



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: Ruben Goddard
2. a. Name of Accompanying Relative: _____ **OR** None ☒
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: August 16, 2021 Return: August 19, 2021
b. Dates at Personal Expense, if any: _____ **OR** None ☒
4. Departure City: Washington, DC Destination: Des Moines, Iowa Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: See Attachment A
6. Describe Meetings and Events Attended:
Meetings and tours designed to deepen my understanding of agriculture and the production and use of renewable fuels such as ethanol and biodiesel.
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: 07/20/2022

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: Donald M. Payne, Jr. Date: 07/20/2022

Signature of Supervising Member: 



U.S. House of Representatives

COMMITTEE ON ETHICS

SPONSOR POST-TRAVEL DISCLOSURE FORM



Original



Amendment

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

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

1. Sponsor(s) who paid for the trip: See Attachment A
2. Travel Destination(s): Des Moines, Ames, Newton, Nevada and Ellsworth (all in Iowa)
3. Date of Departure: August 16, 2021 Date of Return: August 19, 2021
4. Name(s) of Traveler(s): Ruben Goddard

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	\$1047.09	\$248.64 (including taxes)	\$74.39 (including taxes)	\$9 (Ticket to dinner at Iowa State Fair)
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: 08/30/2021

Name: Monte Shaw Title: Executive Director

Organization: Iowa Renewable Fuels Association

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

Address: 5505 NW 88th Street, #100, Johnston, Iowa 50131

Email: _____ Telephone: (515) 252-6249

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

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



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TRAVELER FORM

1. Name of Traveler: Ruben Goddard
2. Sponsor(s) who will be paying or providing in-kind support for the trip:
Iowa Renewable Fuels Association. See Attachment A for full list.
3. City and State **OR** Foreign Country of Travel: Des Moines, Ames, Newton, Nevada, & Ellsworth (in Iowa)
4. a. Date of Departure: August 16, 2021 Date of Return: August 19, 2021
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.
Im the Legislative Assistant in Rep. Payne, Jr.'s office that oversees the agriculture and energy portfolios.
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

Donald Payne

Date 07/19/21



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PRIMARY TRIP SPONSOR FORM

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

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

1. Sponsor who will be paying for the trip:
Iowa Renewable Fuels Association
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:
See Attachment A
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 Attachment B.
5. Yes ☐ No ☒ Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: August 16, 2021 Date of return: August 19, 2021
7. a. City of departure: Washington, DC or district office
b. Destination(s): Des Moines, Ames, Nevada, Newton and Ellsworth, Iowa
c. City of return: Washington, DC or district office
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:
See Attachment C
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):
Approximately \$25 per day.
- 2) Provide the reason for selecting the location of the event or trip:
Iowa is the epicenter of renewable fuels production, allowing for education within timeframe.
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Des Moines Savery Hotel City: Des Moines, IA Cost Per Night: \$111
Reason(s) for Selecting: Located at center of our travel. Provided room block at govt rate.
- 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 ☒ Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$650	\$333	\$97
For each Accompanying Family Member	NA		

	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	\$9	Ticket to dinner at Iowa State Fair
For each Accompanying Family Member	NA	

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: Monte Shaw Date: 06/22/2021
Name: Monte Shaw Title: Executive Director
Organization: Iowa Renewable Fuels Association
Address: 5505 NW 88th Street, Johnston, Iowa 50131
Email: mshaw@iowarfa.org Telephone: (515) 419-9755

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



12th Annual Biofuels Science and Sustainability Tour Agenda

Monday, Aug. 16

- 1:22 pm Arrive Des Moines airport from DC via Chicago on American flight 4221
(House and Agency staff only)
- 2:32 pm Arrive Des Moines airport from DC via Chicago on United flight 5497
(House and Agency staff only)
- Met by bus. Check into hotel.
- 4:45 pm Arrive Des Moines airport nonstop on American flight 4779
(Senate, House, Agency staff)
- Met by bus.
- 5:30 pm Depart hotel for State Fair
3121 Dean Ave, Des Moines, IA 50317
- 6:00-6:45 pm **Dinner at Iowa State Fair** (paid for by Tour sponsors)
Cattlemen's Beef Headquarters
Topics: Iowa FFA leaders will discuss their hopes for the future of agriculture and the role that biofuels can play.
- 6:45 pm Walk to Cattle Barn Media Center
- 7:00-7:30 pm **Gov. Kim Reynolds and Iowa Secretary of Agriculture Mike Naig address Tour**
Cattle Barn Media Center
Topics: The Iowa leaders will discuss the importance of biofuels production and use to the Iowa economy and advances in agronomic practices that lead to a reduced environmental footprint year-after-year.
- 7:30-10:00 pm **Tour Iowa State Fair Agriculture and Renewable Fuels Exhibits**
Topics: Attendees will tour state fair exhibits on agriculture and renewable energy to obtain information about new technologies in these industries and to better understand regulatory issues facing the industries.

10:00 pm Depart for hotel

Overnight Savery Hotel
401 Locust Street
Des Moines, IA 50309

Tuesday, Aug. 17

7:00 am Coffee and breakfast available in meeting room

8:00 am Depart hotel for Renewable Energy Group - Newton
3426 E. 28th Street North, Newton, Iowa 50208

9:00-10:30 am **Tour Renewable Energy Group** (biodiesel plant)
Topics: See first-hand the improvements in the biodiesel production process, advancements in efficiency, the ability to utilize multiple feedstocks and tour of plant.

10:30-11:00 am **Biodiesel policy update** (same location, no break)
Topics: Paul Winters, National Biodiesel Board Director of Public Affairs and Federal Communications, will discuss the environmental and carbon benefits that biodiesel and renewable diesel are delivering today as well as the significant health care benefits and cost savings for communities that switch to biodiesel.

11:00 am Depart for Lincolnway Energy
59511 West Lincoln Highway, Nevada, IA 50201

Noon-2pm **Lunch and Learn** (paid for by Tour sponsors)
Topic: Robert White, Renewable Fuels Association Vice President of Industry Relations will discuss the Renewable Fuel Standard, RINs, small refinery exemptions, exports, octane, carbon, and everything ethanol.

2:00-3:30 pm **Tour Lincolnway Energy** (ethanol plant) (same location, no break)
Topics: Plant executives to review production process, advancements in efficiency, and lead tour of plant.

3:30 pm Depart for Verbio Nevada
59219 Lincoln Highway, Nevada, IA 50201

3:40-4:00 pm **Driving Tour of Verbio Nevada** (renewable natural gas plant)
Topics: Plant executives will provide a brief review of the under-construction plant and how RFS and carbon policy impact RNG.

4:00 pm Depart for Couser Cattle Company
19568 620th Ave, Nevada, IA

- 4:15-5:00 pm **Tour of Couser Cattle Company Feedlot**
Topics: Overview of Couser ag operation followed by informal small group discussions between area farmers and Tour participants on policy, trade and regulations impacting the farm economy.
- 5:00 pm Depart for Couser Cattle Company demonstration field
- 5:15-6:30 pm **Tour Couser Cattle Company Demonstration Field**
Topics: Tour participants will learn about the latest seed technology and agronomic practices for corn and soybeans, learn about the benefits of biofuel feed coproducts in livestock operations, witness the advances in precision farming equipment and discuss how biofuels, environmental and trade policy impact family farm operations.
- 6:30-7:30 pm **Dinner and Discussion with Area Farmers** (same location, no break) (paid for by Tour sponsors)
Topics: Tour participants will be joined by area farmers to discuss topics ranging from trade to energy and environmental policy, to advances in farming practices.
- 7:30 pm Depart for hotel
- Overnight Savery Hotel
401 Locust Street
Des Moines, IA 50309

Wednesday, Aug. 18

- 7:30 am Coffee and breakfast available in meeting room
- 8:30 am Depart for Iowa State University Sustainable Advanced Bioeconomy Research (SABR) Farm
1475 Y Avenue, Ames, IA
- 9:15-10:15 am **Tour** Iowa State University Sustainable Advanced Bioeconomy Research (SABR) Farm
Topic 1: Dr. Adina Howe: Sustainable Energy Crops for Biofuels and Bioproducts
- 10:15 am Depart for Iowa State University BioCentury Research Farm
1327 U Ave, Boone, Iowa

- 10:30-11:30 am **Tour Iowa State University BioCentury Research Farm**
Topics: Attendees will tour the state-of-the-art research facility to witness the latest pre-commercial research on enzymatic and thermo-chemical biofuels production as well as pre-treatment of various feedstocks.
- 11:30-1:00 pm **Lunch and Learn: Research Updates from Iowa State University**
(same location, no break)
Topic 1: Dr. Marshall D McDaniel: Sustainable Agriculture
Topic 2: Dr. Chad Hart: Carbon Markets
- 1:00 pm Depart for Eagle's Catch
1802 Detroit Street, Ellsworth, IA 50075
- 1:45-2:45 pm **Tour of Eagle's Catch** (aquaculture facility)
Topics: Learn from executives about sustainable tilapia fish production and its connections with biofuels coproduct production.
- 2:45 pm Depart for Kimberly Family Farms
12787 NE 112th Street, Maxwell, IA 50161
- 3:45-5:45 pm **Tour of Kimberly Family Farms**
Topics: Grant Kimberley will review the history of the farm and the advances in technology and productivity made over 5 generations. Tour participants will also be joined by farmer-leaders of Iowa Soybeans and Iowa Corn to discuss and see first-hand the improvements in crop genetics and agronomics.
- 5:45-6:30 pm **Congressional Staff Roundtable** (same location, no break)
Topics: IRFA's Monte Shaw moderates a Congressional Staff Roundtable where the latest policy updates on the RFS, energy, tax and trade policy will be discussed.
- 6:30-7:30 pm **Dinner and Discussion with Area Farmers** (same location, no break) (paid for by Tour sponsors)
Topics: Tour participants will be joined by area farmers to discuss topics ranging from trade to energy and environmental policy, to advances in farming practices.
- 7:30 pm Depart for hotel
- Overnight Savery Hotel
401 Locust Street
Des Moines, IA 50309

Thursday, Aug. 19

8:30 am Depart for Kwik Star Convenience Store
2351 E. 1st Street, Grimes, Iowa 50111

9:00-9:30 am **Grab and Go Breakfast** at Kwik Star Convenience Store

9:30-10:30 am **Tour Kwik Star Convenience Store** (fueling station)
Topics: Joe Zeitlow will discuss why they offer various biofuel blends (E15, E85, and biodiesel), the necessary equipment, and customer acceptance. See blenders pumps and other fuel dispensing equipment.

10:30 am Depart for John Deere Intelligent Solutions Group
9505 Northpark Drive, Urbandale, Iowa 50322

10:45-12:15 pm **Tour John Deere Intelligent Solutions Group**
Topics: Tour participants will learn how John Deere creates advanced technology, incorporating machine learning, connectivity, computer vision, robotics, and sensors to improve the environmental and economic performance of farmers across the globe.

12:15-1:10 pm **Lunch and Learn** (same location, no break) (paid for by Tour sponsors)
Topics: IRFA's Monte Shaw will highlight the key issues discussed during the Tour and review policy priorities for biofuels producers.

1:10 pm Depart for Des Moines airport

1:40 pm Arrive at Airport

2:40 pm Depart Des Moines for DC via Chicago on American flight 4221
(Senate, House and Agency staff)

3:15 pm Depart Des Moines for DC via Chicago on United flight 5801
(Senate, House and Agency staff)

5:49 pm Depart Des Moines nonstop for DC on American flight 5241
(House and Agency staff only)

IOWA STATE UNIVERSITY
Bioeconomy Institute



THE NATIONAL
BIODIESEL
FOUNDATION



Theodore E. Deutch, Florida
Chairman

Jackie Walorski, Indiana
Ranking Member

Susan Wild, Pennsylvania
Dean Phillips, Minnesota
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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

August 13, 2021

Mr. Ruben Goddard
Office of the Honorable Donald Payne
106 Cannon House Office Building
Washington, DC 20515

Dear Mr. Goddard:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Des Moines, Iowa, scheduled for August 16 to 19, 2021, sponsored by Iowa Renewable Fuels Association, and National Biodiesel Foundation, and Renewable Fuels Foundation, and Iowa Corn Growers Association, and Iowa Soybean Association, and Iowa Biodiesel Board, and Missouri Corn Growers Association, and North Dakota Ethanol Council, and Nebraska Corn Board, and Renew Kansas, and Farm Credit Services of America, and Renewable Fuels Nebraska, and Kansas Soybean Association, and Kansas Corn Growers Association, and Ames Chamber of Commerce, and Lincolnway Energy.

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".

Theodore E. Deutch
Chairman

A handwritten signature in blue ink, appearing to read "Jackie Walorski".

Jackie Walorski
Ranking Member

TED/JW:mso