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.

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: Matthew Bisenius 2. a. Name of Accompanying Relative: $\underline{\text{Megan Bisenius}}$ b. Relationship to Traveler: Spouse Child Other (specify): _ Return: 2/21/20 3. a. **Dates:** Departure: 2/19/20 b. Dates at Personal Expense, if any: ____ OR None 4. Departure City: Washington DC ____ Destination: White Sulphur Springs Return City: Washington DC Congressional Institute 5. Sponsor(s), Who Paid for the Trip: 6. Describe Meetings and Events Attended: Attended sessions on working with leadership and the administration, ethic management best practices, and improving the operations of a congressional office 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. \square page 2 of the completed *Traveler Form* submitted by the employee; *and* d. \square 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: __ I certify that the information contained on this form is true, complete, and correct to the best of my knowledge. Signature of Traveler: ____ Date: 3/3/2020 I authorized this trayel 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: F. James Somenbrenner, Jr. Date: 3/3/2020

Signature of Supervising Member:

Sponsor Post-Travel Disclosure Form

	Original	2000		-
B	Original	<u></u>	Amer	idmen

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.

	10	id for the trip: Congress			
2.	Travel Destination	(s): White Sulphur Sprin	igs, WV		
3.		February 19, 2020	Date of	Return: February 2	1, 2020
		er(s): See Attached List			
_	Note: You may list	more than one traveler o	on a form only if <i>all</i> ir	iformation is <i>identica</i>	<i>l</i> for each person listed.
5.	Actual amount of	expenses paid on behalf	of, or reimbursed to,	each individual name	d in Question 4:
		Total Transportation	Total Lodging	Total Meal	Total Other Expenses
	Gr. 1	Expenses	Expenses	Expenses	(dollar amount per item and description
	Traveler	\$0.00	\$222.50	\$144.77	\$397.91 - Room Rental
	Accompanying Family Member	\$0.00	\$0.00	\$118.69	\$397.91 - Room Rental
6.	All expenses conne statement is true by	ected to the trip were for a checking box:	actual costs incurred	and not a per diem or	lump sum payment. Signify
I cer	tify that the/inforr	nation contained in this	form is true, comple	te, and correct to the	hast of my Irnaryla I
	AV.I	/A-/	,		
Sign	ature: Mark	Shin	·	Date:_Fe	bruary 27, 2020
Nam	ne: Mark Strand			Title: Pre	esident
Orga	inization: Congres	ssional Institute			
I am	an officer of the ab	ove-named organization	ı. Signify statement is	s true by checking box	: V
		al Road #300, Alexandria			

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: Matthew Bisenius
2.	. Sponsor(s) who will be paying for the trip: Congressional Institute
3.	City and State OR Foreign Country of Travel: White Sulpher Springs, WV
4.	a. Date of Departure: 2/19/2020 Date of Return: 2/21/2020
	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: (1) Name of Accompanying Family Member: Megan Bisenius
	(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)?
	b. If yes, and you are requesting lodging for two nights, explain why the second night is warranted:
	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.
	As the Congressman's Chief of Staff, I will participate in programs regarding management ideas, best
	practices, ethics, and advancing the Congressman's priorities
€.	Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip?
10.	For staff travelers, to be completed by your employing Member:
	ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL
ra	ereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my ect supervision, to accept expenses for the trip described in this request. I have determined that the above-described vel 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.
ug:	nature of Employing Member Westerbeau Date 1/16/2020

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

1.	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			
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 fund 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:			
•	Provide names and titles of ALL House Members <i>and</i> employees you are inviting. For each House invitee, provide a 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 Sulphur 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			
	o. 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.			
	Check only one of the following: a. I checked 8(a) or (b) above:			
	. 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: \(\bigcap \) OR			
	d. I checked 8(c) above and am offering lodging and meals for two nights: If you checked this box, explain why th 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 o 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:
14.	I represent that the expenditures related to local area travel during the trip will be unrelated to personal or
	the fiviles of the fivilee(s). Signify that the statement is true by checking box.
13.	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 <i>per day</i> 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
	Reason(s) for Selecting Proximity to DC. Availability Security & Facility
	Hotel Name: City: Cost Per Night:
	Reason(s) for Selecting: Cost Per Night: Hotel Name:
	Hotel Name: City: Cost Per Night:
	Reason(s) for Selecting: Cost Per Night:
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:

18. Total Expenses for each Participant	18.	Total Expenses	for each	Participant
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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 "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	\$467	Room Rental
For each Accompanying Family Member	\$467	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:

- b. Not Applicable. Trip sponsor is an individual or a U.S. institution of higher education. \square
- 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.

Name:

President Title:

Organization: Congressional Institute

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

703-837-8812 Telephone: ___

Email: strand@conginst.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.

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

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

L.	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				
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:				
•	Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide a 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)? Yes No				
	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 and lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was de minimis under the Committee's travel regulations.				
	Check only one of the following: a. I checked 8(a) or (b) above:				
Ì	o. 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:
	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
12	
13.	Answer parts a and b. Answer part c if neccessary:
	a. Mode of travel: Air Rail Bus Car Other (specify:)
	or state of traver. Coach P Dushless Prist 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): 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: 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. J	I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. Signify that the statement is true by checking box:

18. 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	\$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.)
For each Member, * Officer, or Employee	\$467	Room Rental
For each Accompanying Family Member	\$467	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:
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- a. I certify that I am an officer of the organization listed below: I OR
- b. Not Applicable. Trip sponsor is an individual or a U.S. institution of higher education.
- 20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. 🗹

21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge. 1/10/2020 Signature: 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 Rateliffe, 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

Mr. Matthew Bisenius Office of the Honorable F. James Sensenbrenner 2449 Rayburn House Office Building Washington, DC 20515

Dear Mr. Bisenius:

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 Virginia	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

11:00-12:00 PM	Best Ethics Practices Elliot Berke, Berke Farah LLP Erin Clark, NRCC	Chesapeake Ballroom
12:00-1:30 PM	Lunch Keynote: Charlie Cook, The Cook Political Report	Colonial Ballroom
1:45-2:45 PM	House Administration Committee Changes Moderator: Mark Strand Tim Monahan, House Administration Committee	Chesapeake Ballroom
2:45-3:45 PM	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 Baliroom
3:45-6:00 PM	Break	
6:30-9:00 PM	Reception & Dinner Keynote: Yuval Levin, American Enterprise Institute	Colonial Ballroom
	Friday, February 21, 2020	
8:00 AM	Breakfast	Colonial Ballroom
9:00-11:00 AM	The Effective Congressional Office Manager Mark Horstman, Manager Tools	Chesapeake Ballroom
11:15 AM	Buses Depart for Rayburn House Office Building	Hotel Lobby Entrance

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
MIKe	Albares	Office of Rep. Roby	Chier of Staff
Anna T.	Alburger	Office of Rep. Joyce (OH)	Chief of Staff
LNC	Amidon	Office of Rep. Zeldin	Chief of Staff
Dale	Anderson	Office of Rep. Lamborn	Chief of Staff
Faylor	Andreae	Office of Rep. Gallagher	Chief of Staff
Gary •	Andres	Committee on Ways and Means	Staff Director
uon	Anzur	Office of Rep. Keller	Chief of Staff
Heyn	Archer	Office of Rep. Fortenberry	Chief of Staff
Eliza	Baker	Office of Rep. Crenshaw	Chief of Staff
Tim	Baker	Office of Rep. Allen	Chief of Staff
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Stacy	Barton	Office of Rep. Chabot	Chief of Staff
Clifford	Bayer	Office of Rep. Fulcher	Chief of Staff
Mark	Bednar	Office of the Leader	Communications
Brendan	Belair	Committee on Judiciary	Staff Director
Josh	Bell sections and the section of the	Office of Rep. Estes	Chief of Staff
Brooke	Bennett	Office of Rep, Hill	Chiet of Staff
Eric	Bergren	Office of Rep. Guthrie	Chief of Staff
	Bien	Office of the Leader	Deputy Director of Floor Operations
Matt	Bisenius	Office of Rep. Sensenbrenner	Chief of Staff
Alex	Blair	Office of Rep. Steube	Chief of Staff
Mike	Bloomquist	Committee on Energy and Commerce	Staff Director
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Lorissa	Bounds	Office of Rep. Walden	Chief of Staff
Casey	Bowman	Office of Rep. Herrera	Chief of Staff
Parish	Braden	Committee on Natural Recourses	Chat Dirotta
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Matthew	Brannan		
Chris	ָּהָבָּ בַּ	Office of Rep. Thompson	Chief of Staff
	BIINSON	Office of Rep. Rogers (AL)	Chief of Staff
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Chris	Carter	Office of Rep. Hudson	Chief of Staff
Jessica	Carter	Office of Rep. Roonev	Chief of Staff
Caroline	Cash	Office of Rep. Comer	Chief of Staff
Micah	Cavanaugh	Office of Rep. Wright	Chief of Staff
Anne Marie	Chotvacs	Committee on Appropriations	Staff Director
Andrew	Christianson	Office of Rep. Johnson (SD)	Chief of Staff
Michael	Comer	Office of the Whip	Digital Director
Chris	Connelly	Office of Rep. Hartzler	Chief of Staff
Derick	Corbett	Office of Rep. Woodall	Chief of Staff
Stephen	Cote	Committee on Financial Services	Staff Director
Ben	Couhig	Office of Rep. Babin	Chief of Staff
Chris	. 4		Chief of Staff

Mike	Dankler	Office of Rep. Walorski	Ohiof of Otalf
David	Davis	Office of Ben Brady	Opiat at Oct
Jonathan		Office of Day Wiles	Giller Orall
Pamela) S	Office of Dept. Wilson	Chief of Staff
James		Once of hep. Young	Chief of Staff
Chris	Decker 7.5	Office of Rep. Burgess	Chief of Staff
2	DelBeccaro	Office of Rep. McCaul	Chief of Staff
don 	Dewitte	Office of Rep. Huizenga	Chief of Staff
Monica	Didluk	Office of Rep. Smith (NE)	Chief of Staff
Lonnie	Dietz	Office of Rep. Taylor	Chief of Staff
Kainerina Kain	Dimenstein	Office of Rep. Schweikert	Chief of Staff
∧eliy F	Dixon	Committee on Rules	Staff Director
Emily	Domenech	Office of the Leader	Senior Policy Advisor
Chris	Donesa	Committee on Ethics	Counsel to Kenny Marchant
kiattiew I-L	Donnellan	Offlice of Rep. Miller	Chief of Staff
Jonn	Donnelly	Offlice of Rep. Graves (GA)	Chief of Staff
JOILDAN	Downs	Office of Rep. Guest	- Chief of Staff
Wark	Dreiling	Office of Rep. Bacon	Chief of Staff
JOHN	Drzewicki	House Republican Conference	Policy Director
	Dunham	Office of the Leader	Deputy Chief of Staff for Policy
John	Dutton	Office of Rep. Harris	Chief of Staff
Kevin ,	Eichinger	Office of Rep. Jordan	Chief of Staff
daryn	Emhof	Office of Rep. Webster	Chilef of Staff
	Engling	Office of the Leader	Deputy Member Services Director
Laura	Engquist ,	Office of Rep. Balderson	Denlify Chief of Staff
John	Etue	Office of Rep. Williams	Chief of Staff
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John	Ferland	Office of Rep. Massie	Chief of Staff
Lauren	Fine	Office of the Whip	Communications Director
Kevin	Fitzpatrick	Committee on Small Business	Staff Director
Paul	Fitzpatrick	Office of Rep. Meadows	Chief of Staff
Kevin	Fogarty	Office of Rep. King (NY)	Chief of Staff
Cameron	Foster	Office of Rep. Hem	Chief of Staff
Laura	Fullerton	Committee on Foreign Affairs	Deputy Staff Director
Steven	Gialer	Office of the Leader	Senior Policy Advisor
Cesar MRRANISACIONE AND	Gonzalez	Office of Rep. Diaz-Balart	Chief of Staff
Ellen	Gosnell	Office of the Whip	Director of Operations & Scheduler
Josh	Green	Office of Rep. Tipton	Chief of Staff
Michael	Grider	Office of Rep. Burchett	Chief of Staff
Drew	Griffin	Office of Rep. Latta	Chief of Staff
Josh	Grogis	Office of Rep. Cole	Ohief of Staff
Hillary	Gross	Office of Rep. Gibbs	Chief of Staff
Connie	Hair	Office of Rep. Gohmert	Ohief of Staff
Marty	Hall	Select Committee on the Climate Crisis	Staff Director
Mike	Hamilton	Office of Rep. McKinley	Chief of Staff
Aaron	Harrís		Chief of Staff
Tyler [*]	Haymore		Chief of Staff
Hayden	Haynes	on (LA)	Chief of Staff
Ü	Heggern	Office of Rep. Gianforte	Chief of Staff
Patrick	Hester		Chief of Staff
	Немін	Office of Rep. Davidson	Chief of Staff
Preston			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
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	Hough	Office of Rep. Mooney	Chief of Staff	
	Howard	Office of Rep, Turner	Chief of Staff	
	Howell	Office of Rep. Kelly (MS)	Chief of Staff	
	Howell	Office of Rep. Katko	Chief of Staff	
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	Jackson	Office of Rep. Bucshon	Chief of Staff	
	Johnsen	Office of Rep. Rogers (KY)	Chief of Staff	
	Joice	Office of Rep. Watkins	Chief of Staff	
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	King	Office of Rep. Wittman	Chief of Staff	
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t Chief of Staff	F Director of Floor Operations					(HO)		th Chief of Staff		er Chief of Staff			Chief of Staff				G.			Senior Policy Advisor	Deputy Chief of Staff		Chief of Staff	Chief of Staff	Deputy Chief of Staff & Counsel
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Milk		Office of Rep. Rouzer	Chief of Staff
Murry		Office of the Leader	Senior Policy Advisor
Napier		Office of the Whip	Director of Floor Operations
Nate		Office of Rep. Riggleman	Chief of Staff
Noonan		Office of Rep. Smith (NJ)	Chief of Staff
Norman		Office of Rep. Curtis	Chief of Staff
OToole		Office of the Leader	Gloakroom Floor Director
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Olson.		Select Committee on the Modernization of Congress	Deputy Staff Director
Peele		Office of Rep. Graves (MO)	Chief of Staff
Pettitt		Office of Rep. Brooks (AL)	Chief of Staff
Pfrang		Office of Rep. LaHood	Chief of Staff
Piland		Office of Rep, Norman	Chief of Staff
Plan		Office of Rep. Nunes	Chief of Staff
Porter		Office of Rep. Arrington	Chief of Staff
Porter		House Republican Conference	Member Services Assistant
Priehs		Office of Rep. Mullin	Chief of Staff
Ramey		Office of Rep. Luetkemeyer	Chief of Staff
Reiser		Office of the Whip.	Deputy Policy Director
Reising		Office of the Whip	Director of Member Services
Reitz	Office	Office of Rep. Hice	Chief of Staff
Relic	Comm	Committee on Budget	Staff Director
Renz	Comm	Committee on Education and Labor	Staff Director

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Office of the Leader	Office of Rep. Johnson (OH)	Office of Rep. Cook	Office of Rep. Ferguson	Permanent Select Committee on Intelligence	Office of Rep. LaMalfa	Office of the Leader	Office of the Leader	Office of Rep. King (IA)	Office of Rep. Kelly (PA)	Office of Rep. Hagedorn	Office of Rep. Hunter	Office of Rep. Marchant	Office of Rep. Kustoff	Committee on Veterans' Affairs	Office of Rep. McClintock	Office of Rep. Gosar	Office of Rep. DesJarlais	Office of Rep. Abraham	Office of Rep. Grothman	Committee on Homeland Security	Office of Rep. Womack	Office of Rep. Rice	Office of Rep. Reed	Office of Rep. Kinzinger	Office of Rep. Stivers	Office of Rep. Stewart	Office of Rep. Bishop	Office of Rep. Radewagen
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PRIMARY TRIP SPONSOR FORM ADDENDUM

Question 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 invitation list. This Congressional Institute sponsored retreat focuses on the important role of the Chief of Staff in congressional offices. Therefore, the invitation to this retreat is being extended to Chiefs of Staff in House and Senate Majority personal offices, the Staff Director in House and Senate Majority committee offices as well as select leadership staff.

Question 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 purpose of the Congressional Institute (a 501(c)4 organization) is to promote public education about Congress and to hold educational conferences for Members of Congress, staff and others. The Congressional Institute is the sole organizer and conductor of this event. This retreat is designed to strengthen professional relationships among Chiefs of Staff, senior leadership and committee staff, educate them on policy issues and best practices, and encourage the exchange of ideas with colleagues.

Question 18: Total expenses for each participant:

The estimated lodging rate and per participant food/refreshment expense figure for this event (and provided on this form) do not include the separate costs to the Congressional Institute to rent conference/banquet space large enough to accommodate this large event with appropriate security and audio/visual capabilities necessary to conduct our program. Dividing these conference and facility rental costs by the number of participants estimated to attend this event, the estimated figure would be \$467 as disclosed on the sponsor form.



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 Thursday, February 20, 2020
8:00 AM	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 Breakfast
9:00-11:00 AM	The Effective Congressional Office Manager Mark Hørstman, Manager Tools (confirmed)
11:15 AM	Buses Depart for Rayburn House Office Building

House Staff [COS]

	Last Name	Institution	Job Title
	Adkerson	Office of Rep. Loudermilk	Chief of Staff
Jeremy	Adler	House Republican Conference	Communications Director
	Ahern	House Republican Conference	Chief of Staff
	Albares	Office of Rep. Roby	Chief of Staff
	Alburger	Office of Rep. Joyce	Chief of Staff
	Amidon	Office of Rep. Zeldin	Chief of Staff
	Anderson	Office of Rep. Lamborn	Chief of Staff
	Andreae	Office of Rep. Gallagher	Chief of Staff
	Andres	Committee on Ways and Means	Staff Director
John	Anzur	Office of Rep. Keller	Chief of Staff
	Archer	Offlice of Rep. Fortenberry	Chief of Staff
	Baker	Office of Rep, Allen	Chief of Staff
	Baker	Office of Rep. Crenshaw	Chief of Staff
	Barnes	Office of Rep. Bishop	Chief of Staff
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	Bayer	Office of Rep. Fulcher	Chief of Staff
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Brendan	Belair	Committee on Judiciary	Staff Director
	Bell	Office of Rep. Estes	Chief of Staff
	Bell	Office of Rep. Rogers	Onief of Staff
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	Bergren	Office of Rep. Guthrie	Chief of Staff
	Bien	Office of the Leader	Deputy Director of Floor Operations
	Bisenius	Office of Rep. Sensenbrenner	Chief of Staff
	Blair	Office of Rep. Steube	Chief of Staff
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	Bonnaure	Office of Rep. Reschenthaler	Chief of Staff
	Boothe	House Republican Conference	Member Services Director
	Bounds	Office of Rep. Walden	Chief of Staff
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	Braden	Committee on Natural Resources	Staff Director
entative enterior in the control of	Bradley	Office of Rep. Rutherford	Chief of Staff
	Brennan	Office of Rep. Thompson	Chief of Staff
	Brinson	Office of Rep. Rogers	Chief of Staff
	Brooks	Office of Rep. Wenstrup	Chief of Staff
Security Space Spa	Burns	Office of Rep. Posey	Chief of Staff
	Butler	Office of Rep. McHenry	Chiet of Staff
	Byers	Office of Rep. Hurd	Chief of Staff
	Calhoun	Office of Rep. Yoho	Chief of Staff
	Carlough	Office of Rep. Byrne	Chief of Staff
	Carmack	Office of Rep. Ratoliffe	Chief of Staff
	Carney	Office of Rep. Steil	Chief of Staff
	Carr	Office of the Leader	General Counsel
	Carter	Office of Rep. Hudson	Chief of Staff
	Carter	Office of Rep. Rooney	Chief of Staff
	Cash	Office of Rep. Comer	Chief of Staff
	Cavanaugh	Office of Rep. Wright	Chiel of Staff
	Chotvacs	Committee on Appropriations	Staff Director
	Christianson	Office of Rep. Johnson	Chief of Staff
	Connelly	Office of Rep. Hartzler	Chief of Staff
	Corbett	Office of Rep. Woodall	Chief of Staff
	Cote	Committee on Financial Services	Staff Director
	Gouhig	Office of Rep. Babin	Chiet of Staff
Ohris	Crawford	Office of Rep. Carter	Chief of Staff

Mike	Dankler	Office of Rep. Walorski	Chief of Staff
David	Davis	Office of Rep. Brady	Chief of Staff
Jonathan	Day	Office of Rep. Wilson	Chief of Staff
Pamela	Day	Office of Rep. Young	Chief of Staff
James	Decker	Office of Rep, Burgess	Chief of Staff
Chris	DelBeccaro	Office of Rep. McCaul	Chief of Staff
Joh	Dewitte	Office of Rep. Huizenga	Chief of Staff
Monica	Didiuk	Office of Rep. Smith	Chief of Staff
Lonnie	· Dietz	Office of Rep. Taylor	Chief of Staff
Katherina	Dimenstein	Office of Rep. Schweikert	Chief of Staff
Kelly	Dixon	Committee on Rules	Staff Director
Chris	Donesa	Committee on Ethics	Counsel to Kenny Marchant
Matthew	Donnellan	Office of Rep. Miller	Chief of Staff
John	Donnelly	Office of Rep. Graves	Chief of Staff
Jordan	· Downs	Office of Rep. Guest	Chief of Staff
Mark	Dreiling	Office of Rep. Bacon	Chief of Staff
John	Drzewicki	House Republican Conference	Policy Director
WIII	Dunham	Office of the Leader	Deputy Chief of Staff for Policy
John	Dutton	Office of Rep. Harris	Chiet of Staff
Kevin	Eichinger	Office of Rep. Jordan	Chief of Staff
Jaryn	Emhof	Office of Rep. Webster	Chief of Staff
Max	Engling	Office of the Leader	Deputy Member Services Director
John	Etue	Office of Rep. Williams	Chief of Staff
Michele	Exner	Office of the Leader	Communications Director
Kathee	Facchiano	Office of Rep. Higgins	Chief of Staff
Greg	Facchiano	Office of Rep. Smucker	Chief of Staff
John	Ferland	Office of Rep. Massie	Ohief of Staff
Lauren	Fine	Office of the Whip	Communications Director
Paul	Fitzpatrick	Office of Rep. Meadows	Chief of Staff

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Committee on Small Business	Office of Rep. King	Office of Rep. Hern	Office of Rep. Balderson	Office of the Leader	Office of Rep. Lucas	Office of Rep. Diaz-Balart	Office of the Whip	Office of Rep. Tipton	Office of Rep. Burchett	Office of Rep. Latta	Office of Rep. Cole	Office of Rep. Gibbs	Office of Rep. Gohmert	Select Committee on the Climate Crisis	Office of Rep. McKinley	Office of Rep. Gooden	Office of Rep. Budd	Office of Rep. Johnson	Office of Rep. Gianforte	Office of Rep. Stefanik	Office of Rep. Davidson	Office of the Leader	Office of Rep. Rose	Office of Rep. Upton	Office of Rep. Fleischmann	Office of Rep. Bilirakis	Committee on Oversight and R	
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Brott	Horton	Office of the Whip	Chief of Staff
Michael	Hough	Office of Rep. Mooney	Chief of Staff
Adam	Howard	Office of Rep. Turner	Chief of Staff
Zach	Howell	Office of Rep. Katko	Chief of Staff
Paul	Howell	Office of Rep. Kelly	Chief of Staff
	Hughes	Office of the Whip	Policy Director
Alle	Humes	Office of the Leader	Member Services Coordinator
Kyle appropriate the control of the	Jackson	Office of Rep. Bucshon	Chief of Staff
Robinette	Jamie	Office of Rep. Spano	Chief of Staff
Jim	Joice	Office of Rep. Watkins	Chief of Staff
Natalie	Joyce	Office of the Leader	Senior Advisor and Head of Strategy
Dave	Karvelas	Office of Rep. Buchanan	Chief of Staff
Joel	Katz	Office of Rep. Collins	Chiet of Staff
David	Keller	Office of Rep. Banks	Chief of Staff
Charlie	Kellar	Office of Rep. Wagner	Chiet of Staff
Melissa	Kelly	Office of Rep. Olson	Chief of Staff
Dave	Kennett	Office of Rep. Calvert	Chief of Staff
Micah	Ketchel	Office of Rep. Waltz	Chief of Staff
Carolyn	King	Office of Rep. Wittman	Chief of Staff
Kyle	Kizzier	Office of Rep. Mitchell	Chief of Staff
Allen	Klump	Office of Rep. Duncan	Chief of Staff
Kerry	Knott	Office of Rep. Aderholt	Chief of Staff
Joe	Knowles	Office of Rep. Fitzpatrick	Chief of Staff
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Jilian	Lane-Wyant	Office of Rep. Gaetz	Chief of Staff
James	Langenderfer	Office of Rep. Mast	Chief of Staff
R	Laukitis	Office of Rep. Walberg	Chief of Staff
Jason	Lawrence	Office of Rep. Scott	Chief of Staff
John	Leganski	Office of the Leader	Director of Floor Operations

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	Staff Director		Chief of Staff	Chief of Otott	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Senior Policy Advisor	Deputy Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Deputy Chief of Staff & Counsel	
Office of Rep. Armstrong	Office of Rep. Long	Office of Rep. Palazzo	Office of Rep. Bergman	Office of Rep. Gonzalez	Office of Rep. Dunn	Office of Rep. Walker	Office of Rep. Griffith	Office of Rep. Cloud	Office of Rep. Emmer	Office of Rep. Davis	Committee on Science, Space, and	Technology Office of Day Diseas	Office of Ren Bost	Office of Ben Timmons	Office of Rep. Weber	Office of Rep. Newhouse	Office of the Leader	Offlice of Rep. Roe	Office of the Leader	Office of Rep. Foxx	Office of Rep. Amodei	Office of Rep. Carter	Office of Rep. Cline	Office of Rep. Roy	Office of Rep. Scalise	Office of the Leader	
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