



U.S. House of Representatives

COMMITTEE ON ETHICS

EMPLOYEE POST-TRAVEL DISCLOSURE FORM Original Amendment

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual *Financial Disclosure Statements* of those employees required to file them. In accordance with House Rule 25, clause 5, **you must complete this form and file it with the Clerk of the House, by email at gifttravelreports@mail.house.gov, within 15 days after travel is completed.** Please **do not** file this form with the Committee on Ethics.

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

1. Name of Traveler: Desiree Koetzle

2. a. Name of Accompanying Relative: _____ **OR None**

b. Relationship to Traveler: Spouse Child Other (specify): _____

3. a. Dates: Departure: 9/17/21 Return: 9/19/21

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: Main Street Republican Partnership

6. Describe Meetings and Events Attended:
Several Meetings on varying policy topics with chiefs of staff whos bosses cover these various areas.

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: 09/28/2021

I authorized this travel in advance. I have determined that all of the expenses listed on the attached *Sponsor Post-Travel Disclosure Form* were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

Name of Supervising Member: Pete Stauber Date: 09/28/2021

Signature of Supervising Member:

RECEIVED
2021 SEP 28 PM 4:06
COMMITTEE ON ETHICS



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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.

1. Sponsor(s) who paid for the trip: Republican ManStreet Partnership
2. Travel Destination(s): Philadelphia, PA
3. Date of Departure: 9/17/21 Date of Return: 9/19/21

4. Name(s) of Traveler(s): Desiree Koetzle

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

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

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	198	352.00	76	63
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: *Sarah Chamberlain* 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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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: Desiree Koetzle

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: *Desiree Koetzle*

Name of Signatory (if other than traveler): ~~Pete Stauber~~

For Staff (name of employing Member or Committee): _____

Office Address: 461 Cannon HOB, Washington, DC 20515

Telephone Number: 2029811189

Email Address of Contact Person: Desiree.Koetzle@mail.house.gov

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

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

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

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



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TRAVELER FORM

1. Name of Traveler: Desiree Koetzle
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: Philadelphia, 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: Bill Koetzle
(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.
Annual Chief of Staff Retreat to discuss MainStreet Member legislative agenda
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 8/11/2021



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PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a *Traveler Form* at least **30 days before the start date of the trip**. The trip sponsor should **NOT** submit the form directly to the Committee. The Committee website (ethics.house.gov) provides detailed instructions for filling out the form.

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

1. Sponsor who will be paying for the trip:
Republican 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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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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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: *Sarah Chamberlain* Date: 08/11/2021
 Name: Sarah Chamberlain Title: President
 Organization: Republican MainStreet Partnership
 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 | 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
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. Desiree Koetzle
Office of the Honorable Pete Stauber
461 Cannon House Office Building
Washington, DC 20515

Dear Ms. Koetzle:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your and your spouse's 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,



Theodore E. Deutch
Chairman



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 17th

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

Saturday, September 18th

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 19th

Breakfast

9am-945am

**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

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