



U.S. House of Representatives
COMMITTEE ON ETHICS

EMPLOYEE POST-TRAVEL DISCLOSURE FORM [] Original [x] 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: Chloe Hunt
2. a. Name of Accompanying Relative: OR None
b. Relationship to Traveler: Spouse Child Other (specify)
3. a. Dates: Departure: November 12, 2021 Return: November 14, 2021
b. Dates at Personal Expense, if any: OR None
4. Departure City: Washington, D.C. Destination: Middleburg, VA Return City: Washington, D.C.
5. Sponsor(s), Who Paid for the Trip: Center Forward

6. Describe Meetings and Events Attended:

This past weekend, I participated in Center Forward's Issues Conference which brought together Chiefs of Staff, Staff Directors, and Senior staff from both Member and Committee offices. I attended the program's panel discussions and breakfast sessions. The panel discussion focused on "Strengthening America's Cybersecurity Posture" which had panelists from the Dir. of Cybersecurity Services, Venable, Ankura, SentinelOne, and American Enterprise Institute (AEI). This discussion examined current cyber-threats, and issues related to cybersecurity in national security, infrastructure, and private sector. The breakout sessions facilitated dialogue and productive discussion around legislative priorities and finding bipartisan agreement on policies that stabilize the federal budget. The second panel discussion "Rethinking Global Trade and Supply Chains to Sustain Economic Growth" focused on how COVID-19 has reshaped the global economy and ways in which we think about governance and then private sector. This conference enhanced my understanding of bipartisanship and was a great way to network with and meet with other senior staff.

7. Attached to this form are each of the following, signify that each item is attached by checking the corresponding box:

- a. [x] a completed Sponsor Post-Travel Disclosure Form;
b. [x] the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and the Additional Sponsor Form(s);
c. [x] page 2 of the completed Traveler Form submitted by the employee; and
d. [x] the letter from the Committee on Ethics approving my participation on this trip.

8. a. [x] 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: [Signature] Date: 11/16/2021

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: Honorable Sean Casten, IL-06 Date: 11/16/2021

Signature of Supervising Member: [Signature]



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: Center Forward

2. Travel Destination(s): Middleburg, Virginia

3. Date of Departure: Friday, November 12, 2021 Date of Return: Sunday, November 14, 2021

4. Name(s) of Traveler(s): Chloe Hunt, Micah Ketchal, Bonnie Krenz, Andy LaVigne

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	\$0	\$500	\$260	\$250 (waived registration fee)
Accompanying Family Member	\$0	\$0	\$0	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: 11/15/2021

Name: Cori Smith Kramer Title: Executive Director

Organization: Center Forward

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

Address: 1214A Ingleside Avenue, McLean, VA 22101

Email: cori@center-forward.org Telephone: 202-550-0888

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: Chloe Hunt

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.

X Signature: 

Name of Signatory (if other than traveler): _____

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

Office Address: 2440 Rayburn HOB, Washington, DC 20515

Telephone Number: 202-225-4501

Email Address of Contact Person: chloe.hunt@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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COMMITTEE ON ETHICS

TRAVELER FORM

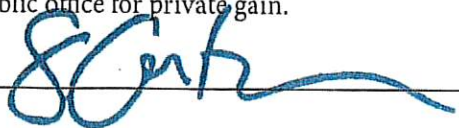
1. Name of Traveler: Chloe Hunt
2. Sponsor(s) who will be paying or providing in-kind support for the trip:
Center Forward
3. City and State OR Foreign Country of Travel: Middleburg, VA
4. a. Date of Departure: 11/12/21 Date of Return: 11/14/21
b. Yes No Will you be extending the trip at your personal 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: N/A
(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.**
The 2021 Center Forward Issues conference brings together chiefs of staff, staff directors, and senior staff from both member offices and committees for in-depth discussion and panel presentations on balancing legislative priorities in an office, understanding cybersecurity precautions, and organizing, requesting, or arranging the trip? discussing how COVID-19 has shaped the economy. This conference will enhance my understanding of the member office's operations and
ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL allow me to also meet with and learn from other staff and committees.
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:

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 10/13/21



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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:
Center Forward

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):
Please see attachment.

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

6. Date of departure: Friday, November 12, 2021 Date of return: Sunday, November 14, 2021

7. a. City of departure: Washington, D.C.

b. Destination(s): Middleburg, Virginia

c. City of return: Washington, D.C.

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:
Please see attachment.

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):

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

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

Hotel Name: Salamander Resort & Spa City: Middleburg Cost Per Night: \$250.00

Reason(s) for Selecting: Ample meeting space with necessary A/V near Washington, D.C.

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	\$60.00	\$500.00	\$250.00
For each Accompanying Family Member	\$60.00	\$0.00	\$250.00

	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	\$250.00	Waived registration fee
For each Accompanying Family Member	\$0.00	

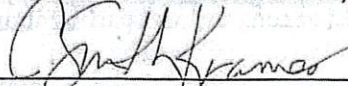
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

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: September 1, 2021
 Name: Cori Kramer Title: Executive Director
 Organization: Center Forward
 Address: 1214A Ingleside Ave, McLean VA 22101
 Email: cori@center-forward.org Telephone: (202) 550-0888

INSTRUCTIONS

Complete the *Primary Trip Sponsor Form* and submit the agenda, invitation list, any attachments, and any *Additional Trip Sponsor Forms* directly to the Travelers.

Written approval from the Committee on Ethics is required before traveling on this trip. The Committee on Ethics will notify the House invitees directly and will not notify the trip sponsors.

Willful or knowing misrepresentation on this form may be subject to criminal prosecution under 18 U.S.C. § 1001. Signatures must comply with section 104(bb) of the Travel Regulations.

For questions, please contact the Committee on Ethics at:

1015 Longworth House Office Building
 Washington, D.C. 20515

ethicscommittee@mail.house.gov | 202-225-7103
 More information and forms available at ethics.house.gov

Theodore E. Deutch, Florida
Chairman
Jackie Walorski, Indiana
Ranking Member
Susan Wild, Pennsylvania
Dean Phillips, Minnesota
Veronica Escobar, Texas
Mondaire Jones, New York
Michael Guest, Mississippi
Dave Joyce, Ohio
John H. Rutherford, Florida
Kelly Armstrong, North Dakota



ONE HUNDRED SEVENTEENTH CONGRESS

U.S. House of Representatives
COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

David W. Arrojo
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

November 10, 2021

Ms. Chloe Hunt
Office of the Honorable Sean Casten
2440 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Hunt:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Middleburg, Virginia, scheduled for November 12 to 14, 2021, sponsored by Center Forward.

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

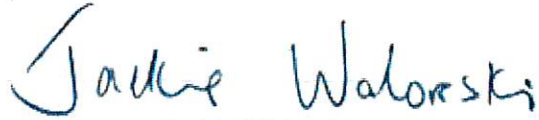
You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you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

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

Sincerely,

Handwritten signature of Theodore E. Deutch in blue ink.

Theodore E. Deutch
Chairman

Handwritten signature of Jackie Walorski in blue ink.

Jackie Walorski
Ranking Member

TED/JW:rjp



2021 Center Forward Issues Conference
Salamander Resort and Spa
Middleburg, Virginia — November 12-14, 2021
Conference Agenda

Friday, November 12, 2021

Casual Attire

3:00 pm - 5:00 pm* Registration – The Hamilton Room of the Salamander

6:00 pm - 9:00 pm Conference Welcome Dinner
Lost Barrel Brewing
36138 John Mosby Highway, Middleburg, VA 20117

This evening is family-friendly and will be a buffet dinner. A shuttle will be running continuously from 6:00 pm - 9:00 pm between the Salamander Resort and Lost Barrel Brewing.

Welcome Remarks – Building Consensus in a Polarized Congress

Cori Kramer, Executive Director, Center Forward

**If you arrive after registration is closed, please join us at Lost Barrel Brewing. The registration desk will be open again at 8:00 am Saturday.*

Saturday, November 13, 2021

Conference Program – Middleburg Ballroom

Casual Attire

- 8:00 am - 9:15 am** Breakfast Buffet – Middleburg Foyer
- Registration Desk Re-Opens
- 9:15 am - 9:20 am** Welcome Remarks and Introduction, Cori Kramer, Executive Director, Center Forward
- 9:20 am - 9:45 am** Breakfast Remarks – *The Honorable Gina M. Raimondo, United States Secretary of Commerce (Invited)*
- 9:45 am - 10:45 am** Panel Discussion — “Strengthening America’s Cybersecurity Posture”

The foundation of America's national security and economy relies on sound information and data security. Congress, the Biden Administration, and businesses face the task of addressing an increased number of cyber threats and attacks while securing America’s digital assets and data. Examining the current cyber-threat landscape, this panel will focus on issues related to cybersecurity in national security, infrastructure, the private sector, and America's all-around preparedness for future threats. Joined by special guests:

- Ari Schwartz, Managing Director of Cybersecurity Services, Venable
- Lt. Gen. Vincent Stewart (ret.), Chief Innovation and Business Intelligence Officer, Ankura
- Morgan Wright, Chief Security Officer, SentinelOne
- Moderated by Shane Tews, Visiting Fellow, American Enterprise Institute

10:45 am - 11:00 am Break

11:00 am - 12:30 pm Breakout Session — “Balancing Competing Legislative Priorities”

Conference participants will work in small groups through facilitated dialogues to review competing legislative priorities and find bipartisan agreement on policies that achieve shared goals and help stabilize the federal budget. In three separate breakouts, participants

will consider healthcare and entitlements, energy and technology, and taxes and the budget as they work together and weigh the public policy impact of their decisions. Facilitated by special guests:

- Cindy Brown, Board Member, Health Care and Government Healthcare Programs Breakout
- Jeff Murray, Board Member, Energy and Technology Breakout
- Libby Greer, Board Member, Taxes and Budget Breakout

12:30 pm - 1:30 pm Lunch — Middleburg Foyer

Lunch Remarks — “Consent of the Governed”

Government and society have undergone transformational change, and the future of the way people interact will not look like the past. The last two years have brought about paradigm shifts in peoples’ work, political, and social experiences. Reporter Jon Allen will share how the thinking of the American voter has shifted in recent years and what that means from a public policy perspective in a nearly evenly divided Congress.

Jon Allen, Senior National Politics Reporter, NBC News

1:30 pm - 2:45 pm Panel Discussion — “Rethinking Global Trade and Supply Chains to Sustain Economic Growth”

In so many ways, COVID-19 reshaped the global economy and the ways in which markets interact at both the macro- and micro-level. The ways that governments and private companies view trade, supply chain, and workforce have been dramatically changed forever. This panel will focus on what these changes mean for the global economy in a post-COVID context, and how businesses can recover, create jobs, and promote growth at the local level. Joined by special guests:

- Paul DeLaney, Vice President, Trade and International, Business Roundtable
- Geoff Freeman, President & CEO, Consumer Brands Association
- *Third panelist, TBD*
- Moderated by Libby Greer, Board Member, Center Forward

2:45 pm - 3:00 pm Panel Closing Remarks, Cori Kramer, Executive Director, Center Forward

