



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: Zachary Roberts
2. a. Name of Accompanying Relative: _____ **OR** None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: 11/10/2022 Return: 11/12/2022
 b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Washington, DC Destination: New Orleans, LA Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Louisiana Sugar Cane Foundation, Inc.
6. Describe Meetings and Events Attended:
 Attended meetings and events that educated me on USDA research relating to sugar cane, as well as how the crop is grown, how farmers and researchers are working to improve crops and increase yields, and how much sugar cane contributes to the economy.
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: 11/17/2022

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: Rep. Austin Scott Date: 11/17/2022

Signature of Supervising Member: 



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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.

- Sponsor(s) who paid for the trip: Louisiana Sugar Cane Foundation, Inc.
- Travel Destination(s): Houma, LA; Thibodaux, LA; Paincourtville, LA; Gramercy, LA; New Orleans, LA
- Date of Departure: Thursday, November 10, 2022 Date of Return: Saturday, November 12, 2022
- Name(s) of Traveler(s): Ken Clifford, Briana Connolly, Isabel Coughlin, Lily Douthitt, Chandler Mason, Zach Roberts
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	\$590.00	\$232.00	\$119.25	
Accompanying Family Member				

- 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: Kenneth Gravois Date: 11/14/2022

Name: Kenneth Gravois Title: President

Organization: Louisiana Sugar Cane Foundation, Inc.

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

Address: P O Box 874, Thibodaux, LA 70302-0874

Email: admin@lasugarfoundation.org Telephone: 225-281-9472

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.



TRAVELER FORM

1. Name of Traveler: Zachary Roberts
2. Sponsor(s) who will be paying or providing in-kind support for the trip:
The Louisiana Sugar Cane Foundation, Inc.
3. City and State **OR** Foreign Country of Travel : Thibodaux/New Orleans, LA
4. a. Date of Departure: 11/10/2022 Date of Return: 11/12/2022
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.
As the Deputy Chief of Staff that covers agriculture policy for Rep. Scott, this trip will provide educational opportunities regarding sugarcane research, harvesting, and processing operations, as well as the overall importance of the sugarcane industry for the economy.
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

Austin Scott

Date

10/05/22



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:

Louisiana Sugar Cane Foundation, 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:

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 list

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

6. Date of departure: Thursday, November 10, 2022 Date of return: Saturday, November 12, 2022

7. a. City of departure: Washington Reagan Airport in Washington, DC

b. Destination(s): Houma, Thibodaux, Raceland, Gramercy, New Orleans, LA

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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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 Louisiana Sugar Cane Foundation, Inc. is the sole sponsor of this congressional staffers trip. The mission of the Louisiana Sugar Cane Foundation is to provide educational and stewardship opportunities within the Louisiana sugar industry. Each stop on this trip represents an important part of the Louisiana sugar industry.
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):
- Thursday meals for \$44.25; Friday meals for \$58.00; Saturday breakfast for \$17.00
- 2) Provide the reason for selecting the location of the event or trip:
- To provide knowledge and experience of the inner workings of the LA sugarcane industry.
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Hampton Inn City: Thibodaux Cost Per Night: \$96
- Reason(s) for Selecting: located on the tour route and in the Bayou Lafourche sugar region
- Hotel Name: Astor Crowne Plaza City: New Orleans Cost Per Night: \$136
- Reason(s) for Selecting: located near where sugarcane was first grown by Jesuit priests on Baronne St.
- 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	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	\$590.00	\$232.00	\$119.25
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		
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: Kenneth Gravois Date: 09/13/2022
 Name: Kenneth Gravois Title: President
 Organization: Louisiana Sugar Cane Foundation, Inc.
 Address: P O Box 874, Thibodaux, LA 70302-0874
 Email: admin@lasugarcanefoundation.org Telephone: (225) 281-9472

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 24, 2022

Mr. Zachary Roberts
Office of the Honorable Austin Scott
2417 Rayburn House Office Building
Washington, DC 20515

Dear Mr. Roberts:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to New Orleans and Thibodaux, Louisiana, scheduled for November 10 to 12, 2022, sponsored by Louisiana Sugar Cane Foundation 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:amr

**ITINERARY FOR
CONGRESSIONAL STAFF SITE VISIT
LOUISIANA SUGAR INDUSTRY
(November 10-12, 2022)**

Thursday, November 10, 2022

- | | |
|--------------------------------|--|
| 8:36 a.m. - 10:51 a.m. | Group travels to New Orleans, LA on American Airlines flight # 5277 from Washington-Reagan National Airport. |
| 10:51 a.m. | Group arrives at the New Orleans International Airport. |
| 11:00 a.m. – 12:00 p.m. | Group Leaders will pick up the group at the New Orleans Airport and transport the group for the duration of the trip. Travel to Houma, LA. |
| 12:00 p.m. – 1:00 p.m. | Lunch at the USDA-ARS, Sugarcane Research Unit in Houma. During this lunch, a briefing on the history of the Louisiana sugarcane industry and a description of the process of creating sugar from sugarcane will be provided. |
| 1:00 p.m. – 2:15 p.m. | Site visit of the USDA-ARS, Sugarcane Research Unit. The focus will be on the research to improve sugarcane production practices to help farmers manage risks through improved plant breeding and varietal selection. Participants will visit the sugarcane crossing greenhouse complex and field plots. |
| 2:15 p.m. – 2:45 p.m. | Travel to the John Deere Thibodaux Factory, Thibodaux, LA. |
| 2:45 p.m. – 4:30 p.m. | Site visit of the John Deere Thibodaux Factory. The group will learn of the local, national, and international economic impact of the largest producer of sugarcane harvesting equipment. The group will participate in a site visit of the factory to observe equipment being built. |
| 4:30 p.m. – 4:45 p.m. | Travel to the Hampton Inn in Thibodaux. |
| 4:45 p.m. | Arrive at the Hampton Inn in Thibodaux – break and prepare for dinner |
| 6:00 p.m. – 6:15 p.m. | Travel to the Tractor Barn in Thibodaux, LA for dinner. |
| 6:15 p.m. – 8:30 p.m. | Dinner at the Tractor Barn in Thibodaux, LA. Here the group will interact with growers and processors to discuss important sugar industry issues. Dinner will be served consisting of local Louisiana dishes. |
| 8:30 p.m. – 8:45 p.m. | Depart from the Tractor Barn for the Hampton Inn in Thibodaux. |
| 8:45 p.m. | Arrive at Hampton Inn for the night. |

Friday, November 11, 2022

Please check out before leaving for tours. You will not return to this hotel. Continental breakfast will be in lobby of hotel prior to our departing.

- 8:30 a.m. - 8:50 a.m.** Travel from the Hampton Inn to Joel Landry Farms for a site visit of a sugarcane farm in Paincourtville, LA.
- 8:50 a.m.- 10:30 a.m.** Field site visit to observe the various steps for growing and harvesting sugarcane. Participants will observe sugarcane harvesting and talk with the producer to learn of the challenges and rewards of growing sugarcane in south Louisiana.
- 10:30 a.m. – 10:50 a.m.** Travel to Lafourche Sugars, LLC in Thibodaux, LA.
- 10:50 a.m. – 12:45 p.m.** Site visit of the Lafourche Sugar factory to observe the various steps for processing sugarcane into raw sugar that include preparation, clarification, evaporation, and crystallization.
- 12:45 p.m. – 1:45 p.m.** Travel to Louisiana Sugar Refinery in Gramercy, LA
A box lunch will be provided enroute.
- 1:45 p.m. - 2:15 p.m.** Dr. Michael Deliberto, Agricultural Economist with the LSU AgCenter, will discuss the impact of the sugar industry on the Louisiana economy.
- 2:15 p.m. - 4:30 p.m.** Site visit of Louisiana Sugar Refinery. Participants will observe the process of converting raw sugar into refined sugar. Participants will learn of the recent business venture regarding vertical integration within the Louisiana sugar industry. A site visit of the refinery will be provided.
- 4:30 p.m. - 6:00 p.m.** Travel to the Astor Crowne Plaza in New Orleans, LA
- 6:00 p.m.** Arrive at the Astor Crowne Plaza.
- 7:15 p.m. – 9:30 p.m.** Dinner at Bourbon House. Staffers will continue interactions with local sugarcane growers and processors. Participants will debrief from the events of the day. They will learn of the day's sugar production from the field to the table.

Saturday, November 12, 2022

Check out prior to breakfast.

7:30 a.m. – 8:30 a.m. Breakfast Briefing - meeting room in the Astor Crowne Plaza. A final review and summary of Louisiana sugar industry highlights will be provided.

8:30 a.m. – 9:00 a.m. Van shuttle will transport you back to the New Orleans airport for your American Airlines flight # 5277 departing New Orleans at 11:21 a.m. arriving Washington Reagan at 2:54 p.m.

2022 Congressional Participant List

	<u>Staffer</u>		<u>Office</u>	<u>Title</u>
1	Ron Anderson	R-LA	Sen. Bill Cassidy	Senior Policy Advisor
2	Ken Clifford	R-CA	Rep. Michelle Steel	Legislative Director
3	Briana Connolly	R-OR	Rep. Cliff Bentz	Legislative Assistant
4	Isabel Coughlin	D-VA	Rep. Abigail Spanberger	Legislative Assistant
5	Madelyn Derks	R-MO	Rep. Vicky Hartzler	Legislative Assistant
6	Lily Douthitt	R-KY	Rep. James Comer	Legislative Assistant
7	Hali Gruber	R-SC	Rep. Ralph Norman	Senior Legislative Assistant
8	Macie Kelly	R-AR	Sen. John Boozman	Legislative Assistant
9	Chandler Mason	D-PA	Rep. Dwight Evans	Senior Policy Advisor
10	Katie Morley	R-NE	Rep. Adrian Smith	Legislative Assistant
11	Zach Roberts	R-GA	Rep. Austin Scott	Legislative Director
12	Megan Ruane	D-PA	Rep. Madeline Dean	Director of Operations
13	Robert Sar	R-OK	Rep. Stephanie Bice	Staff Assistant
14	Leon Striker	R-IN	Rep. Greg Pence	Legislative Assistant
15	Judith Teruya	D-NY	Rep. Grace Meng	Legislative Assistant