ben	Napier	Office of the Whip	Director of Floor Operations
Dave	Natonski	Office of Rep. Riggleman	Chief of Staff
Mary	Noonan	Office of Rep. Smith (NJ)	Chief of Staff
Corey	Norman	Office of Rep. Curtis	Chief of Staff
Ryan	O'Toole	Office of the Leader	Cloakroom Floor Director
Jon	Oehmen	Office of Rep. Flores	Chief of Staff
Jake	Olson	Select Committee on the Modernization of Congress	Deputy Staff Director
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Mark	Pettitt	Office of Rep. Brooks (AL)	Chief of Staff
Steve	Pfrang	Office of Rep. LaHood	Chief of Staff
Mark	Piland	Office of Rep. Norman	Chief of Staff
Jilian	Plank	Office of Rep. Nunes	Chief of Staff
John	Porter	Office of Rep. Arrington	Chief of Staff
Megan	Porter	House Republican Conference	Member Services Assistant
Kayla	Priehs	Office of Rep. Mullin	Chief of Staff
Chad	Ramey	Office of Rep. Luetkemeyer	Chief of Staff
Marty	Reiser	Office of the Whip	Deputy Policy Director
Bart	Reising	Office of the Whip	Director of Member Services
Tim	Reitz	Office of Rep. Hice	Chief of Staff
Becky	Relic	Committee on Budget	Staff Director
Brandon	Renz	Committee on Education and Labor	Staff Director

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Brent	Robertson	Office of Rep. Marshall	Chief of Staff
Kyle	Robertson	Office of Rep. Pence	Chief of Staff
Ritika	Robertson	Office of Rep. Buck	Chief of Staff
Jamie	Robinette	Office of Rep. Spano	Chief of Staff
Kevin	Roig	Office of Rep. Graves (LA)	Chief of Staff
Mark	Roman	Office of Rep. Smith (MO)	Chief of Staff
Patrick	Rooney	Office of Rep. Meuser	Chief of Staff
Mary	Rosado	Office of Rep. Barr	Chief of Staff
Matthew	Russell	Office of Rep. Conaway	Chief of Staff
David	Russell	Office of Rep. Moolenaar	Deputy Chief of Staff
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Megan	Savage	Office of Rep. Brooks (IN)	Chief of Staff
Matt	Schertz	Committee on Agriculture	Staff Director
Robert	Schroeder	Office of Rep. Carter (TX)	Deputy Chief of Staff
Michael	Seeds	Office of Rep. Thomberry	Chief of Staff
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Jeremy	Shoemaker	Office of Rep. Joyce (PA)	Chief of Staff
Jonah	Shumate	Office of Rep. Crawford	Chief of Staff
Stephen	Siao	Office of Rep. Green	Chief of Staff
Matthew	Simon	Office of Rep. Lesko	Chief of Staff
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Lindsay	Slater	Office of Rep. Simpson	Chief of Staff
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William	Smith	Office of Rep. Palmer	Chief of Staff

Caleb	Smith	Office of the Leader	Digital Communications Director
Mike	Smullen	Office of Rep. Johnson (OH)	Chief of Staff
John	Sobel	Office of Rep. Cook	Chief of Staff
David	Sours	Office of Rep. Ferguson	Chief of Staff
Allen	Souza	Permanent Select Committee on Intelligence	Staff Director
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Matt	Sparks	Office of the Leader	Head of Communications
Brittan	Specht	Office of the Leader	Senior Policy Advisor
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Matthew	Stroia	Office of Rep. Kelly (PA)	Chief of Staff
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Rick	Terrazas	Office of Rep. Hunter	Chief of Staff
Brian	Thomas	Office of Rep. Marchant	Chief of Staff
Tyler	Threadgill	Office of Rep. Kustoff	Chief of Staff
Jon	Towers	Committee on Veterans' Affairs	Staff Director
Chris	Tudor	Office of Rep. McClintock	Chief of Staff
Tom	Van Flein	Office of Rep. Gosar	Chief of Staff
Richard	Vaughn	Office of Rep. DesJarlais	Chief of Staff
Ted	Verrill	Office of Rep. Abraham	Chief of Staff
Rachel	Vervelde	Office of Rep. Grothman	Chief of Staff
Chris	Vieson	Committee on Homeland Security	Staff Director
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Jennifer	Watson	Office of Rep. Rice	Chief of Staff
Drew	Wayne	Office of Rep. Reed	Chief of Staff
Austin	Weatherford	Office of Rep. Kinzinger	Chief of Staff
Courtney	Whetstone	Office of Rep. Stivers	Chief of Staff
Clay	White	Office of Rep. Stewart	Chief of Staff
Devin	Wiser	Office of Rep. Bishop	Chief of Staff
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