



# 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: John Lee
2. a. Name of Accompanying Relative: \_\_\_\_\_ OR None   
 b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: Friday, March 11, 2022 Return: Sunday, March 11, 2022  
 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:  
Bipartisan Issue Conferences.
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: 3/15/2022

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: Sean Casten Date: 3/15/2022

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: Center Forward
2. Travel Destination(s): Middleburg, Virginia
3. Date of Departure: Friday, March 11, 2022 Date of Return: Sunday, March 13, 2022
4. Name(s) of Traveler(s): Brad Howard, Chloe Hunt, Melissa Kelly, Andy LaVigne, John Lee

*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                  | \$280               | \$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: Tuesday, March 15, 2022

Name: Riley Kilburg 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, Virginia 22101

Email: riley@center-forward.org Telephone: 563-542-6821

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

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



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# COMMITTEE ON ETHICS

## TRAVELER FORM

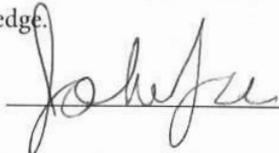
This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee,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

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): Office of Rep. Sean Casten

Office Address: 2440 Rayburn House Office Building

Telephone Number: 202-226-0229

Email Address of Contact Person: john.lee3@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).



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# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: John Lee

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: Friday, March 11th Date of Return: Sunday, March 13th

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: Alex Probst

(2) Relationship to Traveler:  Spouse  Child  Other (specify): Partner

N/A (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.**

Senior Policy Advisor - speak to EJ, plastics, and other energy issues and learn about ongoing energy issues from participants

9. Yes  No  Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip?

10. For staff travelers, to be completed by your employing Member:

### ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Signature of Employing Member

Date

2/9/2022



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# COMMITTEE ON ETHICS

## PRIMARY TRIP SPONSOR FORM

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

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

1. Sponsor who will be paying for the trip:  
**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, March 11, 2022 Date of return: Sunday, March 13, 2022
7. a. City of departure: Washington, D.C.  
b. Destination(s): Middleburg, VA  
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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# COMMITTEE ON ETHICS

10.  Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box.*
11. **Check only one of the following:**
- a.  I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify that the statement is true by checking box; OR*
- b.  *Not Applicable.* Trip sponsor is a U.S. institution of higher education.
12. For **each** sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip **and** its role in organizing and/or conducting the trip:  
**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: car or mini bus )
- 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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# COMMITTEE ON ETHICS

### 18. Total Expenses for each Participant:

| <input type="checkbox"/> Actual Amounts<br><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                                  |  |

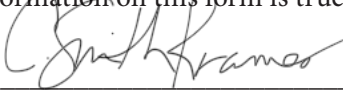
**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

### 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: January 24, 2022  
 Name: Cori Smith 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](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

February 24, 2022

Mr. John Lee  
Office of the Honorable Sean Casten  
2440 Rayburn House Office Building  
Washington, DC 20515

Dear Mr. Lee:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Middleburg, Virginia, scheduled for March 11 to 13, 2022, 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,

A handwritten signature in blue ink, appearing to read "Theodore E. Deutch". The signature is stylized with a large, sweeping initial "T" and "D".

Theodore E. Deutch  
Chairman

A handwritten signature in blue ink, appearing to read "Jackie Walorski". The signature is written in a cursive, flowing style.

Jackie Walorski  
Ranking Member

TED/JW:adw



2022 Center Forward Issues Conference  
Salamander Resort and Spa  
Middleburg, Virginia — March 11-13, 2022  
Conference Agenda

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**Friday, March 11, 2022**

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, March 12, 2022**

**Conference Program – Middleburg Ballroom**

Casual Attire

- 8:00 am - 9:00 am** Breakfast Buffet – Bluemont Room
- Registration Desk Re-Opens
- 9:00 am - 9:10 am** Welcome Remarks and Introduction, Cori Kramer, Executive Director, Center Forward
- 9:10 am - 9:45 am** Breakfast Remarks – *Working with Congress and the Private Sector to Implement the Bipartisan Infrastructure Law*
- Hon. Mitch Landrieu, Special Assistant to the President for Infrastructure Coordination, The White House (Invited)*
- 9:45 am - 10:45 am** Panel Discussion — “Antitrust and Competition Implications for the American and Global Consumer”
- American innovation and ingenuity have led the world in creating cutting edge technologies and creating the economic engine that is the American economy. As the business landscape changes, Congress is forced to reckon with questions of antitrust, competition, acquisitions and mergers, China, and others. This panel will explore the impacts of Congress’ decisions on consumers. Joined by special guests:
- Jennifer Huddleston, Policy Counsel, NetChoice (panelist)
  - Hon. Maureen Ohlhausen, Partner and Section Chair - Antitrust & Competition Law, Baker Botts (panelist)
  - John Stanford, Executive Director, Incubate Coalition (panelist)
  - Ian Adams, Executive Director, International Center for Law & Economics (moderator)
- 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

Congress find consensus. In five separate breakouts, participants will consider health care, energy, cannabis, data privacy, and small business issues as they work together and weigh the public policy impact of their decisions. Facilitated by special guests:

- Marissa Padilla, Global Strategy Group, Health Care Breakout
- Dylan de Thomas, The Recycling Partnership, Energy Breakout
- Bo Bryant, U.S. Cannabis Council, Cannabis Breakout
- Andrew Freedman, Coalition for Cannabis Policy, Education, and Regulation, Cannabis Breakout
- Daniel Castro, Information Technology and Innovation Foundation, Data Privacy Breakout
- Rhett Buttle, Public Private Strategies, Small Business Breakout

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

Lunch Remarks — “Lessons in Leadership and Shared Success”

Far too often the ideological extremes in the United States dominate public discourse and drown out the pragmatic voices working to find common ground, and little gain is to be had for those willing to work across the aisle. Lt. Gen. Vince Stewart (ret.) will share lessons in leadership, teamwork, and the responsibility of those in power to work together and overcome America’s challenges.

Lt. Gen. Vince Stewart (ret.), Former Director, Defense Intelligence Agency

**1:30 pm - 2:45 pm** Panel Discussion — Constituents and the Issues: 2022 Legislative Outlook

As the 117<sup>th</sup> Congress is underway, Members of Congress and policy influencers will consider a number of issues facing us in 2022. COVID-19, inflation, healthcare, energy, economic growth and jobs, election security, and more. This panel will discuss voters’ thoughts on these issues, their expectations for Congress, and the likelihood that these policy proposals become law. Joined by special guests:

- Joel Benenson, Democratic Pollster, Benenson Strategy Group
- *Hon. Steven Benjamin, Former Mayor, Columbia, South Carolina (Invited)*
- Gene Ulm, Republican Pollster, Public Opinion Strategies

- Moderated by Cori Kramer, Executive Director, Center Forward

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

**3:00 pm - 4:30 pm** Moderate roundtable discussions – perspectives from House offices on the 2022 legislative session

**4:30 pm - 6:00 pm** Break

### **Conference Closing Reception and Dinner**

#### *Business Casual Attire*

**6:00 pm - 7:00 pm** Reception – Middleburg Foyer

**7:00 pm - 8:30 pm** Dinner – Middleburg Ballroom

2022: The Legislative Implications of a Reshaping Congress and White House

Amy Walter, Publisher and Editor-In-Chief, The Cook Political Report

Closing Remarks, Cori Kramer, Executive Director, Center Forward

**8:30 pm - 12:00 am** Harriman’s fire pit is reserved exclusively for the use of Center Forward attendees

**Sunday, March 13, 2022**

#### *Casual Attire*

**8:00 am - 10:00 am** Breakfast Buffet – Middleburg Foyer

*Hotel Check Out is 11:00 am*