



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: Melissa Brown
2. a. Name of Accompanying Relative: _____ OR None ☒
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: 02-10 Return: 02-12
b. Dates at Personal Expense, if any: _____ OR None ☒
4. Departure City: Washington, DC Destination: Amelia Island, FL Return City: _____
5. Sponsor(s), Who Paid for the Trip: Conservative Partnership Institute
6. Describe Meetings and Events Attended:
Informative meetings to connect and hear from conservative leaders at the federal, state and local level
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**
 - 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: 3/8/22

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: Scott Perry Date: 3/8/22

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: Conservative Partnership Institute (Conservative Member's Retreat)
2. Travel Destination(s): Amelia Island, Florida
3. Date of Departure: 2/10/22 Date of Return: _____

4. Name(s) of Traveler(s): Melissa Brown

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	\$208.59	\$198	\$111	
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: Ed Corrigan Date: 2/22/22

Name: Edward Corrigan Title: President & CEO

Organization: Conservative Partnership Institute

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

Address: 300 Independence Ave SE, Washington DC 20003

Email: edwardtcorrigan@gmail.com Telephone: 202-680-8746

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

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



U.S. House of Representatives

COMMITTEE ON ETHICS

TRAVELER FORM

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. This form and any attachments may be delivered to the Committee at 1015 Longworth or e-mailed to travel.requests@mail.house.gov.

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: Melissa Brown

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): House Freedom Caucus

Office Address: 27 Independence Ave, SE Washington, D.C. 20003

Telephone Number: 202-839-7135

Email Address of Contact Person: melissa.brown@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.



U.S. House of Representatives

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Melissa Brown
2. Sponsor(s) who will be paying or providing in-kind support for the trip:
Conservative Partnership Institute, Inc. (CPI)
3. City and State OR Foreign Country of Travel: Amelia Island, FL
4. a. Date of Departure: Feb 10, 2022 Date of Return: Feb 12, 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 Communication Director for HFC the discussions and speakers at event will provide opportunities to connect, hear and learn from conservative leaders at the federal, state and local levels.
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 2/4/22

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 7, 2022

Ms. Melissa Brown
House Freedom Caucus
404 Cannon House Office Building
Washington, DC 20003

Dear Ms. Brown:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Amelia Island, Florida, scheduled for February 10 to 12, 2022, sponsored by Conservative Partnership Institute, Inc.

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, looping initial "T" and a long horizontal stroke extending to the right.

Theodore E. Deutch
Chairman

A handwritten signature in blue ink, appearing to read "Jackie Walorski". The signature is written in a cursive style with a large initial "J" and a long horizontal stroke.

Jackie Walorski
Ranking Member

TED/JW:rp

Conservative Members Retreat
Conservative Policy & Strategies for 2022
Ritz Carlton, Amelia Island
February 10-12

Thursday, February 10th
Ritz-Carlton Golf Club

6:00 – 7:00 PM Evening Welcome Reception
7:00 – 8:30 PM Dinner
Topic: Welcome Remarks & Overview of Retreat
Discussion with participants re: introducing themselves and conservative policy priorities for 2nd Session of 117th Congress

Speakers: Mark Meadows, Senior Partner, CPI
Rep. Scott Perry

Friday, February 11th
Talbot Ballroom

8:00 – 8:30 AM Breakfast Buffet
8:30 – 9:30 AM Topic: Conservative Policy Priorities in 2022 and Beyond
Conservative policy priorities in 2022 and how a national coalition strategy can help further those priorities

Speakers: Mark Meadows, Senior Partner, CPI
Rachel Bovard, Senior Policy Director, CPI
Rep. Scott Perry

9:30 – 10:30 AM Session #1 – Learning the Rules and Procedures of the House
Best practices and lessons learned on legislative process and ideas for reforms – including oversight, investigations, and governing & accountability

Speakers: Rep. Scott Perry
Mark Meadows, Senior Partner, CPI
Ed Corrigan, CEO, CPI
Tom Jones, America Accountability Foundation
Scott Gast, Chief Counsel, Compass Legal
Derek Ross, Senior Counsel, Compass Legal

10:30 – 12:00 PM Session #2 – Building a Stronger America: Conservative Policy Solutions
Discussion of creative ways to address election & immigration reform, censorship, antitrust, and economic growth

Speakers: Mark Meadows, Senior Partner, CPI
Rachel Bovard, Senior Policy Director, CPI
Ryan Williams, President, Claremont Institute
Rep. Scott Perry

12:00 – 1:15 PM Lunch Buffet
Topic: Advancing Conservative Policies Through a Unified National Policy Agenda
A discussion on how a unified multimedia approach to messaging can increase public support for and advance a conservative agenda

Speakers: Dr. Ben Carson, President ACI
Rachel Bovard, Senior Policy Director, CPI
Gaston Mooney, CEO Blaze Media
Rep. Scott Perry

1:15 – 1:30 PM - Break -

1:30 – 2:45 PM Session #3 – Communicating with Constituents and the Public
Lessons learned from 117th Congress on messaging: how to communicate better

Speakers: Ed Corrigan, CEO, CPI
Russ Vought, President, Center for Renewing America
Rep. Scott Perry

2:45 – 4:30 PM Session #4 – Building Federal-State Partnerships
Discussion of policy solutions at the state level and how to leverage federal-state partnerships

Speakers: Mark Meadows, Senior Partner, CPI
Andy Roth, President, State Freedom Caucus Network
Rep. Andy Biggs

4:30 – 6:00 PM - Break -

6:00 – 7:00 PM Evening Reception
Plaza Ballroom Foyer Topic: Discussion of Legislative Priorities for the 2nd Session of 117th Congress
Representatives will have an opportunity to share their top legislative priorities for this session

Remarks: Mark Meadows, Senior Partner, CPI

7:00 – 8:45 PM Dinner
Plaza Ballroom Topic: Effect of Federal Policy and Regulation on State Economies and Lessons Learned from Federal/State COVID Policies
How covid policies impacted Americans from state-to-state and how the country can do better

Remarks: Cleta Mitchell, Senior Legal Fellow, CPI
Prayer: Rep. Andrew Clyde
Keynote Intro: Rep. Byron Donalds
Keynote: Glenn Beck, Co-Founder Blaze Media
Closing: Cleta Mitchell, Senior Legal Fellow, CPI

Saturday, February 12th
Talbot Ballroom

9:30 – 10:30 AM Breakfast buffet
Topic: Retreat Capstone
Review of conservative policy solutions and strategies for advancing them

Speakers: Mark Meadows, Senior Partner, CPI
Ed Corrigan, President & CEO, CPI
Rep. Scott Perry



U.S. House of Representatives

COMMITTEE ON ETHICS

PRIMARY TRIP SPONSOR FORM

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

Conservative Partnership Institute , Inc. (CPI)

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):

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

6. Date of departure: Feb. 10, 2022 Date of return: Feb. 12, 2022

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

b. Destination(s): Amelia Island, FL

c. City of return: Amelisa Island, FL

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:



U.S. House of Representatives

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:
- In accordance with its mission of uniting the conservative movement, CPI seeks to connect conservative leaders at the federal, state, and local levels .
CPI is the sole organizer and sponsor of the meeting
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):
\$59/day/person
- 2) Provide the reason for selecting the location of the event or trip:
Event will coincide with CPI 2022 Winter Leadership Conference
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Ritz-Carlton City: Amelia Island Cost Per Night: \$96
Reason(s) for Selecting: Event will coincide with CPI 2022 Winter Leadership Conference
- 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

COMMITTEE ON ETHICS

18. **Total Expenses for each Participant:**

☐ Actual Amounts	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
☐ Good Faith Estimates			
For each Member, Officer, or Employee	\$300	\$192	\$108
For each Accompanying Family Member	\$300		

	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		taxi from airport
For each Accompanying Family Member		taxi from airport

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: Melissa Brown Date: 1/11/2022

Name: Melissa Brown Title: Communications D

Organization: House Freedom Caucus

Address: 27 Independence Ave SE, Washington, DC 20003

Email: melissa.brown@mail.house.gov Telephone: (202) 839-7135

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

Winter Leadership Conference
MOC Attendee List
February 10-12

Member First Name	Member Last Name	RSVP	Spouse	Arrival Date	Departure Date
Andy	Biggs	Yes	Cindy Biggs	February 10th	February 13th
Dan	Bishop	Yes	Jo Bishop	February 10th	February 14th
Lauren	Boebert	Yes		February 10th	February 14th
Warren	Davidson	Yes	Lisa Davidson	February 10th	February 14th
Bob	Good	Yes	Tracey Good	February 10th	February 14th
Paul	Gosar	Yes	Maude Gosar	February 10th	February 12th
Andy	Harris	Yes		February 10th	February 13th
Yvette	Herrell	Yes		February 10th	February 13th
Clay	Higgins	Yes	Becca Higgins	February 10th	February 14th
Mary	Miller	Yes		February 11th	February 13th
Alex	Mooney	Yes	Grace Mooney	February 10th	February 14th
Barry	Moore	Yes	Heather Moore	February 10th	February 14th
Ralph	Norman	Yes	Elaine Norman	February 10th	February 14th
Scott	Perry	Yes	Christy Perry	February 10th	February 14th
Randy	Weber	Yes	Brenda Weber	February 10th	February 14th

Staff First Name	Staff Last	RSVP	Arrival Date	Departure Date
Justin	Ouimette	Executive Director	February 10th	February 14th
Melissa	Brown	Comms Director, Rep. Scott Perry	February 10th	February 14th
Lauren	Muglia	COS, Rep. Scott Perry	February 10th	February 14th

2022 CONSERVATIVE MEMBERS RETREAT

Please Join Us



The Conservative Partnership Institute
invites you to a *Members Retreat* to discuss
conservative policy & strategies for 2022

February 10th-12th

- The Ritz Carlton Amelia Island -

4750 Amelia Island Parkway, Amelia Island, Florida 32034

RSVP TO JACKIE FOWLER AT
JFOWLER@CPL.ORG



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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: Melissa Brown

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): House Freedom Caucus

Office Address: 27 Independence Ave, SE Washington, D.C. 20003

Telephone Number: 202-839-7135

Email Address of Contact Person: melissa.brown@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.

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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.



U.S. House of Representatives

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Melissa Brown
2. Sponsor(s) who will be paying or providing in-kind support for the trip:
Conservative Partnership Institute, Inc. (CPI)
3. City and State OR Foreign Country of Travel: Amelia Island, FL
4. a. Date of Departure: Feb 10, 2022 Date of Return: Feb 12, 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:
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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 Communication Director for HFC the discussions and speakers at event will provide opportunities to connect, hear and learn from conservative leaders at the federal, state and local levels.
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 2/4/22



U.S. House of Representatives

COMMITTEE ON ETHICS

PRIMARY TRIP SPONSOR FORM

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

Conservative Partnership Institute , Inc. (CPI)

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):

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

6. Date of departure: Feb. 10, 2022 Date of return: Feb. 12, 2022

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

b. Destination(s): Amelia Island, FL

c. City of return: Amelisa Island, FL

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:
- In accordance with its mission of uniting the conservative movement, CPI seeks to connect conservative leaders at the federal, state, and local levels .
CPI is the sole organizer and sponsor of the meeting
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):
- \$59/day/person**
- 2) Provide the reason for selecting the location of the event or trip:
- Event will coincide with CPI 2022 Winter Leadership Conference**
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Ritz-Carlton City: Amelia Island Cost Per Night: \$96
- Reason(s) for Selecting: Event will coincide with CPI 2022 Winter Leadership Conference
- 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:

☐ Actual Amounts	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
☐ Good Faith Estimates			
For each Member, Officer, or Employee	\$300	\$192	\$108
For each Accompanying Family Member	\$300		

	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		taxi from airport
For each Accompanying Family Member		taxi from airport

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: Melissa Brown Date: 1/11/2022

Name: Melissa Brown Title: Communications D

Organization: House Freedom Caucus

Address: 27 Independence Ave SE, Washington, DC 20003

Email: melissa.brown@mail.house.gov Telephone: (202) 839-7135

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

February 7, 2022

Ms. Melissa Brown
House Freedom Caucus
404 Cannon House Office Building
Washington, DC 20003

Dear Ms. Brown:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Amelia Island, Florida, scheduled for February 10 to 12, 2022, sponsored by Conservative Partnership Institute, Inc.

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, looping initial "T" and a long horizontal stroke at the end.

Theodore E. Deutch
Chairman

A handwritten signature in blue ink, appearing to read "Jackie Walorski". The signature is written in a cursive style with a large initial "J" and a long horizontal stroke at the end.

Jackie Walorski
Ranking Member

TED/JW:rp

Conservative Members Retreat
Conservative Policy & Strategies for 2022
Ritz Carlton, Amelia Island
February 10-12

Thursday, February 10th

Ritz-Carlton Golf Club

6:00 – 7:00 PM

Evening Welcome Reception

7:00 – 8:30 PM

Dinner

Topic: Welcome Remarks & Overview of Retreat

Discussion with participants re: introducing themselves and conservative policy priorities for 2nd Session of 117th Congress

Speakers: Mark Meadows, Senior Partner, CPI
Rep. Scott Perry

Friday, February 11th

Talbot Ballroom

8:00 – 8:30 AM

Breakfast Buffet

8:30 – 9:30 AM

Topic: Conservative Policy Priorities in 2022 and Beyond

Conservative policy priorities in 2022 and how a national coalition strategy can help further those priorities

Speakers: Mark Meadows, Senior Partner, CPI
Rachel Bovard, Senior Policy Director, CPI
Rep. Scott Perry

9:30 – 10:30 AM

Session #1 – Learning the Rules and Procedures of the House

Best practices and lessons learned on legislative process and ideas for reforms – including oversight, investigations, and governing & accountability

Speakers: Rep. Scott Perry
Mark Meadows, Senior Partner, CPI
Ed Corrigan, CEO, CPI
Tom Jones, America Accountability Foundation
Scott Gast, Chief Counsel, Compass Legal
Derek Ross, Senior Counsel, Compass Legal

10:30 – 12:00 PM

Session #2 – Building a Stronger America: Conservative Policy Solutions

Discussion of creative ways to address election & immigration reform, censorship, antitrust, and economic growth

Speakers: Mark Meadows, Senior Partner, CPI
Rachel Bovard, Senior Policy Director, CPI
Ryan Williams, President, Claremont Institute
Rep. Scott Perry

12:00 – 1:15 PM

Lunch Buffet

Topic: Advancing Conservative Policies Through a Unified National Policy Agenda

A discussion on how a unified multimedia approach to messaging can increase public support for and advance a conservative agenda

Speakers: Dr. Ben Carson, President ACI
Rachel Bovard, Senior Policy Director, CPI
Gaston Mooney, CEO Blaze Media
Rep. Scott Perry

1:15 – 1:30 PM

- Break -

1:30 – 2:45 PM

Session #3 – Communicating with Constituents and the Public
Lessons learned from 117th Congress on messaging: how to communicate better

Speakers: Ed Corrigan, CEO, CPI
Russ Vought, President, Center for Renewing America
Rep. Scott Perry

2:45 – 4:30 PM

Session #4 – Building Federal-State Partnerships
Discussion of policy solutions at the state level and how to leverage federal-state partnerships

Speakers: Mark Meadows, Senior Partner, CPI
Andy Roth, President, State Freedom Caucus Network
Rep. Andy Biggs

4:30 – 6:00 PM

- Break -

6:00 – 7:00 PM

Plaza Ballroom Foyer

Evening Reception
Topic: Discussion of Legislative Priorities for the 2nd Session of 117th Congress
Representatives will have an opportunity to share their top legislative priorities for this session

Remarks: Mark Meadows, Senior Partner, CPI

7:00 – 8:45 PM

Plaza Ballroom

Dinner
Topic: Effect of Federal Policy and Regulation on State Economies and Lessons Learned from Federal/State COVID Policies
How covid policies impacted Americans from state-to-state and how the country can do better

Remarks: Cleta Mitchell, Senior Legal Fellow, CPI
Prayer: Rep. Andrew Clyde
Keynote Intro: Rep. Byron Donalds
Keynote: Glenn Beck, Co-Founder Blaze Media
Closing: Cleta Mitchell, Senior Legal Fellow, CPI

Saturday, February 12th

Talbot Ballroom

9:30 – 10:30 AM

Breakfast buffet
Topic: Retreat Capstone
Review of conservative policy solutions and strategies for advancing them

Speakers: Mark Meadows, Senior Partner, CPI
Ed Corrigan, President & CEO, CPI
Rep. Scott Perry