Employee Post-Travel Disclosure Form

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, 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: Alison Slagell

2. a. Name of Accompanying Relative: ____________________________________________ OR None ☑
    b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): ____________________________

    b. Dates at Personal Expense, if any: ____________________________ OR None ☑


5. Sponsor(s), Who Paid for the Trip: The Congressional Institute

6. Describe Meetings and Events Attended: Attended various meetings that taught improved management techniques, and explained ethics rules that I must comply with in my job. We also discussed upcoming trends in legislation.

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: ____________________________ Date: March 9, 2020

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: Frank D. Lucas Date: March 9, 2020

Signature of Supervising Member: ____________________________
Sponsor Post-Travel Disclosure Form

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

2. **Travel Destination(s):** White Sulphur Springs, WV

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

4. **Name(s) of Traveler(s):** See Attached List

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

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

<table>
<thead>
<tr>
<th></th>
<th>Total Transportation Expenses</th>
<th>Total Lodging Expenses</th>
<th>Total Meal Expenses</th>
<th>Total Other Expenses (dollar amount per item and description)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveler</td>
<td>$45.51</td>
<td>$222.50</td>
<td>$144.77</td>
<td>$397.91 - Room Rental</td>
</tr>
<tr>
<td>Accompanying Family Member</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:**  
**Date:** February 27, 2020

**Name:** Mark Strand  
**Title:** President

**Organization:** Congressional Institute

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

**Address:** 1700 Diagonal Road #300, Alexandria, VA 22314

**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.

Version date 12/2018 by Committee on Ethics
# TRAVELER FORM

1. Name of Traveler: Alison Slagell

2. Sponsor(s) who will be paying for the trip: Congressional Institute

3. Travel Destination(s): White Sulphurs Springs, WV

4. a. Date of Departure: February 19 Date of Return: February 21

   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.

   As Deputy Chief of Staff this conference will allow me to learn how to be more effective in my role.

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: [Signature] Date: 1/21/2020
Primary Trip Sponsor Form

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

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

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)? ☐ 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): White Sulphur 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 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:

Version date 12/2018 by Committee on Ethics
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:
   See Addendum

13. Answer parts a and b. Answer part c if necessary:
   a. Mode of travel: Air ☐ Rail ☐ Bus ☑ Car ☐ Other ☐ (specify: __________________________) 
   b. Class of travel: Coach ☑ Business ☑ First ☑ Charter ☑ Other ☑ (specify: __________________________)
   c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:

14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). Signify that the statement is true by checking box: ☑

15. Check only one. I represent that either:
   a. The trip involves an event that is arranged or organized without regard to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ OR
   b. The trip involves events that are arranged specifically 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: The Greenbrier City: White Sulphur Springs, WV Cost Per Night: $96
   Reason(s) for Selecting: Proximity to DC, Availability, Security & Facility size
   Hotel Name: __________________ City: __________________ Cost Per Night: ______________
   Reason(s) for Selecting: __________________
   Hotel Name: __________________ City: __________________ Cost Per Night: ______________
   Reason(s) for Selecting: __________________

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. Signify that the statement is true by checking box: ☑
18. Total Expenses for each Participant:

<table>
<thead>
<tr>
<th></th>
<th>Total Transportation Expenses per Participant</th>
<th>Total Lodging Expenses per Participant</th>
<th>Total Meal Expenses per Participant</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each Member, Officer, or Employee</td>
<td>$90</td>
<td>$236</td>
<td>$138</td>
</tr>
<tr>
<td>For each Accompanying Family Member</td>
<td>$90</td>
<td>$0</td>
<td>$111</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Other Expenses (dollar amount per item)</th>
<th>Identify Specific Nature of “Other” Expenses (e.g., taxi, parking, registration fee, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each Member, Officer, or Employee</td>
<td>$467</td>
<td>Room Rental</td>
</tr>
<tr>
<td>For each Accompanying Family Member</td>
<td>$467</td>
<td>Room Rental</td>
</tr>
</tbody>
</table>

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: ____________________________ Date: ____________________________

Mark Strand

Name: ____________________________

Title: ____________________________

Organization: ____________________________

1700 Diagonal Road #730, Alexandria, VA 22314

Address: ____________________________

703-837-8812

Telephone: ____________________________

strang@coninst.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

Version date 12/2018 by Committee on Ethics
Ms. Alison Slagell  
Office of the Honorable Frank Lucas  
2405 Rayburn House Office Building  
Washington, DC 20515  

Dear Ms. Slagell:  

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
**Wednesday, February 19, 2020**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00 AM</td>
<td>Bus Departs</td>
<td>Rayburn Horseshoe</td>
</tr>
<tr>
<td>2:00 PM</td>
<td>Check-In</td>
<td>Colonial Ballroom Foyer</td>
</tr>
<tr>
<td>3:00-3:05 PM</td>
<td>Welcome</td>
<td>Chesapeake Ballroom</td>
</tr>
<tr>
<td></td>
<td>Mark Strand, Congressional Institute</td>
<td></td>
</tr>
<tr>
<td>3:05-4:05 PM</td>
<td>Lay of the Land</td>
<td>Chesapeake Ballroom</td>
</tr>
<tr>
<td></td>
<td>David Winston, The Winston Group</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Myra Miller, The Winston Group</td>
<td></td>
</tr>
<tr>
<td>4:10-5:30 PM</td>
<td>Congressional Institute Study on Social Media</td>
<td>Chesapeake Ballroom</td>
</tr>
<tr>
<td></td>
<td>Patrick Ruffini, Echelon Insights</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kelsey Patten, Echelon Insights</td>
<td></td>
</tr>
<tr>
<td>6:30-9:00 PM</td>
<td>Reception &amp; Dinner</td>
<td>Colonial Ballroom</td>
</tr>
<tr>
<td></td>
<td>Keynote: The Honorable Jim Justice, Governor of West Virginia</td>
<td></td>
</tr>
</tbody>
</table>

**Thursday, February 20, 2020**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM</td>
<td>Breakfast</td>
<td>Colonial Ballroom</td>
</tr>
<tr>
<td>9:00-10:00 AM</td>
<td>The 2020 Agenda</td>
<td>Chesapeake Ballroom</td>
</tr>
<tr>
<td></td>
<td>Moderator: Mark Strand</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dan Meyer, Office of Minority Leader</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bill Hughes, Office of Minority Whip</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kara Ahern, House Republican Conference</td>
<td></td>
</tr>
<tr>
<td>10:00-11:00 AM</td>
<td>Working with the White House</td>
<td>Chesapeake Ballroom</td>
</tr>
<tr>
<td></td>
<td>Moderator: Mark Strand</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Michael McKenna, White House Office of Legislative Affairs</td>
<td></td>
</tr>
</tbody>
</table>
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

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