



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: Nick Rockwell
2. a. Name of Accompanying Relative: \_\_\_\_\_ OR None   
 b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: October 13, 2021 Return: October 15, 2021  
 b. Dates at Personal Expense, if any: \_\_\_\_\_ OR None
4. Departure City: Washington, D.C. Destination: Williamsburg, VA Return City: Washington, D.C.
5. Sponsor(s), Who Paid for the Trip: Congressional Institute
6. Describe Meetings and Events Attended:  
 The meetings I attended during this Legislative Directors Conference developed my awareness of pressing issues facing the country. The Conference included conversations on national security, inflation, policing, immigration, and overall economic trends. Further, the Conference helped evolve my professional development with seminars on negotiating, talking with constituents, and developing policy with diverse stakeholders.
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: Nick Rockwell Date: 10/28/21

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. Glenn Thompson Date: 10/28/21

Signature of Supervising Member: Glenn Thompson



## 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: Congressional Institute
2. Travel Destination(s): Williamsburg, VA
3. Date of Departure: October 13, 2021 Date of Return: October 15, 2021
4. Name(s) of Traveler(s): see attached list

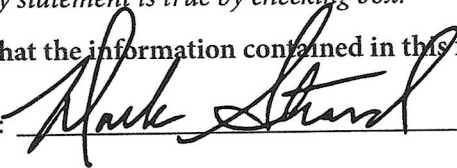
*Note:* You may list more than one traveler on a form only if *all* information is *identical* for each person listed.

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

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$77.77	\$211.28	\$156.76	\$356.46 - Room Rental
Accompanying Family Member	n/a	n/a	n/a	n/a

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:  Date: October 20, 2021

Name: Mark Strand Title: President

Organization: Congressional Institute

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

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

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

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

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



U.S. House of Representatives

# COMMITTEE ON ETHICS

## TRAVELER FORM

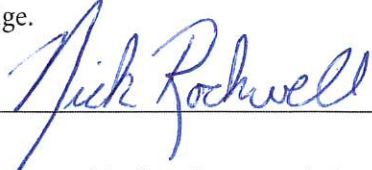
This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, 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](mailto: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: Nick Rockwell

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. Glenn Thompson

Office Address: 400 Cannon House Office Building, Washington, D.C. 20515

Telephone Number: 202-225-5121

Email Address of Contact Person: Nick.Rockwell@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](mailto:travel.requests@mail.house.gov).



U.S. House of Representatives

# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Nick Rockwell

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

3. City and State **OR** Foreign Country of Travel : Williamsburg, VA

4. a. Date of Departure: October 13, 2021 Date of Return: October 15, 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 Legislative Director for Rep. Glenn Thompson, this event will include briefings on related issue area topics under my purview. This will also give me the opportunity to collaborate legislative ideas with other staff members and see where we can partner on certain bills. I will also be given the opportunity to develop some professional skills in negotiating and strategic thinking.

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 Glenn Thompson Date 08/24/21



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](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:  
Congressional Institute
2.  I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. Signify that the statement is true by checking box.
3. **Check only one.** I represent that:
  - a.  The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip: **OR**
  - b.  The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds: **OR**
  - c.  The primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.  
If "c" is checked, list the names of the additional sponsors:
4. Provide names and titles of **ALL** House Members *and* employees you are inviting. **For each House invitee, provide an explanation of why the individual was invited** (include additional pages if necessary):  
See addendum & attached invitation list
5. Yes  No  Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: October 13, 2021 Date of return: October 15, 2021
7. a. City of departure: Washington, DC  
b. Destination(s): Williamsburg, VA  
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:



10.  Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box.*
11. **Check only one of the following:**
- a.  I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify that the statement is true by checking box; OR*
- b.  *Not Applicable.* Trip sponsor is a U.S. institution of higher education.
12. For **each** sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip **and** its role in organizing and/or conducting the trip:  
See addendum
13. **Answer parts a and b. Answer part c if necessary:**
- a. Mode of travel: Air  Rail  Bus  Car  Other  (specify: \_\_\_\_\_)
- b. Class of travel: Coach  Business  First  Charter  Other  (specify: \_\_\_\_\_)
- c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:
14.  I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). *Signify that the statement is true by checking 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):  
Day 1 - \$46, Day 2 - \$84, Day 3 - \$22
- 2) Provide the reason for selecting the location of the event or trip:  
Relative proximity to DC and capacity to handle a large event
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Kingsmill City: Williamsburg, VA Cost Per Night: \$102 +taxes  
Reason(s) for Selecting: proximity to DC, availability, security & facility size
- Hotel Name: Double Tree City: Williamsburg, VA Cost Per Night: \$149 +taxes  
Reason(s) for Selecting: proximity to Kingsmill
- Hotel Name: Courtyard Marriott City: Williamsburg, VA Cost Per Night: \$99 +taxes  
Reason(s) for Selecting: proximity to Kingsmill
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	\$82	\$227-\$340	\$153
For each Accompanying Family Member	\$82	\$227-\$340	\$153

	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	\$323	Room Rental
For each Accompanying Family Member	\$323	Room Rental

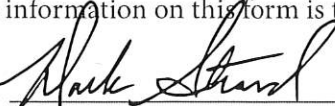
**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

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: \_\_\_\_\_  
 Name: Mark Strand Title: President  
 Organization: Congressional Institute  
 Address: 1700 Diagonal Road #300, Alexandria, VA 22314  
 Email: strand@conginst.org Telephone: 703-837-8812

### 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](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

October 12, 2021

Mr. Nicholas Rockwell  
Office of the Honorable Glenn Thompson  
400 Cannon House Office Building  
Washington, DC 20515

Dear Mr. Rockwell:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Williamsburg, Virginia, scheduled for October 13 to 15, 2021, sponsored by Congressional Institute.

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:adw

## **PRIMARY TRIP SPONSOR FORM ADDENDUM**

**Question 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 invitation list. This Congressional Institute sponsored retreat focuses on the important roles of Legislative Directors and Communications staff in congressional offices. Therefore, the invitation to this retreat is being extended to legislative directors and the most senior communications staffer in House Republican personal offices and committee offices as well as policy and communication staff in leadership offices.

**Question 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 purpose of the Congressional Institute (a 501(c)4 organization) is to promote public education about Congress and to hold educational conferences for Members of Congress, staff and others. The Congressional Institute is the sole organizer and conductor of this event. The Congressional Institute is dedicated to helping Congressional offices better serve their constituents and to otherwise support and further the Member's legislative and representational roles. Legislative Directors and Communications Directors play essential parts in these, and other important aspects and functions, of personal, committee, and leadership offices. This retreat is designed to strengthen professional relationships among Legislative Directors and senior Communications staff, educate them on policy issues and best practices, and encourage the exchange of ideas with colleagues.

**Question 18: Total expenses for each participant:**

The estimated lodging rate and per participant food/refreshment expense figure for this event (and provided on this form) do not include the separate costs to the Congressional Institute to rent conference/banquet space large enough to accommodate this large event with appropriate audio/visual capabilities necessary to conduct our program. Dividing these conference and banquet room rental costs by the number of participants estimated to attend this event, the estimated figure would be \$323.



Marty Reiser, Office of GOP Whip Steve Scalise  
Lauren Fine, Office of GOP Whip Steve Scalise

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**10:00 - 11:00 AM**      **Congressional Ethics: A Primer**  
Elliot Berke, Berke Farah LLP  
Erin Clark, NRCC

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**11:00 - 12:00 PM**      **Constituent Communications: Strategies and Standards**  
Moderator: Mark Strand  
Elisabeth Conklin, House Communications Standards Commission  
Max Engling, Office of GOP Leader Kevin McCarthy

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**12:00 - 1:15 PM**      **Lunch: How Adam Smith Can Change Your Life**  
Russ Roberts, Hoover Institution

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**Legislative Directors**

**1:15-2:30** **The Economy, Inflation and the Debt**  
Michael Strain, AEI  
Scott Hodge, Tax Foundation  
Maya MacGuineas, Committee for a  
Responsible Federal Budget

**2:45-4:15** **American Security**  
Moderator: Mark Strand  
Senator Jim Talent, AEI  
Rob Greenway, Hudson Institute  
Mackenzie Eaglen, AEI

**4:30-6:00** **Healthcare**  
Marie Fishpaw, Heritage Foundation  
Brian Blase, Galen Institute  
Chris Pope, Manhattan Institute

**Communication Directors**

**1:15-2:45** **Communicating with a Hostile  
Press/Communicating in the Minority**  
Michael Steel, Hamilton Place  
Strategies

**3:00-4:30** **How to Pitch to the Media**  
Jessica Towhey, 2e Communications  
Charyssa Parent, House Republican  
Conference

**4:45-6:15** **The Latest on Digital Media Best  
Practices**  
Matt Lira, Hangar Capital  
Katlyn Karnes, Former White House

Digital Director  
Steve Johnston, FlexPoint Media

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**7:00 - 9:00 PM**      **Reception and Dinner**  
Josh Holmes, *Ruthless* podcast

**Friday, October 15, 2021**

**8:00 AM**      **Breakfast**

\*\*All invitees are subject to change\*\*

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**9:00-10:00 AM**

**The Budget Process 101**

Bill Hoagland, Bipartisan Policy Center  
Douglas Holtz-Eakin, American Action Forum  
James C. Capretta, American Enterprise Institute

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**10:00-11:00 AM**

**How to Negotiate**

Moderator: Mark Strand  
Alex Kouts, Indigov

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**11:00-12:00 PM**

**A Guide to Redistricting**

Adam Kincaid, National Republican Redistricting Trust

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**12:00 PM**

**End of Retreat  
Buses Depart**

**\*\*All invitees are subject to change\*\***

**From:** Congressional Institute rsvp@conginst.org  
**Subject:** Test - Legislative and Communication Directors Conference: Registration  
**Date:** August 17, 2021 at 5:34 PM  
**To:** amym@conginst.org



**2021 Legislative and  
Communication Directors  
Conference**  
Wednesday, October 13, 2021 -  
Friday, October 15, 2021  
Kingsmill



**PLEASE NOTE: TRAVELER FORMS ARE DUE TO ETHICS ON  
MONDAY, SEPTEMBER 13, 2021!!!**

Dear \*/fname/\*,

The Congressional Institute is once again honored to host the annual 2021 Legislative and Communication Directors Conference, from Wednesday, October 13, 2021, through Friday, October 15, 2021, at the Kingsmill in Williamsburg, VA. We hope you will join us.

This invitation is being extended to legislative directors and the most senior communications staffer in Republican House personal offices, committee offices, and leadership staff. The conference is designed to strengthen professional relationships, educate you on policy issues and best practices, and encourage productive conversations with your colleagues.

Please note that this conference is limited to two staff members from each personal and committee office: one person from the legislative shop and one person from the communications/press shop.

To Register:

**Step 1: Submit Ethics Packet by Monday, September 13, 2021**

To comply with House rules, you need pre-authorization from the Committee on Ethics. Download the Institute's [Private Sponsor Travel Certification Form](#) and submit the whole package with your completed Traveler Form by Monday, September 13, 2021, to the Committee on Ethics. This entire package may be faxed to the Committee at (202) 225-7392, sent or delivered to the Committee at 1015 Longworth, or e-mailed to [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).

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

Additionally, you must file a travel disclosure statement with the Clerk of the House within 15 days of your return.

**Step 2: Register with the Congressional Institute's website**

The Congressional Institute will coordinate all logistical arrangements, including room reservations, meals, group transportation and meetings during the conference. The Institute will cover the cost of participation for each staff member and spouse. You are welcome to bring your children, though you will be responsible for the costs of their participation. All reservations must be made through the Institute.

To Register: [Register for 2021 Legislative and  
Communication Directors Conference](#)  
Email Address: \*/email/\*  
Access Code: \*/other\_id/\*

If you are unable to attend, please use the following link to [decline this invitation](#).

We understand your registration is tentative pending Ethics approval. More information on the program and activities at the conference will be sent to you in future mailings. If you have any questions, special concerns, or need additional information, please call 703-837-8812 or email [rsvp@conginst.org](mailto:rsvp@conginst.org). We look forward to seeing you in Williamsburg!

Best wishes,  
Mark Strand, President  
The Congressional Institute  
(703) 837-8812 - Office  
[strand@conginst.org](mailto:strand@conginst.org)

[Sign up for the Congressional Institute's e-newsletter!](#)

If you are not the correct contact for this office, please [reply to this email](#) with the updated contact information instead of [unsubscribing](#).

## LCD House Staff

First Name	Last Name	Job Title	Institution
Steve	Ackerman	Legislative Director	Office of Rep. Fulcher
Emily	Ackerman	Deputy Chief of Staff/Legislative Director	Office of Rep. Reschenthaler
Jeremy	Adler	Communications Director	Office of Rep. Cheney
Paige	Agostin	Legislative Director	Office of Rep. Boebert
Craig	Anderson	Legislative Director and Military Legislative Assistant	Office of Rep. Scott
Liam	Anderson	Communications Director/Press Secretary	Office of Rep. Stewart
Rebecca	Angelson	Communications Director	Office of Rep. Latta
Rey	Anthony	Communications Director	Office of Rep. Salazar
Elise	Argall	Communications Director	Office of Rep. Reschenthaler
Maggie	Ayrea	Legislative Director	Office of Rep. Graves (LA)
Kevin	Baird	Communications Director	Office of Rep. Griffith
Samantha	Baker	Legislative Director	Office of Rep. Grothman
Natalie	Baldassarre	Communications Director	Office of Rep. Malliotakis
Luke	Ball	Communications Director	Office of Rep. Fallon
Jimmy	Ballard	Legislative Director	Office of Rep. Davis
Don	Barber	Legislative Director	Office of Rep. Elzey
Noah	Barger	Legislative Director	Office of Rep. Bost
Nick	Barley	Communications Director	Office of Rep. Keller
Walker	Barrett	Legislative Director	Office of Rep. Waltz
Joe	Barry	Legislative Director	Office of Rep. Good
Hilton	Beckham	Communications Director	Office of Rep. Biggs
Isabela	Belchior	Legislative Director	Office of Rep. Gaetz
Lyssa	Bell	Communications Director	Office of Rep. Pfluger
Alex	Bellizzi	Communications Director	Office of Rep. Barr
Evan	Bender	Legislative Director	Office of Rep. Nehls



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Chris	Berardi	Communications Director/Press Secretary	Office of Rep. McKinley
Madison	Berube	Communications Director/Press Secretary	Office of Rep. Gohmert
Aaron	Bill	Legislative Director	Office of Rep. Buchanan
Lauren	Billman	Legislative Director	Office of Rep. Miller
Jeff	Bishop	Legislative Director	Office of Rep. Stauber
Matt	Blackwell	Legislative Director	Office of Rep. Dunn
Meredith	Blanford	Communications Director/Press Secretary	Office of Rep. Mullin
Micah	Bock	Communications Director	Office of Rep. Cawthorn
Patrick	Bond	Communications Director	Office of Rep. Lucas
Jake	Bornstein	Legislative Director	Office of Rep. Curtis
Grady	Bourn	Legislative Director	Office of Rep. Carter (TX)
Sara "S.K."	Bowen	Communications Director	Office of Rep. Guthrie
Joshua	Bradley	Legislative Director	Office of Rep. Moore
Francis	Brennan	Rapid Response Director	House Republican Conference
Palmer	Brigham	Communications Director	Office of Rep. Stefanik
Alex	Briggs	Legislative Director	Office of Rep. Gibbs
Sean	Brislin	Legislative Director	Office of Rep. Rosendale
Aaron	Britt	Communications Director	Office of Rep. Feenstra
Ken	Brooke	Legislative Director	Office of Rep. Amodei
Joanna	Brown	Legislative Director	Office of Rep. Walberg
Zack	Brown	Press Secretary	Office of Rep. Young
Ashley	Brown	Communications Director/Press Secretary	Office of Rep. Van Drew
Arthur	Bryant	Communications Director	Office of Rep. Wagner
Rory	Burke	Legislative Director	Office of Rep. Gosar
Courtney	Butcher	Member Services Director	House Republican Conference
Courtney	Butler	Member Services Director	House Republican Conference
Lesley	Byers	Communications Director	House Committee on Homeland Sec
John	Caddock	Legislative Director	Office of Rep. Mooney

Michael	Calcagni	Legislative Director	Office of Rep. Turner
Aaron	Calkins	Legislative Director	Office of Rep. Biggs
Heather	Campbell	Legislative Director	Office of Rep. Granger
Sarah	Cannon	Legislative Director	Office of Rep. Simpson
Emily	Carlin	Communications Director/Press Secretary	Office of Rep. Obernolte
Buckley	Carlson	Communications Director	Office of Rep. Banks
Conor	Carney	Legislative Director	Office of Rep. Zeldin
Colin	Carr	Deputy Chief of Staff/Legislative Director	Office of Rep. Loudermilk
George	Cecala	Communications Director	Office of Rep. Posey
Mason	Champion	Legislative Director	Office of Rep. Arrington
Christian	Chase	Communications Director	Office of Rep. Jacobs
Bill	Christian	Legislative Director	Office of Rep. Weber
Kristen	Cianci	Communications Director	Office of Rep. Garbarino
Alex	Cisneros	Legislative Director	Office of Rep. Kim
Chase	Cianahan	Legislative Director	Office of Rep. Gimenez
Carson	Clark	Press Secretary	Office of Rep. Aderholt
Philipp	Clarke	Legislative Director	Office of Rep. Rice
Nick	Clemens	Communications Director	Office of Rep. Bentz
Brandon	Cockerham	Communications Director	Office of Rep. Loudermilk
Sarah	Coffman	Legislative Director	Office of Rep. Comer
Jessica	Collins	Communications Director	House Committee on Oversight and Government Reform
Elisabeth	Conklin	Director, Communication Standards Commission	Committee on House Administration
Jason	Cooke	Legislative Director	Office of Rep. Rouzer
Laney	Copeland	Legislative Director	Office of Rep. Clyde
Sarah	Corley	Press Secretary	House Committee on Rules
Ward	Cormier	Legislative Director	Office of Rep. Higgins
Leah	Courtney	Communications Director	Office of Rep. Dunn

Seana	Cranston	Deputy Chief of Staff/Legislative Director	Office of Rep. Massie
Jennifer	Cressy	Communications Director	Office of Rep. McClintock
James	Crotty	Communications Director	Office of Rep. Fortenberry
Susan	Curran (D)	Communications Director	House Committee on Modernization c Congress
Kate	Currie	Communications Director	Office of Rep. Murphy
Miranda	Dabney	Press Secretary	Office of Rep. Hern
Arie	Dana	Legislative Director	Office of Rep. Steel
Tim	Daniels	Legislative Director	Office of Rep. Harris
Stacey	Daniels	Communications Director	Office of Rep. McClain
Andrew	David	Press Secretary	Office of Rep. Higgins
Alec	Davis	Policy Director	House Committee on Appropriations
Mark	Dawson	Legislative Director	Office of Rep. Aderholt
Michael	Defilippis	Legislative Director	Office of Rep. Malliotakis
Aaron	Degroot	Communications Director	Office of Rep. Davis
Rachel	del Guidice	Communications Director	Office of Rep. Green
Sophie	Delquie	Creative Director	House Republican Conference
Julie	Devine	Legislative Director	Office of Rep. Graves (MO)
Mason	Dj Palma	Communications Director	Office of Rep. Gonzalez (OH)
Britney	Dickerson	Communications Director/Press Secretary	Office of Rep. Palazzo
Ross	Dietrich	Legislative Director	Office of Rep. González-Colón
Matt	Diller	Matt Diller	House Committee on Rules
Jared	Dille	Legislative Director	Office of Rep. Jordan
Ryan	Dilworth	Legislative Director	Office of Rep. Van Duyne
Justin	Discigil	Communications Director/Press Secretary	Office of Rep. Crenshaw
Halee	Dobbins	Communications Director/Press Secretary	Office of Rep. Williams
Justin	Doil	Communications Director/Press Secretary	Office of Rep. Fleischmann
Jordan	Dunn	Press Secretary	Office of Rep. Gallagher
Kaitlyn	Dwyer	Legislative Director	Office of Rep. Hice

Russell	Dye	Communications Director	House Committee on Judiciary
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Suanne	Edmiston	Legislative Director	Office of Rep. Gohmert
Andrew	Eisenberger	Communications Director	Office of Rep. Kelly (PA)
Jaryn	Emhof	Chief of Staff/Communications Director	Office of Rep. Webster
Haim	Engelman	Deputy Chief of Staff & Legislative Director	Office of Rep. Tenney
Jordan	Evich	Deputy Chief of Staff/Legislative Director	Office of Rep. Herrera Beutler
Susan	Falconer	Legislative Director	Office of Rep. Harshbarger
Adam	Farris	Legislative Director	Office of Rep. Donalds
Alan	Feyerherm	Deputy Chief of Staff/Legislative Director	Office of Rep. Fortenberry
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Harrison	Fields	Communications Director	Office of Rep. Donalds
Hugh	Fike	Deputy Chief of Staff/Legislative Director	Office of Rep. Cloud
Scott	Fischer	Legislative Director	Office of Rep. Van Drew
Amanda	Fitzmorris	Communications Director/Press Secretary	Office of Rep. Newhouse
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Anthony	Foti	Communications Director	Office of Rep. Gosar
Sally	Fox	Communications Director	Office of Rep. Steil
Savannah	Frasier	Communications Director	Office of Rep. Cloud
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Dylan	Frost	Legislative Director	Office of Rep. Hill
Billy	Fuerst	Communications Director	Office of Rep. Upton
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Eliana	Goodman	Communications Director	Office of Rep. Kustoff
Nick	Goodwin	Legislative Director	Office of Rep. Spartz
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Rob	Green	Workforce Policy Director	Committee on Education and Workfor
Daniel	Gribble	Communications Director	Office of Rep. Nehls
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Brian	Griffith	Communications Director	Office of Rep. Chabot
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Elliott	Guffin	Legislative Director	Office of Rep. Hudson
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Rodney	Hall	Legislative Director	Office of Rep. Kelly (MS)
Amanda	Hall	Legislative Director	Office of Rep. Valadao
Emma	Hall	Communications Director/Press Secretary	Office of Rep. Owens
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Dan	Hanlon	Deputy Chief of Staff/Legislative Director	Office of Rep. Mace
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Matt	Hanrahan	Communications Director	Office of Rep. Cline
Justin	Harclerode	Communications Director	House Committee on Transportation

Wesley	Harkins	Infrastructure
Miriam	Harmer	Communications Director/Press Secretary
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E.D.	Harris	Legislative Director
Rachel	Harris	Legislative Director
Sarah	Hasse	Communications Director
Lynn	Hatcher	Communications Director
Taylor	Haulsee	Communications Director/Press Secretary
Jennifer	Haynes	Communications Director
Eric	Heigis	Legislative Director
Laura	Hernandez	Legislative Director
James	Hewitt	Communications Director
Rob	Hicks	Legislative Director
Jake	Hilkin	Legislative Director
Andrea	Hitt	Deputy Press Secretary
Hunter	Hobart	Legislative Director
Matt	Hodge	Legislative Director
Christian	Hoehner	Policy Director
Ryan	Hofmann	Policy Advisor
James	Hogge	Communications Director
Houson	Holdren	Operations Director
Kelsey	Holt	Press Secretary
Michael	Horder	Legislative Director
Rebekah	Hoshiko	Communications Director
Stephen	Hostelley	Legislative Director
Andrew	House	Policy Director
Jordan	Howard	Legislative Director
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		Office of Rep. Issa
		Office of Rep. Budd
		Office of Rep. Diaz-Balart
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		Office of Rep. Obernolte
		Office of Rep. Norman
		House Republican Conference
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		House Committee on Oversight and Government Reform
		House Republican Conference
		Office of Rep. Bergman
		House Republican Conference
		Office of Rep. Estes
		Office of Rep. Pfluger
		House Committee on Natural Resources
		Office of Rep. Gonzalez (OH)
		House Committee on Intelligence
		Office of Rep. Carl

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Josh	Jackson	Legislative Director	Office of Rep. Smith (NE)
Kyle	Jacobs	Legislative Director	Office of Rep. Miller-Meeks
Danny	Jativa	Communications Director	Office of Rep. Gimenez
Bradley	Jaye	Communications Director	Office of Rep. Moore
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Molly	Jenkins	Communications Director	Office of Rep. Garcia
Danielle	Jensen	Communications Director	Office of Rep. Bacon
Paul	Johnson	Legislative Director	Office of Rep. Moore
Ben	Johnson	Legislative Director	Office of Rep. Williams
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Derek	Judd	Legislative Director	Office of Rep. Jacobs
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Benjamin	Keeler	Communications Director	Office of Rep. Johnson (OH)
Kate	Kelly	Communications Director/Press Secretary	Office of Rep. Kustoff
Jazmine	Kemp	Press Secretary	Office of Rep. Johnson (SD)
Brian	Kennedy	Legislative Director	Office of Rep. Herrell
Drew	Kennedy	Legislative Director	Office of Rep. Wilson
Colleen	Kennedy	Communications Director	Office of Rep. Tenney
John	Kennedy	Communications Director	Office of Rep. Massie
Will	Kiley	Communications Director	Office of Rep. Miller-Meeks

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Erik	Kinney	Legislative Director	Office of Rep. McClain
Kyle	Klein	Policy Director	House Committee on Homeland Security
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John	Kolb	Legislative Director	Office of Rep. Salazar
Steve	Koncar	Legislative Director	Office of Rep. Mast
Dan	Kotman	Communications Director	Office of Rep. Walberg
Michael	Kotsovos	Communications Director	Office of Rep. Long
Dan	Kranz	Communications Director	Office of Rep. Katko
Jeff	Kratz	Legislative Director	Office of Rep. Bacon
Chris	Krepich	Communications Director	Office of Rep. Wenstrup
Jay	Kronzer	Legislative Director	Office of Rep. Green
Jeffrey	Kuckuck	Legislative Director	Office of Rep. Emmer
Marek	Laco	Legislative Director	Office of Rep. Stefanik
Taylor	LaJoie	Legislative Director	Office of Rep. Greene
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Jack	Langer	Communications Director	House Committee on Intelligence
Hillary	Lassiter	Legislative Director	Office of Rep. Pence
Zack	Laven	Legislative Director	Office of Rep. Schweikert
Rachel	Ledbetter	Press Secretary	Office of Rep. Scott
Chrissi	Lee	Legislative Director	Office of Rep. Hartzler
Cami	Lepire	Legislative Director and Deputy Chief of Staff	Office of Rep. Brady
Kelli	Liegel	Communications Director/Press Secretary	Office of Rep. Fitzgerald
Paige	Lindgren	Communications Director	Office of Rep. Gonzales
Lindsay	Linhares	Legislative Director	Office of Rep. Letlow
Austin	Livingston	Communications Director	Office of Rep. Norman
Nadgely	Louis-Charles	Communications Director	Office of Rep. Ferguson
Hunter	Lovell	Press Secretary	Office of Rep. Scalise



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Scott	Mackenzie	Legislative Director	Office of Rep. Webster
Nate	Madden	Communications Director	Office of Rep. Roy
Brittany	Madni	Deputy Chief of Staff/Legislative Director	Office of Rep. Hinson
Cam	Madsen	Legislative Director	Office of Rep. Stewart
Chris	Malen	Legislative Director	Office of Rep. Gonzales
Nicole	Manley	Legislative Director	Office of Rep. Cline
Michael	Mansour	Legislative Director	Office of Rep. Kinzinger
Eli	Mansour	Communications Director	Office of Rep. Harshbarger
Christian	Marklund	Deputy Staff Director	House Committee on Natural Resources
Michael	Martin	Deputy Chief of Staff & Legislative Director	Office of Rep. Jackson
Travis	Martinez	Legislative Director	Office of Rep. Newhouse
Sarah	Matthews	Communications Director	House Committee on Climate Crisis
Josh	Maxwell	Policy Director	House Committee on Agriculture
Erin	McBride	Communications Director	Office of Rep. Rouzer
Taylor	McCarty	Communications Director	House Committee on Agriculture
Jessica	Mcfaul	Communications Director/Press Secretary	Office of Rep. Gooden
Audra	McGeorge	Communications Director	House Committee on Education and I
Christian	McMullen	Communications Director	Office of Rep. Arrington
Bryan	McVae	Legislative Director	Office of Rep. Foy
Tim	Medeiros	Legislative Director	Office of Rep. Feenstra
Andrew	Meyer	Legislative Director	Office of Rep. Cheney
Theresa	Meyer	Press Secretary	Office of Rep. Emmer
Emily	Michael	Legislative Director and Counsel	Office of Rep. Griffith
Jake	Middlebrooks	Legislative Director	Office of Rep. LaTurner
Shea	Miller	Communications Director Press Secretary	Office of Rep. Rogers (AL)
Clay	Mills	Communications Director	Office of Rep. Brooks
Katie	Milner	Communications Director	Office of Rep. Baird
Maddie	Mitchell	Legislative Director	Office of Rep. Hollingsworth

Kelsey	Mix	Communications Director	Office of Rep. Stauber
Carter	Moelk	Communications Director	Office of Rep. Hollingsworth
Janet	Montesi	Communications Director/Senior Advisor	Office of Rep. Brady
Dylan	Moore	Legislative Director	Office of Rep. Bucshon
Mackenzie	Morales	Communications Director	Office of Rep. Turner
Chas	Morrison	Legislative Director	Office of Rep. Gallagher
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Jake	Murphy	Communications Director	Office of Rep. Zeldin
Nicole	Myers	Communications Director	Office of Rep. Sessions
Claire	Nance	Communications Director/Press Secretary	Office of Rep. Westerman
Doug	Nation	Legislative Director	Office of Rep. McHenry
Alex	Naughton	Press Secretary	Office of Rep. Bost
Brigid	Nealon	Communications Director/Press Secretary	Office of Rep. Tiffany
Casey	Nelson	Communications Director/Press Secretary	Office of Rep. Jackson
Bryan	Nichols	Communications Director	Office of Rep. Graves (MO)
Mattie	Nicholson	Communications Director	Office of Rep. Good
Kylie	Nolan	Communications Director	Office of Rep. Smith (NE)
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Richie	O'Connell	Legislative Director	Office of Rep. Calvert
Erin	O'Malley	Communications Director	Office of Rep. Miller
Kevin	O'Keefe	Legislative Director	Office of Rep. Keller
Lauren	Offenberg	Communications Director	Office of Rep. Fitzpatrick
Hannah	Osantowski	Communications Director	Office of Rep. Pence
Jay	Ostrich	Communications Director/District Director	Office of Rep. Perry
Mary	Owens	Communications Director/Press Secretary	Office of Rep. Meuser
Marieli	Padro	Communications Director	Office of Rep. González-Colón
Riley	Pageitt	Legislative Director	Office of Rep. Mann

Lia Mary	Palazzo	Communications Director	Office of Rep. Hagedorn
Maria	Papakonstantinou	Communications Director	Office of Rep. Carter (GA)
Charyssa	Parent	Media Affairs	House Republican Conference
Susan	Parker	Communications Director	Office of Rep. Kelly (MS)
John	Partin	Legislative Director	Office of Rep. Timmons
Twinkle	Patel	Legislative Director	Office of Rep. Steube
Brian	Patrick	Communications Director	Office of Rep. Huizenga
Katelyn	Pay	Legislative Director	Office of Rep. Bentz
Liz	Payne	Legislative Director	Office of Rep. McMorris Rodgers
Laura	Peavey	Press Secretary	House Committee on Financial Services
Gabriella	Perdichizzi	Legislative Director	Office of Rep. Gooden
Ashley	Phelps	Communications Director	House Committee on Administration
Rob	Pillow	Communications Director	Office of Rep. Guest
Phillip	Pinegar	Legislative Director	Office of Rep. Spartz
Hilary	Pinegar	Legislative Director	Office of Rep. Smith (MO)
McLaurine	Pinover	Communications Director/Press Secretary	Office of Rep. Wilson
Andrea	Porwoll	Communications Director	Office of Rep. Allen
Cameron	Poursoltan	Legislative Director	Office of Rep. McCaul
Jessica	Powell	Legislative Director	Office of Rep. Womack
Lori	Prater	Legislative Director	Office of Rep. Kelly (PA)
Mitch	Rabalaif	Communications Director	Office of Rep. Letlow
Chrissy	Rabuse	Legislative Director	Office of Rep. Miller
Palmer	Rafferty	Legislative Director	Office of Rep. Huizenga
Rachel	Rathore	Legislative Director	Office of Rep. Latta
Lindsay	Ratliff	Legislative Director	Office of Rep. Banks
Mark	Ratner	Deputy Chief of Staff and Legislative Director	Office of Rep. Upton
John	Rauber	Communications Director	Office of Rep. LaHood
Scott	Rausch	Deputy Chief of Staff & Legislative Director	Office of Rep. Garbarino

Christine	Ravold	Communications Director	Office of Rep. Davidson
Russ	Read	Communications Director	Office of Rep. Franklin
Eric	Reath	Communications Director/Press Secretary	Office of Rep. Smucker
Sarah	Reese	Press Secretary	Office of Rep. Babin
Lisa	Reynolds	Communications Director/Press Secretary	Office of Rep. Weber
Mary Ellen	Richardson	Legislative Director	Office of Rep. LaHood
Ally	Riding	Communications Director	Office of Rep. Curtis
Mary Christina	Riley	Legislative Director	Office of Rep. Allen
Sara	Roberston	Communications Director	Office of Rep. Crawford
Jamie	Robinette	Legislative Director	Office of Rep. Wagner
Brent	Robinson	Senior Legislative Assistant	Office of Rep. Wittman
Nick	Rockwell	Legislative Director	Office of Rep. Thompson
Alexah	Rogge	Communications Director	Office of Rep. Fulcher
Kevin	Roig	Deputy Chief of Staff/Communications Director	Office of Rep. Graves (LA)
Janet	Rossi	Legislative Director	Office of Rep. Westerman
Dave	Russell	Communications Director	Office of Rep. Moolenaar
Mark	Rusthoven	Legislative Director	Office of Rep. Bishop
Jeff	Sagnip	Communications Director/District Director	Office of Rep. Smith (NJ)
Justine	Sanders	Communications Director	House Committee on Armed Services
Adeline	Sandridge	Communications Director	Office of Rep. Cammack
Patrick	Schilling	Legislative Director	Office of Rep. Perry
Meghan	Schmidtlein	Legislative Director	Office of Rep. Luetkemeyer
Dan	Schneider	Communications Director	Office of Rep. Hill
Jake	Schneider	Communications Director	Office of Rep. Fischbach
Matt	Schuck	Communications Director	House Committee on Budget
Martin	Schultz	Legislative Director	Office of Rep. Walorski
Penny	Seale	Communications Director	Office of Rep. Bice
Katherine	Sears	Communications Director	Office of Rep. Joyce (OH)

Sophie	Seid	Communications Director	Office of Rep. Hinson
Sarah	Selip	Communications Director	Office of Rep. Hice
Amanda	Shaw Kain	Legislative Director	Office of Rep. Joyce (OH)
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Ashley	Shelton	Legislative Director	Office of Rep. Crawford
Olivia	Shields	Communications Director	House Committee on Energy and Commerce
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Clark	Siddle	Communications Director	Office of Rep. Balderson
Alexia	Sikora	Communications Director/Press Secretary	Office of Rep. Womack
Nathaniel	Sizemore	Communications Director	Office of Rep. Reed
Kaitlynn	Skoog	Legislative Director	Office of Rep. Mullin
Trevor	Smith	Legislative Director	Office of Rep. McCarthy
Matt	Smith	Communications Director	Office of Rep. Comer
Heather	Smith	Communications Director/Press Secretary	Office of Rep. Timmons
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Tristan	Southard	Legislative Director	Office of Rep. Katko
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Richard	Stanton	Legislative Director	Office of Rep. Radewagen
Greg	Steele	Communications Director	Office of Rep. Hudson
Carson	Steelman	Communications Director	Office of Rep. Steube
Courtney	Stevens	Senior Advisor	Office of Rep. Palazzo
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Tim	Svoboda	Press Secretary	Office of Rep. Grothman
Conner	Swanson	Communications Director	Office of Rep. Armstrong
Chris	Sweet	Legislative Director	Office of Rep. Diaz-Balart
Alex	Swisher	Communications Director/Press Secretary	Office of Rep. DesJarlais
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Emily	Taylor	Communications Director	Office of Rep. Meijer
Charlotte	Taylor	Communications Director	Office of Rep. Bucshon
Taylor	Theodossiou	Communications Director	Office of Rep. McHenry
James	Thomas	Legislative Director	Office of Rep. Lamborn
Jett	Thompson	Legislative Director	Office of Rep. Bice
Emma	Thomson	Communications Director	Office of Rep. Walorski
Sadie	Thorman	Press Secretary	Office of Rep. Rice
Daniel	Tidwell	Legislative Director	Office of Rep. Fleischmann
Michaela	Todd	Communications Director	Office of Rep. Mann
Sophie	Trainor	Legislative Director	Office of Rep. Guthrie
Catherine	Treadwell	Legislative Director	Office of Rep. Cawthorn
Maria	Trippelaar	Policy Director	House Committee on Veterans Affairs
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charlie	Truxal	Legislative Director	Office of Rep. Franklin
Matt	Tucker	Matt Tucker	Office of Rep. Joyce (PA)
Caroline	Tucker	Press Secretary	Office of Rep. Moore
Will	Turner	Legislative Director	Office of Rep. Garcia
Joel	Valdez	Communications Director/Press Secretary	Office of Rep. Gaetz
Valentina	Valenta	Legislative Director	Office of Rep. Posey
Alexa	Vance	Communications Director	Office of Rep. Buck

Faith	Vander Voort	Communications Director	Office of Rep. Valadao
Hunt	VanderToll	Legislative Director	Office of Rep. Barr
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Rachel	Vissex	Legislative Director	Office of Rep. Buck
Patricia	Vojack	Legislative Director	Office of Rep. Fallon
Jesse	Von Stein	Legislative Director	Office of Rep. Young
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Rachel	Walker	Communications Director/Press Secretary	Office of Rep. McCaul
Tatum	Wallace	Communications Director	Office of Rep. Miller
Nikki	Wallace	Communications Director/District Director	Office of Rep. Simpson
Luke	Wallwork	Legislative Director	Office of Rep. Reed
Tanner	Warbinton	Legislative Director	Office of Rep. Long
Brandon	Wear	Communications Director	Office of Rep. Wittman
John	Weber	Legislative Director	Office of Rep. Johnson (SD)
Robby	Wehagen	Legislative Director	Office of Rep. Carter (GA)
Zachary	Weidlich	Communications Director	Office of Rep. Carl
Laura	Weldon	Legislative Director	Office of Rep. Taylor
Craig	Wheeler	Communications Director/Press Secretary	Office of Rep. Herrera Beutler
Allie	White	Legislative Director	Office of Rep. Ferguson
Connor	White	Legislative Director	Office of Rep. Davidson
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Haley	Wilson	Legislative Director	Office of Rep. Rogers (AL)
Laura	Wilson	Legislative Director	Office of Rep. Johnson (OH)
John	Wilson	Legislative Director	Office of Rep. Murphy
Kirsten	Wing	Legislative Director	Office of Rep. McKinley
Eli	Woerpel	Legislative Director	Office of Rep. Meuser
Kelsey	Wolfgram	Senior Legislative Assistant	Office of Rep. Burchett
Maggie	Woodin	Legislative Director	Office of Rep. Meijer
Joshua	Woodward	Legislative Director	Office of Rep. Cammack
Noah	Yantis	Legislative Director	Office of Rep. Hagedorn
Rob	Yavor	Policy Director	House Committee on Small Business
Ebbie	Yazdani	Legislative Director	Office of Rep. Lesko
Dominique	Yelinski	Legislative Director	Office of Rep. Hern
Ryan	Young	Legislative Director	Office of Rep. Sessions
Lauren	Ziegler	Legislative Director	Office of Rep. Babin
Mac	Zimmerman	Legislative Director	Office of Rep. Tiffany
Nate	Zimpher	Legislative Director	Office of Rep. Balderson



# PRIMARY TRIP SPONSOR FORM

## ADDENDUM

**Question 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 invitation list. This Congressional Institute sponsored retreat focuses on the important roles of Legislative Directors and Communications staff in congressional offices. Therefore, the invitation to this retreat is being extended to legislative directors and the most senior communications staffer in House Republican personal offices and committee offices as well as policy and communication staff in leadership offices.

**Question 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 purpose of the Congressional Institute (a 501(c)4 organization) is to promote public education about Congress and to hold educational conferences for Members of Congress, staff and others. The Congressional Institute is the sole organizer and conductor of this event. The Congressional Institute is dedicated to helping Congressional offices better serve their constituents and to otherwise support and further the Member's legislative and representational roles. Legislative Directors and Communications Directors play essential parts in these, and other important aspects and functions, of personal, committee, and leadership offices. This retreat is designed to strengthen professional relationships among Legislative Directors and senior Communications staff, educate them on policy issues and best practices, and encourage the exchange of ideas with colleagues.

**Question 18: Total expenses for each participant:**

The estimated lodging rate and per participant food/refreshment expense figure for this event (and provided on this form) do not include the separate costs to the Congressional Institute to rent conference/banquet space large enough to accommodate this large event with appropriate audio/visual capabilities necessary to conduct our program. Dividing these conference and banquet room rental costs by the number of participants estimated to attend this event, the estimated figure would be \$323.