



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: Zellie L Duvall
2. a. Name of Accompanying Relative: _____ **OR** None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: 8/18/21 Return: 8/19/21
 b. Dates at Personal Expense, if any: I did not accept return transportation from the sponsor **OR** None
4. Departure City: Washington, DC Destination: Baton Rouge, Louisiana Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Louisiana Farm Bureau Federation
6. Describe Meetings and Events Attended:
 The meetings and events attended provided an interative experience to learn more about the issues facing Lousiana's agricultural industry, research and education, as well as the rural economies.
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: Zellie L Duvall Date: 09/02/2021

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. Julia Letlow Date: 09/02/2021

Signature of Supervising Member: Julia Letlow



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: Louisiana Farm Bureau Federation
- Travel Destination(s): Baton Rouge, LA and surrounding areas (LA-2, LA-3, LA-4, LA-5, LA-6)
- Date of Departure: 8/17/2021 Date of Return: 8/19/2021
- Name(s) of Traveler(s): Zellie Duvall

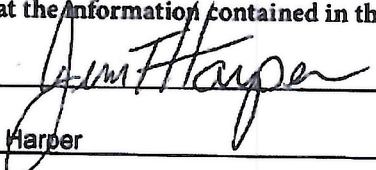
Note: You may list more than one traveler on a form only if all information is identical for each person listed.

- 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	\$0	\$330.68	\$119.22	\$0
Accompanying Family Member				

- 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: 8/25/21
 Name: Jim Harper Title: President

Organization: Louisiana Farm Bureau Federation

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

Address: 9516 Airline Hwy., Baton Rouge, LA 70815

Email: jimh@lfbf.org Telephone: (225) 922-6209
andub@lfbf.org

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.



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TRAVELER FORM

1. Name of Traveler: Zellie Duvall

2. Sponsor(s) who will be paying or providing in-kind support for the trip:
Louisiana Farm Bureau Federation

3. City and State **OR** Foreign Country of Travel : Baton Rouge, Louisiana

4. a. Date of Departure: 8/18/21 Date of Return: 8/19/21

b. Yes No Will you be extending the trip at your personal expense?
If yes, list dates at personal expense: Will not be accepting return transportation from the sponsor

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 the legislative assistant for Representative Julia Letlow, handling the agriculture portfolio, this trip will provide an interactive experience to learn more about the issues facing Louisiana's agricultural industry, research and education, as well as the rural economies.

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 *Julia Letlow* Date 7/19/21



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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:

Louisiana Farm Bureau Federation

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 additional pages

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

6. Date of departure: 8/18/2021 Date of return: 08/19/2021

7. a. City of departure: Baton Rouge, LA

b. Destination(s): U.S. House Districts LA-2, LA-3, LA-4, LA-5, & LA-6

c. City of return: Baton Rouge, LA

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:



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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:

Louisiana Farm Bureau Federation is leading the organization and coordination of this trip to bring LA House staffers focusing on agriculture to their constituents/our members to facilitate discussion and education of our congressional delegation on agriculture issues. LFBF is a member organization of active farming and ranching members advocating for their industry.

13. **Answer parts a and b. Answer part c if necessary:**

a. Mode of travel: Air Rail Bus Car Other (specify: Provided by LSU AgCenter)

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):

Meals provided (3 daily) will not exceed \$60 in value total per person. All will be group meals

2) Provide the reason for selecting the location of the event or trip:

This tour will allow each House staff member to visit their district and see agriculture importa

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel Name: Watermark Hotel City: Baton Rouge, LA Cost Per Night: \$139

Reason(s) for Selecting: Proximity to Airport, first night's individual meal selections, and location to LFBF.

Hotel Name: TownePlace Suites City: Alexandria, LA Cost Per Night: \$129

Reason(s) for Selecting: All acceptable hotels in Alexandria are in close proximity to event. Costs were similar for numerous.

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

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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	0	\$270	\$90
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		
For each Accompanying Family Member		

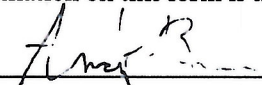
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

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: 07/06/2021

Name: Andrew J. Brown (Andy) Title: National Affairs Coordinator

Organization: Louisiana Farm Bureau Federation

Address: 9516 Airline Hwy. Baton Rouge, LA 70815

Email: andyb@lfbf.org Telephone: (225) 922-6209

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

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
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Counsel to the Ranking Member

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Washington, D.C. 20515-6328
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August 11, 2021

Ms. Zellie L. Duvall
Office of the Honorable Julia Letlow
2400 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Duvall:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Baton Rouge, Louisiana, scheduled for August 18 to 19, 2021, sponsored by Louisiana Farm Bureau Federation. We note that you will not be accepting return transportation from the sponsor.

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

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$415 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Handwritten signature of Theodore E. Deutch in blue ink.

Theodore E. Deutch
Chairman

Handwritten signature of Jackie Walorski in blue ink.

Jackie Walorski
Ranking Member

TED/JW:mso

Louisiana Agricultural Tour ~ August 2021
Louisiana Congressional Delegation Staff
Farm Bill Listening Sessions and On-Farm Demonstrations
Outline/Concept Document/Draft Agenda

- Primary Hosts:** Louisiana Farm Bureau® Federation and Louisiana State University Agricultural Center (LSU AgCenter).
- Target:** House & Senate Legislative Aides & Legislative Correspondents with Agriculture Policy Assignments from Louisiana's Congressional Offices
- Goal:** Provide unique hands-on educational experiences highlighting key matters of federal agricultural policy at farm and agribusiness operations in Louisiana ahead of the 2023 Farm Bill.
- Tour Dates:** August 18-19, 2021
- Length of Meetings** Estimated 32 hours (from 8:00am Day 1 to 4:00p.m. Day 2)
- Transport to LA:** Congressional Staff Travel Budget
- Lodging (2) Night:** Louisiana Farm Bureau Federation (Night 1 – Baton Rouge, LA; Night 2 – Alexandria, LA)
- Tour Transport:** Bus Transportation provided by LSU AgCenter during Tour.

***Travel time for this event will be accompanied by LSU and LFBF staff and leadership, with various experts in ag economics/policy/commodity issues. Travel time will consist of briefings from these experts to discuss both the previous stop, as well as discussions around the issues to be presented at the following stop. Where available, LFBF will have leaders join the bus to brief the staffers on their issues during transport.**

Agricultural Policy Focus Areas:

- Ag Workforce Needs (H-2A, H-2B Labor Issues)
- Agricultural Disaster Programs
- Agriculture's Role in Climate Change
- Infrastructure Importance to Agriculture
- Rural Broadband
- Environmental Regulations related to Water, Soil, Pesticides, and others
- Inheritance Taxes and their Impact on Agriculture
- Waterways and Coastal Erosion
- International Trade
- Best Management Practices and Animal Welfare

Day 1: Wednesday, August 18, 2021

- *Morning arrivals to Louisiana Farm Bureau Federation Headquarters, Baton Rouge.*

- 8:00 a.m. Welcome, Overview of Tour, & Introductions**
LFBF Board Room, LFBF Offices, Baton Rouge, LA
Dr. Bill Richardson, LSU Vice President for Agriculture
Mr. Jim Harper, President LA Farm Bureau Federation
- 8:20 a.m. State of the Louisiana Farm Economy**
Dr. Michael Deliberto - LSU Ag Economist
- 9:15 a.m. Depart for Grosse Tete (LA-6)**
- 10:00 a.m. Rural Broadband and Successes of the Reconnect Pilot Program**
North Iberville Community Center – Rosedale, LA
Star Communications
Governor Edwards Exec. Director for Rural Broadband
Delta Regional Authority
- 11:00 a.m. Depart for H. Rouse Caffey Rice Research Station (LA-3)**
- 12:00 p.m. Working Lunch: Poboys from Fezzo's**
Dr. Dustin Harrell – Rice Production in Louisiana
Dr. Kurt Guidry – Disasters in Louisiana 2020/2021
- 1:00 p.m. LSU Rice Research Station Driving Tour**
Dr. Dustin Harrell – Resident Coordinator
- 1:30 p.m. Depart for Evangeline Parish (LA-4)**
- 2:30 p.m. Pesticide Applications/Environmental Issues/Precision Agriculture**
Hosted by Richard Fontenot and other area farms
- 4:00 p.m. Depart for Rapides Parish Farm Bureau (LA-5)**
- 5:00 p.m. Meet and Greet Reception with Farm Leaders**
Alexandria Mega Shelter (EVAC Center)
Meal prepared by Louisiana Farm Bureau volunteer leaders
- 7:00 p.m. Depart for Hotel**
Alexandria, LA
-

Day 2: Thursday, August 19th

- 8:00 a.m.** **Depart Hotel for Avoyelles/Pointe Coupee Parish (LA-5)**
- 9:00 a.m.** **Sugar Planting/Labor Issues/Corn Harvest/Solar Farms**
Hosted by George LaCour and other farmers in the area
- 10:30 a.m.** **Depart for Baton Rouge**
- 11:30 p.m.** **Lunch: Louisiana Farm Bureau Federation Board Meeting**
Location: LSU Campus – 4H Mini-farm
Lunch Provided by: Louisiana Farm Bureau Federation
This is a part of the LFBF Regularly Scheduled Board of Directors Meeting. This event would happen regardless of Congressional staff participation.
- 1:30 p.m.** **LSU Water Campus Tour (LA-2)**
MS River Model, Climate Discussions, Flood Mitigation, etc.
- 3:00 p.m.** **Tour of Louis Dreyfus Grain Elevator (LA-2)**
Discussions on MS River Infrastructure, International Trade, Grain Standards Act
- 4:00 p.m.** **Return to Louisiana Farm Bureau Federation and Adjourn**

Louisiana Agricultural Tour ~ August 2021
Louisiana Congressional Delegation Staff
Invitee List

Explanation of why the individuals listed are invited:

The following House of Representatives staff members facilitate the work revolving around agriculture and/or natural resources issues and serve as the primary contact for Louisiana farmers and ranchers in their respective districts for the Louisiana House delegation members of which they are employed. These staff members are the experts in this issue area for their respective offices, and by attending this tour will experience first-hand the needs and concerns of their farming and ranching constituents. Due to COVID-19 shutdowns, interactions on Capitol Hill have been limited between LFBF members and Congressional offices. Rather than attempt to bring large groups to Washington D.C., LFBF volunteer leaders thought it would be a good time to facilitate constituent/staff interaction on farms. We look forward to hosting the following:

- **Walton, Austin**
Policy Adviser for Rep. Steve Scalise, LA-01

- **Strother, Nick**
Legislative Assistant for Rep. Troy Carter, LA-02

- **Bridgforth, Turner**
Legislative Assistant for Rep. Clay Higgins, LA-03

- **Fultz, Garrett**
Legislative Director/Counsel for Rep. Mike Johnson, LA-04

- **Duvall, Zellie**
Legislative Assistant for Rep. Julia Letlow, LA-05

- **Playforth, Taylor**
Legislative Assistant for Rep. Garret Graves, LA-06