

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.

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1.	Name of Traveler: Cott Knittle	
2.	a. Name of Accompanying Relative:	OR None
	b. Relationship to Traveler: Spouse Child Other (specify):	
3.	a. Dates: Departure: May 4 2022 Return: May 6, 202	2
	b. Dates at Personal Expense, if any:	OR None
4.	Departure City: Washington, OC Destination: Williamsburg, VA Return City: W	ashington D (
5.	Sponsor(s), Who Paid for the Trip: [anglession] Institute	

6. Describe Meetings and Events Attended:

Attended briefings related to office monagement and Strategic communications. 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. A page 2 of the completed *Traveler Form* submitted by the employee; and

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- 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:

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: _____

Signature of Supervising Member: ____

Version date 3/2021 by Committee on Ethics

Joby Hice	Date: 5/19/2022
ALR-A	
Joay Office	

____ Date: ____5/18/2022



SPONSOR POST-TRAVEL DISCLOSURE FORM

Original 🗌 Amendment

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

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

- 1. Sponsor(s) who paid for the trip: Congressional Institute
- 2. Travel Destination(s): Williamsburg, VA
- 3. Date of Departure: May 4, 2022

Date of Return: May 6, 2022

4. Name(s) of Traveler(s): See attached list

Note: You may list more than one traveler on a form only if all information is *identical* for each person listed.

5. Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$96	\$267	\$159	\$360 - Room Rental
Accompanying Family Member	n/a	n/a	n/a	n/a

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

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

Signature:

Date: May 12, 2022

Name: Mark Strand

Title: President

Telephone: 703-837-8812

Organization: Congressional Institute

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

Address: 1700 Diagonal Road #300, Alexandria, VA 22314

Email: strand@conginst.org

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 privatelysponsored 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: Scott Knittle

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:Sch Cl Math	
Name of Signatory (if other than traveler):	
For Staff (name of employing Member or Committee): Rep. Jody Hice	

Office Address: 404 Cannon House Office Building

Telephone Number: 202-225-4101

Email Address of Contact Person: scott.knittle@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*.



TRAVELER FORM

1	Name of Traveler:	Scott Knittle
1.	Name of Traveler:	Scoll Millie

- 2. Sponsor(s) who will be paying or providing in-kind support for the trip: **Congressional Institute**
- 3. City and State **OR** Foreign Country of Travel : Williamsburg, VA
- 4. a. Date of Departure: May 4, 2022 Date of Return: May 6, 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 the Deputy Chief of Staff in charge of Rep. Hice's Washington, DC office, this conference will help me hear about the future of the nation and Congress, learn new management ideas, discuss best practices, and strengthen professional relationships.

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 4/1/2022



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: Congressional Institute
- 2. I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. *Signify that the statement is true by checking box.*
- 3. Check only one. I represent that:

a. The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip: **OR**

- b. The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds: **OR**
- c. The primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. If "c" is checked, list the names of the additional sponsors:
- 4. Provide names and titles of **ALL** House Members *and* employees you are inviting. **For each House invitee, provide an explanation of why the individual was invited** (include additional pages if necessary):

See addendum & attached invitation list

- 5. Yes No Is travel being offered to an accompanying family member of the House invitee(s)?
- 6. Date of departure: May 4, 2022 Date of return: May 6, 2022
- 7. a. City of departure: Washington, DC
 - b. Destination(s): Williamsburg, VA
 - c. City of return: Washington, DC
- 8. Check only one. I represent that:
 - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: **OR**
 - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: **OR**
 - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.

9. Check only one of the following:

- a. I checked 8(a) or (b) above; OR
- b. I checked 8(c) above but am not offering any lodging; OR
- c. I checked 8(c) above and am offering lodging and meals for one night; OR
- d. I checked 8(c) above and am offering lodging and meals for two nights. If you checked this box, explain why the second night of lodging is warranted:



10. Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box.*

11. Check only one of the following:

a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify that the statement is true by checking box;* **OR**

b. Not Applicable. Trip sponsor is a U.S. institution of higher education.

12. For *each* sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip *and* its role in organizing and/or conducting the trip:

See addendum

13. Answer parts a and b. Answer part c if necessary:

a. Mode of travel:	Air Rail Bus Car Other (specify:)
b. Class of travel:	Coach Business First Charter Other (specify:)

c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:

- 14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). Signify that the statement is true by checking the box.
- 15. Check only one. I represent that either:
 - a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees; **OR**

b. The trip involves events that are arranged specifically *with regard* to congressional participation. If "b" is checked:

- Detail the cost *per day* of meals (approximate cost may be provided): Day 1- \$52, Day 2 - \$90, Day 3 - \$18
- Provide the reason for selecting the location of the event or trip: Relative proximity to DC and capacity to handle a large event
- 16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel Name: Williamsburg Lodge	City: Williamsburg, VA	Cost Per Night: \$118 +taxes
Reason(s) for Selecting: proximity to DC, av	ailability, security & facility size	5
Hotel Name:	City:	Cost Per Night:
Reason(s) for Selecting:		
Hotel Name:	City:	Cost Per Night:
Reason(s) for Selecting:		
		Cost Per Night:

17. Irrepresent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. Signify that the statement is true by checking the box.



18. Total Expenses for each Participant:

Actual AmountsGood Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$106	\$268	\$160
For each Accompanying Family Member	\$106	n/a	\$160

	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	\$406	Room Rental
For each Accompanying Family Member	\$406	Room Rental

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

19. Check only one:

- a. I certify that I am an officer of the organization listed below; OR
- b. Not Applicable. Trip sponsor is an individual or a U.S. institution of higher education.
- 20. I certify by my signature that
 - a. I read and understand the Committee's Travel Regulations;
 - b. I am not a registered federal lobbyist or registered foreign agent; and
 - c. The information on this form is true, complete, and correct to the best of my knowledge.

Signature: Mark Strand	April 7, 2022
Name: Mark Strand	Title: President
Organization: Congressional Institute	
Address: 1700 Diagonal Road #300, Alexandria, VA 22314	
Email: strand@conginst.org	Telephone: 703-837-8812

INSTRUCTIONS

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

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

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

For questions, please contact the Committee on Ethics at:

1015 Longworth House Office Building	ethicscommittee@mail.house.gov 202-225-7103
Washington, D.C. 20515	More information and forms available at ethics.house.gov
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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

April 28, 2022

Mr. Scott Knittle Office of the Honorable Jody Hice 404 Cannon House Office Building Washington, DC 20515

Dear Mr. Knittle:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Williamsburg, Virginia, scheduled for May 4 to 6, 2022, sponsored by Congressional Institute.

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.

Theodore E. Deutch Chairman

Sincerely,

Jackie Walorski Ranking Member

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

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PRIMARY TRIP SPONSOR FORM ADDENDUM

Question 4: Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):

See attached invitation list. This Congressional Institute sponsored retreat focuses on the important role of the Chief of Staff in congressional offices. Therefore, the invitation to this retreat is being extended to Chiefs of Staff in House Minority and Senate Majority personal offices, the Staff Director in House Minority committee offices as well as select leadership staff.

Question 12: For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:

The purpose of the Congressional Institute (a 501(c)4 organization) is to promote public education about Congress and to hold educational conferences for Members of Congress, staff and others. The Congressional Institute is the sole organizer and conductor of this event. This retreat is designed to strengthen professional relationships among Chiefs of Staff, senior leadership and committee staff, educate them on policy issues and best practices, and encourage the exchange of ideas with colleagues.

Question 18: Total expenses for each participant:

The estimated lodging rate and per participant food/refreshment expense figure for this event (and provided on this form) do not include the separate costs to the Congressional Institute to rent conference/banquet space large enough to accommodate this large event with appropriate security and audio/visual capabilities necessary to conduct our program. Dividing these conference and facility rental costs by the number of participants estimated to attend this event, the estimated figure would be \$406 as disclosed on the sponsor form.

COVID Safety Precautions: We will have over the counter testing available to participants as needed.



Wednesday, May 4

- 11:30 AM Bus Departs from Hill
- 2:00 PM Nametag Pickup
- 4:15 PM Welcome
- 4:30 PM New Findings on Public Opinion David Winston, The Winston Group Myra Miller, The Winston Group Dave Sackett, The Tarrance Group BJ Martino, The Tarrance Group
- 6:00 PM Reception
 7:00 PM Dinner
 Marcus Buckingham, The Marcus Buckingham Company

Thursday, May 5

8:00 AM	Breakfast
9:00 AM	Leadership Chiefs of Staff Moderated by: Mark Strand, Congressional Institute Dan Meyer, Office of the Republican Leader Brett Horton, Office of the Republican Whip Patrick Hester, House Republican Conference
10:00 AM	Preparing to Manage In the 118 th Congress Mark Horstman, Manager Tools, LLC (confirmed)
12:00 PM	Lunch The Honorable Winsome Sears, Lieutenant Governor of Virginia (invited)
1:15 PM	Ethics: Official, Campaigns, and Redistricting Moderator: Kelle Strickland

	Elliot Berke, Berke Farah LLC Erin Clark, NRCC Tim Monahan, Committee on House Administration
2:30 PM	Maximizing the MRA Brad Fitch, Congressional Management Foundation
3:30 PM	A Policy Agenda for the 118 th Congress: Task Force Breakouts Moderator: Mark Strand
4:30 PM	Break
6:00 PM	Reception & Dinner Katie Pavlich, <i>Townhall</i>
	Friday, May 6
8:00 AM	Breakfast
9:00 AM	Schoolhouse Rocks Revisited: Getting Your Member's Bill Passed Anne Bradbury, former leadership staffer Gary Andres, Committee on Ways and Means Craig Stephens, DCI Group
10:00 AM	Growing Your Staff's Talent Ardine Williams, Amazon
11:15.AM	Open Mic Discussion
	Moderator: Mark Strand, Congressional Institute
12:30 RM	Conference Concludes Bus departs from the Williamsburg Lodge
	bus departs ir offit the williamsburg Lodge

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2022 House Republican Chiefs of Staff Conference Williamsburg, VA

Wednesday, May 4

11:30 AM – 2:30 PM	Bus Departs from Hill Box lunches will be available on the	S. Capitol St (Between Rayburn & Longwor bus.	th)
2:00 PM – 7:00 PM	Nametag Pickup	Hotel Lob	by
3:00 PM – 3:15 PM	Welcome	Virginia Room AB	CD
3:15 PM – 4:15 PM	New Findings on Public Opinion David Winston, The Winston Group Myra Miller, The Winston Group Dave Sackett, The Tarrance Group BJ Martino, The Tarrance Group	Virginia Room AB	CD
4:15 PM – 5:15 PM	Supporting Ukraine, Strengthenir Moderator: Mark Strand, Congressio His Excellency Andrei Muraru, Amba Adam Krzywosądzki, Deputy Chief o Senay Bulbul, Political Counselor, E	assador of Romania of Mission, Embassy of Poland	CD
6:00 PM – 9:00 PM	Reception Dinner The Honorable Newt Gingrich, 50 th S	Virginia Lawn & Foy Virginia Room Speaker of the U.S. House of Representatives	
	Thursday, Ma	ay 5	
8:00 AM – 9:00 AM	Breakfast	Virginia Room	EF
9:00 AM – 10:00 AM	Leadership Chiefs of Staff Dan Meyer, Office of the Republican Brett Horton, Office of the Republica Patrick Hester, House Republican C	an Whip	CD
10:00 AM – 12:00 PM	Preparing to Manage In the 118 th (Mark Horstman, Manager Tools, LLC		CD

12:00 PM – 1:15 PM	Lunch Jim Geraghty, <i>National Review</i>	Virginia Room EF
1:30 PM - 2:30 PM	Ethics: Official, Campaigns, and Redistricting Moderator: Kelle Strickland Elliot Berke, Berke Farah LLC Erin Clark, NRCC	Virginia Room ABCD
2:30 PM – 3:30 PM	Maximizing the MRA George Hadijski, Congressional Management Foundation Tim Monahan, Committee on House Administration Max Engling, Office of the Republican Leader Rachel Wagley, Office of Rep. Blake Moore	Virginia Room ABCD
3:30 PM - 4:30 PM	Getting Your Member's Bill Passed Arne Christenson, Former Chief of Staff for the Speaker of Ralph Hellmann, Former Policy Director for the Speaker of	Virginia Room ABCD the House the House
6:00 PM - 9:00 PM	Reception Dinner The Honorable Winsome Earle-Sears, 42 nd Lieutenant Gove	Virginia Lawn & Foyer Virginia Room EF ernor of Virginia
	Friday, May 6	
8:00 AM - 9:00 AM	Breakfast	Virginia Room EF
9:00 AM - 10:00 AM	Crisis Communications Ed Patru, Direct Communications Co.	Virginia Room ABCD
10:00 AM - 11:00 AM	Growing Your Staff's Talent Mark Strand, Congressional Institute Amy Smith, Coach Program, Office of the House CAO Mark Sobol, Longwave Partners	Virginia Room ABCD
11:00 AM - 11:15 AM	Open Mic Discussion Moderator: Mark Strand, Congressional Institute	Virginia Room ABCD
11:30 AM	Conference Concludes Bus departs from the Williamsburg Lodge Convention Cen	ter Entrance

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From: Congressional Institute rsvp@conginst.org Subject: Test - Register Now for the GOP Chiefs of Staff Conference

Date: March 27, 2022 at 8:08 PM

To: amym@conginst.org



PLEASE NOTE: TRAVELER FORMS ARE DUE TO ETHICS ON MONDAY, APRIL 4, 2022!!!

Dear */fname/*,

On behalf of the Congressional Institute, I'm happy to invite you to the annual 2022 Chiefs of Staff Issues Conference, which will be from Wednesday, May 4, 2022, through Friday, May 6, 2022, at Colonial Williamsburg Lodge in Williamsburg, VA. We hope you and your family will join us.

You have many challenges as a Chief of Staff, including the daily management of your office. We're developing an engaging program to help you do your job more effectively. We are inviting House and Senate Republican personal chiefs of staff, committee staff directors and leadership staff so you can get to know colleagues you might not normally meet during a normal workday.

We are working with the Committee on Ethics so that the Congressional Institute is able to cover ceratin costs for you. We ask that you submit your paperwork to the Ethics Committee as soon as possible.

We look forward to seeing you at this issues conference so you can hear about the future of the country and Congress, learn new management ideas, discuss best practices, and strengthen professional relationships

To Register:

Step 1: Submit Ethics Packet by Monday, April 4, 2022

IF YOU THINK THAT THERE IS EVEN A POSSIBILITY YOU WILL ATTEND, you need pre-authorization from the Committee on Ethics; you may always withdrawl your paperwork.

Download the Institute's <u>Primary Trip Sponsor Form</u> and submit the whole package with your completed Traveler Form by Monday, April 4, 2022, to the Committee on Ethics. This entire package may be faxed to the Committee at (202)225-7392, sent or delivered to the Committee at 1015 Longworth, or e-mailed to travel.requests@mail.house.gov.

Failure to submit your completed materials on time means we will be unable to cover the cost of your attendance and your Member's principal campaign fund would need to pay for you.

DOWNLOAD ETHICS FORMS >

Step 2: Register on the Congressional Institute's website

The Congressional Institute will coordinate all logistical arrangements, including room reservations. The Institute will cover the cost of participation for each staff member and spouse. You are welcome to bring your children, though you will be responsible for the costs of their participation. All reservations must be made through the Institute.

REGISTER NOW >

Email Address: */email/* Access Code: */other_id/*

If you are unable to attend, please use the following link to decline this invitation.

We understand your registration is tentative pending Ethics approval. More information on the program and activities at the

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conference will be sent to you in torore mailings. If you have any questions, special concerns, or need additional information, please call (703)837-8812 or email rsvp@conginst.org. We look forward to seeing you in Williamsburg!

Mark Strand, President

The Congressional Institute strand@conginst.org office: 703-837-8812 mobile: 571-366-0090 website: conginst.org



If you are not the correct contact for this office, please <u>reply to this email</u> with the updated contact information instead of <u>unsubscribing</u>.

Institution Office of Ban Tourlarmilk	Office of Rep. Chenev	Office of Rep. Bice	Offlice of Rep. Jayce (OH)	Office of Rep. Lamborn	Office of Rep. Gallagher	House Committee on Ways and Means	Offlice of Rep. Keller	House Committee on Education and Labor	Office of Rep. Tiffany	Offlice of Rep. Fulcher	Office of the Leader	Offlice of Rep. Scalise	Office of Rep. Estes	Office of Rep. Hill	Office of the Leader	Office of Rep. Jackson	Office of Rep. Steube	Office of Rep. González-Colón	Office of Rep. Malliotakis	Office of Rep. Reschenthaler	Offlice of Rep. Smucker	Office of Rep. Obernolte	Office of Rep. Herrera Beutler	House Committee on Agriculture	Offlice of Rep. Rutherford
Job Title Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Staff Director	Chief of Staff	Staff Director	Chief of Staff	Chief of Staff	Director of Strategic Communications	Chief of Staff	Chief of Staff	Chief of Staff	Deputy Director of Floor Operations	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Staff Director	Chief of Staff
Last Name Adkerson	Ahern Ahern Andreas Angeler Angeler	Albro	Alburger	Anderson	Andreae	Andres	Anzur	Artz	Bauknecht	Bayer	Bednar	Bel Miller	Bellion	Bennett	Bien	Billman	blair 	Bottelli	Bolton	Bonnaure	Bonner	Bounds	Bowman	Braden	Bradley
First Name Rob	Kara entre e	Amy	Auria Delo	Tavior	lan.	caly Ion			odavit Diff			Megan		1 2		VIOV		CIId						SO	Jen

COS: Invited Hill Staff

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Office of Rep. Buchanan Office of Rep. Thompson House Republican Conference Office of Rep. Rogers (AL)	Office of Rep. Wenstrup Office of Rep. Owens Office of Ben. Civide	Office of Rep. Greene Office of Rep. Posey	nouse repronican Conterence Offrice of Rep. McHenry Offrice of Rep. Kelly (PA) Offrice of Rep. Pfluger	Office of Rep. Cammack Office of Rep. Mullin Office of Rep. Carl	Select Committee on Economic Disparity and Fairness in Growth Offlice of the Leader Offlice of Rep. Ellzey	Office of Rep. Newnouse Office of Rep. Comer House Committee on Appropriations Office of Rep. Johnson (SD) Office of Rep. Arrington	Office of Rep. Westerman Office of the Whip Office of Rep. Hudson
Chief of Staff Chief of Staff Rapid Response Director Chief of Staff Policy Director	Chief of Staff Chief of Staff Chief of Staff	Chief of Staff Chief of Staff Member Services Director	Chief of Staff Chief of Staff Chief of Staff	Chief of Staff Chief of Staff Chief of Staff	Chief of Staff (Steil) General Counsel Chief of Staff	Chief of Staff Staff Director Chief of Staff Chief of Staff	Chief of Staff Deputy Communications Director Chief of Staff
Brady Brennan Brennan Brinson Brooke	Broom	Buckham Bums Butcher	Butler Butler Byers	Calhoun Cantrell Carlough	Carretta Carretta	Cash Chotvacs Christianson Ciapciak	Collins Corner Constangy
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	Cress	Member Services and Operations Assistant		
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ins Director	· · · · · · · · · · · · · · · · · · ·		ins Director								• .															General Counsel/Deputy Staff Director	
Chief of Staff Communications Director	Chief of Staff	Chief of Staff	Communications Director	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Staff Director	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	General Couns	
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Etue Exner	Facchiano	Fike	Eine	FitzSimmons	Foster	Galanes	Gibler	Gonzalez	Grace	Grider	Griffin	Grogis	Gross	Gurtler	Hair	Hamilton	Hampson	Hanion	Harder	Harley	Harris	Hawatmeh	Hayes	Haymore	Haynes	Hays	
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John Michele	Kathee	Hugh	Lauren	David	Cameron	Jason	Tracle	Cesar	Andrea	Michael	Drew	losh	Hillary	Matt	Connie	Mike	James	Dan	Brandon	Derek	Rachel	Nick	Jessica	Tyler	Hayden	Caleb	

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rainck	Hester	Chief of Staff	Office of Rep. Stefanik
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	Hilleary	Chief of Staff	Office of Rep. Rose
Joan	Hillebrands	Chief of Staff	Office of Rep. Upton
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Mark	Kelly	Chief of Staff	Office of Rep. Good
Melissa	Kelly	Chief of Staff	Office of Rep. Franklin
Micah	Ketchel	Chief of Staff	Office of Rep. Waltz
Carolyn	King	Chief of Staff	Office of Rep. Wittman

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Kyle	Klein	Staff Director	House Committee on Homeland Security
Allen	Klump	Chief of Staff	Office of Rep. Duncan
Scott	Knittle	Deputy Chief of Staff/DC Director	Office of Rep. Hice
Kerry	Knott	Chief of Staff	Office of Rep. Aderholt
Joe	Knowles	Chief of Staff	Office of Rep. Fitzpatrick
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Allie	Kotsovos	Member Services Coordinator	Office of the Leader
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James	Langenderfer	Chief of Staff	Office of Rep. Mast
Patrick	Large	Chief of Staff	Office of Rep. Palazzo
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Zach	Laven	Deputy Chief of Staff	Office of Rep. Schweikert
Jason		Chief of Staff	Office of Rep. Scott
Chrissi	Lee	Chief of Staff	Office of Rep. Hartzler
Roz	Leighton	Chief of Staff	Office of Rep. Armstrong
Matt	Leopold	Chief of Staff	Office of Rep. Feenstra
Joe	Lillis	Chief of Staff	Office of Rep. Long
Tony	Lis	Chief of Staff	Office of Rep. Bergman
	Lolli	Chief of Staff	Office of Rep. Gonzalez (OH)
Jonathan	Lowe	Chief of Staff	Office of Rep. Chabot
Molly	Lowe	Chief of Staff	Office of Rep. Amodei
Michael	Lowry	Chief of Staff	Office of Rep. Dunn
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Bret	Manley	Chief of Staff	Office of Rep. Davis
Mark	Warin	Staff Director	House Committee on Oversight and Government Reform
Chris	Marklund	Deputy Staff Director for Operations	House Committee on Natural Resources

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Rvan			Unice of Hep. Houzer
	NICCOMMACK	Chief of Staff	Office of Rep. Fitzgerald
	McCullough	Chief of Staff	Office of Rep. Bost
Moutray		Chief of Staff	Office of Rep. Timmons
Justin	Melvin	Chief of Staff	Office of Rep. Kustoff
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	Meyer	Chief of Staff	Office of Rep. Smith (MO)
Dange	Meyer	Chief of Staff	Office of the Leader
Carson	Middleton	Chief of Staff	Office of Rep. Foxx
Jonas, second and second s	Miller	Chief of Staff	Office of Rep. Carter (TX)
	Miller	Chief of Staff	Office of Rep. Cline
James and the second		Chief of Staff	Office of Rep. McCarthy
Annie	Minkler	Deputy Floor Director	Office of the Whip
Patrick	Mocete	Chief of Staff	Office of Rep. Kim
	Monahan	Chief of Staff	Office of Rep. Meiler
	Monahan	Staff Director	House Committee on Administration
· · · · · · · · · · · · · · · · · · ·	Moran	Chief of Staff	Office of Rep. Salazar
Lauren	Muglia	Chief of Staff	Office of Rep. Perry
Allison	Murphy	Chief of Staff	Office of Rep. Van Drew
Ben	Napier	Director of Floor Operations	Office of the Whip
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	Natonski	Chief of Staff	Office of Rep. Murphy
	Noonan	Chief of Staff	Office of Rep. Smith (NJ)
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· · ·	O'Brien	Executive Director	Congressional Western Caucus
	Olson	Chief of Staff	Offlice of Rep. Van Duyne
	Pardo Black	Communications Director	House Republican Conference
Charyssa	Parent	Media Affairs	House Republican Conference

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Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Staff Director	Chief of Staff	Executive Director	Chief of Staff	Chief of Staff	Director of Member Services	Exeucitve Director	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Staff Director	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Staff Director	Chief of Staff	Chief of Staff	Director of Operations	Staff Director	Chief of Staff
Peacock	Peele	Perez-Acosta	Pettitt	Pfrang	Plland	Planning	Powell	Raineri	Ramey	Rapanos	Reising	Reitz	Renteria	Rizzo	Robertson	Rogers	Roman	Rosado	Ruhlen	Rutherford	Ryan	Sass	Sawyer	Schroeder	Seher	Shields	Shumate
Jimmy	Nancy	Mehgan		Steve	Mark	David	Jared	Nick	Chad	Nicole	Bart	Tim	Andrew	Joe	Kyle	Jason	Mark	Mary	Steve	Zac	Lindsay	Paul	Paul	Robert	Ellen	Brendan	Jonah

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Office of Rep. Harris	Office of Rep. Green	Staff Office of Rep. Lucas	Office of Rep. Simpson	Office of Rep. Boebert	Office of Rep. Palmer	Digital Communications Director Office of the Leader	-earning and Development Director Office of the House CAO	Office of Rep. Johnson (OH)	Office of Rep. Fallon	Office of Rep. Ferguson	Office of Rep. LaMalta	unications Office of the Leader	dvisor Office of the Leader	Office of Rep. Tenney	Office of Rep. Bentz	House Committee on Ethics	Office of Rep. Garbarino	Office of Rep. Moore (AL)	Office of Rep. Garcia	Office of Rep. Guthrie	Deputy Chief of Staff and Counsel Office of Rep. Cawthorn	House Committee on Veterans Affairs	ff Office of Rep. McClintock	Office of Rep. Gosar	Office of Rep. DesJarlais	Office of Rep. Sessions	Office of Rep. Lettow	
Shuy Chief of Staff	Slao	beputy Chief of Staff	Slater Chief of Staff	Small Chief of Staff	Smith Chief of Staff		Smith Fearning and D	Smullen Chief of Staff	Sorrell Chief of Staff	Sours Chief of Staff	Spannagel Chief of Staff	Sparks Head of Communications	pecht Senior Policy Advisor	Stewart Chief of Staff	Strader Chief of Staff	Strickland Staff Director	Tauster Chief of Staff	Teehan Chief of Staff	Tennille Chief of Staff	Trainor Chief of Staff	Treadwell Deputy Chief of	Tripplaar Staff Director	Tudor DC Chief of Staff	Van Flein Chief of Staff	Vaughin Chief of Staff	Vega Chief of Staff	Verrill Chief of staff	Viacon Staff Diractor
Bryan S		Alison	Lindsay	Jeff S	William	Caleb	Amy	Mike	Shannan	David	Mark	Matt	Brittan	Nick	Nick	Kelle	Deena	Shana	Alan	Sophie T	Catherine	Maria	Chrits		Richard	Luis	Ted Transformed and the second s	Chris

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House Republican Conference Office of Rep. Moore (UT) Office of Rep. Moore (UT) Office of Rep. Kinzinger Office of Rep. Kinzinger Office of Rep. Stewart Office of Rep. Weber House Committee on Science, Space and	I echnology Office of Rep. Issa Office of Rep. Budd Republican Study Committee
Policy Director Chief of Staff Chief of Staff Chief of Staff Chief of Staff Chief of Staff Director Deputy Staff Director	Chief of Staff Chief of Staff Executive Director
Vreeburg Wagley Weatherford Whetstone White Whitener Wickre	Wong Yahn Ziegler
Jake Rachel Jennifer Austin Trevor Clay V V Seanette	Veronica Leafaina Chad Dan Z

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House Staff Attendance List Chiefs of Staff Conference 2022

First Name	Last Name
Anna	Alburger Romeo
Cyrus	Artz
Megan	Bel Miller
Joshua	Bell
Brooke	Bennett
Chris	Bien
Ali	Black
Gabriella	Boffelli
Alex	Bolton
Kate	Bonner
Lorissa	Bounds
Jenifer	Bradley
Sean	Brady
Francis	Brennan
Francis	Brooke
Greg	Brooks
Keelie	Broom
Stuart	Burns
Courtney	Butcher
John	Byers
Chadwick	Carlough
Ryan	Carney
Machalagh	Carr
Jessica	Carter
Michael	Comer
Billy	Constangy
Chris	Crawford
	Cress
Tim	Cummings
Dante	Cutrona
Molly	Cutrona (Lowe)
	Dana
Dave	Davis
Jonathan	and the second
	Day
Ben	DeMarzo
Jon	DeWitte
Monica	Didiuk
Jordan	Downs
Braden	Dreiling
Mark	Dreiling
Will	Dunham
Jaryn	Emhof
Max	Engling
Laura	Engquist
Michele	Exner
Hugh	Fike
Lauren	Fine
Cameron	Foster

Institution Office of Rep. Joyce (OH) House Committee on Education and Labor Office of Rep. Scalise Office of Rep. Estes Office of Rep. Hill Office of the Leader House Republican Conference Office of Rep. González-Colón Office of Rep. Malliotakis Office of Rep. Smucker Office of Rep. Obernolte Office of Rep. Rutherford Office of Rep. Buchanan House Republican Conference Office of the Whip Office of Rep. Wenstrup Office of Rep. Owens Office of Rep. Posey House Republican Conference Office of Rep. Pfluger Office of Rep. Carl Office of Rep. Steil Office of the Leader Office of Rep. Newhouse Office of the Whip Office of Rep. Hudson Office of Rep. Carter (GA) House Republican Conference Office of Rep. Walorski Office of Rep. Joyce (PA) Office of Rep. Amodei Office of Rep. Steel Office of Rep. Brady Office of Rep. Wilson Office of Rep. Miller (IL) Office of Rep. Huizenga Office of Rep. Smith (NE) Office of Rep. Guest Office of Rep. LaTurner Office of Rep. Bacon Office of the Leader Office of Rep. Webster Office of the Leader Office of Rep. Balderson Office of the Leader Office of Rep. Cloud Office of the Whip Office of Rep. Hern

Registration Status Confirmed Confirmed

House Staff Attendance List Chiefs of Staff Conference 2022

Jason Cesar Andrea Drew Hillary Rachel Nick Jessica Patrick Brett Adam Kyle Stephen Sarah Natalie Rebecca Charlie Mark Melissa Micah Carolyn Allen Scott Joe Desiree Allie Kate Zack Chrissi Tony Tim Jonathan Michael Kelly Chris Anna Ryan Moutray Dan Matt Carson James Annie Tim Tom Lauren Ben Madison Charyssa

Galanes Gonzalez Grace Griffin Gross Harris Hawatmeh Hayes Hester Horton Howard Jackson Janushkowsky Jorgenson Joyce Keightley Keller Kelly Kelly Ketchel King Klump Knittle Knowles Koetzle Kotsovos LaBorde Laven Lee Lis Lolli Lowe Lowry Lungren McCollum Marklund McCormack McCormack McLaren Meyer Meyer Middleton Min Minkler Monahan Moran Muglia Napier Nash Parent

Office of Rep. Turner Office of Rep. Diaz-Balart Office of Rep. Zeldin Office of Rep. Latta Office of Rep. Gibbs Office of Rep. Lesko Office of Rep. McClain Office of Rep. Hice Office of Rep. Stefanik Office of the Whip House Committee on Intelligence Office of Rep. Bucshon Office of Rep. Babin House Select Climate Committee Office of the Leader Office of Rep. Calvert Office of Rep. Wagner Office of Rep. Good Office of Rep. Franklin Office of Rep. Waltz Office of Rep. Wittman Office of Rep. Duncan Office of Rep. Hice Office of Rep. Fitzpatrick Office of Rep. Stauber Office of the Leader Office of Rep. Biggs Office of Rep. Schweikert Office of Rep. Hartzler Office of Rep. Bergman Office of Rep. Gonzalez (OH) Office of Rep. Chabot Office of Rep. Dunn Office of Rep. Griffith House Committee on Natural Resources Office of Rep. Rouzer Office of Rep. Fitzgerald Office of Rep. Timmons Office of the Leader Office of Rep. Smith (MO) Office of Rep. Foxx Office of Rep. McCarthy Office of the Whip House Committee on Administration Office of Rep. Salazar Office of Rep. Perry Office of the Whip Office of Rep. Womack House Republican Conference

Confirmed Confirmed

House Staff Attendance List Chiefs of Staff Conference 2022

Jimmy Mehgan Mark Steve Nicholas Bart Andrew Kyle Jason Mary Steve Zac Paul Robert Jonah Bryan Alison Caleb Mike Shannan Brittan Kelle Shana Catherine Maria Chris Tom Ted Jake Rachel Austin Jeanette

Peacock Perez-Acosta Pettitt Pfrang Raineri Reising Renteria Robertson Rogers Rosado Ruhlen / Rutherford Sass Schroeder Shumate Shuy Slagell Smith Smullen Sorrell Specht Strickland Teehan Treadwell Tripplaar Tudor Van Flein Verrill Vreeburg Wagley Weatherford Whitener

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