



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: Britney Dickerson
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR** None   
 b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: 10-13-2021 Return: 10-15-2021  
 b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR** None
4. Departure City: Washington, DC Destination: Williamsburg, VA Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Congressional Institute
6. Describe Meetings and Events Attended:  
 Communications and Congressional Director specific meetings, offering a range of resources, strategy solutions, and educational opportunities to benefit Congressional offices.
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: 11/01/2021

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: Congressman Steven Palazzo Date: 11/01/2021

Signature of Supervising Member: 



U.S. House of Representatives

# COMMITTEE ON ETHICS

## SPONSOR POST-TRAVEL DISCLOSURE FORM

Original  Amendment

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. **A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within ten days of their return.** You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

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

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	n/a	\$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.



## 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.*



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

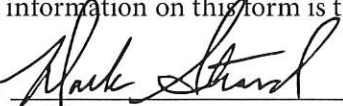
**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

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:**

## **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.



## Legislative and Communication Directors Conference

October 13-15, 2021  
The Kingsmill, Williamsburg, Virginia

### Wednesday, October 13, 2021

<b>11:30 AM</b>	<b>Buses Depart</b>	<b>Rayburn Horseshoe</b>
<b>3:00 PM</b>	<b>Check-In</b>	
<b>4:00 PM</b>	<b>Welcome</b> Mark Strand, Congressional Institute	
<b>4:10 - 5:15 PM</b>	<b>Americans' Views on Today's Topics</b> Rob Autry, Meeting Street Dave Sackett, Tarrance Group	
<b>5:15 - 6:25 PM</b>	<b>GOP Outreach to Hispanic Communities</b> David Winston, The Winston Group Myra Miller, The Winston Group Daniel Garza, The Libre Initiative	
<b>6:30 - 9:00 PM</b>	<b>Reception &amp; Dinner</b> Kim Strassel, <i>Wall Street Journal</i>	

### Thursday, October 14, 2021

<b>8:00 - 8:45 AM</b>	<b>Breakfast</b>	
<b>9:00 - 10:00 AM</b>	<b>House Leadership Presentation</b> Moderator: Mark Strand, Congressional Institute Will Dunham, Office of GOP Leader Kevin McCarthy Matt Sparks, Office of GOP Leader Kevin McCarthy	

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

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\*\*



**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](#).



## Legislative and Communication Directors Conference

October 13-15, 2021  
The Kingsmill, Williamsburg, Virginia

### Wednesday, October 13, 2021

**4:00 PM**      **Welcome**      **Burwell Ballroom**  
Mark Strand, Congressional Institute

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**4:10 - 5:45 PM**      **Americans' Views on Today's Topics**      **Burwell Ballroom**  
David Winston, The Winston Group  
Myra Miller, The Winston Group  
Dave Sackett, Tarrance Group

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**6:00 - 9:00 PM**      **Reception & Dinner**      **James River Grand Ballroom**  
Janis Shinwari, No One Left Behind

### Thursday, October 14, 2021

**8:00 - 8:45 AM**      **Breakfast**      **James River Grand Ballroom**

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**9:00 - 10:00 AM**      **House Leadership Presentation**      **Burwell Ballroom**  
Moderator: Mark Strand, Congressional Institute  
Will Dunham, Office of GOP Leader Kevin McCarthy  
Matt Sparks, Office of GOP Leader Kevin McCarthy  
Francis Brooke, Office of GOP Whip Steve Scalise  
Michael Comer, Office of GOP Whip Steve Scalise  
Charyssa Parent, House Republican Conference

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**10:00 - 11:00 AM**      **Congressional Ethics: A Primer**      **Burwell Ballroom**  
Moderator: Kelle Strickland, House Ethics Committee  
Elliot Berke, Berke Farah LLP  
Erin Clark, NRCC

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**11:00 - 12:00 PM**      **Constituent Communications: Strategies and Standards**      **Burwell Ballroom**  
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: Communicating with the Press**  
Ari Fleischer, Ari Fleischer Communications

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**Legislative Directors**  
**Tazewell**

**1:15-2:15** **The Economy, Inflation and the Debt**  
Scott Hodge, Tax Foundation  
Douglas Holtz-Eakin

**2:15-3:15** **American Security**  
Senator Jim Talent, Ronald Reagan  
Presidential Foundation  
Rachel Hoff, Reagan Presidential  
Foundation

**3:15-4:15** **Crime and Policing**  
Sheriff Scott Jenkins, Culpeper County  
Hannah Meyers, Manhattan Institute

**Communication Directors**  
**Burwell Ballroom**

**1:15-2:15** **Developing a Strategic  
Communications Plan**  
Colin Reed, South & Hill Strategies

**2:15-3:15** **Using New Technology to Reach the  
Public**  
Steve Johnston, FlexPoint Media  
Kate Karnes, Former White House  
Digital Director  
Alex Kouts, IndiGov

**3:15-4:15** **Communicating with Hispanic  
Constituents**  
Daniel Garza, LIBRE Initiative  
David Winston, The Winston Group  
Myra Miller, The Winston Group

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**6:00 - 9:00 PM**      **Reception and Dinner**      **James River Grand Ballroom**  
Kristen Soltis Anderson, Echelon Insights

**Friday, October 15, 2021**

**8:00 AM**      **Breakfast**      **James River Grand Ballroom**

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**9:00-10:00 AM**      **The 2021-2022 Supreme Court Term**      **Burwell Ballroom**  
Carrie Severino, Judicial Crisis Network

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**10:00-11:00 AM**      **Getting to Yes: How to Negotiate and Have Difficult Conversations**      **Burwell Ballroom**  
Bruce Patton, Harvard Negotiation Project

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**11:00-12:00 PM**      **A Guide to Redistricting**      **Burwell Ballroom**  
Kylie Bongaardt, National Republican Redistricting Trust

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**12:00 PM**      **End of Retreat**  
**Buses Depart**