



U.S. House of Representatives

COMMITTEE ON ETHICS

EMPLOYEE POST-TRAVEL DISCLOSURE FORM Original Amendment

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

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

1. Name of Traveler: Kathleen Heffernan

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

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

3. a. Dates: Departure: March 22, 2022 Return: March 24, 2022

b. Dates at Personal Expense, if any: _____ OR None

4. Departure City: Washington, DC Destination: Tampa, FL Return City: Washington, DC

5. Sponsor(s), Who Paid for the Trip: Florida Ports Council

6. Describe Meetings and Events Attended:

We did a round table and tour of the Port of Tampa Bay and Port Manatee, where we discussed the challenges that they are facing regarding grant timelines, dredging, and their potential growth. We toured both facilities. We also attended a conference that discussed different parts of the supply chain, and possible solutions to challenges.

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.

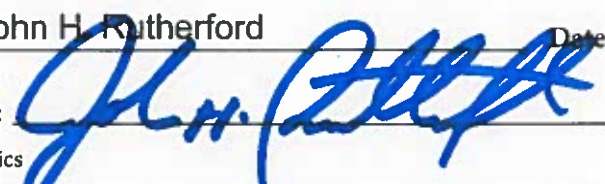
b. If not, explain:

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

Signature of Traveler:  Date: 4/1/2022

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: John H. Rutherford Date: 4/1/2022

Signature of Supervising Member: 



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TRAVELER FORM

1. Name of Traveler: Kathleen Heffernan
2. Sponsor(s) who will be paying or providing in-kind support for the trip:
Florida Ports Council
3. City and State **OR** Foreign Country of Travel : Tampa, Florida and Manatee, Florida
4. a. Date of Departure: March 22, 2022 Date of Return: March 24, 2022
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 a Senior Legislative Assistant handling water, homeland security, and energy issues for a Florida member this trip will allow me to see first hand how federal policies effect Florida ports and the local economy. It will also give me the opportunity to interact with stakeholders from the district at the Supply Chain Summit.
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 2/16/21



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COMMITTEE ON ETHICS

SPONSOR POST-TRAVEL DISCLOSURE FORM

Original Amendment

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

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

1. Sponsor(s) who paid for the trip: Florida Ports Council
2. Travel Destination(s): Tampa/Manatee, Florida
3. Date of Departure: March 22, 2022 Date of Return: March 24, 2022
4. Name(s) of Traveler(s): See attached

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	\$261.21 (airfare)	\$326.00	\$145.00	
Accompanying Family Member				

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. Signify statement is true by checking box.

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: _____ Date: 03/28/2022

Name: Michael L. Rubin Title: President/CEO

Organization: Florida Ports Council

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

Address: 502 East Jefferson Street, Tallahassee, Florida 32301

Email: mike.rubin@flaports.org Telephone: 850-222-8028

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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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:
Florida Ports Council
2. I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. Signify that the statement is true by checking box.
3. **Check only one.** I represent that:
 - a. The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip: **OR**
 - b. The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds: **OR**
 - c. The primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.
If "c" is checked, list the names of the additional sponsors:
4. Provide names and titles of ALL House Members *and* employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):
See attached. We have invited the Legislative Directors for the Florida Congressional Delegation
5. Yes No Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: March 22, 2022 Date of return: March 24, 2022
7. a. City of departure: Washington, D.C.
b. Destination(s): Tampa and Manatee Florida
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:
- The Florida Seaports Council is a 501(c)(6) organization with a membership comprised solely of Florida's local government seaports. We advocate on behalf of all Florida statutory seaports and administer a statutory state seaport investment program contained in Chapter 311, Florida Statutes.
13. **Answer parts a and b. Answer part c if necessary:**
- a. Mode of travel: Air Rail Bus Car Other (specify: Shuttle bus for port tours)
- 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:
- Not applicable
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:
- Tours of federal and local government port activities -- including supply chain, cargo and cr
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Home 2 Suites Hilton Channelside City: Tampa Cost Per Night: \$163.00
- Reason(s) for Selecting: Proximity to Port Tampa Bay
- 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.*



U.S. House of Representatives

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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	\$166.80 airfare	\$326.00 (\$163.00 per night)	\$155.00 (based on GSA per diem rates)
For each Accompanying Family Member			

	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		
For each Accompanying Family Member		

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

19. Check only one:

- a. I certify that I am an officer of the organization listed below; **OR**
- b. *Not Applicable.* Trip sponsor is an individual or a U.S. institution of higher education.

20. I certify by my signature that

- a. I read and understand the Committee's Travel Regulations;
- b. I am not a registered federal lobbyist or registered foreign agent; and
- c. The information on this form is true, complete, and correct to the best of my knowledge.

Signature: Date: 1/26/22

Name: Michael L. Rubin Title: President/CEO

Organization: Florida Ports Council

Address: 502 East Jefferson Street, Tallahassee, Florida 32301

Email: mike.rubin@flaports.org Telephone: (850) 222-8028

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

March 15, 2022

Ms. Kathleen Heffernan
Office of the Honorable John Rutherford
1711 Longworth House Office Building
Washington, DC 20515

Dear Ms. Heffernan:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Tampa, Florida, scheduled for March 22 to 24, 2022, sponsored by Florida Ports Council.

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.

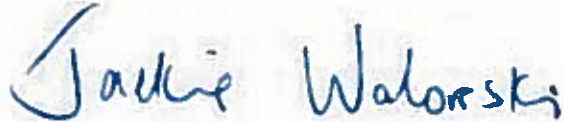
You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you 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:mc



Florida Port Tours/Activities
Tuesday, March 22, 2022 – Thursday March 24, 2022

MISSION GOALS: *The goal of this trip is to educate Florida congressional delegation staff on activities and operations at the Port of Tampa Bay and Port Manatee. The trip will include information on supply chain issues, U.S. Army Corps (USACE) dredging, U.S. Customs and Border Protection activities, cargo operations, cruise operations. Staff will have the opportunity to meet with state and federal entities involved with the movement of cargo and passengers through both Port Tampa Bay and Port Manatee and will allow staff to obtain a greater understanding of the impact of federal regulations and federal funding on this activity.*

RELEVANCE TO OFFICIAL DUTIES: *The subject matter of the trip is important to the members of the Florida congressional delegation as they will encounter future legislation and budgetary issues concerning Florida seaports.*

LOCATION: *The purpose of the travel to Tampa and Manatee, Florida, is to attend port tours of Port Tampa Bay and Port Manatee to provide an overview of supply chain issues, dredging, cargo operations and cruise operations. The Florida Ports Council, Port Tampa Bay and Port Manatee will take staff to several locations within Port Tampa Bay and Port Manatee to observe supply chain issues, dredging activities, cargo operations and cruise operations.*

ITINERARY

Tuesday, March 22, 2022

- | | |
|-------------------------|---|
| 10:00 a.m. – 12:30 p.m. | American Airlines flight from DCA to TPA |
| 12:30 p.m. – 1:00 p.m. | Transport to Home2 Suites by Hilton Downtown Channel District in Tampa to check-in. Transport to be provided by Port Tampa Bay vehicle. |
| 1:15 p.m. – 1:30 p.m. | Transport to Port Tampa Bay facilities using Port Tampa Bay vehicle. |
| 1:30 p.m. – 2:30 p.m. | Working lunch with Port Tampa Bay staff and tenants. Port Tampa Bay Executive Director Paul Anderson to lead discussion on current federal and state issues at the port – to include discussion of supply chain issues, and status of dredging and federal infrastructure projects. |

- 2:45 p.m. – 4:45 p.m. Landside tour of Port Tampa Bay facilities. This will provide participants with an opportunity to visit and see multiple cargo and cruise facilities on the seaport. Transport to be provided by Port Tampa Bay vehicle.
- 5:00 p.m. – 5:15 p.m. Transport back to Home2 Suites by Hilton Downtown Channel District in Tampa.
- 5:15 p.m. – 7:00 p.m. Personal time for participants to check in with their offices and relax.
- 7:00 p.m. – 7:10 p.m. Transport to dinner at restaurant in Tampa. Transport to be provided by Port Tampa Bay vehicle.
- 7:10 p.m. – 8:30 p.m. Dinner at restaurant in Tampa. Dinner will provide at least 30 minutes for discussion with Port Tampa Bay leadership and maritime industry – discuss cargo and cruise issues.

Wednesday, March 23, 2022

- 7:45 a.m. – 8:15 a.m. Breakfast available at hotel.
- 8:15 a.m. – 8:30 a.m. Transport to Hotel Alba in Tampa for Florida Supply Chain Summit hosted by the University of South Florida. Transport to be provided by Port Tampa Bay vehicle.
- 8:45 a.m. – 10:00 a.m. Presentation and discussion on current supply chain activities and investments by Florida seaports to increase capacity and growth. This will include presentations from several Florida seaports – including Tampa, Manatee, Everglades, Jacksonville and Miami.
- 10:00 a.m. – 10:30 a.m. Open discussion and question opportunity with stakeholders, university officials and seaports on supply chain issues.
- 10:30 a.m. – 11:15 a.m. Presentation and Discussion by Florida Importers and Exporters on the Global Supply Chain.
- 11:15 a.m. – 12:00 p.m. Summit Break and Lunch Buffett. Lunch at the Supply Chain Summit location to allow for ongoing discussion of supply chain issues.
- 12:00 p.m. – 1:30 p.m. Presentation by Florida Executive Leadership and Florida Department of Transportation on investments and opportunities in Florida's freight network.
- 1:30 p.m. – 5:30 p.m. Transport to Port Manatee for landside tour of Port Manatee facilities. This will provide participants with an opportunity to visit and see multiple cargo and fuel facilities on the seaport. Transport to be provided by Port Manatee vehicle.
- 5:30 p.m. – 6:30 p.m. Transport back to Home2 Suites by Hilton Downtown Channel District in

Tampa. Transport to be provided by Port Tampa Bay vehicle.

- 6:30 p.m. – 7:00 p.m. Personal time for participants to check in with their offices and relax.
- 7:00 p.m. – 7:10 p.m. Transport to dinner at restaurant in Tampa. Transport to be provided by Port Tampa Bay vehicle.
- 7:10 p.m. – 8:30 p.m. Dinner at restaurant in Tampa. Dinner will provide at least 30 minutes for discussion with Port Manatee leadership and maritime industry – discuss cargo and cruise issues.

Thursday, March 24, 2022

- 7:00 a.m. – 8:00 a.m. Breakfast available at the Hotel.
- 8:15 a.m. – 8:25 a.m. Transport to meetings at Port Tampa Bay meeting facilities. Transport will be provided by Port Tampa Bay vehicle.
- 8:30 a.m. – 11:30 a.m. Open roundtable discussion with representatives from Florida's seaports, state transportation officials, and other freight mobility stakeholders to discuss supply chain issues in Florida. This meeting will provide participants with an opportunity to discuss state and federal supply chain issues and potential projects that are eligible for federal funds to help solve capacity and supply chain problems.
- 11:30 p.m. – 1:30 p.m. Working lunch at the Port Tampa Bay meeting facilities. This will provide an opportunity for a continuation of the discussion on supply chain issues.
- 1:30 p.m. – 2:00 p.m. Transport to Tampa International Airport. Transport to be provided Port Tampa Bay vehicle.
- 3:17 p.m. American Airline Flight Departs TPA to DCA.



Florida Port Trip/Activities
U.S. House Florida Congressional Staff Attendees
Tuesday, March 22, 2022 – Thursday, March 24, 2022

Attendees

Katie Heffernan, Legislative Assistant, Congressman Rutherford
Raymel Quinones, Legislative Assistant, Congressman Soto
Tony Gregg, Coast Guard Fellow, Congressman Crist
Libby Tidwell, Legislative Director, Congressman Mast
EJ Valentine, Senior Legislative Assistant, Congressman Gimenez