



# 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.**

- Name of Traveler: Jacob Hilkin
- a. Name of Accompanying Relative: \_\_\_\_\_ OR None   
 b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
- a. Dates: Departure: May 3, 2023 Return: May 5, 2023  
 b. Dates at Personal Expense, if any: \_\_\_\_\_ OR None
- Departure City: Washington, DC Destination: Hot Springs, VA Return City: Washington, DC
- Sponsor(s), Who Paid for the Trip: Congressional Institute
- Describe Meetings and Events Attended:  
 Each breakout session was intended to further learn about the best practices for a chief of staff in a personal office. This was beneficial since my role entails directly working with each chief of staff collectively, individually, and with their staffs.
- Attached to this form are **each** of the following, *signify that each item is attached by checking the corresponding box*:
  - a completed *Sponsor Post-Travel Disclosure Form*;
  - the *Primary Trip Sponsor Form* completed by the trip sponsor **prior** to the trip, **including all** attachments **and** the *Additional Sponsor Form(s)*;
  - page 2 of the completed *Traveler Form* submitted by the employee; **and**
  - the letter from the Committee on Ethics approving my participation on this trip.
- 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: 05/09/2023

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: Maj. Leader Steve Scalise Date: 05/09/2023

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: Congressional Institute
2. Travel Destination(s): Hot Springs, VA
3. Date of Departure: May 3, 2022 Date of Return: May 5, 2022
4. Name(s) of Traveler(s): see attached list

*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	\$320	\$148	\$624 - Room Rental
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: May 12, 2023

Name: Mark Strand Title: President

Organization: Congressional Institute

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

Address: 1700 Diagonal Road #300, Alexandria, VA 22314

Email: strand@conginst.org Telephone: 703-837-8812

*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**

**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:  
Congressional 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 addendum & attached invitation list
5. Yes  No  Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: May 3, 2023 Date of return: May 5, 2023
7. a. City of departure: Washington, DC  
b. Destination(s): Hot Springs, VA  
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:





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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 addendum

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):  
Day 1 - \$49, Day 2 - \$85, Day 3 - \$17
- 2) Provide the reason for selecting the location of the event or trip:  
Relative proximity to DC and capacity to handle a large event

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Omni Homestead City: Hot Springs, VA Cost Per Night: \$98+fees&tax  
Reason(s) for Selecting: proximity to DC, availability, security & facility size
- 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	\$120	\$320	\$151
For each Accompanying Family Member	\$120	n/a	\$151

	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	\$492	Room Rental
For each Accompanying Family Member	\$492	Room Rental

**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: Mark Strand Date: March 15, 2023

Name: Mark Strand Title: President

Organization: Congressional Institute

Address: 1700 Diagonal Road #300, Alexandria, VA 22314

Email: strand@conginst.org Telephone: 703-837-8812

## 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)



## **PRIMARY TRIP SPONSOR FORM ADDENDUM**

**Question 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 invitation list. This Congressional Institute sponsored retreat focuses on the important role of the Chief of Staff in congressional offices. Therefore, the invitation to this retreat is being extended to Chiefs of Staff in House Majority and Senate Minority personal offices, the Staff Director in House Majority committee offices as well as select leadership staff.

**Question 12: For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:**

The purpose of the Congressional Institute (a 501(c)4 organization) is to promote public education about Congress and to hold educational conferences for Members of Congress, staff and others. The Congressional Institute is the sole organizer and conductor of this event. This retreat is designed to strengthen professional relationships among Chiefs of Staff, senior leadership and committee staff, educate them on policy issues and best practices, and encourage the exchange of ideas with colleagues.

**Question 18: Total expenses for each participant:**

The estimated lodging rate and per participant food/refreshment expense figure for this event (and provided on this form) do not include the separate costs to the Congressional Institute to rent conference/banquet space large enough to accommodate this large event with appropriate security and audio/visual capabilities necessary to conduct our program. Dividing these conference and facility rental costs by the number of participants estimated to attend this event, the estimated figure would be \$492 as disclosed on the sponsor form.



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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: Jacob D. Hillkin

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: *Jacob Hillkin*

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

For Staff (name of employing Member or Committee): Maj. Leader Scalise

Office Address: H-329, U.S. Capitol, Washington, DC 20515

Telephone Number: 202-225-0197

Email Address of Contact Person: Jake.Hillkin@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:   Jake Hillkin
2. Sponsor(s) who will be paying or providing in-kind support for the trip:  
  Congressional Institute
3. City and State **OR** Foreign Country of Travel:   Hat Springs, VA
4. a. Date of Departure:   May 3, 2023   Date of Return:   May 5, 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.**  
As the Dept. Director of Member Services for the Majority leader, this trip will assist my job through networking and directly connecting with chiefs of staff for Republican Members.
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   Steve Scalise   Date   3/28/23



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

April 26, 2023

Mr. Jacob Hilkin  
Office of the Majority Leader  
H-329, The Capitol  
Washington, DC 20515

Dear Mr. Hilkin:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Hot Springs, Virginia, scheduled for May 3 to 5, 2023, sponsored by Congressional Institute.

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:mc



**2023 House Republican Chiefs of Staff Conference  
Hot Springs, VA**

**Wednesday, May 3**

- 10:30 AM – 2:30 PM**    **Bus Departs from Hill**                      **S. Capitol St (Between Rayburn & Longworth)**  
Box lunches will be available on the bus.
- 2:00 PM – 7:00 PM**    **Nametag Pickup**
- 3:00 PM – 3:15 PM**    **Welcome**
- 3:15 PM – 4:15 PM**    **Millions of Constituents, Hundreds of Districts, One Conference: A Look at  
Public Opinion Across the GOP**  
David Winston, The Winston Group  
Myra Miller, The Winston Group  
Dave Sackett, The Tarrance Group  
BJ Martino, The Tarrance Group
- 4:15 PM – 5:15 PM**    **Developing A Communications Strategy That Works for Your Member**  
Ed Patru, Direct Communications Company  
Matt Lira, Hangar Capital
- 6:00 PM – 9:00 PM**    **Reception**  
**Dinner**  
Kim Strassel, *The Wall Street Journal*

**Thursday, May 4**

- 8:00 AM – 9:00 AM**    **Breakfast**
- 9:00 AM – 10:00 AM**    **Leadership Chiefs of Staff**  
Moderator: Mark Strand, Congressional Institute  
Dan Meyer, Office of the Speaker  
Brett Horton, Office of the Majority Leader  
Robert Boland, Office of the Majority Whip  
Patrick Hester, House Republican Conference
- 10:00 AM – 12:00 PM**    **Managing Your Staff Effectively**  
Mark Horstman, Manager Tools, LLC
- 12:00 PM – 1:15 PM**    **Lunch**  
Matt Pottinger, Hoover Institution



**1:30 PM – 2:30 PM**      **Ethics: Official, Campaigns, and Redistricting**  
Moderator: Kelle Strickland  
Elliot Berke, Berke Farah LLC  
Erin Clark, NRCC

**Breakout Sessions:**

**2:30 PM – 3:30 PM**      **How To Get Things Done In Your Office**  
Moderator: Mark Strand  
Brooke Bennett, Office of Rep. French Hill

**How to Get Things Done In Committee**  
The Honorable Ileana Ros-Lehtinen, Former Committee Chair  
The Honorable Greg Walden, Former Committee Chair

**How to Get Things Done In Appropriations**  
Anne-Marie Chotvacs, House Appropriations Committee  
Matt Leffingwell, Tiber Creek Group

**How to Get Things Done on The Floor**  
Judy Schneider, Former CRS Expert

**3:30 PM – 4:30 PM**      **Breakout Sessions Repeat**

**6:00 PM – 9:00 PM**      **Reception**  
**Dinner**  
Guy Benson, Fox News

**Friday, May 5**

**8:00 AM – 9:00 AM**      **Breakfast**

**9:00 AM – 10:00 AM**      **Planning Your Office's Agenda**  
Moderator: Mark Strand

**10:00 AM – 11:00 AM**      **Maximizing the MRA Under the New Communications Rules**  
Moderator: George Hadijski, Congressional Management Foundation  
Tim Monahan, Office of the Speaker/Committee on House Administration  
Nick Crocker, Committee on House Administration

**11:00 AM – 11:15 AM**      **Open Mic Discussion**  
Moderator: Mark Strand, Congressional Institute

**11:30 AM**                      **Conference Concludes**

**From:** Congressional Institute [rsvp@conginst.org](mailto:rsvp@conginst.org)  
**Subject:** Test - Register Now for the GOP Chiefs of Staff Conference  
**Date:** March 15, 2023 at 11:15 AM  
**To:** [amym@conginst.org](mailto:amym@conginst.org)

RC



## CHIEFS OF STAFF CONFERENCE

May 3-5, 2023

### PLEASE NOTE: TRAVELER FORMS ARE DUE TO ETHICS ON WEDNESDAY, APRIL 3, 2023!!!

Dear \*/fname/\*,

On behalf of the Congressional Institute, I'm happy to invite you to the annual 2023 Chiefs of Staff Issues Conference, which will be from Wednesday, May 3, 2023, through Friday, May 5, 2023, at The Omni Homestead in Hot Springs, Virginia. We hope you and your family will join us.

You have many challenges as a Chief of Staff, including the daily management of your office. We're developing an engaging program to help you do your job more effectively. We are inviting House Republican personal chiefs of staff, committee staff directors, and leadership staff so you can get to know colleagues you might not usually meet during a normal workday.

We are working with the Committee on Ethics so that the Congressional Institute is able to cover certain costs for you. We ask that you submit your paperwork to the Ethics Committee as soon as possible.

We look forward to seeing you at this issues conference so you can hear about the future of the country and Congress, learn new management ideas, discuss best practices, and strengthen professional relationships.

#### To Register:

##### Step 1: Submit Ethics Packet by Wednesday, April 3, 2023

IF YOU THINK THAT THERE IS EVEN A POSSIBILITY YOU WILL ATTEND, you need pre-authorization from the Committee on Ethics; you may always withdraw your paperwork.

Download the Institute's [Primary Trip Sponsor Form](#) and submit the whole package with your completed Traveler Form by Wednesday, April 3, 2023, to the Committee on Ethics. This entire package may be faxed to the Committee at (202)225-7392, sent or delivered to the Committee at 1015 Longworth, or e-mailed to [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).

Failure to submit your completed materials on time means we will be unable to cover the cost of your attendance, and your Member's principal campaign fund would need to pay for you.

[DOWNLOAD ETHICS FORMS >](#)

If you cannot use the button above, please copy and paste the following URL into your browser:

##### Step 2: Register on the [Congressional Institute's website](#)

The Congressional Institute will coordinate all logistical arrangements, including room reservations. The Institute will cover the cost of participation for each staff member and spouse. You are welcome to bring your children, though you will be responsible for the costs of their participation. All reservations must be made through the Institute.

[REGISTER NOW >](#)

Email Address: \*/email/\*

Access Code: \*/other\_id/\*

If you are unable to attend, please click the following link to [decline this invitation](#)



If you are unable to attend, please email the following link to [update my information](#).

We understand your registration is tentative pending Ethics approval. More information on the program and activities at the conference will be sent to you in future mailings. If you have any questions, special concerns, or need additional information, please call (703)837-8812 or email [rsvp@conginst.org](mailto:rsvp@conginst.org). We look forward to seeing you in Hot Springs!

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**Mark Strand, President**

The Congressional Institute

[strand@conginst.org](mailto:strand@conginst.org)

office: 703-837-8812

mobile: 571-366-0090

website: [conginst.org](http://conginst.org)



If you are not the correct contact for this office, please [reply to this email](#) with the updated contact information instead of [unsubscribing](#).

## COS2023 - Invited House Staff

First Name	Last Name	Job Title	Institution
Rob	Adkerson	Chief of Staff	Office of Rep. Loudermilk
Amy	Albro	Chief of Staff	Office of Rep. Bice
Anna	Alburger	Chief of Staff	Office of Rep. Joyce (OH)
Dale	Anderson	Chief of Staff	Office of Rep. Lamborn
Taylor	Andreae	Chief of Staff	Office of Rep. Gallagher
Gary	Andres	Staff Director	House Committee on Budget
Rebecca	Angelson	Chief of Staff	Office of Rep. Latta
Cyrus	Artz	Staff Director	House Committee on Education and Labor
Jason	Bauknecht	Chief of Staff	Office of Rep. Tiffany
Cliff	Bayer	Chief of Staff	Office of Rep. Fulcher
Megan	Bel Miller	Chief of Staff	Office of Rep. Scalise
Josh	Bell	Chief of Staff	Office of Rep. Estes
Brooke	Bennett	Chief of Staff	Office of Rep. Hill
Jeff	Billman	Chief of Staff	Office of Rep. Jackson
Jeff	Bishop	Chief of Staff	Office of Rep. Molinaro
Ali	Black	Communications Director	House Republican Conference
Alex	Blair	Chief of Staff	Office of Rep. Steube
Gabriella	Boffelli	Chief of Staff	Office of Rep. González-Colón
Robert	Boland	Chief of Staff	Office of Majority Whip Emmer
Alex	Bolton	Chief of Staff	Office of Rep. Mallotakis
Kate	Bonner	Chief of Staff	Office of Rep. Smucker
Hailey	Borden	Director of Downtown Coalitions	Office of Majority Whip Emmer
Lorissa	Bounds	Chief of Staff	Office of Rep. Obermoltz
Parish	Braden	Staff Director	House Committee on Agriculture
Joshua	Bradley	Chief of Staff	Office of Rep. Moran
Jen	Bradley	Chief of Staff	Office of Rep. Rutherford



Sean	Brady	Chief of Staff	Office of Rep. Buchanan
Matt	Brennan	Chief of Staff	Office of Rep. Thompson
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Andrew	David	Chief of Staff	Office of Rep. Higgins
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Braden	Dreiling	Chief of Staff	Office of Rep. LaTurner
Jake	Dumas	Chief of Staff	Office of Rep. Flood
Tyler	Edmonds	Chief of Staff	Office of Rep. Kiggans
Kevin	Eichinger	Chief of Staff	Office of Rep. Jordan
Joe	Ellis	Chief of Staff	Office of Rep. Miller
Jaryn	Emhof	Chief of Staff	Office of Rep. Webster
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Jason	Galanes	Chief of Staff	Office of Rep. Turner
Teri	Geiger	Chief of Staff	Office of Rep. Balderson
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Cesar	Gonzalez	Chief of Staff	Office of Rep. Diaz-Balart
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Jackson	Gross	Chief of Staff	Office of Rep. James
Elliott	Guffin	Chief of Staff	Office of Rep. Hudson
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James	Hampson	Chief of Staff	Office of Rep. Bishop
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Sabrina	Hancock	Chief of Staff	Office of Rep. Roy
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Rebecca	Keightley	Chief of Staff	Office of Rep. Calvert
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Charlie	Keller	Chief of Staff	Office of Rep. Wagner
Melissa	Kelly	Chief of Staff	Office of Rep. Franklin
Mark	Kelly	Chief of Staff	Office of Rep. Good
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Bronwyn	Lance	Chief of Staff	Office of Rep. Edwards
Jillian	Lane Wyant	Chief of Staff	Office of Rep. Gaetz
James	Langenderfer	Chief of Staff	Office of Rep. Mast
R.J.	Laukitis	Chief of Staff	Office of Rep. Walberg
Chrissi	Lee	Chief of Staff	Office of Rep. Luttrell
Roz	Leighton	Chief of Staff	Office of Rep. Armstrong
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Tony	Lis	Chief of Staff	Office of Rep. Bergman
Charley	Lovett	Chief of Staff	Office of Rep. Santos
Molly	Lowe	Chief of Staff	Office of Rep. Amodei
Michael	Lowry	Chief of Staff	Office of Rep. Dunn
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Anna	McCormack	Chief of Staff	Office of Rep. Rouzer
Matt	McCullough	Chief of Staff	Office of Rep. Bost
Robert	McIntosh	Chief of Staff	Office of Rep. Sessions
Justin	Melvin	Chief of Staff	Office of Rep. Kustoff
Zach	Mendelovici	Chief of Staff	Office of Rep. Buck
Tyler	Menzler	Chief of Staff	Office of Rep. Miller-Meeks
Ashley	Menzler	Chief of Staff	Office of Rep. Reschenthaler
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Carson	Middleton	Chief of Staff	Office of Rep. Foxx
Jonas	Miller	Chief of Staff	Office of Rep. Carter (TX)
Matt	Miller	Chief of Staff	Office of Rep. Cline
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Hillary	Parkinson	Chief of Staff	Office of Rep. Self
Nancy	Peele	Chief of Staff	Office of Rep. Westerman
Mehgan	Perez-Acosta	Chief of Staff	Office of Rep. Donalds
Brandon	Phillips	Chief of Staff	Office of Rep. Collins
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Nikki	Rapanos	Chief of Staff	Office of Rep. LaLota
Kevin	Reilly	Chief of Staff	Office of Rep. Lee
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Bryan	Shuy	Chief of Staff	Office of Rep. Harris
Stephen	Siao	Chief of Staff	Office of Rep. Green
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Kris	Skrzycki	Chief of Staff	Office of Rep. Murphy
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Gregory	Smith	Chief of Staff	Office of Rep. Crane
William	Smith	Chief of Staff	Office of Rep. Palmer
Mike	Smullen	Chief of Staff	Office of Rep. Johnson (OH)
Shannan	Sorrell	Chief of Staff	Office of Rep. Fallon
David	Sours	Chief of Staff	Office of Rep. Ferguson
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Danielle	Stewart	Chief of Staff	Office of Rep. Kean
Brad	Stewart	Chief of Staff	Office of Rep. Nunn
Nick	Stewart	Chief of Staff	Office of Rep. Tenney
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Deena	Teehan	Chief of Staff	Office of Rep. Moore (AL)
Shana	Trainer	Chief of Staff	Office of Rep. Guthrie
Sophie	Treadwell	Chief of Staff/General Counsel	Office of Rep. Mills
Catherine	Trokey		Office of Majority Leader Scalise
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Chris	Turner	Chief of Staff	Office of Rep. Garcia
Will	Van Flein	Chief of Staff	Office of Rep. Gosar
Tom	Vaughn	Chief of Staff	Office of Rep. DesJarlais
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Brett	Walker	Chief of Staff	Office of Rep. Womack
Beau	Whetstone	Chief of Staff	Office of Rep. Rosendale
Trevor	White	Chief of Staff	Office of Rep. Stewart
Clay	Whiteman	Chief of Staff	Office of Rep. Huizenga
Todd	Whitener	Chief of Staff	Office of Rep. Weber
Jeanette	Whitson	Chief of Staff	Office of Rep. Arrington
Elle	Williamson	Chief of Staff	Office of Rep. Cloud
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