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, by email at gifttravelreports@mail.house.gov*, 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: Desiree Koetzle

2. a. Name of Accompanying Relative: _____ *OR* None ☒
   b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____

3. a. **Dates:** Departure: May 20, 2021 Return: May 23, 2021
   b. Dates at Personal Expense, if any: _____ *OR* None ☒

4. Departure City: Washington, DC Destination: El Paso, TX Return City: Washington, DC

5. Sponsor(s), Who Paid for the Trip: Republican Main Street Partnership

6. Describe Meetings and Events Attended:
   Met with local farmers and ranchers along the Southern Border about the dificulties they are experiencing due to increased levels of migration. Visited processing centers and facilities for migrants and met with CBP and other law enforcement officials about the crisis occuring along the border.

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 *Additional Sponsor Form(s)*;
   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: Desiree Koetzle **Date:** 05/28/2021

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: Pete Stauber **Date:** 05/28/2021

Signature of Supervising Member: Pete Stauber

U.S. House of Representatives
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: Republican Mainstreet Partnership
2. Travel Destination(s): El Paso
3. Date of Departure: 5/20/2021 Date of Return: 5/23/2021 - flight cancellationon 5/22/21
4. Name(s) of Traveler(s): Desiree Koetzle

   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	857.08	291 00	136.00	300.00 ground transportation, AV, meeting materials
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: [signature] Date: 05/25/2021

Name: Sarah Chamberlain Title: President

Organization: RMSP

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

Address: 325 7th Street NW Suite 610 Washington DC 20004

Email: _____ Telephone: (301) 814-8301

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

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: Republican MainStreet Partnership
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 to include Members and Chiefs
5. Is travel being offered to an accompanying family member of the House invitee(s)? ☐ Yes ☑ No
6. Date of Departure: May 20, 2021 Date of Return: May 22, 2021
7. a. City of departure: DCA
   b. Destination(s): El Paso
   c. City of return: to DCa or respective districts
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: _____

U.S. House of Representatives
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:
    Republican MainStreet Partnership will be hosting an Immigration policy tour to the US-Mexico border, RMSP is compromised of over 70 Members or Congress

13. ***Answer parts a and b. Answer part c if neccessary:***
    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): Lunch - $20 Beakfast - $12 Dinner - $24
    2) Provide the reason for selecting the location of the event or trip: RMSP invited various Members to tour and see first hand the crisis that exist at the border and its operations

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
    Hotel Name: The Plaza City: El Paso Cost Per Night: $97
    Reason(s) for Selecting: Safety, security and proximity to the border and variuos facilities
    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:* ☑

U.S. House of Representatives
COMMITTEE ON ETHICS

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

☐ Actual Amounts ☑ Good Faith Estimates	Total **Transportation** Expenses per Participant	Total **Lodging** Expenses per Participant	Total **Meal** Expenses per Participant
For each Member, Officer, or Employee	$606	$194	$92
For each Accompanying Family Member	0	0	0

	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	$54	A/V. ground transporation, meeting materials
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: Sarah Chamberlain Date: 4/30/21

Name: Sarah Chamberlain

Title: President

Organization: Republican Main Street Partnership

Address: 325 7th Street NW suite 610

Telephone: 202 3939 4353

Email: sharon@rmsp.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

U.S. House of Representatives
COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Desiree Koetzle

2. Sponsor(s) who will be paying for the trip: Republican Main Street Partnership

3. City and State **OR** Foreign Country of Travel: El Paso, TX

4. a. Date of Departure: May 20, 2021 Date of Return: May 22, 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.**

   As a Congrerssional Chief of Staff, it is very important to stay abreast of the developing situation at our Southern Border in order to craft effectively advise and assist my Member on policies.

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 05/05/2021

Theodore E. Deutch, Florida
Chairman
Jackie Walorski, Indiana
Ranking Member

Susan Wild, Pennsylvania
Dean Phillips, Minnesota
Veronica Escobar, Texas
Mondaire Jones, New York

Michael Guest, Mississippi
Dave Joyce, Ohio
John H. Rutherford, Florida
Kelly Armstrong, North Dakota

ONE HUNDRED SEVENTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

David W. Arrojo
Counsel to the Chairman

Kelle A. Strickland
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515–6328
Telephone: (202) 225–7103
Facsimile: (202) 225–7392

May 14, 2021

Ms. Desiree Koetzle
Office of the Honorable Pete Stauber
126 Cannon House Office Building
Washington, DC 20515

Dear Ms. Koetzle:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to El Paso, Texas, scheduled for May 20 to 22, 2021, sponsored by Republican Main Street Partnership.

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,

Theodore E. Deutch
Chairman

Jackie Walorski
Ranking Member

TED/JW:adw

MAIN STREET PARTNERSHIP

Revised Itinerary Congressional Educational Tour

Immigration Policy Update

May 20-22, 2021

Thursday, May 20, 2021

Evening Departure from DCA (after votes to El Paso)

Transfer to The Plaza Hotel upon arrival

7:15pm-8:30pm (*Members Dinner if we arrive on time)*

Friday, May 21

-7:00am-815am – Continental Breakfast

-7:45am-8:30am Members Depart for Pecan Farm

-8:30am-9:30am Roundtable discussion at Pecan Farm with Ranchers and Farmers – purpose of the visit is to hear firsthand from the farmers and ranchers that have been directly affected by the border crossings and the destruction to their farms

-9:30am-10:30am Drive Back to El Paso area

-10:30am-11:30am Tour of Unaccompanied Minor Facility – purpose of the visit is to view the conditions of the facility and the everyday experience of of the unaccompanied minors..policies and procedures

-11:45am-12:30pm (Hold for lunch)

-12:45pm-1:45pm Tour of Central Processing Center, where families are detained – As this is a family center, we will have an opportunity to view and evaluate the facility and possibly speak with some of the family members

-1:45pm-2:00pm (hold for press) short press briefing on what the Members and Chiefs have experienced and hope to accomplish on the visit

-2:15pm-3:15pm Paso Del Norte Port of Entry Tour (overview of POE enforcement activities and a briefing on the wind down of the Migrant Protection Protocols (MPP))

-3:45pm-5:45pm CBP Briefing and Potential Ride along – Custom and Borders Protection will brief Members on the accomplishments and challenges of the immigration issue . Depending on weather and security potential ride along

-5:45pm-6:45pm (Break)

-7:00pm-8:00pm Political Dinner – roundtable discussion on the discovery and next steps to handle the immigration problem

Saturday, May 22
(Members Depart on what flights they select)

MAIN STREET PARTNERSHIP

Invited Members of Congress

- Rep. Lisa McClain – MI - 10
- Rep. David Valadao – CA -21
- Rep. Maria Salazar – FL-27
- Rep. Andrew Garbarino – NY-2
- Rep. Peter Stauber – MN -8
- Rep. Don Bacon – NE - 2
- Rep. Carlos Gimenez - FL – 26
- Rep Dan Newhouse
-

Invited Chiefs of Staff

- Nick Hawatmeh (McClain)
- Tom Moran (Salazar)
- Deena Tauster (Garbarino)
- Desiree Kaetzle (Stauber)
- Alex Ferro (Gimenez)