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: Leighton Huch
2. a. Name of Accompanying Relative: _____ ***OR*** None ☒
   b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. **Dates:** Departure: 3/16/23 Return: 3/18/23
   b. Dates at Personal Expense, if any: _____ ***OR*** None ☐
4. Departure City: Wasinghton, DC Destination: Austin, TX Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: The Third Way Foundation (Progressive Policy Institute is a project
6. Describe Meetings and Events Attended:
   We attended meetings related to climate and clean energy. E-recycling facility at Applie, Climate Caucus staff at TX Statehouse, briefings at the University of Texas, Meeting with City of Austin officials to discuss climate equity and sustainability.
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:** 3/28/23

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: Ann McLane Kuster **Date:** 3/28/23

Signature of Supervising Member: Ann McLane Kuster

Version date 3/2021 by Committee on Ethics

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: The Third Way Foundation (Progressive Policy Institute is a project of
2. Travel Destination(s): Austin, TX
3. Date of Departure: Thursday, March 16, 2023 Date of Return: Saturday, March 18, 2023
4. Name(s) of Traveler(s): Leighton Huch

   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	$521	$550	$132	
Accompanying Family Member				

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: 3/28/23

Name: Lindsay Lewis Title: Executive Director

Organization: The Third Way Foundation

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

Address: 1156 15th St NW, Ste 400, Washington, DC, 20005

Email: llewis@ppionline.org Telephone: 2026174042

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: Leighton Huch

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: Leighton Huch

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): New Democrat Coalition

Office Address: 2201 Rayburn House Office Building, Washington, DC 20515

Telephone Number: 563-940-2371

Email Address of Contact Person: leighton.huch@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: Leighton Huch

2. Sponsor(s) who will be paying or providing in-kind support for the trip:
The Third Way Foundation (Progressive Policy Institute is a project of the Third Way Foundation)

3. City and State **OR** Foreign Country of Travel : Austin, TX

4. a. Date of Departure: Thursday, March 16, 2023 Date of Return: Saturday, March 18, 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 am Policy Director for the New Demcrat Coalition. Addressing climate change, clean energy, and innovation is a core priority of the Coalition's work.

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 3/28/23

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:
   The Third Way Foundation (Progressive Policy Institute is a project of Third Way)
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):
5. Yes ☐ No ☒ Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: March 16, 2023 Date of return: March 18, 2023
7. a. City of departure: Washington, DC
   b. Destination(s): Austin, TX
   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:

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:

    The Third Way Foundation has been engaged in innovation and energy dialogue since 1989. The sites and topics of this visit take into account congressional staff interest, the quality of programs and their relavance to American policy priorities including electronics recyling and broader clean energy strategies.

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):
    Average of $39 per day (3/16 only one meal is provided, 3/18 only one meal is provided)
    2) Provide the reason for selecting the location of the event or trip:
    Austin is the site of numerous cutting edge innovation projects on energy and e-recycling

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
    Hotel Name: Courtyard/Residence Inn City: Austin Cost Per Night: $225.00
    Reason(s) for Selecting: Centrally located to visit programming in Austin
    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.*

18. **Total Expenses for each Participant:**

☐ Actual Amounts ☒ Good Faith Estimates	Total **Transportation** Expenses per Participant	Total **Lodging** Expenses per Participant	Total **Meal** Expenses per Participant
For each Member, Officer, or Employee	$435	$550	$117
For each Accompanying Family Member	--	--	--

	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	None	None
For each Accompanying Family Member	None	None

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: _____ Date: 3/28/23

Name: Lindsay Lewis Title: Executive Director

Organization: The Third Way Foundation

Address: 1156 15th St NW, Ste 400, Washington, DC, 20005

Email: llewis@ppionline.org Telephone: (202) 617-4042

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**

1156 15th Street NW, Ste 400
Washington, DC 20005
Tel: 202-525-3926
Fax: 202-525-3941
info@ppionline.org

PPI Congressional Staff Delegation Trip to Austin, TX
Thursday, March 16, 2023 – Saturday, March 18, 2023

TRAVEL DAY

Thursday, March 16

5:25 PM	**Flight to Austin, TX** Southwest Flight #2336 DCA-AUS, arrives 8:15 PM local time (non-stop)
8:45 - 9:15 PM	*Travel to hotel - Taxi/rideshare*
9:15 PM	**Check-in to hotel** Courtyard by Marriott, 300 E 4th St, Austin, TX 78701

AUSTIN:

Friday, March 17

7:30 - 8:15 AM	**Breakfast in hotel, receive PPI briefing materials**
8:15 - 9:00 AM	*Travel to Material Recovery Lab - Bus*
9:00 - 11:00 AM	**Presentation and tour of Material Recovery Lab** *30.431646, -97.755947 (North Austin)* Staff will receive a presentation on e-waste and technology recycling innovation from industry representatives at the Material Recovery Lab in North Austin. Following the presentation, a guided tour will be provided which will include a “meeting” with Daisy, a state-of-the-art recycling robot that disassembles and recycles parts from discarded smartphones.
11:15 - 12:00 PM	*Travel to Texas State Capitol – Bus*
12:00 – 1:45 PM	**Luncheon with bipartisan legislature staff from Texas Caucus on Climate, Environment and Energy** 1100 Congress Ave., Austin, TX 78701 Congressional staff will have the opportunity to meet with their state legislature counterparts to discuss pending legislation and other initiatives concerning energy and environmental issues in Texas.

ppi radically pragmatic

1156 15th Street NW, Ste 400
Washington, DC 20005
Tel: 202-525-3926
Fax: 202-525-3941
info@ppionline.org

1:45 - 2:00 PM *Travel to University of Texas Austin – Taxi/rideshare*

2:00 – 4:00 PM **Energy briefings at University of Texas Austin**
2304 Whitis Ave, Austin, Texas 78712

Congressional staff will receive multiple briefings from leading academics at UT Austin. Staff will visit the UT Austin Energy Emissions Modeling and Data Lab to discuss research on developing new transparent models and datasets for accurate greenhouse gas emissions across global supply chains. Staff will also visit the UT Austin Energy Institute for a briefing on global energy transition research and research on costs and impacts associated with investment in the United State's aging energy infrastructure.

4:00 - 4:15 PM *Travel to Austin City Hall – Taxi/rideshare*

4:15 - 5:15 PM **Meeting with City of Austin officials to discuss Austin Climate Equity Plan**
301 W 2nd St, Austin, TX 78701

Congressional staff will meet city officials who will provide an overview of the Austin Climate Equity Plan. The plan takes into account the disproportionate burden climate change places on low-income communities and communities of color, and outlines a goal of equitably reaching net-zero community-wide greenhouse gas emissions by 2040, with a strong emphasis on cutting emissions by 2030.

5:15 – 6:15 PM *Programming break*

6:15 – 6:30 PM *Travel to dinner – Taxi/rideshare*

6:30 – 8:30 PM **Dinner discussion on public opinion polling with Texas Politics Project**
Irene's
506 West Ave, Austin, TX 78701

Congressional staff will meet with representatives from the Texas Politics Project over dinner to discuss their recent non-partisan, statewide polling on energy, climate, and storm response issues conducted in conjunction with the Texas Tribune.

1156 15th Street NW, Ste 400
Washington, DC 20005
Tel: 202-525-3926
Fax: 202-525-3941
info@ppionline.org

TRAVEL DAY

Saturday, March 18, 2023

10:00 - 10:45 AM	*Travel to airport - Taxi/rideshare*
12:30 PM	**Flight to Washington, DC** Southwest Flight #286 AUS-DCA, arrives at 6:10 PM local time (1 stop)

U.S. House of Representatives Committee on Ethics Attachments
PPI Austin, TX Staff Delegation Trip March 16 - 18, 2023

Question #4 House Invitees:

Julia Poirier
Policy Advisor, Science and Technology
Rep. Haley Stevens
julia.poirier@mail.house.gov

Alan McQuinn
Professional Staff Member
House Committee on Science, Space, and Technology
alan.mcquinn@mail.house.gov

Leighton Huch
Policy Director
New Democrat Coalition
leighton.huch@mail.house.gov

Tom Erb
Climate Policy Director
Rep. Scott Peters
tom.erb@mail.house.gov

Koray Rosati
Legislative Aide
Rep. Jake Auchincloss
koray.rosati@mail.house.gov

The House of Representatives staff members listed above have been invited because of their subject matter expertise on the topics of environmental protection, renewable energy, emissions regulations, e-waste and electronics recycling, science and technology, and other issues that will be covered in the program of this staff delegation trip.

1156 15th Street NW, Ste 400
Washington, DC 20005
Tel: 202-525-3926
Fax: 202-525-3941
info@ppionline.org

February 6, 2023

Leighton Huch
Policy Director
New Democrat Coalition
Washington, DC 20515

Dear Leighton,

On behalf of the Progressive Policy Institute (PPI), I'd like to invite you to join us for a bipartisan trip to Austin, Texas, with other congressional staffers who cover environmental and energy policy issues. The trip is departing on the evening of Thursday, March 16, and returns on the morning of Saturday, March 18.

For years, PPI has assembled delegations of congressional members and staff for high-level, educational trips to explore how the issues moving on Capitol Hill have an impact on the real world. This specific trip will focus on the cutting edge innovation happening in Austin on electronics recycling and broader clean energy strategies.

During this brief trip, we will pack a full program of informative tours and meetings with experts in state and local government, private industry, and academia. Highlights of the trip will include meetings with public sector officials working on energy and recycling policies, top scholars advancing global energy transition research and supporting the development of new energy infrastructure, and those in the private sector implementing innovative recycling technologies to enable a more circular economy.

PPI is a non-profit 501 (c) (3) organization with the mission of providing educational programming on current policy issues. This bipartisan congressional staff delegation trip will comply with all House and Senate ethics rules.

I hope that you will be able to join us for what promises to be an insightful and educational visit to Austin. **We kindly ask that you RSVP no later than Friday, February 10th, 2023**. Space is limited; please contact Stuart Malec at 202-525-3926 or smalec@ppionline.org if you have questions or require further information.

Regards,

Lindsay M. Lewis
Executive Director

Michael Guest, Mississippi
Chairman
Susan Wild, Pennsylvania
Ranking Member

Dave 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

February 27, 2023

Ms. Leighton Huch
New Democrat Coalition
2201 Rayburn House Office Buildings
Washington, DC 20515

Dear Ms. Huch:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Austin, Texas, scheduled for March 16 to 18, 2023, sponsored by the Third Way 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,

Michael Guest
Chairman

Susan Wild
Ranking Member

MG/SW:mc