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: Matthew Thompson
2. a. Name of Accompanying Relative: _____ *OR* None ☒
   b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: 10/13/2022 Return: 10/14/2022
   b. Dates at Personal Expense, if any: _____ *OR* None ☒
4. Departure City: Washington D.C. Destination: Richmond, VA Return City: Washington D.C.
5. Sponsor(s), Who Paid for the Trip: The Heritage Foundation
6. Describe Meetings and Events Attended:
   Listening to speakers and breakout sessions.
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: [signature] **Date:** 10/24/2022

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: Ken Buck **Date:** 10/26/22

Signature of Supervising Member: Ken Buck

Version date 3/2021 by Committee on Ethics

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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: The Heritage Foundation
2. Travel Destination(s): Richmond, VA
3. Date of Departure: 10/13/22 Date of Return: 10/14/22
4. Name(s) of Traveler(s): List of attendees attached at the end of this document

   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	$69	$145	$67.23	$14.50 (conference space)
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: [signature] Date: 10-21-22

Name: A. Eric Teetsel Title: VP of Government Relations

Organization: The Heritage Foundation

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

Address: 214 Massachusetts Ave NE, Washington D.C.

Email: Eric.teetsel@heritage.org Telephone: 202-608-6001

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: Matthew Thompson

2. Sponsor(s) who will be paying or providing in-kind support for the trip:
The Heritage Foundation

3. City and State OR Foreign Country of Travel: Richmond, Virginia

4. a. Date of Departure: October 13, 2022 Date of Return: October 14, 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.**
Staff assistant, trip will help develop my professional and leadership skills.

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 Ken Buck Date 09/09/22

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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 Heritage Foundation
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):
5. Yes ☐ No ■ Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: October 13th, 2022 Date of return: October 14th, 2022
7. a. City of departure: Washington, D.C.
   b. Destination(s): Omni Richmond Hotel, Richmond, VA
   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 Heritage Foundation hosts its annual Emerging Leaders Conference to lead conversations on leadership skills for rising congressional staff and to provide policy education on issues.

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:
This is a 2 hour, 110 mile trip one way to Richmond, VA.

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:
Conference is held at a venue that can accommodate the large group free from distraction

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
Hotel Name: Omni Richmond Hotel City: Richmond, VA Cost Per Night: _____
Reason(s) for Selecting: The hotel + venue are large enough to accommodate this immersive event
Hotel Name: _____ City: _____ Cost Per Night: _____
Reason(s) for Selecting: _____
Hotel Name: _____ City: _____ Cost Per Night: _____
Reason(s) for Selecting: _____

17. [■] I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking the box.*

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

☐ Actual Amounts ■ Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	$69	$145	$100
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	$14.50 (conference space)	
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: 09/06/2022

Name: Thomas Binion Title: Vice President, G.R.

Organization: The Heritage Foundation

Address: 214 Massachusetts Ave NE, Washington, D.C.

Email: thomas.binion@heritage.org Telephone: (202) 608-6188

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

U.S. House of Representatives

COMMITTEE ON ETHICS

Washington, DC 20515

October 7, 2022

Mr. Matthew Thompson
Office of the Honorable Ken Buck
2455 Rayburn House Office Building
Washington, DC 20515

Dear Mr. Thompson:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Richmond, Virginia, scheduled for October 13 to 14, 2022, sponsored by Heritage Foundation.

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,

Susan Wild
Acting Chairwoman

Michael Guest
Acting Ranking Member

SW/MG:kjf

List of Attendees:

Chance Lott	Rep. Markwayne Mullin	Legislative Aide
Juliana Dauchess	Rep. Lloyd Smucker	Legislative Assistant
Jake Corsi	Rep. Diana Harshbarger	Legislative Correspondent
Gabbi Sheitelman	Rep. David Schweikert	Legislative assistant
Zach Wilson	Rep. Stephanie Bice	Legislative Correspondent
Robert Sar	Rep. Stephanie Bice	Legislative Correspondent
Olivia Tripodi	Rep. Stephanie Bice	Press Assistant
Jonah Wendt	Rep. Chip Roy	Legislative Correspondent
Zack Brave	Rep. Burgess Owens	Press Assistant
Jonathan Hefner	Rep. Dan Crenshaw	Staff Assistant / LC
Jaylene Kennedy	Rep. Young Kim	Staff Assistant
Matthew Thompson	Rep. Ken Buck	Staff Assistant
Caleb Conaway	Rep. Yvette Herrell	Director of Operations
Alex Fink	Rep. Bruce Westerman	Legislative Correspondent
Brooklyn Tucker	House Committee on Appropriations	Research Assistant
Garrett Wilbanks	Rep. Kevin Brady	Staff Assistant
Evan Dean	Rep. Mike Flood	Legislative Correspondent
Lonnie Smith	Rep. David McKinley	Staff Assistant
Matt Alvero	Rep. Tom Emmer	Legislative Correspondent
Mackenzie Douglas	Rep. Bob Gibbs	Legislative Correspondent and Staff Assistant
Reilly Richardson	Rep. Kevin Hern	Press Assistant
Bethany Holden	Rep. Jeff Duncan	Staff Assistant
Teresa Schuster	Rep. Chip Roy	Press Assistant
David Horsley	Rep. Randy Weber	Legislative Assistant
Gabrielle Fazekas	Rep. C. Scott Franklin	Legislative Correspondent
Anthony Raisley	Rep. Nicole Malliotakis	Staff Assistant
James Davis	Rep. Jake LaTurner	Legislative Correspondent
Nate Madden	Rep. Chip Roy	Communications Director

Emerging Leaders Conference 2022 Agenda

Thursday:

- **8:30-9:00 AM:** Staff arrive at Heritage to check in and put bags in the bus
- **9:15 AM:** Depart Heritage
- **11:00 AM:** Arrive at hotel/conference facility
- **11:15 AM-12:00 AM:** Conference Introduction and Opening Remarks
  - During these opening remarks, we will give a brief overview of the topics we will discuss over the two days.
- **12:00-1:30 PM:** Lunch and Session 1 – First Principles
  - During this lunch session, we will discuss Founding principles and the roots of conservative philosophy. The purpose is to provide attendees with a framework for how to think through and approach challenges facing the American public.
- **1:30-1:45 PM:** Break
- **1:45-3:00 PM:** Interactive Team Exercise
  - The interactive team exercise will feature a budget simulation game that puts our attendees in the place of lawmakers negotiating the federal budget. Our attendees will play the parts of the two parties with their own district/party priorities and interests.
- **3:00-3:15 PM:** Break
- **3:15-4:45 PM:** Session 2 – *"Breaking the Trust Barrier"*
  - In *Breaking the Trust Barrier,* John Venable pulls from his experience as a former commander in the Air Force Thunderbirds to deliver leadership principles that will make young professionals stand out amongst their team.
- **4:45-6:00 PM:** Session 3 – Challenges and Opportunities: *The American Family*
  - This panel will feature Heritage experts in the economy and education to provide a breakdown of the challenges that face the American family including issues such as education policy, inflation, federal spending, and the broader economy.
- **6:00 PM:** Dinner with Session 4 – *"Building a Culture of Human Flourishing"*
  - During this dinner session, we will paint a vision for what human flourishing looks like in America. Severino will also discuss what it will take from lawmakers, their staff, and the public to secure a greater America for future generations.

Friday:

- **8:30-9:30 AM:** Breakfast and Breakout Session for Team Exercise
  - This session is a continuation of the budget simulation game and for attendees to continue to negotiate the budget.
- **9:30-10:15 AM:** Session 5 – *Cutting Through the Noise*
  - During this session, we will discuss crafting compelling messages and how to improve presentation skills for media.
- **10:15-10:30 AM:** Break
- **10:30 AM-11:15 AM:** Session 6 – *The Importance of Congressional Oversight*

- During this session, we will discuss how congress can meaningfully hold the executive branch accountable and increase transparency.

- **11:15 AM- 12:00 PM:** *Navigating Congressional Procedure*
  - During this session, we will discuss the ins and outs of congressional procedure and how to navigate the rules of both chambers to effectively promote legislation.
- **12:00-1:30 PM:** Lunch with Session 7 – Challenges and Opportunities: *The American Public*
  - This panel will feature Heritage experts on China policy, technology, and ESG to provide an overview on the threats that lie within each of these topics, and how to approach these issues in service to a free and prosperous America.
- **1:30 – 2:00 PM:** Interactive Session Results
  - To work on final negotiations and to go over the results of the budget negotiations.
- **2:45 PM:** Depart from conference site
- **4:45 PM:** Arrive back at THF; staff depart

Name and title of invitees:

Chance Lott, Legislative Aide
Alec Daman, Legislative Assistant
Juliana Dauchess, Legislative Assistant
Jake Corsi, Legislative Coorespondent
Gabbi Sheitelman, Legislative assistant
John Castillo, Legislative Assistant
Zach Wilson, Legislative Correspondent
Stefanie Farrell, Press Assistant
Robert Sar, Legislative Correspondent
Olivia Tripodi, Press Assistant
Jonah Wendt, Legislative Correspondent
Anthony Raisley, Staff Assistant
Amelia Litynski, Legislative Correspondent
Zack Brave, Press Assistant
Maggie Sayers, Scheduler
Jonathan Hefner, Staff Assistant / LC
Jaylene Kennedy, Staff Assistant
Matthew Thompson, Staff Assistant
Caleb Conaway, Director of Operations
Catherine Francois, Legislative Assistant
Alex Fink, Legislative Coorespondent
Annie Butler, LC / Press Sec.
Noah Jackson, Staff Assistant
Brooklyn Tucker, Research Assistant
Blake Von Hein, Legislative Correspondent
Raj Aryal, Staff Assistant
Joseph Ballard, Legislative Assistant
Garrett Wilbanks, Staff Assistant
Charis Nelson, Staff Assistant
Evan Dean, Legislative Correspondent
Jacob DePeraltaPolicy Analyst & Special Assistant
Carter Moelk, Communications Director
Nate Madden, Communications Director
Lonnie Smith, Staff Assistant

Explanation of why the individual was invited:

Each of the individuals invited has previously participated in Heritage fellowship or other Heritage programming. This is a conference for rising congressional staffers who are interested in developing their professional and leadership skills and learning about a pro-human flourishing approach to public policy.