



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: Peter Spiro
2. a. Name of Accompanying Relative: \_\_\_\_\_ OR None   
 b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: Friday, March 31, 2023 Return: Sunday, April 2, 2023  
 b. Dates at Personal Expense, if any: \_\_\_\_\_ OR None
4. Departure City: Arlington, VA Destination: Middleburg, VA Return City: Arlington, VA
5. Sponsor(s), Who Paid for the Trip: Center Forward
6. Describe Meetings and Events Attended:  
 Conference welcome reception; Welcome remarks and introduction; Panel discussion: American Innovation - The Path to Prosperity; Breakout session: Balancing Competing Legislative Priorities; Lunch remarks: Understanding Environmental, Social and Governance Research; Panel discussion: Working Across the Aisle in a New 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: *Peter M. Spiro* Date: 04/04/2023

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: Jimmy Panetta Date: April 4, 2023

Signature of Supervising Member: *Jimmy Panetta*



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# 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: \_\_\_\_\_

2. Travel Destination(s): \_\_\_\_\_

3. Date of Departure: \_\_\_\_\_ Date of Return: \_\_\_\_\_

4. Name(s) of Traveler(s): \_\_\_\_\_

*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                   |                               |                        |                     |   |
| 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: Rob Killgore Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

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

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

**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

## 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: Peter M. Spiro

**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: Pete Spiro

Digitally signed by Pete Spiro  
Date: 2023.02.28 19:30:18 -05'00'

Name of Signatory (if other than traveler): \_\_\_\_\_

For Staff (name of employing Member or Committee): Rep. Jimmy Panetta

Office Address: 304 Cannon House Office Building, Washington, DC 20515

Telephone Number: 202-225-2861

Email Address of Contact Person: pete.spiro@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](mailto:travel.requests@mail.house.gov).



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# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Peter M. Spiro

2. Sponsor(s) who will be paying or providing in-kind support for the trip:  
Center-Forward

3. City and State OR Foreign Country of Travel : Middleburg, Virginia

4. a. Date of Departure: March 31, 2023 Date of Return: April 2, 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: Deanna Spiro

(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.**

As chief of staff to an active member of three committees and bipartisan caucuses, I expect to gain from this issues conference valuable insights about the formulation of policy solutions to the challenges facing the United States.

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 2-28-2023



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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:

Center Forward

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):

Please see attachment.

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

6. Date of departure: Friday, March 31, 2023 Date of return: Sunday, April 2, 2023

7. a. City of departure: Washington, D.C.

b. Destination(s): Middleburg, VA

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:  
Please see attachment.

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: Car or mini bus)
- 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):
- 2) Provide the reason for selecting the location of the event or trip:

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Salamander Resort & Spa City: Middleburg Cost Per Night: \$250.00  
Reason(s) for Selecting: Ample meeting space with necessary A/V near Washington, D.C.
- 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<br><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   | \$90.00                                       | \$500.00                               | \$250.00                            |
| For each Accompanying Family Member   | \$90.00                                       | \$0.00                                 | \$250.00                            |

|                                       | 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 | \$250.00                                | Waived registration fee  |
| For each Accompanying Family Member   | \$0.00                                  |  |

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: Riley Kilburg Date: 02/14/2023

Name: Riley Kilburg Title: Executive Director

Organization: Center Forward

Address: 410 New Jersey Avenue, SE, Washington, D.C. 20003

Email: riley@center-forward.org Telephone: 563-542-6821

## 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 24, 2023

Mr. Peter Spiro  
Office of the Honorable Jimmy Panetta  
304 Cannon House Office Building  
Washington, DC 20515

Dear Mr. Spiro:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your and your spouse's proposed trip to Middleburg, Virginia, scheduled for March 31 to April 2, 2023, sponsored by Center Forward.

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 \$480 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Michael Guest  
Chairman

Susan Wild  
Ranking Member

MG/SW:kjf



2023 Center Forward Issues Conference  
Salamander Resort and Spa  
Middleburg, Virginia — March 31- April 2, 2023  
Conference Agenda

**Friday, March 31, 2023**

Casual Attire

**3:00 pm - 5:00 pm\***      Registration – The Hamilton Room of the Salamander

**6:00 pm - 9:00 pm**      Conference Welcome Reception  
Lost Barrel Brewing  
36138 John Mosby Highway, Middleburg, VA 20117

This evening is family-friendly and will be a BBQ buffet dinner. A shuttle will run continuously from 6:00 pm - 9:00 pm between the Salamander Resort and Lost Barrel Brewing.

Welcome Remarks – Building Consensus in a Polarized Congress

Riley Kilburg, Center Forward

*\*If you arrive after registration is closed, please join us at Lost Barrel Brewing. The registration desk will be open again at 8:00 am Saturday.*

**Saturday, April 1, 2023**

**Conference Program – Middleburg Ballroom**

Casual Attire

- 8:00 am - 9:00 am**      Breakfast Buffet — Bluemont Room
- Registration Desk Re-Opens
- 9:00 am - 9:15 am**      Welcome Remarks and Introduction, Cori Kramer, Center Forward
- 9:15 am - 9:45 am**      *Breakfast Remarks*
- *Biden Administration Official (Multiple Invites - Speaker TBD)*
- 9:45 am - 10:45 am**      Panel Discussion — “American Innovation: The Path to Prosperity”
- U.S. innovation and American competitiveness thrives when our nation invests in and supports the creation of cutting edge technologies. It is that same investment, innovation, and competitiveness that fuels the engine of private-sector innovation and empowers a world of innovators to help move our country forward. As the business landscape changes, Congress will face questions regarding CHIPS implementation and oversight, supply chain issues, trade negotiations, cybersecurity concerns, and many other issues. This panel will explore how Congress can address these challenges while fostering the country’s competitive advantage through a private-public partnership. Joined by special guests:
- Adrienne Elrod, Director of External Affairs, CHIPS Program
  - Joe Hoellerer, Director of Government Affairs, The Information Technology Industry Council (ITI)
  - Bledi Taska, Executive Vice President & Chief Economist, Lightcast
  - Moderated by Cori Kramer, Center Forward
- 10:45 am - 11:00 am**      Break
- 11:00 am - 12:30 pm**      Breakout Sessions — “Balancing Competing Legislative Priorities”
- Conference participants will work in small groups through facilitated dialogues to review competing legislative priorities and find

bipartisan agreement on policies that achieve shared goals and help Congress find consensus. In five separate breakouts, participants will consider health care, energy, technology, workforce, and digital equity issues as they work together and weigh the public policy impact of their decisions. Facilitated by special guests:

- Marissa Padilla, Global Strategy Group, Health Care Breakout
- Matthias Muehlbauer, OnePointFive, Energy and Sustainability Breakout
- Rhett Buttle and Katie Vlietstra Wonnemberg, Public Private Strategies, Workforce Breakout
- Austin Carson, SeedAI, Artificial Intelligence Breakout
- Katie Spiker, National Skills Coalition, Digital Equity Beyond Broadband Breakout

**12:30 pm - 1:30 pm** Lunch — Middleburg Foyer

Lunch Remarks — Understanding Environmental, Social, and Governance (ESG) Research

Over the past few years, corporate America has placed greater emphasis on Environmental, Social, and Governance (ESG) investments. Our speakers will be reviewing and discussing research focusing on current corporate ESG efforts and future trends.

- Ron Bonjean, Co-Founder, ROKK Solutions
- Tessa Recendes, Assistant Professor of Management and Organization, Pennsylvania State University
- Moderated by Cori Kramer, Center Forward

**1:30 pm - 2:30 pm** Panel Discussion — Working Across the Aisle in a New Congress

As the 118<sup>th</sup> Congress is underway, Members of Congress and policy influencers will consider several issues facing the American people in 2023. This panel will discuss Congress' priorities, new House leadership, their expectations for Congress, and where the parties may be able to work together. Joined by special guests:

- Will Dunham, Former Deputy Chief of Staff for Policy to House Speaker Kevin McCarthy
- Brendan Dunn, Former Policy Advisor and Counsel to Senate Republican Leader Mitch McConnell
- Heather McHugh, Former Legislative Director to Senate Majority Leader Charles E. Schumer
- Chris Randle, Former Legislative Director to House Democratic Leader Hakeem Jeffries
- Moderated by Riley Kilburg, Center Forward

**2:30 pm - 2:45 pm** Panel Closing Remarks, Riley Kilburg, Center Forward

**2:45 pm - 4:30 pm** Policy Roundtable Discussions — Library

Perspectives from House offices on the 2023 legislative session

**4:30 pm - 6:00 pm** Break

### **Conference Closing Reception and Dinner**

*Business Casual Attire*

**6:00 pm - 7:00 pm** Reception — Middleburg Foyer

**7:00 pm - 8:30 pm** Dinner — Middleburg Ballroom

*2023: The Legislative Implications of a Reshaping Congress and White House*

- *Kaitlan Collins, Anchor and Chief Correspondent, CNN (invited)*

Closing Remarks, Riley Kilburg, Center Forward

**8:30 pm - 12:00 am** Harriman's fire pit is reserved exclusively for the use of Center Forward attendees

**Sunday, April 2, 2023**

*Casual Attire*

**8:00 am - 10:00 am**      Breakfast Buffet — Middleburg Foyer

*Hotel Check Out is 11:00 am*