



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: Carson Middleton
2. a. Name of Accompanying Relative: Abigail Middleton OR None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: 6/17/21 Return: 6/20/21
 b. Dates at Personal Expense, if any: 6/19/21 OR None
4. Departure City: Washington, DC Destination: Cambridge, MD Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Congressional Institute
6. Describe Meetings and Events Attended:
 I attended meetings and seminars on human resources best practices, Congressional ethics, best practices for advancing legislation, the state of the U.S. economy, and others to advance my understanding and work knowledge.
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: Carson Middleton Date: 7/6/2021

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: Virginia Foxx Date: 7/6/2021

Signature of Supervising Member: Virginia Foxx



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.

- Sponsor(s) who paid for the trip: Congressional Institute
- Travel Destination(s): Cambridge, MD
- Date of Departure: 06/17/2021 Date of Return: 06/19/2021
- Name(s) of Traveler(s): see attached list

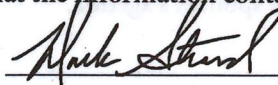
Note: You may list more than one traveler on a form only if *all* information is *identical* for each person listed.

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

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	n/a	\$407.88	\$156.00	\$278.10 Room Rental
Accompanying Family Member	n/a	\$0.00	\$156.00	\$278.10 Room Rental

- 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: 6/28/2021

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

Email: strand@conginst.org Telephone: 703-837-8812

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: Carson Middleton

2. Sponsor(s) who will be paying or providing in-kind support for the trip:
Congressional Institute

3. City and State OR Foreign Country of Travel: Cambridge, MD

4. a. Date of Departure: 6/17/2021 Date of Return: 6/19/2021 6/20/2021 - *CM*

b. Yes No Will you be extending the trip at your personal expense?
If yes, list dates at personal expense: 6/20/2021 6/19/2021 - *CM*

5. a. Yes No Will you be accompanied by a family member at the sponsor's expense? If yes:
(1) Name of Accompanying Family Member: Abigail Middleton

(2) Relationship to Traveler: Spouse Child Other (specify): _____

(3) Yes No Accompanying Family Member is at least 18 years of age:

6. a. Yes No 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)?

b. If yes, and you are requesting lodging for two nights, explain why the second night is warranted:

7. Yes No *Primary Trip Sponsor Form* is attached, including agenda, invitee list, and any other attachments and Additional Sponsor Forms.

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 serve as Chief of Staff in the personal office of Congresswoman Foxx. The retreat will offer information and seminars on management ideas, best practices in management, and strengthening relationships in professional settings. As our office's chief administrator and manager, I am participating in this trip to strengthen my understanding of management practices.

9. Yes No Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip?

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 *Ursula Foxx* Date 5/17/2021



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TRAVELER FORM

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. **This form and any attachments may be delivered to the Committee at 1015 Longworth or e-mailed to travel.requests@mail.house.gov.**

Your completed request must be submitted to the Committee no less than 30 days before your proposed departure date. Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. You must receive explicit approval from the Committee before you depart on this trip.

Name of Traveler: Carson Middleton

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

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

Signature: Carson Middleton

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): Virginia Foxx

Office Address: 2462 Rayburn House Office Building

Telephone Number: 202-225-2071

Email Address of Contact Person: carson.middleton@mail.house.gov

Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, *and* these forms are being submitted to the Committee less than 30 days before the trip departure date.

NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.

KEEP A COPY OF THIS FORM. Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

If there are any questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or via e-mail: travel.requests@mail.house.gov.



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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: 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: June 17, 2021 Date of Return: June 19, 2021
7. a. City of departure: Washington, DC
b. Destination(s): Cambridge, MD
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:

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): Day 1 - \$50, Day 2 - \$88, Day 3 - \$18

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: Hyatt Regency Chesapeake Bay City: Cambridge, MD Cost Per Night: \$161

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:



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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	\$58	\$411	\$156
For each Accompanying Family Member	\$58	\$0	\$156

	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	\$309 \$178	Room Rental COVID Testing
For each Accompanying Family Member	\$309 \$178	Room Rental COVID Testing

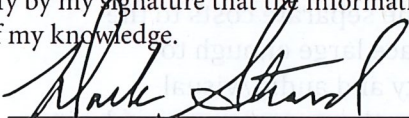
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

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: 5/4/2021

Name: Mark Strand

Title: President

Organization: Congressional Institute

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

Telephone: 703-837-8812

Email: strand@conginst.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

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

June 15, 2021

Mr. Carson Middleton
Office of the Honorable Virginia Foxx
2462 Rayburn House Office Building
Washington, DC 20515

Dear Mr. Middleton:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your and your spouse's proposed trip to Cambridge, Maryland, scheduled for June 17 to 20, 2021, sponsored by Congressional Institute. We note that this trip includes one day at your personal expense.

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 signatures of Theodore E. Deutch and Jackie Walorski in blue ink. Theodore E. Deutch's signature is on the left, and Jackie Walorski's signature is on the right.

Theodore E. Deutch
Chairman

Jackie Walorski
Ranking Member

TED/JW:adw

From: **Congressional Institute** rsvp@conginst.org
Subject: Test - Register Now for the GOP Chiefs of Staff Conference
Date: May 4, 2021 at 1:00 PM
To: amym@conginst.org

RC

2021 Chiefs of Staff Conference

Thursday, June 17, 2021 -
Saturday, June 19, 2021
Hyatt Regency Chesapeake Bay



PLEASE NOTE: TRAVELER FORMS ARE DUE TO ETHICS ON TUESDAY, MAY 18, 2021!!!

Dear */fname/*,

On behalf of the Congressional Institute, I'm happy to invite you to the annual 2021 Chiefs of Staff Conference, which will be from Thursday, June 17, 2021, through Saturday, June 19, 2021, at Hyatt Regency Chesapeake Bay in Cambridge, MD. We hope you and your family will join us.

You have a ton on your plate as a chief, so we're developing an agenda that will lighten the load for the year ahead. Since we are inviting House and Senate Republican personal chiefs of staff, committee staff directors and leadership staff, you will have the opportunity to expand your professional network and get to know colleagues you might not normally meet during a normal workday.

Your health and safety is our top priority at this conference. If you have not been vaccinated, we strongly encourage you to be tested for COVID before traveling to the conference. We will have onsite testing and are following all health protocols, including ensuring all seats for meals and discussions are socially distanced. Masks are strongly encouraged; we will have extra PPE for attendees. Health screenings and temperature checks will be required before you can enter the meeting space.

As usual, we are working with the Committee on Ethics so the Institute can cover your costs. You are being invited so that you can hear about the future of the nation and Congress, learn new management ideas, discuss best practices, and strengthen professional relationships.

To Register:

Step 1: Submit Ethics Packet by Tuesday, May 18, 2021

To comply with House rules, you need pre-authorization from the Committee on Ethics. Download the Institute's [Primary Trip Sponsor Form](#) and submit the whole package with your completed Traveler Form by Tuesday, May 18, 2021, to the Committee on Ethics. This entire package 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.

Failure to submit your completed materials on time means we will be unable to cover the cost of your attendance and the cost would need to be covered by your Member's principal campaign committee funds.

Additionally, you must file a travel disclosure statement with the Clerk of the House



**2021 House Republican Chiefs of Staff Conference
Cambridge, Maryland**

Thursday, June 17, 2021

1:30PM	Bus Departs from Hill	S Capitol St (Between Rayburn & Longworth)
2:00 PM	Nametag Pickup	Choptank Ballroom Foyer
4:15 PM	Welcome	Choptank Ballroom
4:30 PM	GOP Outreach to Hispanic Communities David Winston, The Winston Group Myra Miller, The Winston Group Daniel Garza, The LIBRE Initiative Jeyben Castro, House Office of Diversity and Inclusion	Choptank Ballroom
6:00 PM	Reception	Regatta Pavilion
7:00 PM	Dinner Walter Russell Mead, <i>The Wall Street Journal</i>	Chesapeake Ballroom

Friday, June 18, 2021

8:00 AM	Breakfast	Chesapeake Ballroom
9:00 AM	Leadership Chiefs of Staff Dan Meyer, Office of the Republican Leader Brett Horton, Office of the Republican Whip Patrick Hester, House Republican Conference	Choptank Ballroom
10:00 AM	The Effective Communicator Mark Horstman, Manager Tools, LLC	Choptank Ballroom
12:00 PM	Lunch Rich Lowry, <i>National Review</i>	Chesapeake Ballroom
1:15 PM	Ethics Moderator: Kelle Strickland, House Ethics Committee Elliot Berke, Berke Farah LLC Erin Clark, NRCC	Choptank Ballroom



**2021 House Republican Chiefs of Staff Conference
Cambridge, Maryland**

Thursday, June 17, 2021

- 1:30PM Bus Departs from Hill
- 2:00 PM Nametag Pickup
- 4:15 PM Welcome
- 4:30 PM New Findings on Public Opinion
David Winston, The Winston Group
Myra Miller, The Winston Group
- 5:30 PM Reception & Dinner
Niall Ferguson, Hoover Institution

Friday, June 18, 2021

- 8:00 AM Breakfast
- 9:00 AM Leadership Chiefs of Staff
Dan Meyer, Office of the Republican Leader
Brett Horton, Office of the Republican Whip
Kara Ahern, House Republican Conference
- 10:00 AM The Effective Communicator
Mark Horstman, Manager Tools, LLC
- 12:00 PM Lunch
Os Guinness
Author and social critic
- 1:15 PM The Chinese Communist Party: The Challenge It Poses and America's Response
Matthew Pottinger, Former Deputy National Security Advisor
Elizabeth Economy, Hoover Institution
Derek Scissors, American Enterprise Institute