



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: Toni Davis
2. a. Name of Accompanying Relative: _____ **OR** None ☐
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: 2/15/2023 Return: 2/17/2023
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: American Accountability Foundation
6. Describe Meetings and Events Attended:
Participants received detailed and interactive training on how to effectively conduct oversight, prepare for congressional hearings, manage legislative portfolios, and maintain working relationship with agencies in order to better serve Members of Congress.
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: Toni Davis Date: 02/27/2023

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: ANDREW S. CLYDE Date: 2/27/23

Signature of Supervising Member: Andrew S. Clyde



U.S. House of Representatives

COMMITTEE ON ETHICS

SPONSOR POST-TRAVEL DISCLOSURE FORM

☒ Original ☐ Amendment

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. **A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within ten days of their return.** You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

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

1. Sponsor(s) who paid for the trip: American Accountability Foundation
2. Travel Destination(s): Cambridge, MD
3. Date of Departure: 2/15/2023 Date of Return: 2/17/2023
4. Name(s) of Traveler(s): Toni Davis

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	\$110	\$198	\$120	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: Thomas Jones Date: 02/27/2023

Name: Thomas Jones Title: President

Organization: American Accountability Foundation

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

Address: 300 Independence Ave SE, Washington, DC 20003

Email: tom@american-af.org Telephone: 202-215-5258

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.



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.

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: Toni Davis

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: Toni Davis 1/17/23

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): Rep. Andrew Clyde (GA-09)

Office Address: 445 Cannon House Office Building

Telephone Number: 202-225-9893

Email Address of Contact Person: toni.davis@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.



U.S. House of Representatives

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Toni Davis
2. Sponsor(s) who will be paying or providing in-kind support for the trip:
American Accountability Foundation
3. City and State **OR** Foreign Country of Travel: Cambridge MD
4. a. Date of Departure: Feb 15, 2023 Date of Return: Feb 17, 2023
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.
I (Toni Davis, Legislative Assistant) do hereby attest that:
1. I cover certain policies relevant to this training within my issue portfolio;
2. My employing Member serves on Committees of jurisdiction relevant to this training; and
3. I believe this training will enhance my skills so that I may better benefit my employing Member.
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

Andrew S. Clyde

Date

1/17/23



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:
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:
The Heritage Foundation, Conservative Partnership Institute
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: Feb 15 Date of return: Feb 17
7. a. City of departure: Washington DC
b. Destination(s): Cambridge MD
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:



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):
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: _____
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	\$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: Thomas Jones Date: 01/13/2023
Name: Thomas Jones Title: President
Organization: American Accountability Foundation
Address: 300 Independence Ave Se, WDC 20003
Email: tom@american-af.org 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 | 202-225-7103
More information and forms available at ethics.house.gov



U.S. House of Representatives

COMMITTEE ON ETHICS

Washington, DC 20515

February 3, 2023

Ms. Toni Davis
Office of the Honorable Andrew S. Clyde
445 Cannon House Office Building
Washington, DC 20515

Dear Ms. Davis:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, MD, scheduled for February 15 to 17, 2023, 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 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,

A handwritten signature in blue ink that reads "Michael Guest". The signature is written in a cursive style with a large initial "M".

Michael Guest
Chairman

A handwritten signature in blue ink that reads "Susan Wild". The signature is written in a cursive style with a large initial "S".

Susan Wild
Ranking Member

MG/SW:mc

Question 4.

The offices believed that the training would allow them to more effectively serve their Members. AAF and the Heritage Foundation approached staff and their supervisors to solicit attendance. These staff members were invited because their official duties include assisting with oversight matters.

Graham Wise	Congressman Matt Rosendale	Legislative Assistant
Jack Johnstone	Rep. Rosendale	Legislative Aide
Regan Williams	Rep. Scott Perry	Legislative Assistant
Alexandra Webb	Rep. Luna	Legislative Director
Matt Thompson	Congressman Ken Buck	LC
Samuel Kaardal	House Veterans' Affairs Committee	Legislative Assistant
Olivia Naughton	House Committee on Veterans Affairs	Research Assistant
Dean Johnson	Rep Mary Miller	Sr. LA
Dominick Namias	Representative Mary Miller's Office	Legislative Aide
Cameron Erickson	Rep. Andrew S. Clyde (GA-09)	Legislative Assistant
Hannah King	Rep. Andy Harris (MD-01)	Legislative Assistant
Claire Alden	Rep. Lance Gooden	Legislative Assistant
Michael Toomey	Rep Lance Gooden	Legislative Correspondent
Anna Kenna	Congresswoman Greene	Legislative Aide
William Wadsworth	Rep. Mary Miller	Deputy Chief of Staff

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.

Both AAF, CPI, & THF jointly share responsibilities for booking travel, selecting speakers, organizing the panels, and inviting the various staff who should participate.

CONGRESSIONAL OVERSIGHT BOOTCAMPS

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

February 15 - 17

DAY ONE

- 9:00 – 11:00 am Travel from Heritage Foundation 214 Mass Ave. to Cambridge, MD
11:00 – 12:00 pm Arrival at Property and Check-in
- 12:00 – 2:00 pm **SESSION 1 & Lunch – Oversight Process, Organization, and Staffing Duties and Responsibilities**
Committee structure, staff assignments, hierarchy, parliamentary authority, the law of oversight, various committee organizations, structures, and approaches. Discussion of the responsibilities and expectations of an oversight staffer. Speakers: Art Arthur former House Judiciary counsel and Staff Director for the House Oversight Subcommittee on National Security; Sean Hayes, former director of oversight for the US Department of Health and Human Services.
- 2:00 – 3:30 pm **SESSION 2 – Document Requests and the Freedom of Information Act**
Overview of how to effectively draft requests for information from agencies and witnesses including drafting of Freedom of Information Act Requests. Speakers: Sean Brebbia, Chief Oversight Counsel House E & C; Hubbel Relat former senior attorney with Department of Interior.
- 2:30 – 3:00 pm Break
- 3:00 – 4:30 pm **SESSION 3 – Tools and Techniques for Conducting Open Source Research**
Review of tools and techniques for conducting open source research into agencies, individuals, and organizations. Speakers: Merav Ceren, House Oversight and Accountability Senior Professional Staff Member.
- 4:30 – 6:30 pm **SESSION 4 - Research and the Press**
How to work with reporters and to maximize research impact. Speakers: Mark Tapscott, Reporter with Epoch Times.
- 6:30 – 8:00 pm **SESSION 5 & Dinner: Lessons Learned from Executive Branch Experience**
A dinner discussion about how congressional oversight is dealt with from an Executive Branch perspective. Speaker: Steve Bradbury, Heritage Foundation, former Acting Secretary of Transportation and Acting Assistant Attorney General for the Office of Legal Counsel.

DAY TWO

9:00 – 10:00 am

Breakfast

10:30 – 12:00 pm

SESSION 6 – Working with Outside Investigative Organizations

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: Edward Puccerella former Professional Staff for Committee on House Administration; Tristan Leavitt, Merit System Protection Board

12:00 – 2:00 pm

SESSION 7 & Lunch – Deposing / Interviewing a Witness

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

Speakers: Sam Dewey, Heritage Foundation; Cordell Hull, former Chief Counsel HPCS, former Deputy General Counsel Department of Commerce.

2:00 – 3:00 pm

Break

3:00 – 4:30 pm

SESSION 8 – Managing the News Cycle

A discussion which will center on perspectives from both the investigative and governmental side on how to manage the news cycle.

Speakers: Becca Glover, Deputy Chief of Staff to Governor Glenn Youngkin

4:30 – 6:30 pm

SESSION 9 – Oversight Shark Tank

Participants will be paired off into groups and expected to pitch an investigation, outline a research plan, and detail a prospective hearing. The presentation will be evaluated and critiqued by lecturers from the bootcamp.

Speakers: Sean Hayes, former director of oversight for the US Department of Health and Human Services; Art Arthur former House Judiciary counsel and Staff Director for the House Oversight Subcommittee on National Security; Cordell Hull, former Chief Counsel HPCS, former Deputy General Counsel Department of Commerce

6:30 – 7:00 pm

Break

7:00 – 8:30 pm

SESSION 10 & Dinner – When Congress Calls

A dinner discussion on some of the major issues implicated when Congress conducts high-profile investigations and oversight. Will feature perspectives drawing from Capitol Hill, Administration, and private sector experience.

Speakers: Bill McGrath, former Staff Director for Interior Subcommittee of House Oversight and Government Reform; Mike Walsh, former Chief of Staff for Department of Commerce.

DAY THREE

8:30 am

Breakfast & Checkout

9:30 – 11:30 am

Travel from Cambridge, MD to 214 Mass Ave