



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: Rachel del Guidice
2. a. Name of Accompanying Relative: _____ **OR** None
 - b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: October 14, 2022 Return: October 16, 2022
 - b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Alexandria, Va Destination: Warrenton, Va Return City: Alexandria, VA
5. Sponsor(s), Who Paid for the Trip: Faith and Law
6. Describe Meetings and Events Attended:
Attended lectures and small group discussions on the interection of faith and policy.
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: Mark E. Green, MD Date: 10/26/2022

Signature of Supervising Member: Mark E. Green



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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: _____

2. Travel Destination(s): _____

3. Date of Departure: _____ Date of Return: _____

4. Name(s) of Traveler(s): _____

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				
Accompanying Family Member				

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: Lawrence M. Hayes Date: _____

Name: _____ Title: _____

Organization: _____

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

Address: _____

Email: _____ Telephone: _____

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.

Total Other Expenses:	
Item:	Cost:
Coffee Tumbler	\$20.00
Tote	\$4.10
Candy	\$2.50
Total:	\$26.60



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TRAVELER FORM

1. Name of Traveler: Rachel del Guidice
2. Sponsor(s) who will be paying or providing in-kind support for the trip:
Faith and Law
3. City and State **OR** Foreign Country of Travel: Warrenton, VA
4. a. Date of Departure: Friday, October 14 Date of Return: Sunday, October 16
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.**
This event is a leadership retreat intended for current and alumni Hill staff with one of the primary goals to deepen relationships in the Faith and Law community on Capitol Hill.
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

9/14/22



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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:
The Faith and Law Project
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):
Attached.
5. Yes No Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: October 14, 2022 Date of return: October 16, 2022
7. a. City of departure: Various
b. Destination(s): Warrenton, VA
c. City of return: Various
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:

Faith and Law is organizing this retreat in order to equip Hill staff and other attendees on how to critically think about, apply, and discuss faithfulness and good character in public service. Faith and Law is responsible for organizing the entire weekend, including inviting attendees, coordinating programming, and for communication with the Airlie Hotel.

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: Personal)
- 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):
- 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: Airlie Hotel and Conference Center City: Warrenton, VA Cost Per Night: \$235
Reason(s) for Selecting: The Airlie property provides lodging, meals, and meeting spaces that will contribute to the staff's focus on their personal and professional development. Airlie also provides meaningful meeting experiences which encourage attendee participation and engagement.

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:

<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	\$0.625/mile per participant	\$470	\$310
For each Accompanying Family Member	N/A	No extra cost to share a room	\$310

	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		
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:  Date: July 27, 2022
 Name: Lauren Noyes Title: Executive Director
 Organization: The Faith and Law Project
 Address: PO Box 7585 Arlington, VA 22207
 Email: Inoyes@faithandlaw.org Telephone: (202) 643-7685

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

Faith and Law Leadership Conference 2022

***Christian Faithfulness in Public Service:
Essential characteristics of a Christ-follower on Capitol Hill***

October 14-16, 2022

**Airlie Conference Center
Warrenton, VA**

FRIDAY, October 14

4:00 – 5:00pm Arrival / Check-in

Location: Airlie House

6:00 – 7:15pm Dinner & Opening Program

Location: Airlie Dining Room

6:00pm Welcome & Opening Prayer

- o Members of the Retreat Committee

6:30pm Table Exercise: Retreatants at each table share your area of public policy expertise and how that relates to why you work in this realm.

7:30pm – 9:00pm Evening Program

Location: The Federal Room

7:30pm What to expect this weekend. Why are we here? Paul McNulty, President of Grove City College and Co-founder of Faith and Law.

8:30 p.m. What do you hope to get from this weekend? How might what you learn and the connections you make this weekend impact how you interact with public policy – the laws you draft and the laws you seek to

stop, how you go about relating to others who might disagree with you in the process, etc. Small group discussions among retreatants by table.

SATURDAY, OCT. 15 --

8:00 – 9:00am Breakfast

Location: Airlie Dining Room

9:30 – 10:15am Essential Characteristic #1 Truth: concern for facts, accuracy, knowledge; watchful for politically beneficial assumptions; commitment to speaking truthfully. Paul McNulty, President of Grove City College and Co-founder of Faith and Law. Five minute response from Hill staffer or thought leader.

10:15 – 11:30am Small group discussion among retreatants by table about how being a policy maker who seeks to live out the value of truth could impact specific public policy issues as well as the role of the communications director/press secretary in House and Senate Offices. What are the obstacles and challenges in today's political climate? How can these challenges be practically overcome while doing the job as a person who seeks to model truth?

12:00 – 1:00pm Lunch

Location: Airlie Dining Room

1:00 – 2:00pm Break

2:00 – 5:00pm Afternoon Program

Location: The Federal Room

2:00 – 3:30pm Essential Characteristic #2 Justice: more about wisdom than knowledge; what is right? Paul McNulty, President of Grove City College and Co-founder of Faith and Law. Five minute response from Hill staffer or thought leader. Small group discussion.

3:30 – 5:00pm Essential Characteristic #3 Peace: politics v. peacemaking – what does this look like for the Christ-follower who must be a peacemaker? Paul McNulty, President of Grove City College and Co-founder of Faith and Law. Five minute response from Hill staffer or thought leader. Small group discussion.

5:15 – 6:00pm Happy Hour (bar located below dining room)

- o Guests invited to gather before dinner for drinks in the bar (*cash bar/individually billed*) with breakout sessions according to job role.

6:00 – 7:15pm Dinner

Location: Airlie Dining Room

6:30pm Table Exercise Optional: Which of the essential characteristics did you find most challenging to live out in today's public policy environment?

7:30-9:00pm Evening Session

Location: The Federal Room

7:30 – 9:00pm Essential Characteristic #4 Love: an enormous challenge in our highly divisive political climate. Paul McNulty, President of Grove City College and Co-founder of Faith and Law. Five minute response from Hill staffer or thought leader. Small group discussion.

9:30 – 11:00pm Fireside Dialogue

- o Led by Faith and Law Board Members who were former senior staffers on Capitol Hill. They will share stories from the trenches about ways their faith impacted their work in public policy during their lengthy careers and engage in dialogue with current policy makers about the application of lessons learned.

SUNDAY, OCTOBER 16-

8:00 – 9:00am Breakfast

Location: Airlie Dining Room

9:00 - 11:30am Morning Program

Location: The Federal Room

9:00 - 10:00am The history and role of the chaplaincy in the U.S.

Congress, House Chaplain Margaret Kibben and Senate Chaplain Barry Black

10:00 - 11:30am Unpacking the weekend. Where do we go from here?

Share your Great Object, Mark Rodgers

12:00pm Departure

- o Participants will be offered a bag lunch on the go.

Rebecca	West	Invited because of their experience and interest in being equipped for public policy engagement, leadership development, and policymaking in prevalent policy issues such as race, economics, reconciling differences, the free exchange of ideas, and managing conflict.
Nicole	White	Invited because of their experience and interest in being equipped for public policy engagement, leadership development, and policymaking in prevalent policy issues such as race, economics, reconciling differences, the free exchange of ideas, and managing conflict.
Chad	Yelinski	Invited because of their experience and interest in being equipped for public policy engagement, leadership development, and policymaking in prevalent policy issues such as race, economics, reconciling differences, the free exchange of ideas, and managing conflict.
Dominique	Yelinski	Invited because of their experience and interest in being equipped for public policy engagement, leadership development, and policymaking in prevalent policy issues such as race, economics, reconciling differences, the free exchange of ideas, and managing conflict.
Abigail	Zarzar	Invited because of their experience and interest in being equipped for public policy engagement, leadership development, and policymaking in prevalent policy issues such as race, economics, reconciling differences, the free exchange of ideas, and managing conflict.
Dan	Ziegler	Invited because of their experience and interest in being equipped for public policy engagement, leadership development, and policymaking in prevalent policy issues such as race, economics, reconciling differences, the free exchange of ideas, and managing conflict.



U.S. House of Representatives

COMMITTEE ON ETHICS

Washington, DC 20515

October 7, 2022

Ms. Rachel Del Guidice
Office of the Honorable Mark E. Green
2446 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Del Guidice:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Warrenton, Virginia, scheduled for October 14 to 16, 2022, sponsored by Faith and Law Project.

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 "Susan Wild". The signature is stylized with a large, sweeping initial "S" and a horizontal line extending from the end.

Susan Wild
Acting Chairwoman

A handwritten signature in blue ink, appearing to read "Michael Guest". The signature is stylized with a large, sweeping initial "M" and a horizontal line extending from the end.

Michael Guest
Acting Ranking Member

SW/MG:rp