



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.

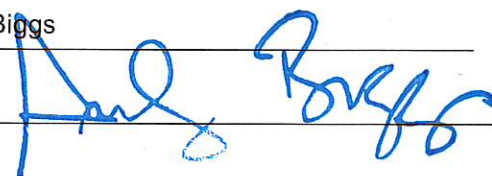
1. Name of Traveler: Kate LaBorde
2. a. Name of Accompanying Relative: _____ OR None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: February 11th, 2021 Return: February 13th, 2021
 b. Dates at Personal Expense, if any: _____ OR None
4. Departure City: Washington, D.C. Destination: Miami, FL Return City: Washington, D.C.
5. Sponsor(s), Who Paid for the Trip: Conservative Partnership Institutue
6. Describe Meetings and Events Attended: Various sessions regarding Rules of the House, Communicating with Constituents, and Messaging Conservative Policy Goals
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: 2/23/21

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: Andy Biggs Date: 2/23/21

Signature of Supervising Member: 



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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: Conservative Partnership Institute

2. Travel Destination(s): The Biltmore Hotel, Coral Gables

3. Date of Departure: 02/11/2021 Date of Return: 02/13/2021

4. Name(s) of Traveler(s): Kate Marie Laborde

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	Taxi - \$40.00 Flight - \$530.80	\$378.00	\$225.00	N/A
Accompanying Family Member	N/A	N/A	N/A	N/A

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: Cameron Seward Date: 02/22/2021

Name: Cameron Seward Title: General Counsel

Organization: Conservative Partnership Institute

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

Address: 300 Independence Ave SE, Washington D.C. 20003

Telephone: (703) 862-4888 Email: cseward@conservativepartnership.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.



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TRAVELER FORM

1. Name of Traveler: Kate LaBorde

2. Sponsor(s) who will be paying for the trip: Conservative Partnership Institute (CPI)

3. City and State **OR** Foreign Country of Travel : Miami, Florida

4. a. Date of Departure: February 11th, 2021 Date of Return: February 13th, 2021

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.**

To further my education on my legislative duties a conservative Chief of Staff to a Member of Congress.

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 1/22/21



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: Conservative Partnership Institute, Inc. (CPI)
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.
The invited Congressional members and staff each support the principles and mission of CPI.
5. Is travel being offered to an accompanying family member of the House invitee(s)? Yes No
6. Date of Departure: February 11, 2021 Date of Return: February 14, 2021
7. a. City of departure: Washington, DC
b. Destination(s): St. Petersburg, Florida
c. City of return: duty station/home
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:
- In accordance with its mission of uniting the conservative movement, CPI seeks to connect conservative leaders at the federal, state and local levels.
- CPI is the sole organizer and sponsor of the meeting.
13. **Answer parts a and b. Answer part c if necessary:**
- a. Mode of travel: Air Rail Bus Car Other (specify: Attendees that live locally may drive)
 - 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:
N/A
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): \$100/per day/per person
The meals will be at the hotel and price has been negotiated as low as possible
 - 2) Provide the reason for selecting the location of the event or trip: Because of COVID, the availability of states, cities, and counties allowing meetings are limited. This was the most reasonably priced location in FL.
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Vinoy Renaissance City: St. Petersburg Cost Per Night: \$199
Reason(s) for Selecting: Moderately priced hotel in the area that could accomodate under COVID restrictions.
- 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:*



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18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
<input checked="" type="checkbox"/> Good Faith Estimates			
For each Member, Officer, or Employee	\$258	\$597	\$300
For each Accompanying Family Member	\$258		\$300

	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		Airport shuttle
For each Accompanying Family Member		Airport shuttle

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: Cameron Seward Date: 01/09/2020

Name: Cameron Seward

Title: General Counsel

Organization: Conservative Partnership Institute, Inc.

Address: 300 Independence Ave, SE, Washington, DC 20003

Telephone: (703) 862-4888

Email: cseward@conservativepartnership.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



ONE HUNDRED SEVENTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

February 8, 2021

Ms. Kate Laborde
Office of the Honorable Andy Biggs
1318 Longworth House Office Building
Washington, DC 20515

Dear Ms. Laborde:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Miami, Florida, scheduled for February 11 to 13, 2021, sponsored by Conservative Partnership Institute, Inc.

This approval represents the Committee's determination that the proposed trip complies with relevant House rules, federal laws, and Travel Regulations promulgated by the Committee. You should engage in your own assessment of the risks and implications of engaging in travel during the current COVID-19 pandemic.

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 \$415 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,

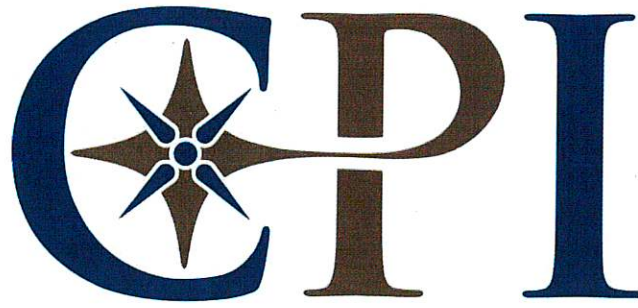
Handwritten signature of Theodore E. Deutch in blue ink.

Theodore E. Deutch
Chairman

Handwritten signature of Jackie Walorski in blue ink.

Jackie Walorski
Ranking Member

TED/JW:adw



CONSERVATIVE PARTNERSHIP INSTITUTE

**Conservative Member Retreat
February 11-14
The Vinoy, St. Petersburg Florida**

Thursday, February 11

Flight options:

AA flight departs DCA 8:30am, arrives Tampa at 11am (cost: \$141)

United flight departs Dulles at 10:45am, arrives Tampa at 1:07pm (cost: \$545)

AA flight departs DCA at 2:30pm, arrives Tampa at 4:55pm (cost: \$141)

United flight departs Dulles at 6pm, arrives Tampa at 8:30pm (Cost: \$320)

6:00pm Evening Welcome reception
Speaker: Jim DeMint, Chairman--Conservative Partnership Center

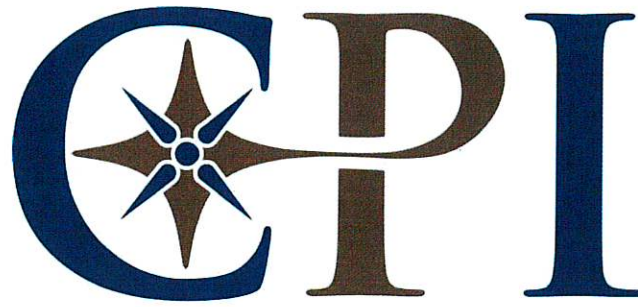
Friday, February 12

8:00-8:45am Breakfast
Speaker: Congressman Andy Biggs
Topic: Introduction and Goals for the Retreat

8:45-10:15am Working Session #1
Topic: Member review of Floor, Committee, and Conference Tactics for 117th Congress

10:30-12:00pm Working Session #2
Topic: Member Review of Messaging Plan for Floor, Committee, and Conference Tactics for 117th Congress

12:00-1:15pm Lunch
Speaker: Newt Gingrich (*invited*)

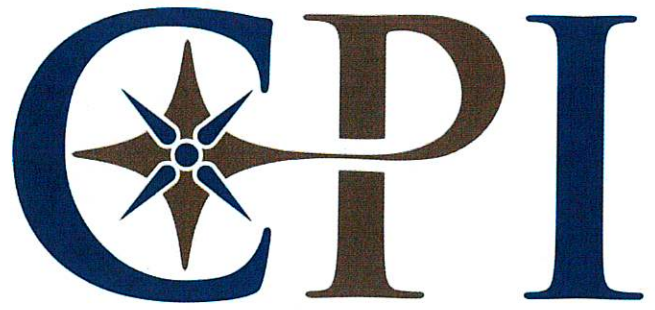


CONSERVATIVE PARTNERSHIP INSTITUTE

- 1:15-2:45pm Working Session #3
Topic: Member Review of Legislative Goals for 117th Congress and Beyond
- 3:00-4:30pm Working Session #4
Topic: Member Review of Messaging Plan for Legislative Goals for 117th Congress and Beyond
- 4:30-5:30pm Discussion with Southeast State Conservative Leaders (*invites pending*)
- 6:00pm Evening Reception
- 7:00pm Dinner
Speaker: Governor Ron DeSantis (*invited*)

Saturday, February 13

- 8:00-8:45am Breakfast
Speaker: Ed Corrigan, CEO--Conservative Partnership Institute
- 8:45-10:15am Working Session #5
Topic: Strategy for National Coalition Building and Rollout of Goals for 117th Congress and Beyond
- 10:30-12:00pm Working Session #6
Topic: Identifying and Addressing External Challenges to Domestic Conservative Priorities (Foreign Wars, Pandemic, Natural Disasters)
- 12:00-1:15pm Lunch
Speaker: Mark Meadows
- 1:15-3:00pm Conference Capstone
Speakers: Congressman Andy Biggs and Jim DeMint



CONSERVATIVE PARTNERSHIP INSTITUTE

Sunday, February 14

Flight options--Returning:

United Flight departs Tampa at 7am, arrives Dulles at 9:16am (\$84)

American Airlines Flight departs Tampa at 11:30am, arrives DCA at 1:50pm (\$117)

United Flight departs Tampa at 2:15pm, arrives Dulles at 4:30pm (\$84)

American Airlines flight departs Tampa at 5:30pm, arrives DCA at 7:45pm (\$141)

Member Last Name	Member First Name
Biggs	Andy
Bishop	Dan
Boebert	Lauren
Brooks	Mo
Buck	Ken
Budd	Ted
Cline	Ben
Cloud	Michael
Clyde	Andrew
Davidson	Warren
Desjarlais	Scott
Donalds	Byron
Duncan	Jeff
Fulcher	Russ
Gohmert	Louie
Good	Bob
Gosar	Paul
Green	Mark
Greene	Marjorie
Griffith	Morgan
Harris	Andy
Herrell	Yvette
Hice	Jody
Jordan	Jim
Lesko	Debbie
Miller	Mary
Mooney	Alex
Moore	Barry
Murphy	Greg
Norman	Ralph
Perry	Scott
Posey	Bill
Rosendale	Matt
Roy	Chip
Schweikert	David
Weber	Randy
Wright	Ron

STAFF

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