



U.S. House of Representatives

COMMITTEE ON ETHICS

EMPLOYEE POST-TRAVEL DISCLOSURE FORM



Original



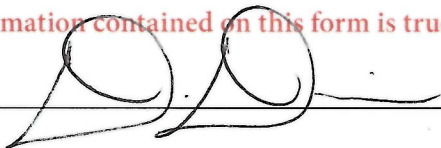
Amendment

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: Donovan Tate-Davis
2. a. Name of Accompanying Relative: _____ **OR** None ☒
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: 10/25/2022 Return: 10/27/22
b. Dates at Personal Expense, if any: _____ **OR** None ☒
4. Departure City: Washington, DC Destination: Chicago, IL Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Growmark Inc.
6. Describe Meetings and Events Attended:
- Staffers had first hand experience with farmers, infrastructure, and processing of agricultural products. Which is a vital role in understanding processes in the ag industry.
7. Attached to this form are **each** of the following, *signify that each item is attached by checking the corresponding box:*
 - a. ☒ a completed *Sponsor Post-Travel Disclosure Form*;
 - b. ☒ the *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: 11/09/2022

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: David Scott Date: 11/09/22

Signature of Supervising Member: 

HAND
TURNED
LEGISLATIVE RESOURCE CENTER
2022 NOV -9 PM 2:51
OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES



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.

1. Sponsor(s) who paid for the trip: GROWMARK, Illinois Soybean Association Checkoff, Illinois Corn Marketing Board
2. Travel Destination(s): Illinois - Northeastern area of the state. Agenda Attached
3. Date of Departure: 10/25/2022 Date of Return: 10/27/2022
4. Name(s) of Traveler(s): 15 people listed on form.

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	\$545.23 per person average	\$396.77 per person	\$129.44 per person	0
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: Kafer (Hastings), Ann Digitally signed by Kafer (Hastings), Ann
Date: 2022.11.02 12:37:43 -05'00' Date: 11/02/2022

Name: Ann Kafer Title: EVP of Human Resources and Corporate Services

Organization: GROWMARK

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

Address: 1701 Towanda Avenue, Bloomington, IL 61702

Email: cspencer@growmark.com Telephone: 309 826 3142

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

TRAVELER FORM

1. Name of Traveler: Donovan Tate Davis
2. Sponsor(s) who will be paying or providing in-kind support for the trip:
Growthmark, Inc.
3. City and State **OR** Foreign Country of Travel: Chicago, IL
4. a. Date of Departure: 10/25/2022 Date of Return: 10/27/2022
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.
Firsthand visits with farmers, infrastructure, and processing of agriculture products is important to my role as press assistant of the committee on Agriculture.
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

9.23.22



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) 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:
GROWMARK, Inc.
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:
Illinois Soybean Association Checkoff, Illinois Corn Marketing Board
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):
• Donovan Tate-Davis • Erin Wilson • Josh Lobert • Kelcy Schaunaman • Malikha Daniels • Emily
5. Yes ☐ No ☒ Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: 8 25 2022 Date of return: 8 27 2022
7. a. City of departure: Washington D.C.
b. Destination(s): Chicago, Illinois Metro Area and NE Illinois for agriculture visits
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:



U.S. House of Representatives

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:
- GROWMARK - outline/logistics for tour and communication; retail operations, nutrient stewardship, transportation. Illinois Soybean Checkoff Board - agenda topics, crop production and utilization, channels to market. Illinois Corn Marketing Board - agenda topics; crop production and utilization, channels to market.
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):
- \$60 per day
- 2) Provide the reason for selecting the location of the event or trip:
- The Chicago Metro region has agriculture markets and agriculture production in a concentra
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Holiday Inn Express City: Morris< IL Cost Per Night: \$207.10
- Reason(s) for Selecting: On the route to first visit for the next day. It is an efficient location.
- Hotel Name: Delta by Marriott City: Willowbrook, IL Cost Per Night: \$149.00
- 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.*



U.S. House of Representatives

COMMITTEE ON ETHICS

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	\$300.68	\$398.20	\$195
For each Accompanying Family Member	N/A	NA	NA

	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	N/A	
For each Accompanying Family Member	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: Kafer (Hastings), Ann Digitally signed by Kafer (Hastings), Ann
Date: 2022.09.20 09:58:42 -05'00' Date: _____
Name: Ann Kafer Title: EVP of Human Resources and Corporate Services
Organization: GROWMARK
Address: 1701 Towanda Ave, Bloomington, IL 61702
Email: cspencer@growmark.com Telephone: (309) 826-3143

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

ADDITIONAL TRIP SPONSOR FORM

This form should be completed by an organization that provides funds, services, or in-kind assistance to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation.

Provide a copy of your completed form to the primary sponsor of the trip.

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. Name of Primary Trip Sponsor: GROWMARK, Inc.
2. Name of your organization: Illinois Corn Marketing Board
3. Yes ☐ No ☒ Is your organization designated a § 501(c)(3) charitable organization by the Internal Revenue Service?
4. Yes ☐ No ☒ Does your organization receive funding from any foreign government or multinational organization?
5. **Check one.** I certify that my organization:
 - a. ☐ Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. **OR**
 - b. ☒ Has had a direct role in the organizing, planning, or conducting of a trip to
Destination: Chicago Metro Area and NE Illinois on Date: October 25-27, 2022
that is being organized or arranged by the above-named Primary Trip Sponsor. **OR**
 - c. ☐ Has provided in-kind support to the above-named Primary Trip Sponsor (e.g., meeting planning assistance, meeting space and set-up, and paying for expenses related to this trip directly to the service provider).
6. **Check only one:**
 - a. ☒ My organization does not employ or retain a registered federal lobbyist or foreign agent **OR**
 - b. ☐ My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
7. 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;
 - c. I am an officer of this organization and am duly authorized to sign this form; and
 - d. The information on this form is true, complete, and correct to the best of my knowledge.

Signature: Rodney M. Weinzierl Digitally signed by Rodney M. Weinzierl Date: 2022.09.19 11:26:36 -05'00' Date: 09/19/2022

Name: Rodney M. Weinzierl Title: Executive Director

Organization: Illinois Corn Marketing Board

Address: 14129 Carole Drive, Bloomington, IL 61702

Email: weinzier@ilcorn.org Telephone: (309) 838-5568



U.S. House of Representatives

COMMITTEE ON ETHICS

INSTRUCTIONS

Complete the *Additional Trip Sponsor Form* and submit the forms directly to the Primary Trip Sponsor.

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 21, 2022

Mr. Donovan Tate-Davis
Committee on Agriculture
1300 Longworth House Office Building
Washington, DC 20515

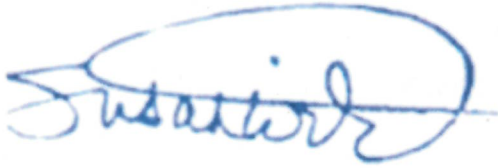
Dear Mr. Tate-Davis:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Morris and Willowbrook, Illinois, scheduled for October 25 to 27, 2022, sponsored by Growmark, Inc., Illinois Corn Marketing Board, and Illinois Soybean Association Checkoff Board.

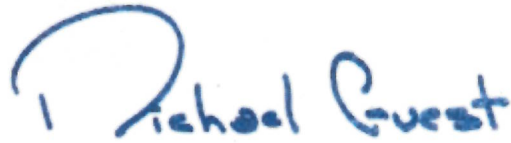
You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you 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", with a large, loopy initial "S" that extends over the first few letters.

Susan Wild
Acting Chairwoman

A handwritten signature in blue ink, appearing to read "Michael Guest", with a large, loopy initial "M" that extends over the first few letters.

Michael Guest
Acting Ranking Member

SW/MG:emw

Wednesday, October 26 Continued

1:15 PM End Time 2:30 p.m.	Conserv FS Ag Retail Cooperative 450 W Adams Street, Waterman, IL 60556	Visit a retail agriculture supply outlet providing crop nutrients, pesticide application products, fuel terminal, and application equipment	Congressional District 16 Kinzinger
3:00 PM End Time 4:30 PM	Dumoulin Livestock Farm 16 N 393 Walker Road Hampshire, IL 60140	Tour a pork production farm. Discuss products, animal welfare, food sources, disease mitigation, nutrient management.	Congressional District 16 Kinzinger
5:00 PM End Time 7:00 PM	Dinner Pitstick Farm 2N118 Pouley Road Elburn, IL	Dinner on a working farm. Discussing impact of farm bill, conservation programs, ag regulations, Waters of the U.S., trade, and general production agriculture issues	Congressional District 14 Underwood
8:00 PM	Hotel Marriott Hotel Willowbrook, 7800 Kingery Hwy I-55	Overnight rest on way to next morning's tour.	

Thursday, October 27

Time	Location	Topic	District
8:15 AM	Depart hotel		
8:30 AM End Time 10:00 AM	Argonne National Laboratory 9700 S Cass Ave, Lemont, IL 60439	Argonne National Lab – Michael Wang, GREET model, (The Greenhouse Gases, Regulated Emissions, and Energy Use in Technologies Model), Discussion of biofuels and the calculation of the lifecycle emissions. Tour of Facility	<i>Congressional District 11 Foster</i>
10:30 AM End Time 11:45 PM	Ingredion, Inc. 6400 S. Archer Road, Bedford Park, IL	Food product manufacturer that will describe how the process of processing corn for human consumption and industrial uses.	<i>Congressional District 11 Foster</i>
12:15 PM End Time 12:30 PM	Travel Midway International Airport – 5700 S Cicero Ave Chicago, IL 60638	WN2690Y 27OCT Q MDWDCA SS1 210 Midway/Reagan	Congressional District 3 Newman

2022 Congressional Staff Tour

AGENDA

October 25-27, 2022

Tuesday, October 25

Time	Location	Topic	District
11:00 AM End Time 11:30 AM	Midway International Airport – 5700 S Cicero Ave, Chicago, IL 60638	WN2194Y 25OCT T DCAMDW SS1 910A 1020A Midway Box lunch in route to Lock and Dam	Congressional District 3 Newman
1:00 PM End Time 2:45 PM	Brandon Road Lock and Dam – 800 Brandon Rd, Joliet, IL 60436	Learn about the importance of locks and dams, the Asian Carp fish barriers protecting Lake Michigan, and commerce using river system.	<i>Congressional District 11 Foster</i>
3:30 PM End Time 4:45 PM	Delong Logistics Facility 2131 Logistics Dr., Elwood, IL 60421	This inland terminal is an important part of both the agriculture and consumer supply chain. Rail serves this location directly connected to ocean port facilities.	<i>Congressional District 11 Foster</i>
5:30 PM End Time 8:30 PM	Farm Dinner – Dwight, IL. 26521 E 2200 N Road Emington IL 60934	Firsthand experience of harvest time in Illinois will allow participants to see and learn about crop production and ag commodity flows nationally and international	Congressional District 16 Kinzing
9:15 PM	Hotel - Holiday Inn Express , 222 Gore Road, Morris, IL,	Overnight rest on way to next morning's tour.	

Wednesday, October 26

Time	Location	Topic	District
8:00 AM	Depart hotel		
8:30 AM End Time 10:00 AM	REG- Renewable Energy Group 614 E Shipyard Rd, Seneca, IL 61360	A tour of a biodiesel production facility that produces approximately 60 million gallons of biodiesel annually. We will discuss US biofuel policy, it impacts to US agriculture, and the environment.	Congressional District 16 Kinzing
11:15 AM End Time 1:00 PM	Whiskey Acres Distilling Co. 11504 Keslinger Rd, DeKalb, IL 60115	Tour of a farm and successful business developed from the production on their farm. Agrotourism, marketing of locally owned farm products, and manufacturing of products for consumer use.	Congressional District 16 Kinzing