



U.S. House of Representatives

COMMITTEE ON ETHICS

Employee Post-Travel Disclosure Form

☒ Original ☐ Amendment

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual *Financial Disclosure Statements* of those employees required to file them. In accordance with House Rule 25, clause 5, **you must complete this form and file it with the Clerk of the House, B-81 Cannon House Office Building, within 15 days after travel is completed.** Please **do not** file this form with the Committee on Ethics.

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

1. Name of Traveler: Elizabeth Barczak
2. a. Name of Accompanying Relative: _____ **OR** None ☒
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: 02/19/20 Return: 02/21/20
b. Dates at Personal Expense, if any: _____ **OR** None ☒
4. Departure City: Washington, DC Destination: West Palm Beach Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: South Florida Agriculture Foundation
6. Describe Meetings and Events Attended: Attended educational farm tours of sugar cane, citrus, and celery farms, toured agriculture packing facilities, met with farmers to discuss agricultural policy issues
7. Attached to this form are **each** of the following, *signify that each item is attached by checking the corresponding box*:
 - a. ☒ a completed *Sponsor Post-Travel Disclosure Form*;
 - b. ☒ the *Primary Trip Sponsor Form* completed by the trip sponsor **prior** to the trip, **including all** attachments **and** the *Grantmaking or Non-Grantmaking Sponsor Forms*;
 - c. ☒ page 2 of the completed *Traveler Form* submitted by the employee; **and**
 - d. ☒ the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda.
Signify statement is true by checking the box: ☒
b. If not, explain: _____

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

Signature of Traveler: Elizabeth Barczak Date: 3/6/20

I authorized this travel in advance. I have determined that all of the expenses listed on the attached *Sponsor Post-Travel Disclosure Form* were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

Name of Supervising Member: Anthony Gonzalez Date: 3/6/20

Signature of Supervising Member: [Signature]



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COMMITTEE ON ETHICS

Sponsor Post-Travel Disclosure Form

☒ Original ☐ Amendment

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. **A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within ten days of their return.** You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

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

1. Sponsor(s) who paid for the trip: South Florida Agricultural Foundation, Inc.

2. Travel Destination(s): West Palm Beach, FL; Clewiston, FL (with site visits in Belle Glade, FL)

3. Date of Departure: February 19, 2020 Date of Return: February 21, 2020

4. Name(s) of Traveler(s): Elizabeth Barczak

Note: You may list more than one traveler on a form only if *all* information is *identical* for each person listed.

5. Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	Airfare, air boat and bus: \$376.60	Clewiston & West Palm Beach: \$312.99	\$136.03	Reimb. to/from airport: \$22.52
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.

Signature: Ardis Hammock Date: 3/01/2020

Name: Ardis Hammock Title: President

Organization: South Florida Agricultural Foundation, Inc.

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

Address: P. O. Box 1952, West Palm Beach, FL 33402

Telephone: 561-315-0481 Email: cheryl@soflagfoundation.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.



U.S. House of Representatives

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Elizabeth Barczak
2. Sponsor(s) who will be paying for the trip: South Florida Agricultural Foundation
3. City and State OR Foreign Country of Travel: West Palm Beach, FL
4. a. Date of Departure: 2/19/20 Date of Return: 2/21/20
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No
If yes, list dates at personal expense: _____
5. a. Will you be accompanied by a family member at the sponsor's expense? ☐ Yes ☒ No If yes:
(1) Name of Accompanying Family Member: _____
(2) Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
(3) Accompanying Family Member is at least 18 years of age: ☐ Yes ☐ No
6. a. Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)? ☐ Yes ☒ No
b. If yes, and you are requesting lodging for two nights, explain why the second night is warranted:

7. *Primary Trip Sponsor Form* is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: ☒ Yes ☐ No
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.
I am Legislative Counsel and handle agricultural issues for the Congressman. The trip should
provide insight on the process that agricultural products undertake from planting to distribution.
9. Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip? ☐ Yes ☒ No
10. For staff travelers, to be completed by your employing Member:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Signature of Employing Member

Date 1/17/20



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COMMITTEE ON ETHICS

Primary Trip Sponsor Form

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a *Traveler Form* at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee website (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor who will be paying for the trip: South Florida Agricultural Foundation
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 attached 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): West Palm Beach, FL; Clewiston, FL (with site visits in Belle Glade & Boynton Beach, FL)
 - 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 and lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
9. **Check only one of the following:**
 - a. I checked 8(a) or (b) above: ☒
 - b. I checked 8(c) above but am not offering any lodging: ☐
 - c. I checked 8(c) above and am offering lodging and meals for one night: ☐ **OR**
 - d. I checked 8(c) above and am offering lodging and meals for two nights: ☐ If you checked this box, explain why the second night of lodging is warranted: _____



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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). *Indicate agenda is attached by checking box:* ☒
11. **Check only one of the following:**
- a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify that the statement is true by checking box:* ☒ OR
- b. *Not Applicable.* Trip sponsor is a U.S. institution of higher education: ☐
12. For *each* sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip *and* its role in organizing and/or conducting the trip:
- The South Florida Agricultural Foundation is the sole sponsor of this staffer trip. It's mission is to provide educational stewardship opportunities within the South Florida agricultural industry, including sugarcane, citrus, sweet corn, rice celery and other local crops, each stop showcasing an important part of food production in the area.
13. **Answer parts a and b. Answer part c if necessary:**
- a. Mode of travel: Air ☒ Rail ☐ Bus ☒ Car ☐ Other ☒ (specify: air boat)
- b. Class of travel: Coach ☒ Business ☐ First ☐ Charter ☐ Other ☐ (specify: _____)
- c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:
- _____
14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). *Signify that the statement is true by checking box:* ☒
15. **Check only one.** I represent that either:
- a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ OR
- b. The trip involves events that are arranged specifically *with regard* to congressional participation: ☒
- If "b" is checked:
- 1) Detail the cost *per day* of meals (approximate cost may be provided): Wed. lunch/dinner \$45.75,
Thurs. brkfast/lunch/dinner \$61.00, Fri. brkfast/lunch \$35.75
- 2) Provide the reason for selecting the location of the event or trip: To provide first hand knowledge and experience the inner workings of the South Florida agricultural industry.
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Roland Martin Marina City: Clewiston Cost Per Night: \$99.00
Reason(s) for Selecting: Located next to Lake Okeechobee and in the heart of western tour of agricultural operations
- Hotel Name: Marriott West Palm Beach City: West Palm Beach Cost Per Night: \$203.00
Reason(s) for Selecting: Located near farms and the airport at the eastern end of the tour route
- Hotel Name: _____ City: _____ Cost Per Night: _____
Reason(s) for Selecting: _____
17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking box:* ☒



U.S. House of Representatives

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18. Total Expenses for each Participant:

☐ Actual Amounts	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
☒ Good Faith Estimates			
For each Member, Officer, or Employee	Airfare: \$271.00 Ground Trans: \$75.00	Marina Clewiston: \$99.00 Mariott WPB: \$203.00	\$142.50
For each Accompanying Family Member			

	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		
For each Accompanying Family Member		

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

19. Check only one:

a. I certify that I am an officer of the organization listed below ☒ OR

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

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒

21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: _____

Ardis Hammock

Date: 01/08/2020

Name: Ardis Hammock

Title: President

Organization: South Florida Agricultural Foundation, Inc.

Address: P. O. Box 1952, West Palm Beach, FL 33402

Telephone: 561-315-0481

Email: Cheryl@soflagfoundation.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

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 12, 2020

Ms. Elizabeth Barczak
Office of the Honorable Anthony Gonzalez
1023 Longworth House Office Building
Washington, DC 20515

Dear Ms. Barczak:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to West Palm Beach, Florida, scheduled for February 19 to 21, 2020, sponsored by South Florida Agricultural Foundation, Inc.

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:mso

**U.S. House of Representatives
Committee on Ethics**

**INSTRUCTIONS FOR COMPLETING THE
TRAVELER FORM**

NOTE: The notation “§ __” indicates a relevant portion of the Committee’s Travel Regulations, issued December 27, 2012. The full text of the Travel Regulations is available on the Committee’s Web site, <http://ethics.house.gov>. In addition to the cited sections, many key terms are defined in § 104 of the Regulations.

First Page:

- *Name of Traveler:* Fill in the name of the House Member or employee who will be going on the trip.
- *Certification Information:* The form must be signed to attest to the truth of the information it contains. The signatory can be either the person who will be traveling or someone who completed the form on that person’s behalf. If the person who signed the form is not the traveler, indicate the signatory’s name on the second line (“Name of Signatory (if other than traveler)”). Staff travelers must also indicate the name of their employing Member or committee on the third line. All filers should provide the office address, telephone number, and email address for the person to be contacted with questions about the form. Note that statements made on the form are subject to criminal penalties under the False Statements Act (18 U.S.C. § 1001). (§ 404.1)
- *“Check this box if . . .”:* Trips that are sponsored by a media outlet, such as a television or radio station or program, to enable the traveler to participate on a program for that entity are not subject to the 30-day pre-trip filing deadline. Check this box only if the trip for which the traveler is seeking approval is such a trip. (§ 501.1) This exception also applies to a staffer who is staffing their employing Member for the Member’s media appearance.

Note: You must submit this page of your form to the Ethics Committee as part of your request for approval to travel, but you are not required to submit it to the Clerk as part of the post-travel disclosure.

Second Page:

1. *Name of Traveler:* Fill in the name of the House Member or employee who will be going on the trip. This should be the same name used in response to this question on the first page of the form.
2. *Sponsor(s) (who will be paying for the trip):* Fill in the names of each person, organization, or other entity contributing funds or in-kind support towards the trip. This information should match the information on the Primary Trip Sponsor Form, and any accompanying Grantmaking or Non-Grantmaking Sponsor Forms (if applicable), you will be submitting together with your Traveler Form.

3. *Travel destination(s):* Identify the city and state or country you will be visiting. Include multiple destinations, if appropriate. Do not list airports or cities in which you will merely have a travel layover. Do not list your cities of departure and return, only your destination(s). Do not use the airport code; print the full name of the city and state (or country). As a general rule, destinations generally must be more than 35 miles from the U.S. Capitol and (for personal office staff and Members), more than 35 miles from the Member's closest district office. (§ 302)
4. *Date of departure and Date of return:* List the days on which you will be departing on the trip and returning from the trip, including any dates at your personal expense. If you will have days at your personal expense for personal activity, list those dates on line 4(b). Note that the days at personal expense must be fewer (or at most equal to) the days you will be participating in official activity (minus travel time), unless you pay your own return transportation costs. (§ 310) If you plan to pay your own return transportation costs; please indicate that on the form. (§ 310(f)) Regulation §§ 303 - 303.2 discuss the maximum permitted duration of a trip, which depends on the type of trip sponsor.
5. *Will you be accompanied by a relative at the sponsor's expense:* House Members and staff may accept travel expenses for one accompanying relative, if an unsolicited offer was made offered by the trip sponsor. (§ 403) If the trip sponsor will be paying for a relative to accompany you, answer yes to Question 5(a), and provide details about that person in part 5(b). If a relative will accompany you at your own expense (rather than at the trip sponsor's expense), answer no to Question 5(a). Such accompaniment must be approved by the trip sponsor. (§ 403.2(b)) Reg. § 104(x) defines permissible relatives as being at least 18 years of age and related to the traveler as spouse, parent, child or step-child, grandchild, sibling or half-sibling, father-in-law, or mother-in-law. Financé/es and unmarried significant others are not relatives for purposes of the travel rules. You may write in separately to the Committee to seek permission to be accompanied by a non-relative at the sponsor's expense (provided the trip sponsor made an unsolicited offer to pay those expenses). (§ 403.2)
6. *Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights):* When a trip is sponsored by an entity that employs or retains a federal lobbyist or foreign agent, the Regulations generally permit the acceptance of lodging for only a single night. However, the Committee can authorize lodging for a second night on a case-by-case basis. (§ 303.2) Therefore, if the primary trip sponsor answered yes to Question 9(d) on the Primary Trip Sponsor Form (indicating the trip sponsor employs a lobbyist and is requesting lodging for two nights), you should answer yes to Question 6(a) and complete Question 6(b) to explain why the second night is warranted. If the trip sponsor checked 9(a), 9(b), or 9(c) in response to Question 9 on the Primary Trip Sponsor Form (indicating the trip sponsor is a college, or does not employ a lobbyist, or employs a lobbyist but is seeking lodging for only one night), you should answer "no" to Question 6(a) and leave Question 6(b) blank or put "N/A." (§ 303.2)
7. *Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms:* You must include a Primary Trip Sponsor Form (completed by the primary trip sponsor) with your request, including any attachments

to that form. You must also include completed Grantmaking or Non-Grantmaking Sponsor Forms, if there are any for your trip. Check the Primary Trip Sponsor Form and attachments before filing to ensure that they are complete and accurate. For example, make sure that your name is included on the invitee list and that the agenda gives your personal detailed, hour-by-hour agenda of the specific activities in which you will be participating, including your departure and arrival times. Check the box if you have included all required sponsor information. See § 503.1(b) for a description of the required itinerary.

8. *Explain why participation in the trip is connected to the traveler's official or representational duties:* Travel must have a connection to the official duties of the particular Member or employee who will be traveling. (§§ 301 & 401.1(a)) Provide an explanation as to why this trip relates to the traveler's official House duties or area of expertise, as opposed to those of another House employee or Member. As a general matter, the explanation for a House employee should include the individual's job title and explain how the activities on the itinerary relate to the duties of that position. For staff travelers, citing how the subject matter of the trip is related to the Member's duties (as opposed to the staffer's) is not sufficient. Section 301 of the Regulations lists examples of permitted officially-connected purposes, as well as impermissible purposes.
9. *Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, or arranging the trip?* The involvement of registered federal lobbyists or foreign agents in planning, organizing, or arranging a trip must be *de minimis*, which means minimal or negligible. (§§ 204.1 & 104(d)) If you are aware of the involvement of a registered federal lobbyist or foreign agent in planning, organizing, or arranging any aspect of the trip (even if *de minimis*), answer "yes" to Question 9. If you are not aware of any such involvement, answer "no" to Question 9.
10. *For Staff Travelers: To be completed by your employing Member:* Staff travel must be authorized in advance by the individual's employing Member. The Member must sign on the appropriate line to indicate that such approval has been given. The signatory in this section must be a Member of the House. The specific explanations of who is an employing Member is contained at Regulation §§ 402 – 402.3. Note that for staff of a committee, the employing Member is either the Chairman or Ranking Member of the full committee, as appropriate. (§ 402.2)

To request approval for a proposed trip, you must submit to the Ethics Committee both pages of the completed Traveler Form, together with a completed Primary Trip Sponsor Form and any attachments and Grantmaking or Non-Grantmaking Sponsor forms.

You must receive explicit approval from the Committee before you depart on a trip.

Your submission may be faxed to the Committee at (202) 225-7392, sent or delivered to the Committee at 1015 Longworth, or e-mailed to travel.requests@mail.house.gov

**NOTE: REQUESTS MUST BE RECEIVED
BY THE COMMITTEE NO LESS THAN 30 DAYS
BEFORE THE DEPARTURE DATE OF THE TRIP,
OR APPROVAL WILL NOT BE GRANTED.**

Final Notes:

- You should keep a photocopy of your completed Traveler Form, plus the Primary Trip Sponsor Form and any attachments and supplemental sponsor forms (if any), as well as the letter from the Ethics Committee approving your travel, as you will have to submit them to the Clerk as part of your post-travel disclosure. (§ 602) In addition, Travel Regulation § 404(d) requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.
- You should let the Committee know if there are any alterations to your trip plans (such as date changes, or adding or removing an accompanying relative) after your initial submission. (404.2)
- You should let the Committee know if the trip is canceled or you decide not to go. (§ 404.3) No post-travel disclosure is required in those circumstances.
- You should not go on a trip unless you have received written approval from the Committee that you specifically have been approved to go on a particular trip. Failure to receive pre-approval from the Committee will likely result in the requirement that the trip expenses be repaid to the trip sponsor by the Member or employing Member out of the Member's personal or (possibly) principal campaign committee funds. (§ 505) Official funds (MRA or committee funds) generally will not be available to pay the expenses.

South Florida Agricultural Foundation (SFAF)
ITINERARY
2020 Congressional Staff Tour
February 19-21, 2020

Wednesday, February 19, 2020

6:59 – 9:41 AM	Depart Washington-Reagan National Airport on American Airlines Flight #1837
9:41 – 10:00 AM	Arrive Palm Beach International Airport.
10:00 – 10:15 AM	SFAF group leaders will meet guests at the West Palm Beach airport, locate luggage, board bus. Guests will be transported by bus for the rest of the trip.
10:15 – 11:00 AM	Bus drives to sugarcane field, traveling through the Everglades Agricultural Area (EAA), points of interest will be discussed and a video presentation during the ride.
11:00 AM – 12:30 PM	Tour Sugarcane Field operations and harvesting, Les Baucum, agronomist with U. S. Sugar, will discuss compliance of worker protection standards, burning regulations, pesticide and herbicide issues and other Federal regulations that have an impact on the cost and procedures of farming sugarcane.
12:30 – 1:00 PM	Lunch on bus provided by SFAF. Travel to U. S. Sugar Mill and Refinery, Clewiston.
1:30 – 3:00 PM	Arrive at U. S. Sugar Corp. Mill and Refinery for tour of sugarcane processing procedures led by Ryan Duffey, Dir. of Corporate Communications, U. S. Sugar. Discussion will include compliance with OSHA and federal air quality standards, while the refinery will focus on FDA food safety and labeling issues.
3:00 – 3:15 PM	Depart mill, travel to Roland Martin Marina in Clewiston.
3:15 – 4:15 PM	Check into Roland Martin Marina hotel, prepare for citrus tour and dinner presentation.
4:15 PM	Depart hotel, drive to Southern Gardens Citrus in Clewiston.
4:30 – 6:00 PM	Southern Gardens Citrus grove stops, Jim Snively, Vice President of Citrus Groves, will discuss citrus greening, hurricanes and other issues destructive to citrus crops, and how they work with the USDA's APHIS (Animal and Plant Health Inspection Service) to develop new citrus varieties and combat citrus diseases.
6:00 – 6:30 PM	Arrive at Dunwody Lodge in Clewiston for welcome reception and opportunity to speak one-on-one with local farmers who grow sugarcane, corn, green beans, kale and broccoli.
6:35 – 9:00 PM	Working dinner where Judy Sanchez, Sr. Dir. of Corporate Communications, U.S. Sugar, will give a presentation on American Farm Policy & Trade, discussing the farm bill, NAFTA and other trade issues. Carl Stringer, Vice President, IT Operations, U.S. Sugar, will illustrate how technology is used in farming. SFAF Board President Ardis Hammock will introduce the farmers present, seated throughout the room, and each will speak 5-10 minutes on the history of their farm and the produce they grow, showcasing the diversity of crops produced in the area. Local elected officials such as mayors, city commission and county commission will also attend, relating how local government coordinates with state and federal officials on agricultural issues.
9:00 PM	SFAF will purchase steaks cooked by Hendry County Cattlemen's Association. Return to Roland Martin Marina hotel.

South Florida Agricultural Foundation
Itinerary – Page 2
2020 Congressional Staff Tour
February 19-21, 2020

Thursday, February 20, 2020

8:00 – 8:30 AM	Breakfast at hotel provided by SFAF and board bus.
8:30 AM	Bus departs Roland Martin Marina hotel.
8:30 – 9:00 AM	Travel to Belle Glade to A. Duda & Sons.
9:00 – 11:00 AM	Tour of A. Duda & Sons led by Sam Jones, Assistant General Manager, showcasing the farming operations where celery, radishes, lettuce and other produce is grown. The group will go out into the field and observe the planting of celery, possible harvest of radishes, while discussing food safety and workforce issues.
11:00 - 11:30 AM	Travel to TKM Bengard Farms, LLC, also in Belle Glade.
11:30 AM - 12:30 PM	Stephen Basore, one of six brothers who run the farm, will lead the tour of TKM Bengard Farms, LLC, the largest lettuce grower east of the Mississippi that sells produce to major processors and retailers that in turn, distribute to supermarkets, schools, and restaurants across the country.
12:30 – 1:00 PM	During the working lunch, Stephen Basore will lead Q&A discussion of tour.
1:00 - 1:30 PM	Travel to Slim's Fish Camp in Belle Glade for airboat tour of Lake Okeechobee.
1:30 – 3:30 PM	Depart from dock on airboat for tour of Lake Okeechobee; Boats will stop out on the lake where Terrie Bates, a water resource specialist that assists the agriculture industry in the Lake Okeechobee and Everglades watershed in matters related to Flood Protection, Water Supply and Stormwater Management, will explain the relationship between the lake and agriculture, discuss water quality and quantity issues and how EAA farmers must comply with federal water regulations. She will address questions from staffers. Airboats will return back to the dock.
3:30 – 4:45 PM	Depart Slim's Fish Camp to travel to West Palm Beach.
4:45 – 5:00 PM	Check in at Marriott Hotel, West Palm Beach, prepare for dinner and evening program.
6:45 PM	Meet in hotel lobby.
6:45 – 7:00 PM	Board bus and depart for dinner.
7:00 – 9:00 PM	Working dinner at Batch New Southern Kitchen, West Palm Beach, farm-to-table restaurant featuring local produce. Palm Beach County Commissioner Melissa McKinlay, who represents the area where the western county farms and some of the eastern farms are located, will discuss the importance of agriculture to Palm Beach County. A representative of Florida Department of Agriculture and Consumer Services will speak about the importance of the Everglades Agricultural Area to the State of Florida and the challenges the state has coordinating with federal agricultural regulations.
9:00 PM	Return to Marriott Hotel.

South Florida Agricultural Foundation
Itinerary – Page 3
2020 Congressional Staff Tour
February 19-21, 2020

Friday, February 21, 2020

9:00 – 10:00 AM	Breakfast at hotel, overview discussion of ag operations tour from the previous day.
10:00 – 10:10 AM	Check out of Hotel and load bus for tour.
10:10 AM	Bus departs
10:10 – 10:45 AM	Drive to Bedner's Farm Fresh Market in Western Boynton Beach.
10:45 AM	Arrive at Bedner's Farm Fresh Market, one of the few remaining family owned and operated farmer's markets in South Florida, bringing fresh produce to customers from the farm, grown right outside their back door.
11:00 – 1:00 PM	One-on-one roundtable discussion with farmer members of Florida Farm Bureau's eastern Palm Beach County region moderated by Eva Webb, Assistant Director Field Services, Florida Farm Bureau Federation. Farmers representing sweet corn, green beans, peppers, tomatoes and other vegetables, nursery operations and agricultural research will discuss issues with federal pest management regulations, H2A worker programs, wage and labor compliance, NAFTA and how farming is impacted by state and federal issues.
1:00 – 1:45 PM	SFAF will provide lunch purchased from local farms, while Ardis Hammock, SFAF Board President, gives a wrap-up overview of the morning's round table discussions and explains how a broad understanding of agricultural issues plays a vital role in the lives of the farmers in Florida. Marie Bedner will give an overview of Bedner's farming operations and explain what they will see on the field tour.
2:00 – 2:30 PM	Tour of Bedner's U-Pick farm on tractor-pulled wagon in fields of strawberries, peppers and tomatoes.
3:00 PM	Bus departs
3:00 – 3:35 PM	Travel to Palm Beach International Airport.
5:23 – 7:46 PM	Depart for Washington-Reagan National Airport on American Airlines Flight #2028.
7:46 PM	Arrive Washington-Reagan National Airport.

*Note: All food/catering/transportation/lodging is paid for
by the South Florida Agricultural Foundation

**SOUTH FLORIDA AGRICULTURAL FOUNDATION
FEBRUARY 2020 CONGRESSIONAL STAFFERS INVITATION LIST**

These key congressional staffers were invited to educate them on the vital role that Federal research programs and policy have played in building and maintaining a robust agricultural industry in Florida. They were chosen because their position or their Members' committee assignments include participation in agriculture or environmental policy.

FIRST NAME	LAST NAME	MEMBER/COMMITTEE		
Malikha	Daniels	House	Ag	Comm
Emily	German	House	Ag	Comm
Ross	Hettersvig	House	Ag	Comm
Josh	Maxwell	House	Ag	Comm
Matt	Schertz	House	Ag	Comm
Ricky	Schroeder	House	Ag	Comm
Trevor	White	House	Ag	Comm
Jeremy	Witte	House	Ag	Comm
John	Christie	Rep.	Alma	Adams
Emily	Weber	Rep.	Collin	Allred
Jackson	Hammond	Rep.	Jim	Baird
Stephen	Reynolds	Rep.	Troy	Balderson
Nate	Zimpher	Rep.	Troy	Balderson
Shayne	Woods	Rep.	Gus	Bilirakis
Paul	Johnson	Rep.	Rob	Bishop
Peter	Barnes	Rep.	Dan	Bishop of NC
Jennifer	Kwon	Rep.	Brendan	Boyle
Ted	Steinberg	Rep.	Brendan	Boyle
Christian	Spencer	Rep.	Vern	Buchanan
Michael	Grider	Rep.	Tim	Burchett
Joicelynne	Jackson	Rep.	Betty	Castor
Abby	McHan	Rep.	Michael	Cloud
Lauren	Citron	Rep.	Steve	Cohen
Jared	Henderson	Rep.	TJ	Cox

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Jacob	Hochberg	Rep.	Henry	Cuellar
Gidget	Benitez	Rep.	Val	Demings
Joshua	Lipman	Rep.	Ted	Deutch
Emily	Hadden	Rep.	Neal	Dunn
Nicholas	Lunneborg	Rep.	Tom	Emmer
Eduardo	Lerma	Rep.	Veronica	Escobar
Jayme	Holliday	Rep.	Dwight	Evans
Peter	Holland	Rep.	Matt	Gaetz
Benjamin	Harrison	Rep.	Sylvia	Garcia
Elizabeth	Barczak	Rep.	Anthony	Gonzalez
Stephen	Hostelley	Rep.	Anthony	Gonzalez
Ryan	Ethington	Rep.	Lance	Gooden
Aaron	Harris	Rep.	Lance	Gooden
Tristan	Walters	Rep.	Lance	Gooden
David	Winfrey	Rep.	Kay	Granger
Chris	Grawien	Rep.	Glenn	Grothman
Turner	Bridgforth	Rep.	Jim	Hagerdorn
Danny	Jativa	Rep.	Vicky	Hartzler
Elena	Kochnowicz	Rep.	Alcee	Hastings
Chris	Malen	Rep.	Will	Hurd
Jazmine	Kemp	Rep.	Dusty	Johnson
Jon	Anzur	Rep.	Fred	Keller
Erin	Wilson	Rep.	Fred	Keller
Adam	Grubbs	Rep.	Trent	Kelly
Andrew	Hogin	Rep.	David	Kustoff
Christian	Pierre-Canel	Rep.	Al	Lawson
Kourtney	Wesley	Rep.	Al	Lawson

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Lauren	Billman	Rep.	Carol	Miller
Jacquelyn	Incerto	Rep.	Carol	Miller
Matt	Donnellan	Rep.	Carol	Miller
Courtney	Fogwell	Rep.	Debbie	Mucarsel-Powell
Ken	Heidegger	Rep.	Stephanie	Murphy
Kevin	Hartley	Rep.	Pete	Olson
Riya	Mehta	Rep.	Jimmy	Pannetta
Cody	Hollerich	Rep.	Collin	Peterson
Stuart	Burns	Rep.	Bill	Posey
Rick	Podliska	Rep.	Bill	Posey
Jason	Cook	Rep.	David	Rouzer
John	Fletcher	Rep.	Chip	Roy
Lizzie	Messer	Rep.	John	Rutherford
Katie	Heffernan	Rep.	John	Rutherford
Zach	Roberts	Rep.	Austin	Scott
Christofer	Horta	Rep.	Donna	Shalala
Kelsey	Griswold	Rep.	Chris	Smith
Liana	Guerra	Rep.	Darren	Soto
Logan	Wright	Rep.	Ross	Spano
Ryan	Carney	Rep.	Bryan	Steil
David	Goldfarb	Rep.	Bryan	Steil
Elena	Clark	Rep.	Greg	Steube
Reginald	Darby	Rep.	Greg	Steube
Justin	Kim-Hummel	Rep.	Greg	Steube
Moutray	McLaren	Rep.	William	Timmons
John	Partin	Rep.	William	Timmons

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Hector	Arguello	Rep.	Michael	Waltz
Michael	Harris	Rep.	Debbie	Wasserman Schultz
Colin	Brainard	Rep.	Steve	Watkins
Christiana	Reasor	Rep.	Steve	Watkins
Scott	McKenzie	Rep.	Dan	Webster
David	Simon	Rep.	Frederica	Wilson
Truman	Reed	Rep.	Don	Young