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: Kate LaBorde

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: Conservative Partnership Institute

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: __________________________

Version date 12/2018 by Committee on Ethics
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: 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:

<table>
<thead>
<tr>
<th>Traveler</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>Taxi - $40.00 Flight - $530.80</td>
<td>$378.00</td>
<td>$225.00</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</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: 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.

Version date 12/2018 by Committee on Ethics
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:

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:
   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 accommodate 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: ☑
18. **Total Expenses for each Participant:**

<table>
<thead>
<tr>
<th>Option</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>☑ Actual Amounts</td>
<td>☑ Good Faith Estimates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For each Member, Officer, or Employee</td>
<td>$258</td>
<td>$597</td>
<td>$300</td>
</tr>
<tr>
<td>For each Accompanying Family Member</td>
<td>$258</td>
<td></td>
<td>$300</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<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>Airport shuttle</td>
</tr>
<tr>
<td>For each Accompanying Family Member</td>
<td>Airport shuttle</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:** 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

Version date 12/2018 by 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,

[Signature]
Theodore E. Deutch
Chairman

[Signature]
Jackie Walorski
Ranking Member

TED/JW:adw
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)*
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
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)**
<table>
<thead>
<tr>
<th>Member Last Name</th>
<th>Member First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biggs</td>
<td>Andy</td>
</tr>
<tr>
<td>Bishop</td>
<td>Dan</td>
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<tr>
<td>Boebert</td>
<td>Lauren</td>
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<td>Brooks</td>
<td>Mo</td>
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<td>Buck</td>
<td>Ken</td>
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<td>Budd</td>
<td>Ted</td>
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<tr>
<td>Cline</td>
<td>Ben</td>
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<td>Cloud</td>
<td>Michael</td>
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<tr>
<td>Clyde</td>
<td>Andrew</td>
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<td>Davidson</td>
<td>Warren</td>
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<td>DesJarlais</td>
<td>Scott</td>
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<td>Donalds</td>
<td>Byron</td>
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<td>Duncan</td>
<td>Jeff</td>
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<td>Fulcher</td>
<td>Russ</td>
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<td>Gohmert</td>
<td>Louie</td>
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<td>Good</td>
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<td>Gosar</td>
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<td>Mark</td>
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<td>Greene</td>
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<td>Bill</td>
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<td>Rosendale</td>
<td>Matt</td>
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<td>Roy</td>
<td>Chip</td>
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<td>Schweikert</td>
<td>David</td>
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<tr>
<td>Weber</td>
<td>Randy</td>
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<tr>
<td>Wright</td>
<td>Ron</td>
</tr>
</tbody>
</table>

**STAFF**
Justin Ouimette  
Robert Donachle  
Kate LaBorde