



# 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: \_\_\_\_\_
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR** None ☐  
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_
3. a. Dates: Departure: \_\_\_\_\_ Return: \_\_\_\_\_  
b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR** None ☐
4. Departure City: \_\_\_\_\_ Destination: \_\_\_\_\_ Return City: \_\_\_\_\_
5. Sponsor(s), Who Paid for the Trip: \_\_\_\_\_
6. Describe Meetings and Events Attended: \_\_\_\_\_
7. Attached to this form are **each** of the following, *signify that each item is attached by checking the corresponding box*:
  - a. ☐ a completed *Sponsor Post-Travel Disclosure Form*;
  - b. ☐ the *Primary Trip Sponsor Form* completed by the trip sponsor **prior** to the trip, **including all** attachments **and** the *Additional Sponsor Form(s)*;
  - c. ☐ page 2 of the completed *Traveler Form* submitted by the employee; **and**
  - d. ☐ the letter from the Committee on Ethics approving my participation on this trip.
8. a. ☐ I represent that I participated in each of the activities reflected in the attached sponsor's agenda.  
**Signify statement is true by checking the box.**  
b. If not, explain: \_\_\_\_\_

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

Signature of Traveler: \_\_\_\_\_ Date: \_\_\_\_\_

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: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Supervising Member: \_\_\_\_\_



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: Conservative Partnership Institute
2. Travel Destination(s): Cambridge, MD
3. Date of Departure: March 13, 2023 Date of Return: March 15, 2023
4. Name(s) of Traveler(s): See Attached.

**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	\$198.00	\$98.00	0
Accompanying Family Member	0	0	0	0

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: Ed Corrigan Date: March 17, 2023

Name: Ed Corrigan Title: President and CEO

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: lbaldwin@cpi.org Telephone: (858) 519-7452

**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

## 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: Kevin Lynn
2. Name of your organization: Institute for Sound Public Policy
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: March 13-15, 2023  
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: [Signature] Date: 12/16/22

Name: Kevin Lynn Title: Executive Director

Organization: Institute for Sound Public Policy

Address: 1701 Pennsylvania Ave, NW, Washington DC 20006

Email: klynn@pfirdc.org Telephone: 202.543.5325



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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: \_\_\_\_\_

**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): \_\_\_\_\_

For Staff (name of employing Member or Committee): \_\_\_\_\_

Office Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address of Contact Person: \_\_\_\_\_

- ☐ 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: \_\_\_\_\_
2. Sponsor(s) who will be paying or providing in-kind support for the trip:  
\_\_\_\_\_
3. City and State **OR** Foreign Country of Travel : \_\_\_\_\_
4. a. Date of Departure: \_\_\_\_\_ Date of Return: \_\_\_\_\_  
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.**
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 \_\_\_\_\_





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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: Conservative Partnership Institute
2. Name of your organization: Center for Immigration Studies
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: March 13-15, 2023  
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: \_\_\_\_\_

Date: January 19, 2023

Name: Mark Krikorian

Title: Executive Director

Organization: Center for Immigration Studies

Address: 1629 K St. NW, Suite 600, Washington, DC 20006

Email: mksk@cis.org

Telephone: (202) 288-4560





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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:  
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: March 13, 2023 Date of return: March 15, 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:





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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:  
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 per day.
- 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: Camp Rydin City: Cambridge, MD Cost Per Night: \$99
- Reason(s) for Selecting: Location is owned by 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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# 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	\$198	\$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: Ed Corrigan Date: 01/19/2023  
Name: Ed Corrigan Title: President & CEO  
Organization: Conservative Partnership Institute  
Address: 300 Independence Ave., SE, Washington, D.C. 20003  
Email: jholland@cpi.org Telephone: (202) 595-0282

## 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

## 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:  
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: March 13, 2023 Date of return: March 15, 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:





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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:  
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 per day.
- 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: Camp Rydin City: Cambridge, MD Cost Per Night: \$99
- Reason(s) for Selecting: Location is owned by 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.*



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	\$198	\$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: Ed Corrigan Date: 01/19/2023  
Name: Ed Corrigan Title: President & CEO  
Organization: Conservative Partnership Institute  
Address: 300 Independence Ave., SE, Washington, D.C. 20003  
Email: jholland@cpo.org Telephone: (202) 595-0282

## 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)



Michael Guest, Mississippi  
*Chairman*  
Susan Wild, Pennsylvania  
*Ranking Member*

David P. Joyce, Ohio  
John H. Rutherford, Florida  
Andrew R. Garbarino, New York  
Michelle Fischbach, Minnesota

Veronica Escobar, Texas  
Mark DeSaulnier, California  
Deborah K. Ross, North Carolina  
Glenn F. Ivey, Maryland



ONE HUNDRED EIGHTEENTH CONGRESS

**U.S. House of Representatives**

COMMITTEE ON ETHICS

Thomas A. Rust  
*Staff Director and Chief Counsel*

Kelle A. Strickland  
*Counsel to the Chairman*

David Arrojo  
*Counsel to the Ranking Member*

1015 Longworth House Office Building  
Washington, D.C. 20515-6328  
Telephone: (202) 225-7103  
Facsimile: (202) 225-7392

March 10, 2023

Mr. John Wilson  
Office of the Honorable Matt Gaetz  
2021 Rayburn House Office Building  
Washington, DC 20515

Dear Mr. Wilson:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Maryland, scheduled for March 13 to 15, 2023, sponsored by Conservative Partnership Institute, Inc., Institute for Sound Public Policy, and Center for Immigration Studies.

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:**

Hannah Fraher  
[Hannah.Fraher@mail.house.gov](mailto:Hannah.Fraher@mail.house.gov)  
Counsel, Rep. Mike Johnson

Rory (William) Burke  
[rory.burke@mail.house.gov](mailto:rory.burke@mail.house.gov)  
Legislative Director, Rep. Paul Gosar

Troy MacMullan  
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Legislative Director, Rep. Harriet Hageman

Andrew Garcia  
[andrew.garcia2@mail.house.gov](mailto:andrew.garcia2@mail.house.gov)  
Legislative Assistant, Rep. Josh Brecheen

John Wilson  
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Counsel, Rep. Matt Gaetz

Sloan McDonagh  
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Counsel, Committee on Oversight and Reform

Claire Alden  
[claire.alden@mail.house.gov](mailto:claire.alden@mail.house.gov)  
Legislative Assistant, Rep. Lance Gooden

**Conservative Partnership Institute, Center for Immigration Studies,  
and U.S. Techworkers present: Immigration Policy Bootcamp  
Monday, March 13th – Wednesday, March 15th, 2023**

**Monday, March 13th:**

- 9:00am - 11:00am**     **Travel from 300 Independence Ave SE Washington D.C. 20003 to Decoursey Bridge Rd, Cambridge, MD 21613**
- 11:00am - 12:00pm**   **Arrival at Camp Rydin and Check-in**
- 12:00pm - 1:00pm**     **Lunch Lecture: What has been poisoning immigration reform?**  
A lunch lecture designed to better articulate the obstacles facing immigration reform.  
*Speaker: Stephen Miller, America First Legal*
- 1:00pm - 2:30pm**     **Past is prologue and the legislative history of immigration reform**  
An overview of the legislative history of immigration reform by Executive Director of the Institute for Sound Public Policy, Kevin Lynn.  
*Speaker: Kevin Lynn, Institute for Sound Public Policy*
- 2:30pm - 3:00pm**     **Break**
- 3:00pm - 4:15pm**     **Illegal Immigration: Exterior issues your members will be facing**  
Moderated by Krikorian, Cellar and Arthur will discuss illegal immigration as it pertains to the border wall, parole, overstays, and asylum.  
*Speaker: Mark Krikorian, Center for Immigration Studies & Andrew "Art" Arthur, Center for Immigration Studies & Hart Cellar*
- 4:15pm - 4:30pm**     **Break**
- 4:30pm - 5:30pm**     **Illegal Immigration: Interior issues your members will be facing**  
A discussion of the interior threats posed by illegal immigration, including deportation, E-verify, and sanctuary cities.  
*Speaker: Mark Krikorian, Center for Immigration Studies & Jon Feere, Center for Immigration Studies & Hart Cellar*
- 5:30pm - 7:00pm**     **Dinner Lecture**  
Wold will lead a discussion on conservative legislative strategy in response to illegal immigration, including understanding the role of the State Department in the immigration process.  
*Speaker: Theo Wold, The Claremont Institute*

**Tuesday, March 14th:**

**9:00am - 9:30am      Breakfast**

**9:30am - 10:30am      Legal Immigration: Employment based visas**

Ross will weigh the advantages and disadvantages of merit-based immigration. He will also discuss the complications of legal immigration in regard to employment based visa programs, including H-1, L-1, OPT, O, and F.

*Speaker: Roger Ross, U.S. Tech Workers Contributor*

**10:30am - 10:45am      Break**

**10:45am - 12:00pm      Legal Immigration: Family based visas**

Vaughan will discuss the complications of legal immigration in regard to family based visa programs.

*Speaker: Jessica Vaughan, Center for Immigration Studies*

**12:00pm - 1:30pm      Lunch**

Founder of Numbers USA, Roy Beck, will lead a discussion over lunch which will put historical trends into context of modern immigration policy to improve the understanding of upcoming immigration legislation.

*Speaker: Roy Beck, Numbers USA*

**1:30pm - 3:00pm      Break**

**3:00pm - 4:45pm:      Legal Immigration: The legislation your members will be facing**

Newman will provide an overview of possible legislation, including H-2 visas, that members and their staff may encounter in the new Congress as it relates to solving obstacles associated with legal immigration.

*Speaker: Grant Newman, Numbers USA*

**4:45pm - 5:30pm:      General Q&A with speakers**

**5:30pm - 7:00pm:      Dinner**

Krikorian will discuss conservative legislative strategy in response to legal immigration policy proposals within the new Congress.

*Speaker: Mark Krikorian, Center for Immigration Studies*

**8:00pm - 10:00pm:      Immigration Movie Screening**

A screening of the film, "Green Card," starring Gerard Depardieu and Andi McDowell.



**Wednesday, March 15th:**

**8:00am - 9:45am      Breakfast and Check Out**

Breakfast and closing remarks proposing general solutions to our immigration problems.

**10:00am - 12:00pm   Travel from Decoursey Bridge Rd, Cambridge, MD 21613 to 300 Independence Ave  
SE Washington D.C. 20003**

#### **Question #4:**

Andrea Loving

Andrea.Loving@mail.house.gov

Chief Counsel, Subcommittee on Immigration and Citizenship

Invited as an immigration policy professional with interest in improving Congressional legislative strategy

Brian.Kennedy2@mail.house.gov

Legislative Director, Rep. Monica De La Cruz

Invited as an immigration policy professional with interest in improving Congressional legislative strategy

Aaron Calkins

aaron.calkins@mail.house.gov

Chief of Staff, Congressman Eric Burlison

Invited as an immigration policy professional with interest in improving Congressional legislative strategy

Lauren Ziegler

lauren.ziegler@mail.house.gov

Legislative Director, Rep. Brian Babin

Invited as an immigration policy professional with interest in improving Congressional legislative strategy

Hannah Fraher

Hannah.Fraher@mail.house.gov

Counsel, Rep. Mike Johnson

Invited as an immigration policy professional with interest in improving Congressional legislative strategy

Kate LaBorde

kate.laborde@mail.house.gov

Chief of Staff, Rep. Andy Biggs

Invited as an immigration policy professional with interest in improving Congressional legislative strategy

Rory Burke

rory.burke@mail.house.gov

Legislative Director, Rep. Paul Gosar

Invited as an immigration policy professional with interest in improving Congressional legislative strategy

Troy MacMullan

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Legislative Director, Rep. Harriet Hageman

Invited as an immigration policy professional with interest in improving Congressional legislative strategy

Mac Zimmerman

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Legislative Director, Rep. Tom Tiffany

Invited as an immigration policy professional with interest in improving Congressional legislative strategy

Andrew Garcia

[andrew.garcia2@mail.house.gov](mailto:andrew.garcia2@mail.house.gov)

Research and Operations Assistant, Republican Study Committee

Invited as an immigration policy professional with interest in improving Congressional legislative strategy

Garrett Cocetti

[garrett.cocetti@mail.house.gov](mailto:garrett.cocetti@mail.house.gov)

Legislative Assistant, Rep. Pete Sessions

Invited as an immigration policy professional with interest in improving Congressional legislative strategy

Liz Slezak

[liz.slezak@mail.house.gov](mailto:liz.slezak@mail.house.gov)

Counsel, House Judiciary Committee

Invited as an immigration policy professional with interest in improving Congressional legislative strategy

Cam Erickson

[Cameron.Erickson@mail.house.gov](mailto:Cameron.Erickson@mail.house.gov)

Legislative Assistant, Rep. Andrew Clyde

Invited as an immigration policy professional with interest in improving Congressional legislative strategy

Kye Laughter

[kye.laughter@mail.house.gov](mailto:kye.laughter@mail.house.gov)

Press Secretary, Rep. Dan Bishop

Invited as a communications and policy professional with interest in improving Congressional legislative and communications strategy

Peter Holland

[Peter.Holland@mail.house.gov](mailto:Peter.Holland@mail.house.gov)

Legislative Director, Rep. Bob Good

Invited as an immigration policy professional with interest in improving Congressional legislative strategy



Jordan Wood

[Jordan.wood@mail.house.gov](mailto:Jordan.wood@mail.house.gov)

Chief of Staff, Rep. Lance Gooden

Invited as an immigration policy professional with interest in improving Congressional legislative strategy

Hal Duncan

[Hal.Duncan@mail.house.gov](mailto:Hal.Duncan@mail.house.gov)

Legislative Director, Rep. Chip Roy

Invited as an immigration policy professional with interest in improving Congressional legislative strategy

Brian Oaks

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Legislative Assistant, Lisa McClain

Invited as an immigration policy professional with interest in improving Congressional legislative strategy

Christina Barry

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Legislative Director, Rep. Mary Miller

Invited as an immigration policy professional with interest in improving Congressional legislative strategy

Mike Robertson

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Legislative Assistant, Rep. Matt Gaetz

Invited as an immigration policy professional with interest in improving Congressional legislative strategy

Zach Barnes

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Legislative Director, Rep. Andy Biggs

Invited as an immigration policy professional with interest in improving Congressional legislative strategy

Babs Hough

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Legislative Director, Rep. Matt Rosendale

Invited as an immigration policy professional with interest in improving Congressional legislative strategy

Taylor LaJoie

Taylor.Lajoie@mail.house.gov

Legislative Director, Rep. Marjorie Taylor Greene

Invited as an immigration policy professional with interest in improving Congressional legislative strategy

Dom DeBernardo

dom@mail.house.gov

Legislative Assistant, Rep. Marjorie Taylor Greene

Invited as an immigration policy professional with interest in improving Congressional legislative strategy

Kasey Chapman

kasey.chapman@mail.house.gov

Counsel, House Judiciary Committee

Invited as an immigration policy professional with interest in improving Congressional legislative strategy

### **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 bootcamp, congressional immigration staffers will receive immigration policy instruction, training in drafting legislation, and engage in exercises on legislative procedure. The bootcamp was organized in conjunction with the Institute for Sound Public Policy and the Center for Immigration Studies.

**Conservative Partnership Institute, Center for Immigration Studies,  
and U.S. Techworkers present: Immigration Policy Bootcamp  
Monday, March 13th – Wednesday, March 15th, 2023**

**Monday, March 13th:**

- 9:00am - 11:00am**     **Travel from 300 Independence Ave SE Washington D.C. 20003 to Decoursey Bridge Rd, Cambridge, MD 21613**
- 11:00am - 12:00pm**   **Arrival at Camp Rydin and Check-in**
- 12:00pm - 1:00pm**     **Lunch Lecture: What has been poisoning immigration reform?**  
A lunch lecture designed to better articulate the obstacles facing immigration reform.  
*Speaker: Stephen Miller, America First Legal*
- 1:00pm - 2:30pm**     **Past is prologue and the legislative history of immigration reform**  
An overview of the legislative history of immigration reform.  
*Speaker: Kevin Lynn, Progressives for Immigration Reform*
- 3:00pm - 4:15pm**     **Illegal Immigration: Exterior issues your members will be facing**  
Moderated by Krikorian, Cellar and Feere will discuss illegal immigration as it pertains to the border wall, parole, overstays, and asylum.  
*Speaker: Mark Krikorian, Center for Immigration Studies & Jon Feere, Center for Immigration Studies & Hart Celler*
- 4:30pm - 5:30pm**     **Illegal Immigration: Interior issues your members will be facing**  
A discussion of the interior threats posed by illegal immigration, including deportation, E-verify, and sanctuary cities.  
*Speaker: Mark Krikorian, Center for Immigration Studies & Jon Feere, Center for Immigration Studies & Hart Celler*
- 5:30pm - 7:00pm**     **Dinner Lecture**  
TBD  
*Speaker: Ed Corrigan, CPI*

**Tuesday, March 14th:**

- 9:00am - 10:30am**     **Legal Immigration: Employment based visas**  
Ross will discuss the complications of legal immigration in regard to employment based visa programs.  
*Speaker: Roger Ross, U.S. Tech Workers Contributor*



**10:45am - 12:00pm    Legal Immigration: Family based visas**

Vaughn will discuss the complications of legal immigration in regard to family based visa programs.

*Speaker: Jessica Vaughan, Center for Immigration Studies*

**12:00pm - 2:30pm    Lunch**

Lunch lecture delivered by Wold.

*Speaker: Theo Wold, The Claremont Institute*

**3:00pm - 4:45pm:    Legal Immigration: The legislation your members will be facing**

Jenks will provide an overview of possible legislation members and their staff may encounter in the new congress as it relates to solving issues related to legal immigration.

*Speaker: Grant Newman, Numbers USA*

**5:00pm - 5:30pm:    General Q&A with speakers**

**5:30pm - 7:00pm:    Dinner**

TBD

*Speaker: Ed Corrigan, CPI*

**8:00pm - 10:00pm:    Immigration Movie Screening**

**Wednesday, March 15th:**

**8:00am - 9:45am    Breakfast and Check Out**

Breakfast and closing remarks proposing general solutions to our immigration problems.

**10:00am - 12:00pm    Travel from Decoursey Bridge Rd, Cambridge, MD 21613 to 300 Independence Ave SE Washington D.C. 20003**



Welcome to Camp Rydin!

CPI is pleased to have you stay with us. You will receive an agenda, wifi information, and a safety waiver. **Please make sure you sign and give your waiver to a CPI employee asap.**

#### Lodge Rules

1. No pictures of the indoor of the lodge or structures. Wildlife and nature pictures are fine.
2. No social media posts, tagging, or sharing of locations
3. Only CPI Staff can drive golf carts
4. If you break it, you buy it!

Lodge Address: 3675 Decoursey Bridge Rd, Cambridge, MD 21613

Network: Lodge  
Password: QLodp7KFS47!

**Conservative Partnership Institute, Center for Immigration Studies,  
and U.S. Techworkers present: Immigration Policy Bootcamp  
Monday, March 13th – Wednesday, March 15th, 2023**

**Monday, March 13th:**

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A lunch lecture designed to better articulate the obstacles facing immigration reform.

*Speaker: Stephen Miller, America First Legal*

**1:00pm - 2:00pm: Past is prologue and the legislative history of immigration reform**

An overview of the legislative history of immigration reform by Executive Director of the Institute for Sound Public Policy, Kevin Lynn.

*Speaker: Kevin Lynn, Institute for Sound Public Policy*

**2:00pm - 3:00pm: Break**

**3:00pm - 4:15pm: Illegal Immigration: Exterior issues your members will be facing**

Moderated by Krikorian, Cellar and Arthur will discuss illegal immigration as it pertains to the border wall, parole, overstays, and asylum.

*Speaker: Mark Krikorian, Center for Immigration Studies & Andrew "Art" Arthur, Center for Immigration Studies & Hart Cellar*

**4:15pm - 4:30pm: Break**

**4:30pm - 5:30pm: Illegal Immigration: Interior issues your members will be facing**

A discussion of the interior threats posed by illegal immigration, including deportation, E-verify, and sanctuary cities.

*Speaker: Mark Krikorian, Center for Immigration Studies & Jon Feere, Center for Immigration Studies & Hart Cellar*

**5:30pm - 7:00pm: Dinner Lecture**

Wold will lead a discussion on conservative legislative strategy in response to illegal immigration, including understanding the role of the State Department in the immigration process.

*Speaker: Theo Wold, The Claremont Institute*



**Tuesday, March 14th:**

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Ross will weigh the advantages and disadvantages of merit-based immigration. He will also discuss the complications of legal immigration in regard to employment based visa programs, including H-1, L-1, OPT, O, and F.

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