



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](mailto: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: Jessica Carter
2. a. Name of Accompanying Relative: \_\_\_\_\_ OR None
- b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: 9/17/2021 Return: 9/19/2021
- b. Dates at Personal Expense, if any: \_\_\_\_\_ OR None
4. Departure City: Washington DC Destination: Philadelphia, PA Return City: Washington DC
5. Sponsor(s), Who Paid for the Trip: Republican Mainstreet Partnership
6. Describe Meetings and Events Attended:  
Presentations designed to inform and educate on issues coming before congress. Leading to best optimization of office.
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: 9/23/2021

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:  Date: 9/23/2021

Signature of Supervising Member: 



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# 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: Republican ManStreet Partnership
  - Travel Destination(s): Philadelphia, PA
  - Date of Departure: 9/17/21 Date of Return: 9/19/21
  - Name(s) of Traveler(s): Jessica Carter
- 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	96 - parking	352.00	76	63
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: 09/22/2021

Name: Sarah Chamberlain Title: President

Organization: Republican MainStreet Partnership

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

Address: 410 First Street, SE Washington, DC 20003

Email: \_\_\_\_\_ Telephone: (301) 814-8301

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

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



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# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Jessica Carter
2. Sponsor(s) who will be paying or providing in-kind support for the trip:  
Republican Main Street Partnership
3. City and State **OR** Foreign Country of Travel: Philaelphia, PA
4. a. Date of Departure: September 17,2021 Date of Return: September 19, 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 Chief of staff to a member this oganazation providers best practices training.
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 \_\_\_\_\_

Date 08/12/2021





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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](http://ethics.house.gov)) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor who will be paying for the trip:  
**Republican Main Street Partnership**
2.  I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. Signify that the statement is true by checking box.
3. Check only one. I represent that:
  - a.  The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip. OR
  - b.  The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds. OR
  - c.  The primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.  
If "c" is checked, list the names of the additional sponsors:
4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):  
**See Attached list of Chief Participants - individual offices are members of RMSP**
5. Yes  No  Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: September 17, 2021 Date of return: September 19, 2021
7. a. City of departure: Washington, DC  
b. Destination(s): Philadelphia, PA  
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:



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# 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:  
**Annual Chief of Staff Retreat to discuss MainStreet Member legislative agenda**
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:  
**N/A**
14.  I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). Signify that the statement is true by checking 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):  
**\$61 per day**  
 2) Provide the reason for selecting the location of the event or trip:  
**Annual event. Location selected based on the proximity to DC and the ability to drive**
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:  
 Hotel Name: W Hotel City: Philadelphia, PA Cost Per Night: 176.00  
 Reason(s) for Selecting: favorable rate  
 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.



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# 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	200.00 - train or mileage	352.00	76.00
For each Accompanying Family Member	200.00 - train		

	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	63.00	meeting materials and AV
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: 08/11/2021  
 Name: Sarah Chamberlain Title: President  
 Organization: Republican MainStreet Parnetship  
 Address: 410 First Street, SE Suite 200 Washington DC 20003  
 Email: sharon@rmsp.org Telephone: (301) 814-8301

## 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, DC 20515

[ethicscommittee@mail.house.gov](mailto:ethicscommittee@mail.house.gov) | 202-225-7103  
More information and forms available at [ethics.house.gov](http://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  
*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

September 10, 2021

Ms. Jessica Carter  
Office of the Honorable Dan Newhouse  
504 Cannon House Office Building  
Washington, DC 20515

Dear Ms. Carter:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Philadelphia, Pennsylvania, scheduled for September 17 to 19, 2021, sponsored by Republican Main Street Partnership.

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

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

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

Sincerely,

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:smm





## **List of Chief Participants**

- **Ryan Carney (Steil)**
- **Desiree Koetzle (Stauber)**
- **Mark Dreling (Bacon)**
- **Patrick Mocete (Kim)**
- **Casey Contres (Gonzalez)**
- **Anna Alburger (Joyce)**
- **Mike Hamilton (McKinley)**
- **Matt Leopold (Feenstra)**
- **Rachel Wagley (Moore)**
- **Matt McCullough (Bost)**
- **Alex Bolton (Malliotakis)**
- **Jessica Carter (Newhouse)**
- **Mary Rosada (Barr)**
- **Kyle Kizzier (Jacobs)**
- **Nick Hawatmeh (McClain)**
- **Micah Ketchell (Waltz)**
- **Lorisaa Bounds (Obernotle)**



**Chief of Staff Annual Retreat**

**September 17-19, 2021**

**Philadelphia, PA**

**Friday, September 17<sup>th</sup>**

**Welcome Reception with Main Street Update  
Led by Sarah Chamberlain, President & CEO briefing** 6pm – 730pm

**Saturday, September 18<sup>th</sup>**

**Breakfast** 9am-945am

**Future of Main Street (led by Matt McCullough (IL-2),  
Mark Dreiling((NE-02) and Desiree Koetzle (MN-08)** 100am-1100am

**Appropriations Legislative update (led by Caesar Gonzalez (FL-25)  
Anna Alburger ((OH-14) and Casey Contres (TX-23)** 1100am-1200pm

**Freshman Chief Agenda – Patrick Mocete (CA-39), Matt Leopold  
((NY-11) Rachel Wagey (UT-01)** 1200pm-100pm

**Lunch Break**

**Keynote speaker – The Michaels Organization  
Affordable Housing** 2pm-230pm

**Covid in the workplace – Society for Human Resources** 230pm-3pm

**Energy and commerce Legislative Update –  
(Led by Jessica Carter ((WA-04), Mike Hamilton (WV-01)** 3pm-4pm

**Break**

**Roundtable Dinner Discussion**

**6pm-7pm**

**Sunday, September 19<sup>th</sup>**

**Breakfast**

**9am-9:45am**

**Financial Service Legislative Update (led by Mary Rosada (KY-06)  
and Ryan Carney (WI-01) Lorissa Bounds ((CA-08)**

**10am-11am**

**Defense Legislative Update -**

**11am-12pm**

**Departure – Program ends**