



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: Edie Marie Heipel
2. a. Name of Accompanying Relative: \_\_\_\_\_ OR None   
 b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: 4/5/23 Return: 4/5/23  
 b. Dates at Personal Expense, if any: \_\_\_\_\_ OR None
4. Departure City: Washington, D.C. Destination: Cambridge, MD Return City: Washington, D.C.
5. Sponsor(s), Who Paid for the Trip: Conservative Partnership Institute
6. Describe Meetings and Events Attended:  
Meetings/events surrounding how to be a better comms director in 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 was not able to attend all days of the trip, because of work obligations. I only attended this trip on April 5, 2023.

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

Signature of Traveler:  Date: April 12, 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: Rep. Anna Paulina Luna Date: April 12, 2023

Signature of Supervising Member:



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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: Conservative Partnership Institute
2. Travel Destination(s): Cambridge, MD
3. Date of Departure: April 4, 2023 Date of Return: April 6, 2023
4. Name(s) of Traveler(s): 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	\$119	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: April 12, 2023

Name: Ed Corrigan Title: President & 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, DC 20003

Email: info@cpi.org Telephone: 202-742-8988

*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

1. Name of Traveler: Edie Marie Heipel
2. Sponsor(s) who will be paying or providing in-kind support for the trip:  
Conservative Partnership Institute
3. City and State **OR** Foreign Country of Travel : Cambridge, MD
4. a. Date of Departure: 4/5/23 Date of Return: 4/5/23  
b. Yes  No  Will you be extending the trip at your personal expense?  
If yes, list dates at personal expense: \_\_\_\_\_
5. a. Yes  No  Will you be accompanied by a family member at the sponsor's expense? **If yes:**  
(1) Name of Accompanying Family Member: \_\_\_\_\_  
(2) Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_  
(3) Yes  No  Accompanying Family Member is at least 18 years of age:
6. a. Yes  No  Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)?  
b. **If yes, and you are requesting lodging for two nights, explain why the second night is warranted:**  
\_\_\_\_\_
7. Yes  No  *Primary Trip Sponsor Form* is attached, including agenda, invitee list, and any other attachments and Additional Sponsor Forms.  
  
*NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.*
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. **Staff should include their job title and how the activities on the itinerary relate to their duties.**  
Seminars and training on how to be a better Communications Director on the Hill.
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

4/25/23



## 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: *April 4, 2023* Date of return: *April 6, 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:

*The conservative Partnership Institute provides regular educational briefings and trainings to congressional staff and conservative leaders and activists. CPI is the sole organizer and sponsor of this trip.*

13. **Answer parts a and b. Answer part c if necessary:**

a. Mode of travel: Air  Rail  Bus  Car  Other  (specify: \_\_\_\_\_)

b. Class of travel: Coach  Business  First  Charter  Other  (specify: \_\_\_\_\_)

c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:

14.  I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). Signify that the statement is true by checking the box.

15. **Check only one.** I represent that either:

a.  The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees; **OR**

b.  The trip involves events that are arranged specifically *with regard* to congressional participation.

If "b" is checked:

1) Detail the cost *per day* of meals (approximate cost may be provided):

*The per day cost of meals will be approximately \$59*

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

*The location is owned by the sponsor, CPI, and conducive to education and training.*

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

Hotel Name: DeCoursey Bridge City: Cambridge, MA Cost Per Night: \$99

Reason(s) for Selecting: \_\_\_\_\_

Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_

Reason(s) for Selecting: \_\_\_\_\_

Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_

Reason(s) for Selecting: \_\_\_\_\_

17.  I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. Signify that the statement is true by checking the box.



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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	\$0	\$0
For each Accompanying Family Member	N/A	N/A

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

### 19. Check only one:

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

### 20. I certify by my signature that

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

Signature: Ed Corrigan Date: 2/10/2023  
 Name: Ed Corrigan Title: President and CEO  
 Organization: Conservative Partnership Institute  
 Address: 300 Independence Ave SE Washington, DC 20003  
 Email: info@cp1.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 31, 2023

Ms. Edie Heipel  
Office of the Honorable Anna Paulina Luna  
1017 Longworth House Office Building  
Washington, DC 20515

Dear Ms. Heipel:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Maryland, scheduled for April 4 to 6, 2023, sponsored by Conservative Partnership Institute, Inc.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$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:amr

1. Tim Reitz - House Freedom Caucus (*Invited as a communications professional and interest in improving Congressional communications strategy*)
2. Allie McCandless - Rep. Dan Bishop (*Invited as a communications professional and interest in improving Congressional communications strategy*)
3. Erin O'Malley - Rep. Mary Miller (*Invited as a communications professional and interest in improving Congressional communications strategy*)
4. Charlotte Law - Rep. Ben Cline (*Invited as a communications professional and interest in improving Congressional communications strategy*)
5. Madeline Huffman - Rep. Andrew Clyde (*Invited as a communications professional and interest in improving Congressional communications strategy*)
6. Harrison Fields - Rep. Byron Donalds (*Invited as a communications professional and interest in improving Congressional communications strategy*)
7. Emily Wood- Rep. Jeff Duncan (*Invited as a communications professional and interest in improving Congressional communications strategy*)
8. Marjorie Jackson- Rep. Bob Good (*Invited as a communications professional and interest in improving Congressional communications strategy*)
9. Anna Adamian- Rep. Andy Harris (*Invited as a communications professional and interest in improving Congressional communications strategy*)
10. Russell Dye - Rep. Jim Jordan (*Invited as a communications professional and interest in improving Congressional communications strategy*)
11. Nadgey Louis-Charles - Rep. Jim Jordan (*Invited as a communications professional and interest in improving Congressional communications strategy*)
12. Ryan Kelly- Alex Mooney (*Invited as a communications professional and interest in improving Congressional communications strategy*)
13. Grace Davis- Rep. Matt Rosendale (*Invited as a communications professional and interest in improving Congressional communications strategy*)
14. Nate Madden - Rep. Chip Roy (*Invited as a communications professional and interest in improving Congressional communications strategy*)
15. Taylor Hulsey- Rep. Troy Nehls (*Invited as a communications professional and interest in improving Congressional communications strategy*)
16. Edie Heipel- Rep. Anna Paulina Luna (*Invited as a communications professional and interest in improving Congressional communications strategy*)
17. Zach Kahler- Rep. Eli Crane (*Invited as a communications professional and interest in improving Congressional communications strategy*)
18. Ben Decatur- Rep. Josh Brecheen (*Invited as a communications professional and interest in improving Congressional communications strategy*)
19. Maggie Clemons- Rep. Michael Cloud (*Invited as a communications professional and interest in improving Congressional communications strategy*)



**Conservative Partnership Institute (CPI) Communications Director  
Training  
April 4- 6, 2023  
100 Day Follow Up**

**Day 1**

**9:00 -11:00 am Travel from Independence Ave, SE to Decoursey Bridge Rd**

**11:00 am – 12:00 pm Arrival at CPI Property and Check-in Tour and Room Assignments**

**12:00 – 12:30 pm Introduction**

Mr. Meadows will share lessons from the first 100 days of the 118th Congress, as well as share advice for congressional communications directors to use to further the message of their bosses.

*Speaker: The Honorable Mark Meadows, Senior Partner, CPI*

**12:30-1:30 pm Session 1: Recap- Looking Back at the First 100 Days**

Denton will share information on the purpose and goals of the retreat, as well as feedback from the communications and messaging lessons learned so far in the 118<sup>th</sup> Congress. He will then outline the strategies that he thinks will help Members and staff achieve better results going forward.

*Speaker: Wesley Denton, COO, CPI*

**1:30-2:30 Lunch & Session 1: HFC Forecast & Why Does it Matter?**

Tim Reitz will explain benchmarks for what he sees as successes and failures of communications and messaging so far in the 118<sup>th</sup> Congress, and will give attendees insight into what policy battles to expect going forward.

*Speaker: Tim Reitz, Executive Director, House Freedom Caucus*

**2:30 – 4:00 pm Session 2: Preparing Your Boss for Radio, Television and Zoom Interviews**

Vought and Semmel will share insider tips and do a step-by-step tutorial teaching communications staff how to prepare their boss for media hits with information and the confidence necessary to get their messages and goals across to the audience.

*Speakers: Rachel Semmel, Communications Director at the Center for Renewing America & Mary Vought, Founder, Vought Strategies*

**3:00 – 5:00 pm Optional Team Building Activities**

Shooting, archery and ax throwing.

*Led by: James Holland, Director of External Relations, CPI*

**5:00 – 7:00 pm Dinner and Session 3: Staying in the Fight & Pursuing Truth**

How to fight for conservative ideals in Congress, as well as how to communicate conservative goals to a younger audience.

*Speaker: Charlie Kirk, Founder & President, Turning Point USA*

**Day 2**

**9:30 – 10:00 am Continental Breakfast**

**10:00 – 11:00 am WORKSHOP 1: Perfecting Video Content**

Every social media platform is prioritizing video content with their algorithm, from shorts to long form interviews. Ball will go in depth with attendees on proper camera equipment, content creation tips and editing tutorials.

*Speaker: Luke Ball, CEO at Right Life Media*

**11:00 – 12:00 pm Session 4: Creating a Movement & Building Consensus**

**Using Social Media**

As a communications director, it is important to share a positive vision with constituents, that communicates conservative ideals and messages in captivating and novel ways. This session will instruct on best practices for constructive social media posting.

*Speaker: Stephen Miller, President, America First Legal*

**12:00 – 1:00 pm Lunch & Session 5: Speechwriting & Rhetoric**

Messaging should be a balance of longform communication from the Member and quick retorts on Twitter. Dr. Mehan will discuss how to write longform speeches using guidance from ancient philosophers like Cicero and Aristotle, as well as modern speechwriters to instruct on using rhetoric to persuade and build consensus.

*Speaker: Dr. Matt Mehan, Associate Dean & Assistant Professor, Hillsdale College in DC*

**1:00 – 1:30 pm Break**

**1:30 – 2:30 pm Session 6: Going Digital**

It is integral that communications directors learn how to break through the noise and push the message forward. This session will provide guidance and proven techniques for understanding the media cycle and creating intriguing content.

*Speaker: Robbie Myers, Digital Director, Governor Ron DeSantis*

**2:30 - 4:30 pm Optional Team Building Activities**

Shooting, archery and ax throwing.

*Led by: James Holland, Director of External Relations, CPI*

**4:30 - 6:30 pm Dinner & SESSION 7: House Procedures**

A walkthrough of the House floor, Committee of the Whole & the House, House calendars, and the discharge calendar. Helping Communications staff to better understand the legislative process. Outline the typical structure of a congressional office, highlighting the differences between roles and how they effectively work together.

*Speaker: Ed Corrigan, President & CEO, CPI*

**Day 3**

**9:30 - 10:00 am Continental Breakfast**

**10:00 - 11:00 am SESSION 8: Writing Action Packed Statements**

It takes skill to write statements and quotes to press that stand out and communicate your boss' message in a creative way. Connolly will break down writing tips to help staffers improve their writing style and use their boss' voice in fresh, new ways.

*Speaker: Michael Connolly, Founder & Principal, Inkling Communications*

**11:00 am - 11:30 pm Break**

**11:30 - 12:30 pm WORKSHOP 2: Using Storytelling to Illustrate Policy and Values**

Storytelling in the past from writers like Tolstoy and Dostoevsky have illustrated cultural problems and helped the masses to understand values and issues within their communities. Milius will discuss how the communications directors can better use storytelling to examine American culture and provide policy solutions.

*Speaker: Amanda Milius, Founder & Director, AMDC Films*

**12:30 pm – 2:30 pm Travel from Decoursey Bridge Rd to Independence Ave, SE**