Employee Post-Travel Disclosure Form

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M	Original		Amendmen
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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.

COI	npleted. Please do not file this form with the Committee on Ethics.
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: Jenifer Nawrocki Bradley
2.	a. Name of Accompanying Relative: Paul Bradley OR None
	b. Relationship to Traveler: 🗷 Spouse 🔲 Child 🔲 Other (specify):
3.	a. Dates: Departure: 2/1920 Return: 2/21/20
	b. Dates at Personal Expense, if any: OR None
4.	Departure City: Washington, DC Destination: White Sulfur Springs Return City: Washington, DC
5.	Sponsor(s), Who Paid for the Trip: Congressional Institute
6.	Describe Meetings and Events Attended: Professional development lectures, Ethics training, briefings from House
	Leadership and White House on upcoming calendar and policy priorities
8.	b. If not, explain: the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and the Grantmaking or Non-Grantmaking Sponsor Forms; c. page 2 of the completed Traveler Form submitted by the employee; and d. the letter from the Committee on Ethics approving my participation on this trip. 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:
Sig I au <i>Dis</i> cre	nature of Traveler: The probability of the expenses listed on the attached Sponsor Post-Travel sclosure Form were necessary and that the travel was in connection with the employee's official duties and would not atte the appearance that the employee is using public office for private gain. The probability of the expenses listed on the attached Sponsor Post-Travel was in connection with the employee's official duties and would not attend the appearance that the employee is using public office for private gain. The probability of the expenses listed on the attached Sponsor Post-Travel was in connection with the employee's official duties and would not attend appearance that the employee is using public office for private gain.
Sig	nature of Supervising Member:

Version date 12/2018 by Committee on Ethics

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.

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: 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. 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 \$222.50 \$144.77 \$397.91 - Room Rental Accompanying \$0.00 \$0.00 \$118.69 \$397.91 - Room Rental 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: 1700 Diagonal Road #300, Alexandria, VA 22314 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

3. Travel	or(s) who will be paying for the trip: Congressional Institute Destination(s): White Sulphur Springs, WV te of Departure: Date of Return: 2/21/19 Il you be extending the trip at your personal expense? Yes No
	te of Departure: 2/19/19 Date of Return: 2/21/19 Il you be extending the trip at your personal expense? Yes No
	te of Departure: 2/19/19 Date of Return: 2/21/19 Il you be extending the trip at your personal expense? Yes No
	ll you be extending the trip at your personal expense? Yes No
	and The Land of the control of
If y	yes, list dates at personal expense:
	ll you be accompanied by a family member at the sponsor's expense? Yes No If yes:
(1)	Name of Accompanying Family Member: Paul Bradley
(2)	Relationship to Traveler: Spouse Child Other (specify):
(3)	Accompanying Family Member is at least 18 years of age: Yes No
	d the trip sponsor answer "Yes" to Question 8(c) on the <i>Primary Trip Sponsor Form</i> (i.e., travel is sponsored by a tity that employs a registered federal lobbyist or a foreign agent)? Yes No
b. If y	ves, and you are requesting lodging for two nights, explain why the second night is warranted:
sponse NOTE: which t	ry Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing or forms: Yes No The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in the traveler will be participating. In why participation in the trip is connected to the traveler's individual official or representational duties. Staff
shoule	d include their job title and how the activities on the itinerary relate to their duties.
	e Chief of Staff, the sessions provide important discussions on working with the White House, professional developement
for ma	anaging an office, and potential changes to the administrative fuctions of the House. Importantly, one session will talk about
the Ho	ouse schedule ahead for the rest of the session.
requ	e traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, testing, or arranging the trip? Yes No Staff travelers, to be completed by your employing Member:
	ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL
direct suj travel is i	authorize the individual named above, an employee of the U.S. House of Representatives who works under my pervision, to accept expenses for the trip described in this frought. I have determined that the above-described in connection with my employees official dates for that acceptance of these expenses will not create the acceptant the employee is using public office for provide offic.
Signature	e of Employing Member Date 1/13/20

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: OR		
	c. The primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. If "c" is checked, list the names of the additional sponsors:		
4.	Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary): See Addendum & Attached Invitation List		
5.	Is travel being offered to an accompanying family member of the House invitee(s)?		
6.	Date of Departure: February 19, 2020 Date of Return: February 21, 2020		
7.	a. City of departure: Washington, DC		
	b. Destination(s): White Sulfur Springs, WV		
	c. City of return: Washington, DC		
8.	Check only one. I represent that: a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: OR		
	b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: OR		
÷	c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event <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:		

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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 Z 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 <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.
6.	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:
7.	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 Particip

☐ 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:

- a. I certify that I am an officer of the organization listed below: \(\sigma\) 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

If there are any questions regarding this form, please contact the Committee at the following address:

Committee on Ethics

U.S. House of Representatives

1015 Longworth House Office Building, Washington, D.C. 20515

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

Theodore E. Deutch, Florida Chairman Kenny Marchant, Texas Ranking Member

Grace Meng, New York Susan Wild, Pennsylvania Dean Phillips, Minnesota Anthony Brown, Maryland

John Ratcliffe, Texas George Holding, North Carolina Jackie Walorski, Indiana Michael Guest, Mississippi



ONE HUNDRED SIXTEENTH CONGRESS

U.S. House of Representatives

COMMITTÉE 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. Jenifer Bradley Office of the Honorable John Rutherford 1711 Longworth House Office Building Washington, DC 20515

Dear Ms. Bradley:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your and your spouse's 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 Ballroom
3:45-6:00 PM	Break	
6:30-9:00 PM	Reception & Dinner Keynote: Yuval Levin, American Enterprise Institute	Colonial Ballroom
et .	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	Chief of Staff
Anna	Alburger	Office of Rep. Joyce (OH)	Chief of Staff
Erio	Amidon	Office of Rep. Zeldin	Chief of Staff
Dale	Anderson	Office of Rep. Lamborn	Chief of Staff
Taylor	Andreae	Office of Rep. Gallagher	Chief of Staff
Gary	Andres	Committee on Ways and Means	Staff Director
nop	Anzur	Office of Rep. Keller	Chief of Staff
Reyn	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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Casey	Bowman	Office of Rep. Herrera	Chief of Staff
Parish	Braden	Committee on Natural Resources	Staff Director
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Greg	Brooks	Office of Rep. Wenstrup	Chief of Staff
Stuart	Burns	Office of Rep. Posey	Chief of Staff
Jeff	Butler	Office of Rep. McHenry	Chief of Staff
John	Byers	Office of Rep. Hurd	Chief of Staff
Larry	Calhoun	Office of Rep. Yoho	Chief of Staff
Chad	Carlough	Office of Rep. Byrne	Chief of Staff
Dustin	Carmack	Office of Rep. Ratcliffe	Chief of Staff
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Caroline	Cash	Office of Rep. Comer	ChiefotStaff
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
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Stephen	Cote	Committee on Financial Services	Staff Director
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Jaryn	Emhof	Office of Rep. Webster	Chief of Staff
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Laura	Engquist 🌞	Office of Rep. Balderson	Deputy Chief of Staff
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Michele	Exner	Office of the Leader	Communications Director
Greg	Facchiano	Office of Rep. Smucker	Chief of Staff
Kathee	Facchiano	Office of Rep. Higgins	Chief of Staff

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Paul	Fitzpatrick	Office of Rep. Meadows	Chief of Staff
Kevin	Fogarty	Office of Rep. King (NY)	Chief of Staff
Cameron	Foster	Office of Rep. Hern	Chief of Staff
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Steven	Giaier	Office of the Leader	Senior Policy Advisor
Cesar	Gonzalez	Office of Rep. Diaz-Balart	Chief of Staff
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hsol	Green	Office of Rep. Tipton	Chief of Staff
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hsol	Grogis	Office of Rep. Cole	Chief of Staff
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Preston		Office of the Leader	Policy Advisor
Van	Hilleary	Office of Rep. Rose	Chief of Staff
Joan	Hillebrands	Office of Rep. Upton	Chief of Staff
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S) (K) (K)		Hixon Hodson Horton	Committee on Oversight and Reform Office of Rep. McMorris Rodgers Office of the Whip	Staff Director Chief of Staff Chief of Staff
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