



U.S. House of Representatives COMMITTEE ON ETHICS

EMPLOYEE POST-TRAVEL DISCLOSURE FORM [X] 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: Sean McAndrews
2. a. Name of Accompanying Relative: OR None
b. Relationship to Traveler: Spouse Child Other (specify)
3. a. Dates: Departure: 11/28/22 Return: 11/30/22
b. Dates at Personal Expense, if any: OR None
4. Departure City: Washington, DC Destination: Cambridge, MD Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: American Accountability Foundation, Conservative Partnership
6. Describe Meetings and Events Attended: Oversight training
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: [Signature] Date: 12/27/2022

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: Chip Roy Date: 12/27/2022

Signature of Supervising Member: [Signature]





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# 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: Sean McAndrews

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.

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

Name of Signatory (if other than traveler): Sean McAndrews

For Staff (name of employing Member or Committee): Rep. Chip Roy (TX-21)

Office Address: 1005 Longworth House Office Building, Washington, DC 20515

Telephone Number: 202-225-4236

Email Address of Contact Person: tom@americanaccountabilityfoundation.com

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).



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# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Sean McAndrews
2. Sponsor(s) who will be paying or providing in-kind support for the trip:  
American Accountability Foundation, Heritage Foundation, and the Conservative Partnership Institute
3. City and State **OR** Foreign Country of Travel : Cambridge, MD
4. a. Date of Departure: November 28, 2022 Date of Return: November 30, 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.**  
Oversight is part of my official responsibilities as Legislative Assistant and this training will better equip me in those duties.
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:

RECEIVED  
2022 OCT 26 PM 3:55  
COMMITTEE ON ETHICS

## 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 10/26/2022



## 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 Accountability Foundation
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: November 28, 2022 Date of return: November 30, 2022
7. a. City of departure: Washington, D.C.  
b. Destination(s): Cambridge, MD  
c. City of return: Washington, D.C.
8. **Check only one.** I represent that:
  - a.  The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: **OR**
  - b.  The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: **OR**
  - c.  The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.
9. **Check only one of the following:**
  - a.  I checked 8(a) or (b) above; **OR**
  - b.  I checked 8(c) above but am not offering any lodging; **OR**
  - c.  I checked 8(c) above and am offering lodging and meals for one night; **OR**
  - d.  I checked 8(c) above and am offering lodging and meals for two nights. If you checked this box, explain why the second night of lodging is warranted:



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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:  
See attached.

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 \$60.

- 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 Rd City: Cambridge, MD Cost Per Night: \$99

Reason(s) for Selecting: Location is owned by trip sponsor CPI, 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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### 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	\$110	\$198	\$120
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: Tom Jones Date: \_\_\_\_\_

Name: Tom Jones Title: President

Organization: American Accountability Foundation

Address: 300 Independence Ave, SE, Washington, DC 20003

Email: tom@americanaccountabilityfoundation.com Telephone: (202) 215-5258

## 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)



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# COMMITTEE ON ETHICS

## ADDITIONAL TRIP SPONSOR FORM

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

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.**

1. Name of Primary Trip Sponsor: American Accountability Foundation
2. Name of your organization: Conservative Partnership Institute
3. Yes  No  Is your organization designated a § 501(c)(3) charitable organization by the Internal Revenue Service?
4. Yes  No  Does your organization receive funding from any foreign government or multinational organization?
5. **Check one.** I certify that my organization:
  - a.  Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. **OR**
  - b.  Has had a direct role in the organizing, planning, or conducting of a trip to  
 Destination: Cambridge, MD on Date: November 28-30, 2022  
 that is being organized or arranged by the above-named Primary Trip Sponsor. **OR**
  - c.  Has provided in-kind support to the above-named Primary Trip Sponsor (e.g., meeting planning assistance, meeting space and set-up, and paying for expenses related to this trip directly to the service provider).
6. **Check only one:**
  - a.  My organization does not employ or retain a registered federal lobbyist or foreign agent **OR**
  - b.  My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
7. I certify by my signature that
  - a. I read and understand the Committee's Travel Regulations;
  - b. I am not a registered federal lobbyist or registered foreign agent;
  - c. I am an officer of this organization and am duly authorized to sign this form; and
  - d. The information on this form is true, complete, and correct to the best of my knowledge.

Signature: Ed Corrigan Date: 10/25/2022

Name: Ed Corrigan Title: President

Organization: Conservative Partnership Institute

Address: 300 Independence Ave, SE, Washington, DC 20003

Email: info@cpi.org Telephone: 2025950282



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# COMMITTEE ON ETHICS

## INSTRUCTIONS

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

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

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

**For questions, please contact the Committee on Ethics at:**

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

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



# U.S. House of Representatives

COMMITTEE ON ETHICS

Washington, DC 20515

November 17, 2022

Mr. Sean McAndrews  
Office of the Honorable Chip Roy  
1005 Longworth House Office Building  
Washington, DC 20515

Dear Mr. McAndrews:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Maryland, scheduled for November 28 to 30, 2022, sponsored by American Accountability Foundation, Conservative Partnership Institute, Inc., and Heritage Foundation.

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:mc

Question 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 American Accountability Foundation is a non-profit organization that produces original research relating to policymakers and policies to better inform leaders and the American people. AAF conducts extensive public records research, original investigations, and policy research for publication on its websites and through broadcast and print publications. The retreat offers an opportunity to share its expertise and experience with congressional oversight staff.

The Heritage Foundation's mission is to formulate and promote public policies based on the principles of free enterprise, limited government, individual freedom, traditional American values, and a strong national defense. The Heritage Foundation recognizes that effective oversight of the Executive Branch is a necessary tool to inform public policy based on these principles.

The Conservative Partnership Institute's mission includes creating an infrastructure to work with conservative Members of Congress, congressional staff, and conservative leaders to enhance their ability to articulate and advance conservative principles in the national's capital. The retreat offers an opportunity to train congressional staff to promote these conservative principles.

\*\* The following staff were selected because their offices indicated that research and oversight was going to be part of their professional responsibilities in the coming Congress. The offices believed that the training would allow them to more effectively serve their Members.

Brayden Woods  
Legislative Aide | Rep. Beth Van Duyne (TX-24)

Sean McAndrews  
Legislative Assistant  
Rep. Chip Roy (TX-21)

Heidi Thom  
Legislative Correspondent at the Office of Rep. Cathy McMorris Rodgers (WA-5)

Matt Thompson  
Staff Assistant  
Congressman Ken Buck

Hannah Funk Arvey  
Legislative Assistant - Rep. Chip Roy

Catherine Francois  
Legislative Assistant, Rep. Cloud

Teresa Schuster  
Rep. Chip Roy (R-TX) , Press Assistant

Chase Starr  
Legislative Correspondent  
Office of Congressman Andrew Clyde (GA-09)

Lauren Hassett  
Professional Staff Member  
Committee on Oversight & Reform  
Ranking Member James Comer (R-KY)

# CONGRESSIONAL RESEARCH BOOTCAMPS

*Presented by the American Accountability Foundation, The Heritage Foundation,  
and the Conservative Partnership Institute*

November 21 -23 / November 28 – 30 / December 12 - 14

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## DAY ONE

- 9:00 – 11:00 am      Travel from 300 Independence Ave, SE to Cambridge, MD  
11:00 – 12:00 pm      Arrival at CPI Property and Check-in
- 12:00 – 1:30 pm      Lunch and **SESSION 1 – Oversight Process and Organization**  
*Committee structure, staff assignments, hierarchy, parliamentary authority,  
various committee organizations structure and approach.*  
Speakers: Staff Director / General Counsel (House or Senate Committee)
- 1:30 – 2:30 pm      **SESSION 2 – Life as a Junior Researcher / Oversight Staffer**  
*Day in the life of a junior researcher / investigator on a committee, what's  
expected of you, what your workload will look like, and who you'll be working  
with and for.*  
Speakers: Staff Director / General Counsel (House or Senate Committee)
- 2:30 – 3:00 pm      Break
- 3:00 – 4:00 pm      **SESSION 3 – Structure of Congressional Investigations**  
*A walkthrough of the structure and anatomy of a congressional investigation  
from the conception and presentation of an investigation topic through to the  
investigation's completion.*  
Speakers: Former Committee Staff Director
- 4:00 – 5:30 pm      **SESSION 4 – Working with Outside Sources and Organizations**  
*Using and working with outside sources of information and coordinating with  
outside groups to increase the effectiveness of Congressional investigations*  
Speakers: Outside Group Leader
- 5:30 – 7:00 pm      **Dinner and Keynote Address**  
*What it is like to be on the receiving end of Congressional Oversight, and how  
to be effective from someone who has been the subject of Hill attention?*  
Keynote Speaker: Secretary / DepSec / Assistant Sec (Trump Admin)

## DAY TWO

9:00 – 10:00 am

Breakfast

10:00 – 11:30 pm

### **SESSION 5 – Staffing the Boss**

*Ensuring that the Member gets what he needs. Preparing read aheads, briefing the Chairman, staffing them during a hearing / mark-up, and supporting member staff offices.*

Speakers: Staff Director / Deputy Staff Director (Senate or House Committee)

11:30 – 12:30 pm

### **SESSION 6 – The Written Product**

*Focused overview of what is expected from written products produced for committee work including, various briefing memoranda, committee reports, preservation and demand letters, effective questions for the record, draft questions for members, hearing binders, and other written products essential to the committee process.*

Speakers: Committee General Counsel (Former Senate / House Committee Staffer)

12:30 – 2:30 pm

### **Lunch and SESSION 7 – The Law and Oversight**

*Discussion of the constitutional authority for Congressional oversight, relevant case law, and common legal issues encountered while conducting oversight.*

Speakers: Former or Current General Counsel

2:30 – 3:00 pm

Break

3:00 – 4:30 pm

### **SESSION 8 – Working with Outside Investigators**

*Understanding how to liaise with and utilize the expertise and records produced by outside investigators such as Inspectors General, Government Accountability Office investigators, and State Attorneys General.*

Speakers: Former Inspector General

4:30 – 6:30 pm

### **SESSION 9 – Deposing / Interview a Witness**

*Best practices for deposing or interviewing a witness. Mock interviews with reluctant / recalcitrant witnesses.*

Speakers: Former Senior Law Enforcement

6:30 – 7:00 pm

Break

7:00 – 8:30 pm

### **Lessons Learned from Previous Investigation**

*How oversight is game changing, experiences and insights from previous practitioners who held the administration accountable.*

Guest Speaker: Former Member / Hill Staff Director who Led Significant Investigation

## DAY THREE

8:30 am

Breakfast & Checkout

9:30 – 11:30 am

Travel from Cambridge, MD to 300 Independence Ave., SE