27.77	EMPLOYEE POST-TRAVEL DISCLOSURE FORM Original Amendment
Si	this form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official uties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure tatements of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this orm 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.
N	OTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.
1.	
2.	a. Name of Accompanying Relative:OR None
	b. Relationship to Traveler: Spouse Child Other (specify):
3.	
	b. Dates at Personal Expense, if any:  OR None
4.	
5.	
6.	
	Visits to two sugarbeet farms where we learned the planting and harvesting process. Toured American Crystal Sugar production facility to witness sugar-making process. Attended dinners with members of the sugarbeet growing industry.
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 <i>Primary Trip Sponsor Form</i> completed by the trip sponsor <i>prior</i> to the trip, <i>including all</i> attachments <i>and</i> the <i>Additional Sponsor Form(s)</i> ;
	c. page 2 of the completed <i>Traveler Form</i> submitted by the employee; and
	d. the letter from the Committee on Ethics approving my participation on this trip.
3.	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:
C	ertify that the information contained of this form is true, complete, and correct to the best of my knowledge.
ig	nature of Traveler: Date: 09/07/2022
- 10	athorized this travel in advance. I have determined that all of the expenses listed on the attached <i>Sponsor Post-Travel colosure Form</i> were necessary and that the travel was in connection with the employee's official duties and would not ate the appearance that the employee is using public office for private gain.
lai	me of Supervising Member: Eric A. "Rick" Crawford Date: 9.7.2022

mount

Signature of Supervising Member:

Version date 3/2021 by Committee on Ethics

#### SPONSOR POST-TRAVEL DISCLOSURE FORM

Original	П	Amendmen
Original		11111011111111111

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.

	denial of future recay the trip expenses		or subject the curre	nt traveler to discip	linary action or a requirement to
			s form may be subject	to criminal prosecu	tion pursuant to 18 U.S.C. § 1001.
1.	Sponsor(s) who pa	id for the trip: Red River	r Valley Sugarbee	et Education Fo	undation
2.	Travel Destination	(s): Fargo, North Dakot	ta		
3.	9 30 3032 5 4 CB 4 9 1 2022				
<i>3</i> .	Name(s) of Travele	er(s): Eric Gebhart, San	n Harris, Ashley S	Shelton	
1.		more than one traveler on			cal for each person listed.
5.	,	expenses paid on behalf of			
		Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
	Traveler	Flight + Bus = \$832.21 + \$53 = \$885.21	\$192 + tax for two nights of lodging	\$81.74 (2 suppers, 1 breakfast, 1 lunch)	Meeting room and AV Equipment = \$30
	Accompanying Family Member				
6.		connected to the trip were strue by checking box.	for actual costs incu	rred and not a per a	liem or lump sum payment.
I ce	rtify that the infor	mation contained in this f	form is true, comple	te, and correct to t	he best of my knowledge.
Sig	nature:	- WIN		Date: <u>(</u>	09/07/2022
Na	me: Harrison We	eber		Title:	Secretary
Org	ganization: Red R	River Valley Sugarbeet	Education Found	dation	
-		the above-named organiza			ting box.
Ad	dress: 141 32nd	Street SW, Fargo, ND	58103		
	ail: hweber@rrv			Telephone:	701-239-4151
			0 0 00 00		

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.

#### 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 <a href="mailto:travel.requests@mail.house.gov">travel.requests@mail.house.gov</a>.

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: Ashley Shelton
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: Ushly Shih
Name of Signatory (if other than traveler):
For Staff (name of employing Member or Committee): Rep. Rick Crawford
Office Address: 2422 Rayburn House Office Building; Washington, DC 20515
Telephone Number: 202-225-4076
Email Address of Contact Person: ashley.shelton2@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, <i>and</i> 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

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.

supporting paperwork for three subsequent Congresses from the date of travel.

### TRAVELER FORM

. Name of Traveler: Ashley Shelton	
2. Sponsor(s) who will be paying or providing in-kind support for Red River Valley Sugarbeet Education For	or the trip: Undation, Inc.
3. City and State OR Foreign Country of Travel : Fargo, ND	
a. Date of Departure: 8.30.22	ate of Return: 9.1.22
b. Yes No Will you be extending the trip at your po	ersonal expense?
If yes, list dates at personal expense:	
. a. Yes No Will you be accompanied by a family me	
(1) Name of Accompanying Family Member:	
(2) Relationship to Traveler: Spouse Child Child	Other (specify):
(3) Yes No Accompanying Family Member is at	
a. Yes No Did the trip sponsor answer "Yes" to Que (i.e., travel is sponsored by an entity that employs a registered	ed federal lobbyist or a foreign agent)?
b. If yes, and you are requesting lodging for two nights, explai	n why the second night is warranted:
Yes No Primary Trip Sponsor Form is attached, incleand Additional Sponsor Forms.	uding agenda, invitee list, and any other attachments
NOTE: The agenda should show the traveler's individual schedul the specific events in which the traveler will be participating.	e, including departure and arrival times and identify
Explain why participation in the trip is connected to the traveled Staff should include their job title and how the activities on the Legislative Director/Agriculture Policy Staffer for a senior Memi Committee. This activities will broaden my knowledge of the activities in the sugarhest industry, which is a significant to the sugarhest industry.	he itinerary relate to their duties.
work in the sugarbeet industry, which is a significant part of the	agriculture economy in the U.S.
Yes No Is the traveler aware of any registered fed- organizing, requesting, or arranging the trip?	eral lobbyists or foreign agents involved planning,
. For staff travelers, to be completed by your employing Member	:
ADVANCED AUTHORIZATION (	OF EMPLOYEE TRAVEL
nereby authorize the individual named above, an employee of the rect supervision, to accept expenses for the trip described in this avel is in connection with my employee's official duties and that a pearance that the employee is using public office for private gain	U.S. House of Representatives who works under my request. I have determined that the above-described
makes of F	

#### 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.

	OTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. ilure 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:
	Red River Valley Sugarbeet Education Foundation
2.	I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent <i>Signify that the statement is true by checking box</i> .
3.	<ul> <li>Check only one. I represent that:</li> <li>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</li> </ul>
	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:  Red River Valley Sugarbeet Growers Association
4.	Provide names and titles of <b>ALL</b> House Members <i>and</i> employees you are inviting. <b>For each House invitee, provide</b>
1.	an explanation of why the individual was invited (include additional pages if necessary):
	To learn about sugarbeet farming, harvesting, storage, processing and related science.
5.	Yes No Is travel being offered to an accompanying family member of the House invitee(s)?
6.	Date of departure: 8.30.2022 Date of return: 9.1.2022
7.	a. City of departure: Washington, DC
	b. Destination(s): Fargo, ND
	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 <i>and</i> lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was <i>de minimis</i> under the Committee's travel regulations.
9.	Check only one of the following:
	a. I checked 8(a) or (b) above; OR
	<ul> <li>b. I checked 8(c) above but am not offering any lodging; OR</li> <li>c. I checked 8(c) above and am offering lodging and meals for one night; OR</li> </ul>
	d. I checked 8(c) above and am offering lodging and meals for two nights. If you checked this box, explain why

10.	0. Attached is a detailed agenda of the activi	ties House invitees will be participati	ng in during the travel (i.e., an			
	hourly description of planned activities for		č č			
11.	1. Check only one of the following:  a. I represent that a registered federal lobb on any segment of the trip. Signify that the state of the trip.	atement is true by checking box; <b>OR</b>	any House Members or employees			
10	b. Not Applicable. Trip sponsor is a U.S. in	•	at a december of d			
12.	<ol><li>For each sponsor required to submit a sponsor trip and its role in organizing and/or conduct</li></ol>	-	it in the subject matter of the			
	The Red River Valley Sugarbeet Edu- We teach aspects of sugarbeet farming Red River Valley Sugarbeet Growers	ng, harvesting, storage, proces	sing & related science. The			
13.	3. Answer parts a and b. Answer part c if neces	ssary:				
	a. Mode of travel: Air 🔳 Rail 🗌 Bus 🛚	Car Other (specify:	)			
	b. Class of travel: Coach Business		_ •			
	c. If travel will be first class, or by chartered of	or private aircraft, explain why such t	ravel is warranted:			
	_					
14.	4. I represent that the expenditures related to recreational activities of the invitee(s). <i>Sign</i>	· ·	<u>-</u>			
15.	5. <i>Check only one.</i> I represent that either:					
	a. The trip involves an event that is arranged or organized <i>without regard</i> to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees; <b>OR</b>					
	b. The trip involves events that are arranged specifically <i>with regard</i> to congressional participation.					
	If "b" is checked:					
	, , , , , , , , , , , , , , , , , , , ,	1) Detail the cost <i>per day</i> of meals (approximate cost may be provided):				
	\$54 per day. \$13 breakfast, \$15 lunch, \$26 supper					
	<ol> <li>Provide the reason for selecting the loca</li> <li>The Red River Valley area is the</li> </ol>	-	on in the LLS for sugarheets			
1.0			on in the 0.5. for sugarbeets			
16.	6. Name, nightly cost, and reasons for selecting Hotel Name: Radisson		Cost Dor Night, \$96 + tax			
	Reason(s) for Selecting: Location / convenience	City: Fargo	_ Cost Fer Night: 400 tax			
	Hotel Name:					
	Reason(s) for Selecting:					
	Hotel Name:					
17	Reason(s) for Selecting:  7 III represent that all expenses connected to					
1 /	/ I = II represent that all expenses connected to	THE TEID WILL BE FOR ACTUAL COSTS INCUIT	rea and not a per diem or liimp siir			

payment. Signify that the statement is true by checking the box.

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

Actual Amounts Good Faith Estimates	Total <b>Transportation</b> Expenses per Participant	Total <b>Lodging</b> Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	832.21	\$192 + tax	\$81 + tax
For each Accompanying Family Member			

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	\$26 / \$53	meeting room & AV Equip / local bus transportation
For each Accompanying Family Member		

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

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

Signature:	<sub>Date:</sub> 7.11.2022
Name: Chad Leach	Title: President
Organization: Red River Valley Sugarbeet Education Fo	oundation, Inc.
Address: 1401 32nd Street SW Fargo, ND 58103	

#### **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:



### U.S. House of Representatives

# COMMITTEE ON ETHICS Washington, DC 20515

August 26, 2022

Ms. Ashley Shelton Office of the Honorable Eric Crawford 2422 Rayburn House Office Building Washington, DC 20515

Dear Ms. Shelton:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Fargo, North Dakota, scheduled for August 30 to September 1, 2022, sponsored by Red River Sugarbeet Education Foundation and Red River Valley Sugarbeet Growers Association.

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,

Theodore E. Deutch Chairman Michael Guest Acting Ranking Member

TED/MG:amr

#### 2022 RRV Education Foundation Participants ALL

Ashley Lund Legislative Correspondent IL Congressman Raja Krishnamoorthi 202-225-3711 ashley.lund@mail.house.gov

Nicholas Lunneborg Legislative Director MN Congresswoman Michelle Fischbach 202-225-2165 Lunneborg, Nicholas Nicholas.Lunneborg@mail.house.gov

Eric Gebhart
Legislative Aide
MN Congressman Pete Stauber
202-225-6211
Eric.gebhart@mail.house.gov

Sam Harris Legislative Assistant CA Congressman Jimmy Panetta 202-225-2861 Sam.harris@mail.house.gove Ashley Shelton Legislative Director AR Congressman Rick Crawford 202-225-4076 Ashley.shelton2@mail.house.gov

Grace Bellone Legislative Assistant UT Congressman John Curtis 202-225-7751 Grace.Bellone@mail.house.gov

John Altendorf
Legislative Correspondent
ND Senator John Hoeven
202-224-2551
John altendorf@hoeven.senate.gov



## Please join us for . .

# **SUGAR 101:** The Industry A – Z

Wednesday August 31st, 2022

Live Sugarbeet Harvest

Piling Station / Storage

Processing Plant & Packaging

Interact With Actual Farmers

Sponsored by the Red River Valley Sugarbeet Education Foundation Point of Contact: Harrison Weber • hweber@rrvsga.com • 701.239.4151

\* Reasonable and necessary trip expenses are provided by the Red River Valley Sugarbeet Education Foundation

\*\* Please reply to confirm your interest and intentions in attending our Educational Program in the Red River Valley

### **AGENDA: Red River Valley Sugarbeet Education Foundation Tour**

#### Tuesday August 30, 2022.

- 2:02 P.M. Flight Departs Washington, DC at 7:51 AM, Flight arrives in Fargo, ND at 2:02 PM.
- 2:15 2:30 Harrison to pick participants up and bring to Radisson Hotel Fargo.
- 2:30 6:30 Check in to Hotel.
- 6:30 8:00 Working Supper Welcome, Introductions Harrison Weber Executive Director of RRV Education Foundation. Sugarbeet production overview presentation The History of Sugarbeet Production in the RRV and how it has changed. Tom Astrup American Crystal Sugar Cooperative (ACSC) CEO. Harrison and Tom to lead discussion about the industry following Tom's presentation. Entire time is spent covering officially-connected activity.

#### Wednesday August 31, 2022

- 7:00 8:00 Working Breakfast Radisson Hotel Fargo. The breakfast meeting will show the equipment participants will be seeing and riding in and explain what they are used for. We will go over safety requirements and provide a review of the events for the day as well as answering initial questions. Neil Rockstad Grower, President RRVSGA Presenting. The entire time is spent covering officially-connected activity.
- 8:00 9:15 Depart hotel & drive to Ryan Olson Sugarbeet Field, Northwest of Ada, MN. Approximately 49 miles Northeast of Fargo, ND.
- 9:15 11:00 Arrive at "RKO Farms' Field." Ryan and his family will be harvesting and delivering to the "Scandia Piler", an outside receiving station. Observe sugarbeet harvest operations. Ride along in a defoliator, a harvester, and a beet truck. Riding along in equipment shows participant each step of the sugarbeet harvesting process. It is vital to understand modern production practices farmers use and the challenges farmers face.
- 11:00 12:00 Depart / Travel to Moorhead Sugar Factory.
- 12:00 12:30 Working Lunch Arrive at American Crystal Sugar Co. Sugar Factory, Moorhead, MN. Participants will watch a video giving a virtual processing plant tour overview, and the sugar packaging area and hear about the Technical Services Center. The 16 minute video can be viewed at <a href="https://rrvsga-my.sharepoint.com/:f:/g/personal/hweber\_rrvsga\_com1/Es7OCggNWJplsKMVS-hslA4B5aL591dSO5HbX4ju10R5\_A">hslA4B5aL591dSO5HbX4ju10R5\_A</a> Randy Axtman Factory Manager will lead a discussion of the specific processing techniques and equipment used in the factory following the video for the remainder of the time. The entire time is spent covering officially-connected activity.
- 12:30 2:00 American Crystal Sugar Processing Plant Tour. Randy Axtman will lead a walkthrough tour of the sugar factory and sugar packaging plant. Participants will see where sugarbeets are processed into sugar, and how they are packaged into consumer sized bags. This is relevant to see because it will complete the circle from the farmer, to the processor, and onto the grocery store shelves. It also helps to learn about the logistical constraints that the industry needs to overcome to make sure consumers have access to sugar.
- 2:00 2:15 Depart / Travel to Glyndon outside receiving station. Station is approximately east of Fargo, ND 15 miles.
- 2:15 2:30 Observe outside receiving station, storage and airflow related to Sugarbeet storage. It is important for participants to understand how many people it takes to safely operate these rural piling sites and how sugarbeets should be properly stored in order to make a high-quality product. Joe Hastings ACSC General Agronomist presenting on sugarbeet storage.
- 2:30 2:45 Depart / Travel to James Nelson Field Site Sugarbeet Grower
- 2:45 4:45 Arrive at James Nelson Field Site James Nelson deliver to the "Glyndon" outside receiving station.

  Observe sugarbeet harvest operations. Opportunity to ride in different equipment than in the morning.

  Participants will ride in a different piece of equipment to fully understand the harvesting process and the challenges that farmers face when harvesting sugarbeets.
- 4:45 5:00 Depart back to Fargo.
- 5:00 6:00 Participants will want to freshen up after the day at hotel prior to supper. They will likely be muddy/dusty from being in the fields and riding in tractors.

6:00-6:15 Walk to supper venue.

6:15 – 8:00 Supper / Meeting –The Boiler Room Restaurant, Fargo, ND. 210 Roberts Alley, Fargo, ND 58102. Recap the events of the tours and answer questions. Topics will include: soil conditions, harvest temperatures and weather-related impact, harvest equipment function, conditions and challenges relating to beet storage, consumer v.s. commercial sugar packaging. Several area sugarbeet farmers will be in attendance depending on weather and their own harvest status. Harrison Weber – Presenting. The

entire time is spent covering officially-connected activity.

#### Thursday September 1, 2022

Check out of Radisson Hotel Fargo. Flight departs at 10:48 am from Fargo, ND. Flight arrives in Washington, DC at 6:00 pm.

Speakers noted above in order of appearance. Harrison Weber and possibly Joe Hastings will be along during transportation on bus.\*

Harrison Weber – Executive Director of RRVSGA and RRV Education Foundation Executive Director Tom Astrup – President & CEO – American Crystal Sugar Company

Neil Rockstad – Sugarbeet Grower and President – Red River Valley Sugarbeet Growers Association.

Ryan Olson – Sugarbeet Grower – RKO Farms

Randy Axtman – Moorhead Factory Plant Manager – American Crystal Sugar Company

Joe Hastings – General Agronomist – American Crystal Sugar Company

James Nelson – Sugarbeet Growers