



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.

1. Name of Traveler: Adelina Allegratti
2. a. Name of Accompanying Relative: \_\_\_\_\_ OR None   
 b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: 12/08/2022 Return: 12/11/2022  
 b. Dates at Personal Expense, if any: N/A OR None
4. Departure City: Washington, DC Destination: 3675 Decoursey Bridge Road Return City: Cambridge, MD
5. Sponsor(s), Who Paid for the Trip: American Moment
6. Describe Meetings and Events Attended:  
 American Moment hosted several educational panels, keynote lectures, and remarks by public policy experts for two full days in Cambridge, MD.
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: Adelina Allegratti Digitally signed by Adelina Allegratti  
Date: 2022.12.14 16:47:41 -05'00' Date: 12/14/2022

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. Warren Davidson (OH-08) Date: 12/14/2022

Signature of Supervising Member:



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# 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: American Moment
2. Travel Destination(s): 3675 Decoursey Bridge Road Cambridge, MD 21613
3. Date of Departure: 12/08/2022 Date of Return: 12/11/2022
4. Name(s) of Traveler(s): William Newman, Andrew Garcia, Adelina Allegretti

*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	\$112.89	\$297.00	\$182.14	N/A
Accompanying Family Member	N/A	N/A	N/A	N/A

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: Nicholas Solheim Date: 12/14/2022

Name: Nicholas Solheim Title: Chief Operations Officer

Organization: American Moment

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

Address: 300 Independence Avenue SE Washington, DC 20003

Email: nick@americanmoment.org Telephone: 612-352-0818

*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](http://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:  
American Moment
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: Dec. 8, 2022 Date of return: Dec. 11, 2022
7. a. City of departure: Washington, DC 20003  
b. Destination(s): 3675 Decoursey Bridge Road, Cambridge, MD 21613  
c. City of return: Washington, DC 20003
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:
- American Moment's mission is to identify, educate, and credential young Americans who care about policy to get involved on Capitol Hill. We primarily assist them through certification programs, Fellowship programs, internships, and public lectures intended to education about the American system of governance.
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):
- 2) Provide the reason for selecting the location of the event or trip:
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Decoursey Bridge Road City: Cambridge, MD Cost Per Night: \$99
- Reason(s) for Selecting: Location is economical and conducive to education and training.
- 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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# COMMITTEE ON ETHICS

18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts <input checked="" type="checkbox"/> Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$110	\$297	\$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	N/A	N/A
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: *Nicholas Sawyer Solheim* Date: Nov. 30, 2022  
 Name: Nicholas Sawyer Solheim Title: Chief Operations Officer  
 Organization: American Moment  
 Address: 300 Independence Avenue SE Washington, DC 20003  
 Email: nick@americanmoment.org Telephone: 612-352-0818

### 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

## American Moment Policy Retreat

Dec. 8-11, 2022

### Day One (Dec. 8, 2022)

Travel day, leaving 300 Independence Avenue SE at 5:30p, arrive at location around 7p, no scheduled programming

### Day Two (Dec. 9, 2022)

#### 9:00a-10:00a Welcoming Remarks

**American Moment President Saurabh Sharma**

*President Saurabh Sharma will welcome everyone to the retreat and set expectations for the next two days of lectures.*

#### 10:00a-12:00p Introduction to House & Senate Procedure (Part I)

**Conservative Partnership Institute CEO Ed Corrigan**

*Ed Corrigan will deliver his House and Senate Procedure Lecture, walking attendees through the constitutional framework Congress operates under.*

#### 12:00p-1:00p Lunch

#### 1:00p-1:30p Dessert and Coffee Bar

#### 1:30p-3:30p Introduction to House and Senate Procedure (Part II)

**Conservative Partnership Institute CEO Ed Corrigan**

*Ed Corrigan will deliver his House and Senate Procedure Lecture, walking attendees through the constitutional framework Congress operates under.*

#### 3:30p-3:45p Break

#### 3:45p-5:00p Up From Chaos: Conserving American Security

**Center for the National Interest Fellow Dr. Sumantra Maitra, Lincoln Network Fellow Jon Askonas, and Vice President of Foreign Policy at Stand Together Dan Caldwell**

*Panelists will be lecturing on a history of American foreign policy doctrine, from John Quincy Adams to the Russian invasion of Ukraine to provide attendees an understanding of how Congress past and present has attempted to conserve American security.*

#### 5:00p-6:00p Stop the Invasion: Ending the Mass Immigration Regime

**Center for Immigration Studies President Mark Krikorian, President of U.S. Tech Workers Kevin Lynn, Author "They're Not Listening" Ryan Girdusky**

*Panelists will be lecturing on American immigration policy, the American worker, and Congress' role in defending the border. This will provide attendees with an understanding of the complicated policies at play that are often oversimplified online and in the news.*

#### 6:00p-6:15p Day Closing Remarks and Instructions

**American Moment President Saurabh Sharma and COO Nick Solheim**

*President Saurabh Sharma and COO Nick Solheim will thank everyone for their participation today and provide dinner instructions.*

#### 6:15p-7:00p Cocktail Reception

*Featuring special guest Senator Jeff Sessions (R-AL)*

*Time for all of the attendees to get to know each other — no lecture.*

**7:00p Dinner**

**7:05p-7:15p Blessing**

**Rev. Lucas Dorminy, Trinity Reformed Church of Martinsburg  
Prayer over the meal before dinner.**

**7:30p-8:00p Remarks: On the Nature of the Beast**

**Former Attorney General of the United States and Senator from Alabama, Jefferson  
Beauregard Sessions**

**A lecture from former Senator from Alabama and Attorney General Jeff Sessions  
on business and the changing culture around blue-collar workers in America.  
This lecture will help attendees understand the history of blue collar labor in  
America and how times are changing.**

**8:15p-8:30p Dessert and Toast**

**A toast from the team at American Moment for all the hard work and study of the day.**

**8:30p Decamp to Evening Activities**

**No scheduled activities, free time for attendees.**

**Day Three (Dec. 10, 2022)**

**9:00a-9:30a Morning Remarks**

**American Moment President Saurabh Sharma**

**Reviewing everything that was taught the day before and previewing what will be  
discussed today.**

**9:30a-10:30a Keynote: Committee Mechanics: How The Sausage Gets Made**

**Former Executive Director of the Senate Steering Committee, Clint Brown**

**A lecture on how congressional committees operate and what their role is in the  
legislative branch. This will help attendees better understand how committees  
operate and make legislation.**

**10:30a-10:45a Break**

**10:45a-12:00p How to Be an Effective Staffer**

**Chief of Staff for Congressman Ken Buck (R-CO), James Braid and former Senior Policy  
Advisor for Senator Josh Hawley (R-MO) Jacob Reses**

**A lecture on how being a staffer on Capitol Hill works from people who have  
done it before. This lecture will provide more context for how big of a role  
congressional staff play in American governance.**

**12:00p-1:00p Lunch**

**1:00p-1:30p Dessert and Coffee Bar**

**1:30p-2:45p Preserving the American Way of Life: A Primer on Families**

**American Principles Project President Terry Schilling, Ethics and Public Policy Center  
Fellow Patrick T. Brown, and Niskanen Institute Director of Social Policy Samuel  
Hammond**

*A panel lecture on the history of American social policy from the New Deal to today. This panel will teach attendees about the importance of the American family in culture and local way of life.*

**2:45p-3:00p Break**

**3:00p-4:15p Fanciful Free Trade: The Death of American Manufacturing**  
**Coalition for a Prosperous America Economist Jeff Ferry, American Compass Research Director Wells King, and Policy Director for Senator Josh Hawley (R-MO) Daniel Kishi**

*A panel lecture on the history of American trade policy from the Founding to today, and how it contributes to the outsourcing of American manufacturing. Trade is extremely complex, and this lecture will simplify the role Congress plays in deciding how America will trade.*

**4:15p-4:30p Day Closing Remarks and Instructions**  
**American Moment President Saurabh Sharma and COO Nick Solheim**

*President Saurabh Sharma and COO Nick Solheim will thank everyone for their participation today and provide dinner instructions.*

**4:30p-7:00p Break**

**7:00p Dinner**

**7:05-7:15p Blessing**  
**Rev. Dominic Legge, Director of the Thomistic Institute**

*Prayer over the dinner meal.*

**7:30p-8:00p Keynote: What's Next?**  
**Claremont Institute Center for the American Way of Life Director Arthur Milikh**  
*A keynote lecture on what attendees should take away from all the lectures, and where America will go from here.*

**8:15p-8:30p Dessert and Toast**  
*A toast from the team at American Moment for all the hard work and study of the day.*

**8:30p Decamp to Evening Activities**

*No scheduled activities, free time for attendees.*

**Day Four (Dec. 11, 2022)**

**Travel day, leaving 3675 Decoursey Bridge Road, Cambridge, MD at 11a, arrive back to DC around 12:30p, no activities scheduled.**



Name	Title	Office	Reason
William Crowell Newman	Press Assistant	Congressman Andrew Clyde	Lectures and training on House/Senate rules and procedures
Yitzhak Friedman	Research Assistant	Congressman Louie Gohmert	Lectures and training on House/Senate rules and procedures
Andrew Garcia	Research and Operations Assistant	Republican Study Committee	Lectures and training on House/Senate rules and procedures
Ian McGrew	Staff/Press Assistant	Congressman Bob Good	Lectures and training on House/Senate rules and procedures
Jerry Hezakiah Laughter	Press Secretary	Congressman Dan Bishop	Lectures and training on House/Senate rules and procedures
Teresa Schuster	Press Assistant	Congressman Chip Roy	Lectures and training on House/Senate rules and procedures
Adelina Allegretti	Senior Legislative Assistant	Congressman Warren Davidson	Lectures and training on House/Senate rules and procedures
Joseph Benjamin Porter	Legislative Correspondent	Congresswoman Lauren Boebert	Lectures and training on House/Senate rules and procedures



U.S. House of Representatives

# COMMITTEE ON ETHICS

## TRAVELER FORM

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. **This form and any attachments may be delivered to the Committee at 1015 Longworth or e-mailed to [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).**

**Your completed request must be submitted to the Committee no less than 30 days before your proposed departure date.** Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. **You must receive explicit approval from the Committee before you depart on this trip.**

Name of Traveler: Adelina Allegretti

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

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

*Adelina Allegretti*

Signature: \_\_\_\_\_

Name of Signatory (if other than traveler): \_\_\_\_\_

For Staff (name of employing Member or Committee): Rep. Warren Davidson (OH-08)

Office Address: 2113 Rayburn HOB Washington, DC 20515

Telephone Number: (202) 225-6205

Email Address of Contact Person: addy.allegretti@mail.house.gov

Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, *and* these forms are being submitted to the Committee less than 30 days before the trip departure date.

**NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.**

**KEEP A COPY OF THIS FORM.** Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

If there are any questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or via e-mail: [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).



U.S. House of Representatives


# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Adelina Allegretti
2. Sponsor(s) who will be paying or providing in-kind support for the trip:  
American Moment
3. City and State **OR** Foreign Country of Travel : Cambridge, MD
4. a. Date of Departure: Dec 8th, 2022 Date of Return: Dec 11th, 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.**  
  
The sponsors will provide educational seminars on policy issues in my portfolio as a senior Legislative Assistant. They will also cover House and Senate procedure. The seminars will be conducted by experts in each policy area.
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 11/8/2022



# U.S. House of Representatives

COMMITTEE ON ETHICS

Washington, DC 20515

December 6, 2022

Ms. Adelina Allegretti  
Office of the Honorable Warren Davidson  
2113 Rayburn House Office Building  
Washington, DC 20515

Dear Ms. Allegretti:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Maryland, scheduled for December 8 to 11, 2022, sponsored by American Moment.

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 that reads "Susan Wild". The signature is fluid and cursive, with the first name being more prominent.

Susan Wild  
Acting Chairwoman

A handwritten signature in blue ink that reads "Michael Guest". The signature is fluid and cursive, with the first name being more prominent.

Michael Guest  
Acting Ranking Member

SW/MG:mc