



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:
2. a. Name of Accompanying Relative: OR None
b. Relationship to Traveler: Spouse Child Other (specify):
3. a. Dates: Departure: Return:
b. Dates at Personal Expense, if any: OR None
4. Departure City: Destination: Return City:
5. Sponsor(s), Who Paid for the Trip:
6. Describe Meetings and Events Attended:

- 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:

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: Date:

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.

**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 & and 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

Washington, DC 20515

October 21, 2022

Mr. Timothy Reitz
House Freedom Caucus
2160 Rayburn House Office Building
Washington, DC 20515

Dear Mr. Reitz:

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