



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: William Smith
2. a. Name of Accompanying Relative: _____ OR None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: 8/24/2021 Return: 8/26/2021
 b. Dates at Personal Expense, if any: _____ OR None
4. Departure City: Washington, DC Destination: Fargo, ND Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Red River Valley Sugarbeet Education Foundation
6. Describe Meetings and Events Attended:
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:  Date: 08/26/2021

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: Rep. Kat Cammack Date: 08/26/2021

Signature of Supervising Member: 



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: Red River Valley Sugarbeet Education Foundation
2. Travel Destination(s): Fargo, North Dakota
3. Date of Departure: 8/24/2021 Date of Return: 8/26/2021
4. Name(s) of Traveler(s): Will Smith

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	\$628.40	\$192 + tax	\$74 + tax	\$23 Meeting Rooms \$50 Local Bus Transportation
Accompanying Family Member				

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: Harrison Weber Date: 08/26/2021

Name: Harrison Weber Title: Secretary & Executive Director

Organization: Red River Valley Sugarbeet Education Foundation

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

Address: 1401 32nd Street SW, Fargo ND 58103

Email: hweber@rrvsga.com Telephone: (701) 850-4151

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:
Red River Valley Sugarbeet Education Foundation
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:
Red River Valley Sugarbeet Growers Association
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):

Each individual was invited to learn about sugarbeet farming, harvesting, storage, processing and related science. *See attachment*

5. Yes No Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: 8/24/2021 Date of return: 8/26/2021
7. a. City of departure: Washington, DC
b. Destination(s): Fargo, ND
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; **OR**
 - b. I checked 8(c) above but am not offering any lodging; **OR**
 - 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:
 The Red River Valley Sugarbeet Education Foundation organizes the activities for this event. We teach aspects of sugarbeet farming, harvesting, storage, processing & related science. The Red River Valley Sugarbeet Growers Association assists in planning & conducting the tour.
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 the 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):
 \$50 per day. \$13 breakfast, \$14 lunch and \$23 supper
- 2) Provide the reason for selecting the location of the event or trip:

The tour is located in the Red River Valley because this area is the primary and largest growing region in the U.S. for sugarbeets.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Radisson City: Fargo Cost Per Night: \$96 + tax
 Reason(s) for Selecting: Location / convenience / meeting rooms for meals and meetings.
- 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 the box.*



U.S. House of Representatives
COMMITTEE ON ETHICS

18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts <input checked="" type="checkbox"/> Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$628.40	\$192 + tax	\$73 + tax
For each Accompanying Family Member			

	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	\$23 / \$50	Meeting room / local bus transportation
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 by my signature that

- a. I read and understand the Committee's Travel Regulations;
- b. I am not a registered federal lobbyist or registered foreign agent; and
- c. The information on this form is true, complete, and correct to the best of my knowledge.

Signature:  Date: 07/12/2021
 Name: Chad Leach Title: President
 Organization: Red River Valley Sugarbeet Education Foundation, Inc.
 Address: 1401 32nd Street SW Fargo, ND 58103
 Email: leachfamily@loretel.net Telephone: (701) 239-4151

INSTRUCTIONS

Complete the *Primary Trip Sponsor Form* and submit the agenda, invitation list, any attachments, and any *Additional Trip Sponsor Forms* directly to the Travelers.

Written approval from the Committee on Ethics is required before traveling on this trip. The Committee on Ethics will notify the House invitees directly and will not notify the trip sponsors.

Willful or knowing misrepresentation on this form may be subject to criminal prosecution under 18 U.S.C. § 1001. Signatures must comply with section 104(bb) of the Travel Regulations.

For questions, please contact the Committee on Ethics at:

1015 Longworth House Office Building
 Washington, D.C. 20515

ethicscommittee@mail.house.gov | 202-225-7103
 More information and forms available at ethics.house.gov



U.S. House of Representatives

COMMITTEE ON ETHICS

ADDITIONAL TRIP SPONSOR FORM

This form should be completed by an organization that provides funds, services, or in-kind assistance to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. Provide a copy of your completed form to the primary sponsor of the trip.

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. Name of Primary Trip Sponsor: Red River Valley Sugarbeet Education Foundation
2. Name of your organization: Red River Valley Sugarbeet Growers Association
3. Yes No Is your organization designated a § 501(c)(3) charitable organization by the Internal Revenue Service?
4. Yes No Does your organization receive funding from any foreign government or multinational organization?
5. **Check one.** I certify that my organization:
 - a. Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. **OR**
 - b. Has had a direct role in the organizing, planning, or conducting of a trip to
Destination: Fargo, North Dakota on Date: 8.25.2021
that is being organized or arranged by the above-named Primary Trip Sponsor. **OR**
 - c. Has provided in-kind support to the above-named Primary Trip Sponsor (e.g., meeting planning assistance, meeting space and set-up, and paying for expenses related to this trip directly to the service provider).
6. **Check only one:**
 - a. My organization does not employ or retain a registered federal lobbyist or foreign agent **OR**
 - b. My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
7. I certify by my signature that
 - a. I read and understand the Committee's Travel Regulations;
 - b. I am not a registered federal lobbyist or registered foreign agent;
 - c. I am an officer of this organization and am duly authorized to sign this form; and
 - d. The information on this form is true, complete, and correct to the best of my knowledge.

Signature: Neil Rockstad Date: 07/12/2021

Name: Neil Rockstad Title: President

Organization: Red River Valley Sugarbeet Growers Association

Address: 1401 32nd Street SW - Fargo, North Dakota 58103

Email: neilrockstad@gmail.com Telephone: (701) 239-4151



U.S. House of Representatives
COMMITTEE ON ETHICS

INSTRUCTIONS

Complete the *Additional Trip Sponsor Form* and submit the forms directly to the Primary Trip Sponsor.

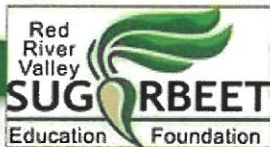
Written approval from the Committee on Ethics is required before traveling on this trip. The Committee on Ethics will notify the House invitees directly and will not notify the trip sponsors.

Willful or knowing misrepresentation on this form may be subject to criminal prosecution under 18 U.S.C. § 1001. Signatures must comply with section 104(bb) of the Travel Regulations.

For questions, please contact the Committee on Ethics at:

1015 Longworth House Office Building
Washington, D.C. 20515

ethicscommittee@mail.house.gov | 202-225-7103
More information and forms available at ethics.house.gov



1401 32nd Street SW - Fargo, North Dakota 58103 701.239.4151

Please join us for . . .

SUGAR 101: The Industry A - Z Wednesday August 25th, 2021

Live Sugarbeet Harvest
Piling Station / Storage
Processing Plant & Packaging
Interact With Actual Farmers

Sponsored by the Red River Valley Sugarbeet Education Foundation
Point of Contact: Harrison Weber • hweber@rrvsga.com • 701.239.4151

- * Reasonable and necessary trip expenses are provided by the Red River Valley Sugarbeet Education Foundation
- ** Please reply to confirm your interest and intentions in attending our Educational Program in the Red River Valley

2021 RRV Education Foundation Participants ALL

Zach Roberts
Legislative Assistant
GA Congressman Austin Scott
202-225-6531
Zach.Roberts@mail.house.gov

Beverly Hart
Senior Legislative Assistant
NY Congressman Sean Patrick Maloney
202-225-5441
BEVERLY.HART@mail.house.gov

Mitch Heidenreich
Legislative Assistant
HI Congressman Ed Case
202-225-2726
Mitch.Heidenreich@mail.house.gov

Zach Jacobs
Legislative Assistant
MN Congressman Tom Emmer
202-853-6742
zach.jacobs@mail.house.gov

Megan Ruane
Legislative Assistant
PA Congresswoman Madeleine Dean
202-225-4731
megan.ruane@mail.house.gov

Jason Cooke
Legislative Director
NC Congressman David Rouzer
202-225-2731
jason.cooke@mail.house.gov

Will Smith
Senior Legislative Assistant
FL Congresswoman Kat Cammack
202-809-2824
william.smith1@mail.house.gov

James McFeely
Legislative Correspondent
VA Congressman A. Donald McEachin
202-225-6365
james.mcfeely@mail.house.gov

Dave Chun
Senior Policy Advisor
HI Congressman Kaiiali'i Kahele
202-225-4906
Dave.chun@mail.house.gov

AGENDA: Red River Valley Sugarbeet Education Foundation Tour

Tuesday August 24, 2021

- 4:45 p.m. Flight Departs Washington DC at 12:59 PM, Flight arrives in Fargo, ND at 4:29 PM.
- 5:00 – 5:15 Harrison to pick participants up and bring to Radisson Hotel Fargo.
- 5:15 – 6:30 Check in to Hotel.
- 6:30 – 8:00 Working Supper – Welcome, Introductions – Harrison Weber – Executive Director of RRV Education Foundation. Sugarbeet production overview presentation – The History of Sugarbeet Production in the RRV and how it has changed. – Tom Astrup – American Crystal Sugar Cooperative (ACSC) CEO. Harrison and Tom to lead discussion about the industry following Tom’s presentation. Entire time is spent covering officially-connected activity.

Wednesday August 25, 2021

- 7:30 – 8:15 Working Breakfast – Radisson Hotel Fargo. The breakfast meeting will show the equipment participants will be seeing and riding in and explain what they are used for. We will go over safety requirements and provide a review of the events for the day as well as answering initial questions. Neil Rockstad – Grower, President RRVSGA Presenting. The entire time is spent covering officially-connected activity.
- 8:15 – 9:00 Depart hotel & drive to view “Ada North” rural piling site. Just north of Ada, MN. Approximately 48 miles Northeast of Fargo.
- 9:00 – 9:30 Arrive at rural piling site. Observe piling site, storage and airflow related to Sugarbeet storage. It is important for participants to understand how many people it takes to safely operate these rural piling sites and how sugarbeets should be properly stored in order to make a high-quality product. – Joe Hastings – ACSC General Agronomist presenting on sugarbeet storage.
- 9:30 – 9:45 Depart / Travel to Chuck Johnson farm. – Sugarbeet Grower.
- 9:45 – 11:45 Arrive at Chuck Johnson field - Chuck will be harvesting near piling site a few miles. Observe sugarbeet harvest operations. Ride along in a defoliator, a harvester, and a beet truck. Riding along in equipment shows participant each step of the sugarbeet harvesting process. It is vital to understand modern production practices and the challenges farmers face.
- 11:45 – 12:00 Depart / Travel to Moorhead Sugar Factory.
- 12:00 – 12:30 Working Lunch - Arrive at American Crystal Sugar Co. Sugar Factory, Moorhead, MN. Participants will watch a video giving a virtual processing plant tour overview, and the sugar packaging area and hear about the Technical Services Center. The 16 minute video can be viewed at https://rrvsga-my.sharepoint.com/:f/g/personal/hweber_rrvsga_com1/Es7OCggNWJplsKMVS-hsIA4B5aL591dSO5HbX4ju10R5_A Randy Axtman – Factory Manager will lead a discussion of the specific processing techniques and equipment used in the factory following the video for the remainder of the time. The entire time is spent covering officially-connected activity.
- 12:30 – 2:00 American Crystal Sugar Processing Plant Tour. Randy Axtman will lead a walkthrough tour of the sugar factory and sugar packaging plant. Participants will see where sugarbeets are processed into sugar, and how they are packaged into consumer sized bags. This is relevant to see because it will complete the circle from the farmer, to the processor, and onto the grocery store shelves. It also helps to learn about the logistical constraints that the industry needs to overcome to make sure consumers have access to sugar.
- 2:00 – 2:45 Depart / Travel to James Nelson Farm – Sugarbeet Grower.
- 2:45 – 4:00 Arrive at James Nelson Farm – James delivers straight to the Moorhead Processing Plant. Observe sugarbeet harvest operations. Opportunity to ride in different equipment than in the morning. Participants will ride in a different piece of equipment to fully understand the harvesting process and the challenges that farmers face when harvesting sugarbeets.
- 4:00 – 4:30 Depart back to Fargo.
- 4:30 – 6:00 Participants will want to freshen up after the day at hotel prior to supper. They will likely be muddy/dusty from being in the fields and riding in tractors.
- 6:00 – 6:15 Walk to supper venue.

6:15 – 8:00 Supper / Meeting – 46 North Pints & Provisions, Fargo, ND. 635 2nd Ave N, Fargo, ND 58102. Recap the events of the tours and answer questions. Topics will include: soil conditions, harvest temperatures and weather-related impact, harvest equipment function, conditions and challenges relating to beet storage, consumer v.s. commercial sugar packaging. Several area sugarbeet farmers will be in attendance. Harrison Weber – Presenting. The entire time is spent covering officially-connected activity.

Thursday August 26, 2021

Check out of Radisson Hotel Fargo. Flight departs at 8:00 am Fargo, ND. Flight arrives in Washington DC at 2:09PM

Speakers noted above in order of appearance*

Harrison Weber – Executive Director of RRVSGA and RRV Sugarbeet Education Foundation Executive Director

Tom Astrup – President & CEO – American Crystal Sugar Company

Neil Rockstad – Sugarbeet Grower and President – Red River Valley Sugarbeet Growers Association.

Joe Hastings – General Agronomist – American Crystal Sugar Company

Chuck Johnson – Sugarbeet Grower

Randy Axtman – Moorhead Factory Plant Manager – American Crystal Sugar Company

James Nelson – Sugarbeet Grower



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:

Red River Valley Sugarbeet Education Foundation

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:

Red River Valley Sugarbeet Growers Association

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):

Each individual was invited to learn about sugarbeet farming, harvesting, storage, processing and related science. *See attachment*

5. Yes No Is travel being offered to an accompanying family member of the House invitee(s)?

6. Date of departure: 8/24/2021 Date of return: 8/26/2021

7. a. City of departure: Washington, DC

b. Destination(s): Fargo, ND

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; **OR**

b. I checked 8(c) above but am not offering any lodging; **OR**

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:
- The Red River Valley Sugarbeet Education Foundation organizes the activities for this event. We teach aspects of sugarbeet farming, harvesting, storage, processing & related science. The Red River Valley Sugarbeet Growers Association assists in planning & conducting the tour.

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 the 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):
- \$50 per day. \$13 breakfast, \$14 lunch and \$23 supper
- 2) Provide the reason for selecting the location of the event or trip:

The tour is located in the Red River Valley because this area is the primary and largest growing region in the U.S. for sugarbeets.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Radisson City: Fargo Cost Per Night: \$96 + tax
- Reason(s) for Selecting: Location / convenience / meeting rooms for meals and meetings.
- 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 the box.*



U.S. House of Representatives

COMMITTEE ON ETHICS

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 type="checkbox"/> Good Faith Estimates			
For each Member, Officer, or Employee	\$628.40	\$192 + tax	\$73 + tax
For each Accompanying Family Member			

	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	\$23 / \$50	Meeting room / local bus transportation
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 by my signature that

- a. I read and understand the Committee's Travel Regulations;
- b. I am not a registered federal lobbyist or registered foreign agent; and
- c. The information on this form is true, complete, and correct to the best of my knowledge.

Signature:  Date: 07/12/2021

Name: Chad Leach Title: President

Organization: Red River Valley Sugarbeet Education Foundation, Inc.

Address: 1401 32nd Street SW Fargo, ND 58103

Email: leachfamily@loretel.net Telephone: (701) 239-4151

INSTRUCTIONS

Complete the *Primary Trip Sponsor Form* and submit the agenda, invitation list, any attachments, and any *Additional Trip Sponsor Forms* directly to the Travelers.

Written approval from the Committee on Ethics is required before traveling on this trip. The Committee on Ethics will notify the House invitees directly and will not notify the trip sponsors.

Willful or knowing misrepresentation on this form may be subject to criminal prosecution under 18 U.S.C. § 1001. Signatures must comply with section 104(bb) of the Travel Regulations.

For questions, please contact the Committee on Ethics at:

1015 Longworth House Office Building
Washington, D.C. 20515

ethicscommittee@mail.house.gov | 202-225-7103
More information and forms available at ethics.house.gov



U.S. House of Representatives

COMMITTEE ON ETHICS

ADDITIONAL TRIP SPONSOR FORM

This form should be completed by an organization that provides funds, services, or in-kind assistance to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation.

Provide a copy of your completed form to the primary sponsor of the trip.

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. Name of Primary Trip Sponsor: Red River Valley Sugarbeet Education Foundation

2. Name of your organization: Red River Valley Sugarbeet Growers Association

3. Yes No Is your organization designated a § 501(c)(3) charitable organization by the Internal Revenue Service?

4. Yes No Does your organization receive funding from any foreign government or multinational organization?

5. **Check one.** I certify that my organization:

a. Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. **OR**

b. Has had a direct role in the organizing, planning, or conducting of a trip to
Destination: Fargo, North Dakota on Date: 8.25.2021
that is being organized or arranged by the above-named Primary Trip Sponsor. **OR**

c. Has provided in-kind support to the above-named Primary Trip Sponsor (e.g., meeting planning assistance, meeting space and set-up, and paying for expenses related to this trip directly to the service provider).

6. **Check only one:**

a. My organization does not employ or retain a registered federal lobbyist or foreign agent **OR**

b. My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.

7. I certify by my signature that

a. I read and understand the Committee's Travel Regulations;

b. I am not a registered federal lobbyist or registered foreign agent;

c. I am an officer of this organization and am duly authorized to sign this form; and

d. The information on this form is true, complete, and correct to the best of my knowledge.

Signature:  Date: 07/12/2021

Name: Neil Rockstad Title: President

Organization: Red River Valley Sugarbeet Growers Association

Address: 1401 32nd Street SW - Fargo, North Dakota 58103

Email: neilrockstad@gmail.com Telephone: (701) 239-4151



U.S. House of Representatives

COMMITTEE ON ETHICS

INSTRUCTIONS

Complete the *Additional Trip Sponsor Form* and submit the forms directly to the Primary Trip Sponsor.

Written approval from the Committee on Ethics is required before traveling on this trip. The Committee on Ethics will notify the House invitees directly and will not notify the trip sponsors.

Willful or knowing misrepresentation on this form may be subject to criminal prosecution under 18 U.S.C. § 1001. Signatures must comply with section 104(bb) of the Travel Regulations.

For questions, please contact the Committee on Ethics at:

1015 Longworth House Office Building
Washington, D.C. 20515

ethicscommittee@mail.house.gov | 202-225-7103
More information and forms available at ethics.house.gov



1401 32nd Street SW - Fargo, North Dakota 58103 701.239.4151

Please join us for . . .

SUGAR 101: The Industry A – Z

Wednesday August 25th, 2021

Live Sugarbeet Harvest
Piling Station / Storage
Processing Plant & Packaging
Interact With Actual Farmers

Sponsored by the Red River Valley Sugarbeet Education Foundation
Point of Contact: Harrison Weber • hweber@rrvsga.com • 701.239.4151

- * Reasonable and necessary trip expenses are provided by the Red River Valley Sugarbeet Education Foundation
- ** Please reply to confirm your interest and intentions in attending our Educational Program in the Red River Valley

2021 RRV Education Foundation Participants ALL

Jalen Johnson
Legislative Correspondent
FL Congressman Byron Donalds
202-225-2536
Jalen.Johnson@mail.house.gov

Zach Roberts
Legislative Assistant
GA Congressman Austin Scott
202-225-6531
Zach.Roberts@mail.house.gov

Beverly Hart
Senior Legislative Assistant
NY Congressman Sean Patrick Maloney
202-225-5441
BEVERLY.HART@mail.house.gov

Mitch Heidenreich
Legislative Assistant
HI Congressman Ed Case
202-225-2726
Mitch.Heidenreich@mail.house.gov

Zach Jacobs
Legislative Assistant
MN Congressman Tom Emmer
202-853-6742
zach.jacobs@mail.house.gov

Megan Ruane
Legislative Assistant
PA Congresswoman Madeleine Dean
202-225-4731
megan.ruane@mail.house.gov

Chris Cunningham
Senior Legislative Assistant
PA Congresswoman Susan Wild
202-225-6411
Chris.Cunningham@mail.house.gov

Jason Cooke
Legislative Director
NC Congressman David Rouzer
202-225-2731
jason.cooke@mail.house.gov

Will Smith
Senior Legislative Assistant
FL Congresswoman Kat Cammack
202-809-2824
william.smith1@mail.house.gov

James McFeely
Legislative Correspondent
VA Congressman A. Donald McEachin
202.225.6365
james.mcfeely@mail.house.gov

AGENDA: Red River Valley Sugarbeet Education Foundation Tour

Tuesday August 24, 2021

- 4:45 p.m. Flight Departs Washington, DC at 12:59 PM, Flight arrives in Fargo, ND at 4:30 pm.
- 5:00 – 5:15 Harrison to pick participants up and bring to Radisson Hotel Fargo.
- 5:15 – 6:30 Check in to Hotel.
- 6:30 – 8:00 Working Supper – Welcome, Introductions – Harrison Weber – Executive Director of RRV Education Foundation. Sugarbeet production overview presentation – The History of Sugarbeet Production in the RRV and how it has changed. – Tom Astrup – American Crystal Sugar Cooperative (ACSC) CEO. Harrison and Tom to lead discussion about the industry following Tom’s presentation. Entire time is spent covering officially-connected activity.

Wednesday August 25, 2021

- 7:30 – 8:15 Working Breakfast – Radisson Hotel Fargo. The breakfast meeting will show the equipment participants will be seeing and riding in and explain what they are used for. We will go over safety requirements and provide a review of the events for the day as well as answering initial questions. Neil Rockstad – Grower, President RRVSGA Presenting. The entire time is spent covering officially-connected activity.
- 8:15 – 9:00 Depart hotel & drive to view “Hitterdal” rural piling site. Just South of Hitterdal, MN. Approximately 32 miles Northeast of Fargo.
- 9:00 – 9:30 Arrive at rural piling site. Observe piling site, storage and airflow related to Sugarbeet storage. It is important for participants to understand how many people it takes to safely operate these rural piling sites and how sugarbeets should be properly stored in order to make a high-quality product. – Joe Hastings – ACSC General Agronomist presenting on sugarbeet storage.
- 9:30 – 9:45 Depart / Travel to Beau Jacobson farm. – Sugarbeet Grower.
- 9:45 – 11:45 Arrive at Beau Jacobson field - Beau will be harvesting near piling site a few miles. Observe sugarbeet harvest operations. Ride along in a defoliator, a harvester, and a beet truck. Riding along in equipment shows participant each step of the sugarbeet harvesting process. It is vital to understand modern production practices and the challenges farmers face.
- 11:45 – 12:00 Depart / Travel to Moorhead Sugar Factory.
- 12:00 – 12:30 Working Lunch - Arrive at American Crystal Sugar Co. Sugar Factory, Moorhead, MN. Participants will watch a video giving a virtual processing plant tour overview, and the sugar packaging area and hear about the Technical Services Center. The 16 minute video can be viewed at https://rrvsga-my.sharepoint.com/:f/g/personal/hweber_rrvsga_com1/Es7OCggNWJplsKMVS-hslA4B5aL591dSO5HbX4ju10R5_A Randy Axtman – Factory Manager will lead a discussion of the specific processing techniques and equipment used in the factory following the video for the remainder of the time. The entire time is spent covering officially-connected activity.
- 12:30 – 2:00 American Crystal Sugar Processing Plant Tour. Randy Axtman will lead a walkthrough tour of the sugar factory and sugar packaging plant. Participants will see where sugarbeets are processed into sugar, and how they are packaged into consumer sized bags. This is relevant to see because it will complete the circle from the farmer, to the processor, and onto the grocery store shelves. It also helps to learn about the logistical constraints that the industry needs to overcome to make sure consumers have access to sugar.
- 2:00 – 2:45 Depart / Travel to Chad Leach Farm – RRV Education Foundation Board Member and Farmer.
- 2:45 – 4:00 Arrive at Chad Leach Farm – Chad delivers straight to the Moorhead Processing Plant. Observe sugarbeet harvest operations. Opportunity to ride in different equipment than in the morning. Participants will ride in a different piece of equipment to fully understand the harvesting process and the challenges that farmers face when harvesting sugarbeets.
- 4:00 – 4:30 Depart back to Fargo.
- 4:30 – 6:00 Participants will want to freshen up after the day at hotel prior to supper. They will likely be muddy/dusty from being in the fields and riding in tractors.
- 6:00 – 6:15 Walk to supper venue.

6:15 – 8:00 Supper / Meeting –The Boiler Room Restaurant, Fargo, ND. 210 Roberts Alley, Fargo, ND 58102. Recap the events of the tours and answer questions. Topics will include: soil conditions, harvest temperatures and weather-related impact, harvest equipment function, conditions and challenges relating to beet storage, consumer v.s. commercial sugar packaging. Several area sugarbeet farmers will be in attendance. Harrison Weber – Presenting. The entire time is spent covering officially-connected activity.

Thursday August 26, 2021

Check out of Radisson Hotel Fargo. Flight departs at 8:00 am from Fargo, ND. Flight arrives in Washington, DC 2:09 pm.

Speakers noted above in order of appearance*

Harrison Weber – Executive Director of RRVSGA and RRV Education Foundation Executive Director

Tom Astrup – President & CEO – American Crystal Sugar Company

Neil Rockstad – Sugarbeet Grower and President – Red River Valley Sugarbeet Growers Association.

Joe Hastings – General Agronomist – American Crystal Sugar Company

Beau Jacobson – Sugarbeet Grower

Randy Axtman – Moorhead Factory Plant Manager – American Crystal Sugar Company

Chad Leach – Sugarbeet Grower and Red River Valley Sugarbeet Education Foundation Board Member



U.S. House of Representatives

COMMITTEE ON ETHICS

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: William Smith

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: _____

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): Rep. Kat Cammack (FL-3)

Office Address: 1626 Longworth House Office Building Washington, DC 20515

Telephone Number: 2022255744

Email Address of Contact Person: william.smith1@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.



U.S. House of Representatives

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: William Smith
2. Sponsor(s) who will be paying or providing in-kind support for the trip:
Red River Valley Sugarbeet Education Foundation, Red River Valley Sugarbeet Growers Association
3. City and State OR Foreign Country of Travel : Fargo, North Dakota
4. a. Date of Departure: 8/24/2021 Date of Return: 8/26/2021
b. Yes No Will you be extending the trip at your personal expense?
If yes, list dates at personal expense: _____
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: _____
(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.
As a Senior Legislative Assistant who handles agriculture issues for Rep. Cammack, a member of the House Agriculture Committee, this trip will be an informative look at the process of cultivating and harvesting sugarbeets in the Red River Valley.
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 *Kat Cammack* Date 08/16/2021

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

August 19, 2021

Mr. William Smith
Office of the Honorable Kat Cammack
1626 Longworth House Office Building
Washington, DC 20515

Dear Mr. Smith:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Fargo, North Dakota, scheduled for August 24 to 26, 2021, sponsored by Red River Sugarbeet Education Foundation and Red River Valley Sugarbeet Growers Association.

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:tn