



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: Mark Kelly
2. a. Name of Accompanying Relative: _____ OR None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: February 2, 2023 Return: February 3, 2023
 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: Conservative Partnership Institute
6. Describe Meetings and Events Attended:
 Discussions on upcoming legislation in the 118th Congress, how state and local legislative activity could impact the national debate, and how conservative lawmakers can work together to positively impact public policy.
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: Mark Kelly Date: 2/15/23

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: Bob Good Date: 2/15/23

Signature of Supervising Member: Bob Good



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: Conservative Partnership Institute
2. Travel Destination(s): Cambridge, MD
3. Date of Departure: February 2, 2023 Date of Return: February 3, 2023
4. Name(s) of Traveler(s): Mark Kelly


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	\$0	\$99	\$56	\$0
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:  Date: February 14, 2023

Name: James P. Holland Title: Dir. of External Relations

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: jholland@cpo.org Telephone: 630-707-2284

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: Mark Kelly
- 2. Sponsor(s) who will be paying or providing in-kind support for the trip:
Conservative Partnership Institute
- 3. City and State **OR** Foreign Country of Travel : Cambridge, MD
- 4. a. Date of Departure: 2/2/23 Date of Return: 2/3/23
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 agenda will serve to prepare me to provide leadership and advice to the Congressional Office on the legislative agenda in the 118th Congress as Chief of Staff.
- 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 Bob Good Date 12/22/22



U.S. House of Representatives

COMMITTEE ON ETHICS

PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a *Traveler Form* at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee website (ethics.house.gov) provides detailed instructions for filling out the form.

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

1. Sponsor who will be paying for the trip:

Conservative Partnership Institute

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

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

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

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

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

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

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

See attached.

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

6. Date of departure: February 2, 2023 Date of return: February 3, 2023

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:



U.S. House of Representatives

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:

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):

Approximately, \$59

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

Location is owned by trip sponsor CPI, economical, and suitable for congressional training.

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

Hotel Name: Camp Rydin City: Cambridge, MD Cost Per Night: \$99

Reason(s) for Selecting: Location is owned by trip sponsor CPI, economical, and suitable for congressional 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.*



U.S. House of Representatives

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	\$ 100 -	\$ 99 -	\$ 59 -
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	N/A
For each Accompanying Family Member	\$ 0	N/A

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

19. Check only one:

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

20. I certify by my signature that

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

Signature: Ed Corrigan Date: December 21, 2022
 Name: Ed Corrigan Title: President & CEO
 Organization: Conservative Partnership Institute
 Address: 300 Independence Ave., SE, Washington, DC, 20003
 Email: ino@cpi.org Telephone: 2027428988

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

January 27, 2023

Mr. Mark Kelly
Office of the Honorable Bob Good
461 Cannon House Office Building
Washington, DC 20515

Dear Mr. Kelly:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Maryland, scheduled for February 2 to 3, 2023, 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 the reporting threshold from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. That reporting threshold is currently \$415 but is set to adjust in 2023. 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,



Michael Guest
Chairman



Susan Wild
Ranking Member

MG/SW:mc

Question #4

Paige Agostin, former Legislative Director for Rep. Lauren Boebert (R-CO),
Alec Aramanda, Professional Committee Staff, House Committee on Energy & Commerce,
James Braid, Chief of Staff, Rep. Ken Buck (R-CO),
Melissa Brown, Communications Director, House Freedom Caucus,
Cari Fike, Executive Director, House Republican Policy Committee,
Josh Gross, Legislative Director, Rep. Jeff Duncan (R-SC),
Mark Kelly, Chief of Staff, Rep. Bob Good (R-VA),
Taylor LaJoie, Legislative Director, Rep. Marjorie Taylor Greene (R-GA),
Tim Reitz, Executive Director, House Freedom Caucus,
Jason Rogers, Chief of Staff, Rep. Chip Roy (R-TX),
William Smith, Chief of Staff, Rep. Gary Palmer (R-AL),
Chad Yelinski, Chief of Staff, Rep. Ted Budd (R-NC),

Question #12

The Conservative Partnership Institute has trained and equipped Congressional staffers through seminars and workshops. It is now offering a way for staffers to deepen their knowledge through off-site symposiums.

During this 2-day training, House staffers will hear from experts in communication, legislative drafting and legislative procedure and will workshop the skills necessary to be an effective congressional staffer.

Conservative Alliance Bootcamp

February 2-3, 2023 -- Cambridge, MD

THURSDAY

- 2:30 – 4:30 pm Travel from Capitol Hill, DC to Cambridge, MD
- 4:30 – 5:00 pm Arrival at CPI Retreat Center and Conference check-in
- 5:00 – 6:00 pm Welcome reception
Special Guest speaker: Mark Meadows (CPI)
“The Importance of Partnership in the Conservative Movement”
- 6:00 – 7:30 pm Dinner
Special Guest Speaker: Senator Mike Lee (R-Utah)
“Saving Nine: The Fight against the Left’s Audacious Plan to Pack the Supreme Court”

FRIDAY

- 8:30 – 9:00 am Buffet breakfast
- 9:00 – 9:30 am Introduction: Why We Fight
Speakers: Ed Corrigan (CPI); Paul Teller (Advancing American Freedom)
- 9:30 – 11:00 am **Session I: Legislating in Divided Government**
Description: How Conservatives can notch victories with divided control of the U.S. Congress
Speakers: Rachel Bovard (Senate Steering Committee); Tim Reitz (House Freedom Caucus)
- 11:00 – 11:15 am Break
- 11:15 am – 12:45 pm **Session II: The 50 States—Laboratories of Democracy**
Description: Issues likely to come up at the state and local levels this year
Speakers: Andy Roth (State Freedom Caucus); Justin Outmette (State Freedom Caucus)
- 12:45 – 2:00 pm Lunch
Special Guest Speaker: Russ Vought (Center for Renewing America)
“Critical Race Theory and the Left’s Mission to Divide America”
- 2:00 – 3:30 pm **Session III: Freedom-based visionary ideas for this year and beyond**
Description: Issues likely to come up in the short-term and long-term

Speakers: Rachel Bovard (Senate Steering); John Zadrozny (America First Legal)

3:30 – 4:00 pm

Wrap-Up and Retreat Conclusion

Speakers: Ed Corrigan (CPI); Paul Teller (Advancing American Freedom)

4:00 – 6:00 pm

Travel from Cambridge, MD to Capitol Hill, DC

###

Invited Participants

Paige Agostin, former Legislative Director for Rep. Lauren Boebert (R-CO), paige.agostin@gmail.com

Alec Aramanda, Professional Committee Staff, House Committee on Energy & Commerce, Alec.aramanda@mail.house.gov

Josh Arnold, Targeted Victory, arnoldjosh91@gmail.com

Wendy Baig, General Counsel, Senate Judiciary Committee, wendy_baig@lee.senate.gov

Katie Bailey, Legislative Director, Sen. Mike Braun (R-IN), katie_bailey@braun.senate.gov

Rachel Bovard, CPI, rbovard@conservativepartnership.org

James Braid, Chief of Staff, Rep. Ken Buck (R-CO), james.braid@mail.house.gov

Clint Brown, Executive Director, Senate Steering Committee, clint_brown@lee.senate.gov

Melissa Brown, Communications Director, House Freedom Caucus, melissa.brown@mail.house.gov

Matt Buckham, American Accountability Foundation, Matt.buckham@gmail.com

Dustin Carmack, The Heritage Foundation, dustin.carmack@gmail.com

Steve Chartan, Chief of Staff, Sen. Ted Cruz (R-TX), Steve_Chartan@cruz.senate.gov

Wes Coopersmith, Heritage Foundation, wesley.coopersmith@heritage.org

Ed Corrigan, CPI, edwardtcorrigan@gmail.com

Wes Denton, CPI, wesleydenton@gmail.com

Cari Fike, Executive Director, House Republican Policy Committee, cari.fike@mail.house.gov

Hugh Fike, Chief of Staff, Rep. Michael Cloud (R-TX), hugh.fike@mail.house.gov

Ashlea Frazier, Center for Renewing America, Ashlea@americarenewing.com

Josh Gross, Legislative Director, Rep. Jeff Duncan (R-SC), joshua.gross@mail.house.gov

Joe Guy, Club for Growth Foundation, jcguy29@gmail.com

Connie Hair, Chief of Staff, Rep. Louie Gohmert (R-TX), connie.hair@mail.house.gov

Eddie Heipel, Vought Strategies, edie@voughtstrategies.com

James Holland, CPI, jholland@cpi.org

Tom Jones, American Accountability Foundation, tom@americanaccountabilityfoundation.com

Sheryl Kaufman, economist, kaufmanse@aol.com

Mark Kelly, Chief of Staff, Rep. Bob Good (R-VA), mark.kelly@mail.house.gov

Bethany Kozma, Keystone Policy, kozma.bethany@gmail.com

Taylor LaJoie, Legislative Director, Rep. Marjorie Taylor Greene (R-GA), taylor.lajoie@mail.house.gov

Sen. Mike Lee (R-UT), msl16@icloud.com

Carolyn Madan, former policy staffer for the Senate Steering Committee, chansen100@gmail.com

John Maniscalco, Legislative Director, Sen. Rand Paul (R-KY), John_Maniscalco@paul.senate.gov

Gerren McHam, Director of External Relations, Missouri Department of Higher Education and Workforce Development, gerren.mcham@gmail.com

Melika McKinnis, Advisor, Senate Steering Committee, melika_mckinnis@lee.senate.gov

Mark Meadows, CPI, congressnc@gmail.com

Darin Miller, Communications Director, Sen. Ted Cruz (R-TX), darin_miller@cruz.senate.gov

Wade Miller, Center for Renewing America, j.wade.miller@gmail.com

Zoe Miller, Foundation for Government Accountability, zoeomiller@protonmail.com

Drew Mueller, CRC Advisors, dmueller@rcadvisors.com

Justin Ouimette, State Freedom Caucus Foundation, justin.ouimette@gmail.com

Scott Parkinson, Club for Growth, stparkinson@gmail.com

Jim Pfaff, Innovative Research and Data Solutions, pfaffjim@msn.com

Phil Reboli, CPI, philpreboli@gmail.com

Tim Reitz, Executive Director, House Freedom Caucus, tim.reitz@mail.house.gov

Jason Rogers, Chief of Staff, Rep. Chip Roy (R-TX), Jason.rogers@mail.house.gov

Andy Roth, State Freedom Caucus Foundation, roth@statefreedomcaucus.org

Rep. Chip Roy (R-TX), chiproy@gmail.com

Rachel Semmel, Center for Renewing America, rachel.k.semmel@gmail.com

Robby Smith, Coalition for a Prosperous America, robbysteph3710@gmail.com

William Smith, Chief of Staff, Rep. Gary Palmer (R-AL), william.smith@mail.house.gov

Paul Teller, Advancing American Freedom, paul@advancingamericanfreedom.com

Mary Vought, Vought Strategies, mary@voughtstrategies.com

Russ Vought, Center for Renewing America, russvought@gmail.com

James Wallner, R Street Institute, jameswallner@gmail.com

Drew White, The Texan, awhite.auburn@gmail.com

William Wolfe, Standing for Freedom Center, william.e.wolfe@gmail.com

Christy Woodruff, Legislative Director, Sen. Mike Lee (R-UT), christy_woodruff@lee.senate.gov

Jason Yaworske, Clerk, Senate Appropriations Committee, jasonyaworske@gmail.com

Chad Yelinski, Chief of Staff, Rep. Ted Budd (R-NC), chad.yelinski@mail.house.gov

John Zadrozny, America First Legal, zadrozny@gmail.com

###