



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.

- Name of Traveler: Jeremy Crane
- a. Name of Accompanying Relative: _____ OR None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
- a. Dates: Departure: October 4, 2022 Return: October 6, 2022
 b. Dates at Personal Expense, if any: _____ OR None
- Departure City: Washington, DC Destination: Cambridge, MD Return City: Washington, DC
- Sponsor(s), Who Paid for the Trip: Conservative Partnership Institute
- Describe Meetings and Events Attended:
Communication Seminars/classes to better connect with constituents in our districts.
- Attached to this form are *each* of the following, signify that each item is attached by checking the corresponding box:
 - a completed *Sponsor Post-Travel Disclosure Form*;
 - the *Primary Trip Sponsor Form* completed by the trip sponsor *prior* to the trip, including all attachments and the *Additional Sponsor Form(s)*;
 - page 2 of the completed *Traveler Form* submitted by the employee; *and*
 - the letter from the Committee on Ethics approving my participation on this trip.
- 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: Jeremy Crane Date: 10/13/22

I authorized this travel in advance. I have determined that all of the expenses listed on the attached *Sponsor Post-Travel Disclosure Form* were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

Name of Supervising Member: Michael Cloud Date: 10/13/22

Signature of Supervising Member: _____



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SPONSOR POST-TRAVEL DISCLOSURE FORM

Original Amendment

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

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

1. Sponsor(s) who paid for the trip: Conservative Partnership Institute
2. Travel Destination(s): Cambridge, MD
3. Date of Departure: October 4, 2022 Date of Return: October 6, 2022
4. Name(s) of Traveler(s): Attached

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

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

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$101	\$198	\$124	0
Accompanying Family Member	0	0	0	0

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

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

Signature: Ed Corrigan Date: ~~07/12/2022~~ 10/13/2022
 Name: Ed Corrigan Title: President & CEO

Organization: Conservative Partnership Institute

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

Address: 300 Independence Ave., SE Washington, D.C. 20003

Email: info@cpi.org Telephone: 202-742-8988

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: Jeremy Crane

2. Sponsor(s) who will be paying or providing in-kind support for the trip:
Conservative Partnership Institute

3. City and State OR Foreign Country of Travel: Cambridge, MD

4. a. Date of Departure: 10/4/2022 Date of Return: 10/6/2022

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.

Communications Director - Michael Cloud

Attending this seminar will help develop my skills as a communicator and better communicate with constituents.

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 8/30/22



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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:

Conservative Partnership 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 attached

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

6. Date of departure: *October 4, 2022* Date of return: *October 6, 2022*

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

b. Destination(s): *Cambridge, MD*

c. City of return: *Washington, D.C.*

8. Check only one. I represent that:

a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: OR

b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: OR

c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.

9. Check only one of the following:

a. I checked 8(a) or (b) above; OR

b. I checked 8(c) above but am not offering any lodging; OR

c. I checked 8(c) above and am offering lodging and meals for one night; OR

d. I checked 8(c) above and am offering lodging and meals for two nights. If you checked this box, explain why the second night of lodging is warranted:



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

11. Check only one of the following:

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

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

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

The Conservative Partnership Institute provides regular educational briefings and trainings to congressional staff and conservative leaders and activists. CPI is the sole organizer and sponsor of this trip

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):

The per day cost of meals will be approximately \$59

2) Provide the reason for selecting the location of the event or trip:

Location is owned by the sponsor CPI, economical, and conducive to education and training.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel Name: DeCoursey Bridge City: Cambridge, MA Cost Per Night: \$99

Reason(s) for Selecting: _____

Hotel Name: _____ City: _____ Cost Per Night: _____

Reason(s) for Selecting: _____

Hotel Name: _____ City: _____ Cost Per Night: _____

Reason(s) for Selecting: _____

7. 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:

<input type="checkbox"/> Actual Amounts <input checked="" type="checkbox"/> Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$100	\$198	\$118
For each Accompanying Family Member	n/A	n/A	n/A

	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	\$0	\$0
For each Accompanying Family Member	n/A	n/A

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: Ed Corrigan Date: 7/29/2022
 Name: Ed Corrigan Title: President and CEO
 Organization: Conservative Partnership Institute
 Address: 300 Independence Avenue, SE Washington, DC 20003
 Email: info@cpinstitute.org Telephone: 202-595-0282

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:

115 Longworth House Office Building
Washington, D.C. 20515

ethicscommittee@mail.house.gov | 202-225-7103
More information and forms available at ethics.house.gov



U.S. House of Representatives

COMMITTEE ON ETHICS

Washington, DC 20515

September 29, 2022

Mr. Jeremy Crane
Office of the Honorable Michael Cloud
512 Cannon House Office Building
Washington, DC 20515

Dear Mr. Crane:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Maryland, scheduled for October 4 to 6, 2022, sponsored by Conservative Partnership Institute, Inc.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$415 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Handwritten signature of Theodore E. Deutch in black ink.

Theodore E. Deutch
Chairman

Handwritten signature of Michael Guest in black ink.

Michael Guest
Acting Ranking Member

TED/MG:tn

1. Tim Reitz - House Freedom Caucus (*Invited as a communications professional and interest in improving Congressional communications strategy*)
2. Matthew Tragger - Rep. Andy Biggs (*Invited as a communications professional and interest in improving Congressional communications strategy*)
3. Allie McCandless - Rep. Dan Bishop (*Invited as a communications professional and interest in improving Congressional communications strategy*)
4. Ben Stout - Rep. Lauren Boebert (*Invited as a communications professional and interest in improving Congressional communications strategy*)
5. Erin O'Malley - Rep. Mary Miller (*Invited as a communications professional and interest in improving Congressional communications strategy*)
6. Charlotte Law - Rep. Ben Cline (*Invited as a communications professional and interest in improving Congressional communications strategy*)
7. Jeremy Crane - Rep. Michael Cloud (*Invited as a communications professional and interest in improving Congressional communications strategy*)
8. Madeline Huffman - Rep. Andrew Clyde (*Invited as a communications professional and interest in improving Congressional communications strategy*)
9. Harrison Fields - Rep. Byron Donalds (*Invited as a communications professional and interest in improving Congressional communications strategy*)
10. Melissa Brown - House Freedom Caucus (*Invited as a communications professional and interest in improving Congressional communications strategy*)
11. Mattie Nicholson - Rep. Bob Good (*Invited as a communications professional and interest in improving Congressional communications strategy*)
12. Alec Ernst - Rep. Marjorie Taylor Greene (*Invited as a communications professional and interest in improving Congressional communications strategy*)
13. Anna Adamian - Rep. Andy Harris (*Invited as a communications professional and interest in improving Congressional communications strategy*)
14. Sarah Selip - Rep. Jody Hice (*Invited as a communications professional and interest in improving Congressional communications strategy*)
15. Russell Dye - Rep. Jim Jordan (*Invited as a communications professional and interest in improving Congressional communications strategy*)
16. Nadgey Louis-Charles - Rep. Jim Jordan (*Invited as a communications professional and interest in improving Congressional communications strategy*)
17. Ryan Kelly - Alex Mooney (*Invited as a communications professional and interest in improving Congressional communications strategy*)
18. Bradley Jaye - Rep. Barry Moore (*Invited as a communications professional and interest in improving Congressional communications strategy*)
19. Austin Livingston - Rep. Ralph Norman (*Invited as a communications professional and interest in improving Congressional communications strategy*)

20. Jay Ostrich- Rep. Scott Perry (*Invited as a communications professional and interest in improving Congressional communications strategy*)
21. Nate Madden - Rep. Chip Roy (*Invited as a communications professional and interest in improving Congressional communications strategy*)
22. Laynee Buckels- Rep. Randy Weber (*Invited as a communications professional and interest in improving Congressional communications strategy*)
23. Caroline Briscoe- Rep. Tom Tiffany (*Invited as a communications professional and interest in improving Congressional communications strategy*)
24. Taylor Hulsey- Rep. Troy Nehls (*Invited as a communications professional and interest in improving Congressional communications strategy*)

**Conservative Partnership Institute (CPI) Communications Director
Training
October 4th - 6th 2022**

Tuesday, October 4th

9:00 - 11 am Travel from 300 Independence Ave, SE to 3675 Decoursey Bridge Rd, Cambridge, MD 21613

11:00 am - 12:00 pm Arrival at CPI Property and Check-in

12:00 - 12:15 pm Introduction

Group introduction, discussions of goals for the training, and discussion of Congressional landscape in 2022.

Speaker: Rep. Lauren Boebert & Wesley Denton & Af Swinson, CPI

12:15-1:30 Lunch & HFC Forecast

A discussion of policies that will increase the ability of attendees to plan communications efforts and goals.

Speaker: Tim Reitz, House Freedom Caucus

1:30 - 2:30 pm Session 1: A Guide to Networking & Coalition Building

As a Communications Director, few things are as important as making connections with reporters. This session will instruct on best practices.

Speaker: Wesley Denton, CPI

2:30 - 3:00 pm break

3:00 - 4:30 pm Workshop 1: Team Building & Strategy

Attendees will be split into teams to learn techniques on communicating public policy, writing and researching, and working together to improve cooperation.

Led by: Ben Stout, Rep. Lauren Boebert

4:30 - 5:00 pm Break

5:00 - 7:00 pm Dinner and Session 2: The Relationship of a Communications Director & the Member

How to communicate well, manage expectations and work with the Member to improve communications strategy, as well relating with constituents in the district through speeches and events.

Speaker: Mark Meadows, CPI

7:00 - 9:00 pm Fireside Chat and Session 3: Connecting with the Base

Using issues like inflation, gas prices, and economic equality as examples, this session will focus on how to craft an effective message to personalize efforts in Washington for your constituents.

Speaker: Mollie Hemingway, The Federalist

Wednesday, October 5th

9:00 - 9:30 am Breakfast Buffet

9:30 - 10:30 am SESSION 4: Going Digital

It is integral that communications directors learn how to break through the noise and push the message forward. This session will provide guidance and proven techniques for understanding the media cycle and creating intriguing content.

Speaker: Benny Johnson, Newsmax

10:30 - 11:00 am Break

11:00 am - 12:00 pm WORKSHOP 2: Writing: Planning & Messaging

An overview of Congressional writing strategies and formats (op-eds, speeches, press releases, office memos) featuring collaborative exercises to train staff to effectively convey their office's agenda.

Speakers: Rachel Semmel, Former White House OMB Communications Director

12:00 - 1:30 pm Lunch Lecture: Messaging, Communications and Polling

Helping Communications staff get more media attention and traction on the legislative efforts and votes of their members. This session will feature polling & messaging from Rasmussen Research Group.

Speakers: Ben Williamson, Former White House Senior Communications, Melissa Braid, HFC & Bobby Donachie, Athos PR

1:30 - 3:30 pm Recreational Time & Team Building

Attendees will be split into teams to practice working together and to improve communication. Exercises include ax throwing and dodgeball.

Led by: James Holland, CPI

3:30 - 5:00 Session 5: Messaging & Bipartisan Communication

Crises cannot be avoided in politics, and preparation is key to success. This session will provide useful information and tips to prevent government standstills through thoughtful messaging.

Speakers: Hogan Gidley, Center for Election Integrity

5:00 –7:00 pm Dinner and Special Session: How Communications Directors Can Be Leaders In Their Offices

Communications Directors can learn valuable leadership skills that will help them to effectively train and manage press staff. Leadership skills are key to success.

Speakers: Stephen Miller, America First Legal

7:00 - 9:00 pm Fireside Chat and Q&A

Messaging, social media strategy, and creating video and podcast content will be discussed.

Speaker: Steve Deace & Allie Beth Stuckey Blaze TV

Thursday, October 6th

9:00 am - 9:30 am Breakfast

9:30 – 10:30 am SESSION 6: Digging Into Congressional Procedure

A walkthrough of the House floor, Committee of the Whole & the House, House calendars, and the discharge calendar. Helping Communications staff to better understand the legislative process. outline the typical structure of a congressional office, highlighting the differences between roles and how they effectively work together.

Speaker: Ed Corrigan, CPI

10: 30 - 11:30 pm How to Build Relationships to Amplify Your Message

Sharing expertise on creating coalitions and building relationships with organizations and policy thought leaders that can benefit the goals of the office.

Speaker: Paul Teller, Advancing American Freedom

11:30 – 12:30 pm WORKSHOP 3: Social Media & Metrics

This will build on previous sessions and give more in depth information on social media, analytics, messaging, content planning and added information on newsletters and branding.

Speaker: Grant Godwin, The Typical Liberal & Alex Lorusso, Arsenal Media

12:30 pm Box Lunch & Check Out Travel from 3675 Decoursey Bridge Rd, Cambridge, MD 21613 to 300 Independence Ave., SE