



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.**

- Name of Traveler: Aaron Lee Calkins
- Name of Accompanying Relative: \_\_\_\_\_ **OR** None
  - Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
- Dates: Departure: Oct. 26, 2022 Return: Oct. 28, 2022
  - Dates at Personal Expense, if any: \_\_\_\_\_ **OR** None
- Departure City: Washington, DC Destination: Cambridge, MD Return City: Washington, DC
- Sponsor(s), Who Paid for the Trip: Conservative Partnership Institute
- Describe Meetings and Events Attended:  
The event consisted of a series of presentations and panel discussions that focused on being an effective Legislative Director.
- Attached to this form are **each** of the following, *signify that each item is attached by checking the corresponding box*:
  - a completed *Sponsor Post-Travel Disclosure Form*;
  - the *Primary Trip Sponsor Form* completed by the trip sponsor **prior** to the trip, **including all** attachments **and** the *Additional Sponsor Form(s)*;
  - page 2 of the completed *Traveler Form* submitted by the employee; **and**
  - the letter from the Committee on Ethics approving my participation on this trip.
- 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.**
  - 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: 11/9/2022

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: Andy Biggs Date: 11/9/2022

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: Conservative Partnership Institute
- Travel Destination(s): Cambridge, MD
- Date of Departure: October 26, 2022 Date of Return: October 28, 2022
- Name(s) of Traveler(s): Attached

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

- 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	\$78	\$198	\$55	0
Accompanying Family Member	0	0	0	0

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

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

Signature: Ed Corrigan Date: 11/03/2022

Name: Ed Corrigan Title: President & CEO

Organization: Conservative Partnership Institute

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

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

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

*Committee staff may contact the above-named individual if additional information is required.*

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.



U.S. House of Representatives

# COMMITTEE ON ETHICS

## SPONSOR POST-TRAVEL DISCLOSURE FORM

Original  Amendment

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**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: Conservative Partnership Institute
- Travel Destination(s): Cambridge, MD
- Date of Departure: October 26, 2022 Date of Return: October 28, 2022
- Name(s) of Traveler(s): Attached

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

- 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	\$78	\$198	\$55	0
Accompanying Family Member	0	0	0	0

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

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

Signature: Ed Corrigan Date: 11/03/2022

Name: Ed Corrigan Title: President & CEO

Organization: Conservative Partnership Institute

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

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

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

*Committee staff may contact the above-named individual if additional information is required.*

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.



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# 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:

Conservative Partnership Institute

2.  I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. Signify that the statement is true by checking box.

3. **Check only one.** I represent that:

a.  The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip: **OR**

b.  The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds: **OR**

c.  The primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.

If "c" is checked, list the names of the additional sponsors:

4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):

See attached

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

6. Date of departure: October 26, 2022 Date of return: October 28, 2022

7. a. City of departure: Washington, DC

b. Destination(s): Cambridge, MA

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; **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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# 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 conservative Partnership Institute provides regular educational briefings and training sessions to congressional staff and conservative leaders and activists*

13. **Answer parts a and b. Answer part c if necessary:**

a. Mode of travel: Air  Rail  Bus  Car  Other  (specify: \_\_\_\_\_)

b. Class of travel: Coach  Business  First  Charter  Other  (specify: \_\_\_\_\_)

c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:

14.  I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). *Signify that the statement is true by checking the box.*

15. **Check only one.** I represent that either:

a.  The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees; **OR**

b.  The trip involves events that are arranged specifically *with regard* to congressional participation.

If "b" is checked:

1) Detail the cost *per day* of meals (approximate cost may be provided):

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

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

*location is owned by trip sponsor CPI, economical, and conducive to education and training*

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

Hotel Name: Decoursey Bridge City: Cambridge, MD Cost Per Night: \$99

Reason(s) for Selecting: Location is owned by trip sponsor CPI, economical, and conducive

Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_ to

Reason(s) for Selecting: \_\_\_\_\_ education

Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_ and

Reason(s) for Selecting: \_\_\_\_\_ training

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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# 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	\$100	\$198	\$118
For each Accompanying Family Member	n/A	n/A	n/A

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	\$0	\$0
For each Accompanying Family Member	n/A	n/A

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

### 19. Check only one:

- a.  I certify that I am an officer of the organization listed below; **OR**
- b.  Not Applicable. Trip sponsor is an individual or a U.S. institution of higher education.

### 20. I certify by my signature that

- a. I read and understand the Committee's Travel Regulations;
- b. I am not a registered federal lobbyist or registered foreign agent; and
- c. The information on this form is true, complete, and correct to the best of my knowledge.

Signature: Ed Corrigan Date: 7/29/2022  
 Name: Ed Corrigan Title: President and CEO  
 Organization: Conservative Partnership Institute  
 Address: 300 Independence Avenue, SE Washington, DC 20003  
 Email: info@cpic.org Telephone: 202-545-0282

### INSTRUCTIONS

Complete the *Primary Trip Sponsor Form* and submit the agenda, invitation list, any attachments, and any *Additional Trip Sponsor Forms* directly to the Travelers.

Written approval from the Committee on Ethics is required before traveling on this trip. The Committee on Ethics will notify the House invitees directly and will not notify the trip sponsors.

Willful or knowing misrepresentation on this form may be subject to criminal prosecution under 18 U.S.C. § 1001. Signatures must comply with section 104(bb) of the Travel Regulations.

For questions, please contact the Committee on Ethics at:

1015 Longworth House Office Building  
Washington, D.C. 20515

[ethicscommittee@mail.house.gov](mailto:ethicscommittee@mail.house.gov) | 202-225-7103  
More information and forms available at [ethics.house.gov](http://ethics.house.gov)

**Conservative Partnership Institute (CPI) Legislative Director Retreat**  
**Wednesday, October 26th – Friday, October 28th**

**Theme: Appropriations, Accountability, and Effectively Legislating**

**Day 1**

**10 am - 12 pm**      **Travel from 300 Independence Ave, SE to [SG1] Decoursey Bridge Rd, Cambridge, MD 21613**

**12:00 - 1 pm**      **Arrival at CPI Property and Check-in**

**1:00 - 2:00 pm**      **Lunch and Introduction**

*Speaker: Tim Reitz, House Freedom Caucus & James Holland, CPI*

**2:00 - 4:00 pm**      **SESSION 1: House Rules and Procedure**

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

*Speakers: Ed Corrigan, CPI, & Rep. Morgan Griffith*

**4:00 - 4:30 pm**      **Break**

**4:30 - 5:30 pm**      **SESSION 2: How to Lead Legislatively & Build Coalitions**

Planning and execution of legislative efforts through coalition building with outside groups and internal stakeholders, creating powerful messaging and newsletters, and negotiating in a bipartisan manner on legislation.

*Speakers: Justin Ouimette, State Freedom Caucus Foundation & Scott Parkinson, former Legislative Director for Sen. Marco Rubio*

**5:30 - 6:00 pm**      **Break**

**6:00 - 7:30 pm**      **Dinner & Policy Session 3: Creating a Positive Office Culture**

As a former Chief of Staff, Mr. Meadows will be able to share his perspective on leadership and personnel management, human resources, organizational strategies to increase the efficiency of the office, and how to create a positive and healthy office environment.

*Speaker: Mark Meadows, CPI*

## Day 2

**9:00 – 9:30 am**      **Breakfast Buffet**

**9:30 – 10:30 am**      **SESSION 4: The Ins & Outs of Oversight & Government Reform**

How to increase government accountability and ethical practices in government through oversight tools such as document requests, transcribed interviews and depositions, legislation, and correspondence.

*Speakers: Tom Jones, American Accountability Foundation & Mike Howell, Heritage Foundation*

**10:30 – 11:00 am**      **Break**

**11:00 am – 12:30 pm**      **WORKSHOP 1: How to Work with Your Communications Director**

Navigating today's media landscape, increasing coverage, and collaborating on legislative priorities. Also, how to instruct and motivate communications professionals to write and create more content and be more efficient.

*Speakers: Russell Dye, Communications Director for Rep. Jim Jordan & Ben Williamson, Former White House Senior Comms & Bobby Donachie, Athos PR*

**12:30 – 2:00 pm**      **Lunch & Session 5: How Legislative Directors Can Best Collaborate with Their Member**

As a former Chief of Staff, Rep. Roy will be able to share both from a staffer perspective and the perspective of a Congressional leader on how to plan, execute and communicate with the media, other offices, and constituents. Rep. Roy also will elaborate on legislative failures and strategies he has experienced in his over fifteen-year career and how to avoid them.

*Speaker: Rep. Chip Roy*

**2:00 – 2:30 pm**      **Break**

**2:30 – 3:30 pm**      **SESSION 6: House Budget & Appropriations**

Learning the rules of the process, understanding how to fund the federal government's vital activities and manage priorities, preventing inflation and excessive spending, strategizing on budget resolutions and working with the Congressional Budget Office.

*Speakers: Jason Yaworske, Clerk for the Senate Appropriations Committee & Richard Stern, Fellow at the Heritage Foundation*



**3:30 – 4:00 pm      Break**

**4:00 – 5:30 pm      Legislative Panel: Putting Conservative Philosophy into Practice**

A two-part session covering the philosophy of the American political tradition from the Founding until today, research on the tenets of classical liberalism in light of modern debates on conservative policy and identity politics. Part two will focus on contemporary political movements like the Tea Party and review the legislative achievements and failures.

*Speakers: Dr. David Azerrad, Assistant Professor at Hillsdale College & Pedro Gonzalez, Editor at Chronicles Magazine*

**5:30 – 7:30 pm      Special Dinner with Guest, the Honorable Jim DeMint.**

**Day 3:**

**9:30 am              Breakfast & Check Out**

**10:00 – 12:00 pm    Travel from Decoursey Bridge Rd, Cambridge, MD 21613 to 300 Independence Ave., SE**

1. Aaron Calkins - Rep. Andy Biggs (*Invited as a legislative professional and interest in improving Congressional legislative strategy*)
2. Chris Fernandez - Rep. Lauren Boebert (*Invited as a legislative professional and interest in improving Congressional legislative strategy*)
3. Eric Heigis - Rep. Ted Budd (*Invited as a legislative professional and interest in improving Congressional legislative strategy*)
4. Abby McHan- Rep. Michael Cloud (*Invited as a legislative professional and interest in improving Congressional legislative strategy*)
5. Dawn-Marie Sullivan - Rep. Andrew Clyde (*Invited as a legislative professional and interest in improving Congressional legislative strategy*)
6. Alex Smith - Rep. Byron Donalds (*Invited as a legislative professional and interest in improving Congressional legislative strategy*)
7. Tim Reitz- House Freedom Caucus (*Invited as a legislative professional and interest in improving Congressional legislative strategy*)
8. Steve Ackerman - Rep. Russ Fulcher (*Invited as a legislative professional and interest in improving Congressional legislative strategy*)
9. Suanne Edmiston- Rep. Louie Gohmert(*Invited as a legislative professional and interest in improving Congressional legislative strategy*)
10. Joe Barry- Rep. Bob Good (*Invited as a legislative professional and interest in improving Congressional legislative strategy*)
11. Jay Kronzer - Rep. Mark Green (*Invited as a legislative professional and interest in improving Congressional legislative strategy*)
12. Travis Trejo- Rep. Andy Harris (*Invited as a legislative professional and interest in improving Congressional legislative strategy*)
13. Nathan Barker - Rep. Jody Hice (*Invited as a legislative professional and interest in improving Congressional legislative strategy*)
14. Patrick Schilling- Rep. Scott Perry (*Invited as a legislative professional and interest in improving Congressional legislative strategy*)
15. Babs Hough- Rep. Matt Rosendale (*Invited as a legislative professional and interest in improving Congressional legislative strategy*)
16. Bill Christian- Rep. Randy Weber (*Invited as a legislative professional and interest in improving Congressional legislative strategy*)
17. Mac Zimmerman- Rep. Tom Tiffany (*Invited as a legislative professional and interest in improving Congressional legislative strategy*)
18. Chrissy Rabuse Barry- Rep. Mary Miller (*Invited as a legislative professional and interest in improving Congressional legislative strategy*)



U.S. House of Representatives  
COMMITTEE ON ETHICS

TRAVELER FORM

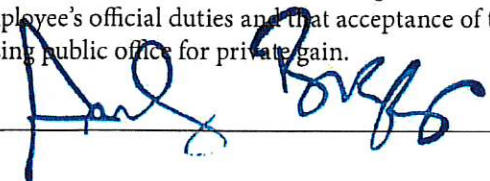
- 1. Name of Traveler: Aaron Lee Calkins
- 2. Sponsor(s) who will be paying or providing in-kind support for the trip:  
Conservative Partnership Institute
- 3. City and State OR Foreign Country of Travel : Cambridge, MD
- 4. a. Date of Departure: October 26, 2022 Date of Return: October 28, 2022  
b. 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.**  
This event will provide me with professional development opportunities to help me better serve as Legislative Director for Congressman Biggs. The event will allow me to develop new skills and gain knowledge related to appropriations and budgeting, messaging, and communications. This will help me better serve Rep. Biggs and his constituents.
- 9. Yes  No  **Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip?**
- 10. For staff travelers, to be completed by your employing Member:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Signature of Employing Member  Date 9/22/2022



# U.S. House of Representatives

COMMITTEE ON ETHICS

Washington, DC 20515

October 21, 2022

Mr. Aaron Calkins  
Office of the Honorable Andy Biggs  
171 Cannon House Office Building  
Washington, DC 20515

Dear Mr. Calkins:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Maryland, scheduled for October 26 to 28, 2022, sponsored by Conservative Partnership Institute, Inc.

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

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

Sincerely,



Susan Wild  
Acting Chairwoman



Michael Guest  
Acting Ranking Member

SW/MG:rp