



U.S. House of Representatives

# COMMITTEE ON ETHICS

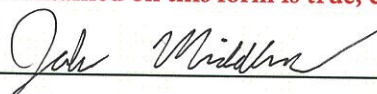
## EMPLOYEE POST-TRAVEL DISCLOSURE FORM Original Amendment

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](mailto: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: Jake Middlebrooks
2. a. Name of Accompanying Relative: \_\_\_\_\_ OR None   
 b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: October 9, 2022 Return: October 11, 2022  
 b. Dates at Personal Expense, if any: 10/9 OR None
4. Departure City: Washington, DC Destination: Las Vegas, NV Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: American Gaming Association
6. Describe Meetings and Events Attended:  
 Attended events on gaming policy at G2E conference, met with leaders in the gaming industry, and toured gaming facilities.
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: 10/26/2022

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: Rep. Jake LaTurner Date: 10/26/2022

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.**

- Sponsor(s) who paid for the trip: American Gaming Association
- Travel Destination(s): Las Vegas, Nevada
- Date of Departure: Sunday, October 9 Date of Return: Tuesday, October 11
- Name(s) of Traveler(s): Danny Reeves, Jake Middlebrooks, Chonya Johnson, Andrew Grossman, Danielle Lindholm  
*Note: You may list more than one traveler on a form only if all information is identical for each person listed.*
- 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	\$730 flight \$77 ground transportation	\$550 hotel room for two nights	\$170	\$390 conference fee (waived)
Accompanying Family Member	N/A	N/A	N/A	N/A

- 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: 10/19/22  
 Name: Casey Clark Title: Senior Vice President

Organization: American Gaming Association

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

Address: 799 9th Street, Suite 700, Washington, DC 20001

Email: rjordan@americangaming.org Telephone: (702) 917-4765

**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

## 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](http://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: American Gaming 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: \_\_\_\_\_
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): List of invitees is attached. Invitees were selected based on committees of jurisdiction and relevance to gaming industry.
5. Is travel being offered to an accompanying family member of the House invitee(s)?  Yes  No
6. Date of Departure: Sunday, October 9, 2022 Date of Return: Tuesday, October 11, 2022
7.
  - a. City of departure: Washington, DC
  - b. Destination(s): Las Vegas, NV
  - 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:
  - b. I checked 8(c) above but am not offering any lodging:
  - 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: Considering travel time and distance from DC to Las Vegas, two nights allows for a full day program.



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# COMMITTEE ON ETHICS

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

11. **Check only one of the following:**

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

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

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

The AGA is the leading trade association representing the casino gaming industry. This trip will allow House staff to deepen their understanding of the gaming industry, its economic impact, and related policies. AGA will issue invitations, organize the travel logistics, and plan the program itinerary.

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 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): \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

Hotel Name: The Venetian Las Vegas City: Las Vegas, NV Cost Per Night: \$275

Reason(s) for Selecting: Hotel where trade show is being hosted.

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 box:*



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# COMMITTEE ON ETHICS

18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
<input checked="" type="checkbox"/> Good Faith Estimates			
For each Member, Officer, or Employee	\$800 - round trip airfare and shuttle to hotel	\$550 - two (2) night stay at trade show host hotel	\$200 - breakfast, lunch, and reception
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	\$400 value	G2E Single Day Education Pass (waived conference fee) and other collateral materials.
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 that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.

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

Signature:  Date: \_\_\_\_\_

Name: Casey Clark

Title: Senior Vice President

Organization: American Gaming Association

Address: 799 9th Street NW, Suite 700, Washington, DC 20001

Telephone: 202-552-2675

Email: cclark@americangaming.org ; rjordan@americangaming.org

If there are any questions regarding this form, please contact the Committee at the following address:

**Committee on Ethics**  
 U.S. House of Representatives  
 1015 Longworth House Office Building, Washington, D.C. 20515  
 Phone: 202-225-7103 General Fax: 202-225-7392

August 5, 2022

Dear Colleague,

On behalf of the American Gaming Association (AGA), I am pleased to invite you to attend the AGA's annual "**Congressional Staff Gaming Industry Experience**" in Las Vegas, Nevada from October 9-11, 2022. The AGA is the premier national trade group representing the \$261 billion US casino industry, which supports 1.8 million jobs nationwide.

Through this program, senior congressional staff will have the opportunity to deepen their understanding of the gaming industry, its history and related policies by attending the Global Gaming Expo (G2E). To adhere to Congressional Ethics rules and standards there will be one day of programming and AGA-sponsored events/meals. Please see tentative program itinerary below:

- Program Date:** Monday, October 10, 2022  
**Location:** Las Vegas, Nevada  
**Programming:**
- A presentation on gaming regulations and policy priorities
  - A back-of-house tour at a Las Vegas casino
  - G2E education session(s)
  - A tour of the trade show floor
  - Reception with gaming industry executives

The AGA will provide roundtrip coach airfare, transportation in Las Vegas, group meals, and two nights lodging (October 9 and October 10).

If you have any questions or require additional information regarding this trip, please contact Rachel Jordan at [rjordan@americangaming.org](mailto:rjordan@americangaming.org). We encourage you to RSVP at your earliest convenience, as space is limited.

We look forward to hosting you in Las Vegas.

Sincerely,



Casey Clark  
Senior Vice President  
American Gaming Association

## Sunday, October 9, 2022

- 7:45 AM Depart from Ronald Reagan National Airport (DCA)
- 10:03 AM Arrive at Harry Reid International Airport (LAS)  
AGA to provide transportation from airport to hotel.  
Staffers will be responsible for providing their own meals.

## Monday, October 10, 2022 – Program Date

- 8:30 AM **Breakfast Briefing**  
*Location:* Venetian Expo – Marco Polo 701, 702, 801, 802  
  
As the premier trade association representing both commercial and tribal operators, manufacturers, and affiliated tech, the American Gaming Association (AGA) convenes the expertise of its membership to advocate for policy, create guidance on combatting money laundering and human trafficking, and develop industry standards on responsible gaming and other critical issues. Congressional staff will hear from AGA experts about the history and evolution of the gaming industry, as well as the positive economic impact casinos and sports betting has on communities.
- 9:00 AM **G2E Education Session – [TBD]**  
*Location:* Venetian Expo – [Room TBD]  
  
In addition to the trade show, the Global Gaming Expo (G2E) includes education sessions with panels discussing emerging trends in the gaming industry. *[Please note G2E Education schedule has yet to be confirmed.]*
- 9:50 AM Depart Venetian Expo to walk to Wynn
- 10:00 AM **Back-of-House Tour**  
*Location:* Wynn Las Vegas  
  
Congressional staff will get an inside look at the intricacies of casino operations through a back-of-house tour.
- 11:30 AM **Sportsbook Presentation and Lunch**  
*Location:* Wynn Sportsbook  
  
Congressional staff will learn about how a sportsbook works, how lines are set and more.
- 1:00 PM Depart Wynn to walk to Venetian Expo
- 1:30 PM **G2E Education Session – [TBD]**  
*Location:* Venetian Expo – [Room TBD]

- 2:30 PM **Tour of the Trade Show Floor**  
*Location:* Venetian Expo – Exhibit Hall
- The Global Gaming Expo (G2E) is the industry’s largest gathering of gaming professionals in North America. Each year, the trade show offers companies the opportunity to showcase their latest innovations. Congressional staff will be given a tour of the G2E trade show floor and meet some of the biggest manufacturers in the industry.
- 3:30 PM **Policy Presentation**  
*Location:* Venetian Expo – Marco Polo 701, 702, 801, 802
- In continuation of our breakfast briefing, congressional staff will hear from AGA experts about gaming policy and the latest research.
- 4:45 PM Depart Venetian Expo via shuttle to Palms Casino Resort
- 5:00 PM **Welcome Reception**  
*Location:* Palms Casino Resort – Moon Nightclub
- The AGA hosts a reception for its membership to welcome them to G2E. Congressional staff will have the opportunity to meet with industry executives.
- 7:00 PM Return to Venetian via shuttle

## **Tuesday, October 11, 2022**

- 11:30 AM AGA to provide transportation from hotel to airport.  
Staffers will be responsible for providing their own meals.
- 1:32 PM Depart from Harry Reid International Airport (LAS)
- 9:00 PM Arrive at Ronald Reagan National Airport (DCA)

## **Flights - \$750**

- American Airlines Main Cabin – estimated \$750 (prices may vary)
  - Sunday, Oct 9: Depart from DCA at 7:45 AM / Arrive at LAS at 10:03 AM
  - Tuesday, Oct 11: Depart from LAS at 1:32 PM / Arrive at DCA at 9:00 PM

## **Lodging - \$550**

- Room at Venetian for Two (2) Nights – \$550

## **Transportation - \$50**

- Sunday, Oct 9: Ride from Harry Reid International Airport (LAS) to Venetian - \$15
- Monday, Oct 10:
  - Ride from Venetian to Palms - estimated \$10
  - Ride from Palms to Venetian - estimated \$10
- Tuesday, Oct 11: Ride from Venetian to Harry Reid International Airport (LAS) - \$15

## **Food and Beverage - \$200**

- Breakfast: Buffet from Venetian Catering - \$60
- Lunch: Charlie's Bar & Grill at Wynn Sportsbook – estimated \$40
- Dinner: Reception at the Palms – estimated \$100

## **Miscellaneous - \$400**

- Global Gaming Expo Single Day Education Pass - \$390 (waved conference fee)
- AGA branded office supplies – estimated \$10

## **Estimated Total Value - \$1,950**

# Staff Delegation Invitees



Office	Name	Title	Reason
Rep. Brendan Boyle	Tim Barnes	Chief of Staff	Represents a gaming state. Member of the Gaming Caucus. Member of a committee of jurisdiction.
Rep. Carol Miller	Max Pedrotti	Legislative Director	Represents a gaming state.
Rep. Darin LaHood	Steve Pfrang	Chief of Staff	Represents a gaming state. Member of a committee of jurisdiction.
Rep. Guy Reschenthaler	Danny Reeves	Legislative Assistant	Represents a gaming state. Co-chair of the Gaming Caucus.
Rep. Jake LaTurner	Jake Middlebrooks	Legislative Director	Represents a gaming state.
Rep. Matt Cartwright	Stephen Coffey	Deputy Chief of Staff	Represents a gaming state. Member of a committee of jurisdiction.
Rep. Steny Hoyer	Jamie DeAtley	Senior Advisor	Represents a gaming state. Member of party leadership.
Rep. Steve Scalise	Megan Bel Miller	Chief of Staff	Represents a gaming state. Member of party leadership.
Rep. Tom Cole	Josh Grogis	Chief of Staff	Represents a gaming state. Co-chair of the Tribal Caucus.
Sen. Bob Menendez	Jason Tuber	Chief of Staff	Represents a gaming state. Member of a committee of jurisdiction.
Sen. Jeanne Shaheen	Chad Kreikemeier	Chief of Staff	Represents a gaming state. Member of a committee of jurisdiction.
Sen. John Barrasso	David Bridges	Tax Counsel	Represents a gaming state. Member of a committee of jurisdiction.
Sen. Todd Young	Jessica Helmers	General Counsel	Represents a gaming state. Member of a committee of jurisdiction.
Ways & Means	Andrew Grossman	Chief Tax Counsel	Committee of jurisdiction.



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# COMMITTEE ON ETHICS

## TRAVELER FORM

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

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

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

Signature: 

Name of Signatory (if other than traveler): \_\_\_\_\_

For Staff (name of employing Member or Committee): Rep. Jake LaTurner

Office Address: 1630 Longworth HOB

Telephone Number: 202-225-6601

Email Address of Contact Person: jake.middlebrooks@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](mailto:travel.requests@mail.house.gov).



U.S. House of Representatives  
COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Jake Middlebrooks
2. Sponsor(s) who will be paying or providing in-kind support for the trip:  
American Gaming Association
3. City and State **OR** Foreign Country of Travel : Las Vegas, NV
4. a. Date of Departure: October 9, 2022 Date of Return: October 11, 2022  
b. Yes  No  Will you be extending the trip at your personal expense?  
If yes, list dates at personal expense: 10/9
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:  
Considering time and travel from DC to Las Vegas, two nights allows for a full day program.
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 a legislative director, this trip will allow me to deepen my understanding of the gaming industry, its economic impact, and related policies.
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 09/08/2022



# U.S. House of Representatives

COMMITTEE ON ETHICS

Washington, DC 20515

September 22, 2022

Mr. Jake Middlebrooks  
Office of the Honorable Jake LaTurner  
1630 Longworth House Office Building  
Washington, DC 20515

Dear Mr. Middlebrooks:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Las Vegas, Nevada, scheduled for October 9 to 11, 2022, sponsored by American Gaming Association. We note that this trip includes one day at your personal expense. We remind you that, because the trip sponsor employs a federal lobbyist, you may participate in officially-connected activity on one calendar day only.

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:mc