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.

co	mpleted. Please do not file this form with the Committee on Ethics.
NO	TE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.
	Name of Traveler: 18551ca Pwied Cutalfuno
2.	a. Name of Accompanying Relative: David Catalfano, Chive Catalfano OR None De B. Relationship to Traveler: Spouse De Child Dother (specify):
3.	a. Dates: Departure: 5/3/23 Return: 5/5/23
	b. Dates at Personal Expense, if any: 5/5 - 5/6 OR None
4.	Departure City: Washington, DC Destination: Hot Springs, VA Return City: Washington, I
	Sponsor(s), Who Paid for the Trip: Congressival Institute
	Describe Meetings and Events Attended: Daytime sessions in Oblice manegement, leadership, hun to je thing die i China. Eveniz denner/meal receptures ul gues spearers.
7.	Attached to this form are each of the following, signify that each item is attached by checking the corresponding box:
	a. Pa a completed Sponsor Post-Travel Disclosure Form;
	b. P the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and the Additional Sponsor Form(s);
	c. Description 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 ce	ertify that the information contained on this form is true, complete, and correct to the best of my knowledge.
	nature of Traveler: Date: Date: Date: Date:
Dis	thorized this travel in advance. I have determined that all of the expenses listed on the attached <i>Sponsor Post-Travel</i> closure Form were necessary and that the travel was in connection with the employee's official duties and would not attend the appearance that the employee is using public office for private gain.
Nai	me of Supervising Member: Lop Mich Laugusty Date: 5/15/23
Sign	nature of Supervising Member:
	ion date 3/2021 by Committee on Ethics

SPONSOR POST-TRAVEL DISCLOSURE FORM

	Original	Amendmen
*********		 4 44 7 5 77

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.

the	edenial of future re pay the trip expense	equests to sponsor trips an	d/or subject the cur	rent traveler to dis	y with this requirement may result ciplinary action or a requirement to	(
		· · · · · · · · · · · · · · · · · · ·	his form may be subje	ect to criminal proc	ecution pursuant to 18 U.S.C. § 1001.	
1.	Sponsor(s) who pa	aid for the trip: Congres	sional Institute	et to triningi pros	ecution parsuant to 18 0.5.C. \$ 1001.	
2.		n(s): Hot Springs, VA		·		
3.	Date of Departure	_{e:} May 3, 2022	Date o	of Return: May 5,	2022	
4.		er(s): see attached list				
	Note: You may list	t more than one traveler o	n a form only if <i>all</i> i	nformation is <i>ide</i>	ntical for each person listed.	
5.	Actual amount of	f expenses paid on behalf o	of, or reimbursed to,	each individual n	amed 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	\$0	\$0	\$148	\$624 - Room Rental	
[ce	Signify statement t	is true by checking box.		lete, and correct to	er diem or lump sum payment. o the best of my knowledge. e: May 12, 2023	
Vai	me: Mark Strand			Title	_{e:} President	
Эrę	ganization: Congr	essional Institute				
	I am an officer of	the above-named organiz	ation. Signify states	nent is true by che	rcking box,	
Ado	dress: 1700 Diag	onal Road #300, Alex	andria, VA 22314	4		
lm:	ail: strand@con	ginst.org	· · · · · · · · · · · · · · · · · · ·	Telephone	_{:;} 703-837-8812	
	Committe	aa ctaff ir an anut ut 11				

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.

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.

Fa	The winter or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Illure 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 <i>and</i> lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was <i>de minimis</i> 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 hourly description of planned activities for trip invitees). Indicate agenda is attached.	ig in during the travel (i.e., an
11.	Check only one of the following:	
	a. I represent that a registered federal lobbyist or foreign agent will not accompa on any segment of the trip. Signify that the statement is true by checking box; OR	ny House Members or employees
	b. Not Applicable. Trip sponsor is a U.S. institution of higher education.	· !
12.	. For <i>each</i> sponsor required to submit a sponsor form, describe the sponsor's interest trip <i>and</i> its role in organizing and/or conducting the trip:	in the subject matter of the
	See addendum	
		:
		· ·
	•	
13.	Answer parts a and b. Answer part c if necessary:	
	a. Mode of travel: Air Rail Bus Car Other (specify:	
	Class of the color	pecify:
	c. If travel will be first class, or by chartered or private aircraft, explain why such tra	vel is warranted:
		· · · · · · · · · · · · · · · · · · ·
	•	:
14.	I represent that the expenditures related to local area travel during the trip will be	e unrelated to personal or
	recreational activities of the invitee(s). Signify that the statement is true by checking	g the box.
15.	Check only one. I represent that either:	· · · · · · · · · · · · · · · · · · ·
	a. The trip involves an event that is arranged or organized without regard to cons meals provided to congressional participants are similar to those provided to or p event attendees; OR	gressional participation and that urchased by other
	b. The trip involves events that are arranged specifically with regard to congression	anal participation
	If "b" is checked:	onar participation.
	 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:	i
	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 payment. Signify that the statement is true by checking the box.	l and not a per diem or lump sum

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	\$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	\$638	Room Rental
For each Accompanying Family Member	\$638	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:
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- 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

Name: Mark Strand

Organization: Congressional Institute

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

Email: strand@conginst.org

March 31, 2023

President

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 | 202-225-7103 More information and forms available at 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.

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

DRAFT

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

Subject: Test - Register Now for the GOP Chiefs of Staff Conference

Date: March 15, 2023 at 11:15 AM

To: amym@conginst.org





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 Friddy, 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 <u>Primary Trip Sponsor Form</u> and submit the whole package with your completed Traveler Form by Wednesday, April 3, 2023, to the Committee of 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.tiouse.gov.

Failure to submit your completed materials on fime 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 <u>Congressional Institute's website</u>

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.



Email Address: */email/*
Access Code: */other.id/*

If you are unable to attend please click the following link to decline this invitation

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, We look forward to seeing you in Hot Springs!

Mark Strand, President

The Congressional Institute strand@conginst.org office: 703-837-8812 mobile: 571-366-0090 website: conginst.org



If you are not the correct contact for this office, please <u>reply to this email</u> with the updated contact information instead of <u>unsubscribing</u>.

COS2023 - Invited House Staff

\ate	Aaron	Alex	Robert	Gabriella	Alex	A	Jeff	Jeff	Chris	Brooke	Josh	Megan	Mark	Olff	Jason	Maggie	Cyrus	Rebecca	Gary	Taylor	Dale	Alysa	Anna	Amy	Rob	First Name
			-																							
																	•									
Bonner	Bonnaure	Bolton	Boland	Boffelli	Blair	Black	Bishop	Billman	Bien	Bennett	Bell	Bel Miller	Bednar	Bayer	Bauknecht	Ayrea	Artz	Angeison	Andres	Andreae	Anderson	Anderson	Alburger	Albro	Adkerson	Last Name
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							:																		:	
Chief of Sta	Chief of Stat	Chief of Staf	Chief of Staf	Chief of Staf	Chief of Staf	Communicati	Chief of Staff	Chief of Staff	Deputy I	Chief of Staff	Chief of Staff	Chief of Staff	Director	Chief of Staff	Chief of Staf	Deputy Chief of	Staff Director	Chief of Staff	Staff Director	Chief of Staff	Chief of Staff	Chief of Staf	Chief of Staff	Chief of Staff	Chief of Staff	Job Title
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Office of					•	ons Director			tor of Floor Operations				ic Communications			Staff	•									
Office of Rep. Smucker					•	ons Director			tor of Floor Operations				ic Communications Office of Speaker McC	Office of Rep. Fuicher		Staff	•									Institution
Office of Rep. Smucker				Staff: Office of Rep. González-Colón	•	ons Director		Staff Office of Rep. Jackson	tor of Floor Operations	Staff Office of Rep. Hill			ic Communications Office of Speaker McC			Staff	•				Office of Rep. Lamborn				staff Office of Rep. Loudermilk	

Hailey Lorissa Parish Joshua Jen	Borden Bounds Bräden Brädley Bradley	Director of Downtown Coalitions Chief of Staff Staff Director Chief of Staff Chief of Staff	Office of Majority Whip Emmer Office of Rep Obernolte House Committee on Agriculture Office of Rep. Moran Office of Rep. Rutherford
Francis Chris	Brennan Brinson	Chief of Staff Rapid Response Director Chief of Staff	Office of Rep. Thompson House Republican Conference Office of Rep. Rogers (AL)
Francis	Brooks		Office of Rep. Rogers (AL) Office of Majority Leader Scalise Office of Rep. Webstrup
Keelle	Broom Brown		Office of Rep. Owens Office of Rep. Owens
Ed Samantha	Buckham Bullock	Chief of Staff Communications Director	Office of Rep. Greene Office of Majority Whip Emmer
Courtney	Butcher	Chief of Staff Member Services Director	Office of Rep. Posey House Republican Conference
John	Butter Byers	Chief of Staff Chief of Staff	Office of Rep. McHenry Office of Rep. Pfluger
Larry Aaron	Calhoun Calkins	Chief of Staff Chief of Staff	Office of Rep. Cammack Office of Rep. Burlison
Ashley Christina Chad	Callen Cameron Carrough	General Counsel Media Affairs Advisor Chief of Staff	Office of Majority Leader Scalise Office of Speaker McCarthy
Ryan Spencer	Carney	of Stat	Office of Rep. Tenney
laghi	Carrella	nsel	Office of Speaker McCarthy Office of Rep. Elizey
Jessica	Carter	Chief of Staff	Office of Rep. Newhouse

Caroline	Cash	Chief of Staff	Office of Rep. Comer
Anne Marie	Chotvacs.		House Committee on Appropriations
Nic X	Christensen	Chief of Staff	Office of Rep. Graves (MO)
Andrew	Christianson		Office of Rep. Johnson (SD)
(10) (1) (1) (1) (1) (1) (1) (1) (1) (1) (1	Clark	Staff Director	House Committee on Veterans Affairs
Ben	Cline	Representative for VA-6 (Guest Speaker)	U.S. House of Representatives
Michael	Comer	Deputy Communications Director	Office of Majority Leader Scalise
Billy	Constangy	Leadership Chef of Staff	Office of Rep. Hudson
	Costa	Chief of Staff	Office of Rep. Meuser
Carly	Couture		Office of Rep. Hageman
Chris	Crawford	Chief of Staff	Office of Rep. Carter (GA)
Brian	Cress	Member Services and Operations Assistar	d Operations Assistant House Republican Conference
John	Crews		Office of Majority Leader Scalise
Tim	Cummings	Chief of Staff	Office of Rep. Timmons
Molly	Cutrona	Chief of Staff	Office of Rep. Amodei
Dante	Cutrona		Office of Rep. Joyce (PA)
Arte	Dana	Chief of Staff	Office of Rep. Steel
Andrew	David		<u>ن</u>
Jonathan	Day	Chief of Staff	Office of Rep Wilson
James	Decker		Office of Rep. Burgess
<u>Chris</u>	Del Beccaro	Chief of Staff	Office of Rep. McCaul
Jackie	Del Bonis		Office of Majority Whip Emmer
Ben	DeMarzo	Chief of Staff	Office of Rep. Miller (IL)
Liz	Dessauer		Office of Rep. Spartz
Monica	Didluk	Chief of Staff	Office of Rep. Smith (NE)
Justin	Discigil	Chief of Staff	Office of Rep. Crenshaw
David	DiStefano	Chief of Staff	Office of Rep. Carey
Kelly	Dixon	Staff Director	

Matt	Donnellan	Chief of Staff	Office of Rep. Miller (WV)
Jordan	Downs	Chief of Staff	Office of Rep. Guest
Mark	Dreiling		
Braden	Dreiling	Chief of Staff	Office of Rep. LaTumer
Jake	Dumas		Office of Rep. Flood
Tyler Control of the	Edmonds	Chief of Staff	Office of Rep. Kiggans
Kevin	Eichinger		Office of Rep. Jordan
Joe		Chief of Staff	Office of Rep Miller
Jaryn	Emhof		Office of Rep. Webster
Max	Engling	Deputy Member Services Director	Office of Speaker McCarthy
Laura	Engquist	#	
Wes	Enos	Deputy Chief of Staff	Office of Rep. Nunn
John	Etue		
Michele	Exner	Communications Director	Office of Speaker McCarthy
Ben	Falkowski		Office of Rep. Yakym
Alex .	Ferro	ChetorStaff	Office of Rep. Gimenez
Jay	Fields		Republican Study Committee
Laurer	Fine	Communications Director	Office of Majority Leader Scallse
David	FitzSimmons	Chief of Staff	Office of Rep. Finstad
lan	Foley	Policy Director	Office of Majority Whip Emmer
Cameron	Foster	Chief of Staff	•
Sally	700	Chief of Staff	Office of Rep. Enamer
Jason	Galanes		:
Steven	Gialer	Senior Policy Advisor and Counsel	Office of Speaker McCarthy
Robert	Gies		Office of Rep. D'Esposito
Cesal	Gonzalez	Chief of Staff	Office of Rep. Diaz-Balart
Michael	Gordon		Office of Rep. Williams
Alex	Gourdikian	Director of Operations	Office of Speaker McCarthy
Andrea	Grace		Office of Rep. Lawler

Office of Rep. Kiley	Chief of Staff		Bob Holste
House Committee on Financial Services	Staff Director		
House Committee on Energy and Commerce	Staff Director	_	Nate
Office of Rep. Allen			
House Committee on Judiciary			
Office of Rep. Bilirakis	Chief of Staff		(教育を 14) いずいがに (17) (17) (18)
Office of Rep. Rose	Chief of Staff		Van Hilleary
Office of Speaker McCarthy	Policy Advisor		Presion
Office of Majority Leader Scalise	Deputy Director of Member Services		Likin Hikin
Office of Rep. Davidson	Chief of Staff		Adam
House Republican Conference	Chief of Staff		
Office of Rep. Ogles	Chief of staff		Grant
Office of Rep. Johnson (LA)	Chief of Staff		Hayden Haynes
Office of Rep. McClain	Chief of Staff		Nick
Office of Rep. Lesko			Rachel Harris
Office of Rep. Mann	Chief of Staff		Brandon
Office of Rep. Mace	Chief of Staff		Dan Hanion
Select Committee on China	Staff Director		Dave
Office of Rep. Roy	Chief of Staff		Sabrina Hancock
Office of Rep. Chavez Deflemer	Chief of Staff		Jihun
Office of Rep. Bishop	Chief of Staff		James Hampson
Office of Speaker McCarthy	Deputy General Counsel		Kimberly
Office of Rep. Massie			Matt Gurler
Office of Rep. Hudson	Chief of Staff		Ellotto Control Control Control
Office of Rep. James	Chief of Staff		Jackson Gross
Office of Rep. Cole	Chief of Staff		Josh
Office of Rep. Strong	Chief of Staff		Payne Griffin
Cilice of Hep. Burchett	CITE O SIZI		VII.C.I del

BJ	Steve	Desiree	æ	Allen	₹ e	Χye	Carolyn	Micah	Jazmine	Mark	Melissa	Charlie	David	Rebecca	Natalie	Saran	Jon	Alice	Ben	Jake	Stephen	Kyle	Emily	Matt	Paul	Adam	Michael	Brett
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Office of Rep. Self	Office of Rep. Fry	Office of Rep. Van Duyne	House Republican Conference	Office of Rep. Curtis	(NJ)	Office of Rep. Ezell	Office of Rep. De La Cruz	Office of Majority Leader Scalise	Office of Majority Whip Emmer	Office of Speaker McCarthy	Office of Rep. Van Drew	Office of Rep. Perry	Office of Rep. Salazar	House Committee on Administration	Office of Rep. Kim	Office of Majority Leader Scalise	Office of Majority Leader Scalise	Office of Rep. McCarthy	Office of Rep. Cline	Office of Rep. Carter (TX)	Office of Rep. Foxx	Office of Rep. Schweikert	Office of Speaker McCarthy	Office of Rep. Smith (MO)	Office of Rep. Reschenthaler	Office of Rep. Miller-Meeks	Office of Rep. Buck	Office of Rep. Kustoff	

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	Caucus Executive Director Republican Governance/ Office of Rep. Joyce	Director of Operations	General Counsel	Chief of Staff Office of Rep. Bean	Deputy Chief of Staff	Chief of Staff		Chief of Staff Office of Rep. Valadao		Director of Member Services Office of Majority Leader Scalise		Chief of Starf	Chief of Staff	Chief of Staff Office of Rep. Langworthy		Chief of Staff Office of Rep. Gonzales (TX)		Chief of Staff Office of Rep. McMorris Rodgers		Floor Director Office of Majority Whip Emmer		Chief of Staff Office of Rep. Norman	Chief of Staff	Chief of Staff	Chief of Staff

Kelle	Nick	Danielle	Brittan	Watt	Mark	Allen	David	Shannan	Mike	Jason	Caleb	William	Gregory	Jeff	Alison	Kris	Philip	Stephen	Jonah	Ворру	Brendan	Ellen	Robert	Eric	Zac	Steve	Jack
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House Committee on Ethics	Office of Rep. Bentz	Office of Rep. Kean	Office of Speaker McCarthy	Office of Speaker McCarthy	Office of Rep. LaMalfa	Office of Speaker McCarthy	Office of Rep. Ferguson	Office of Rep. Fallon		Office of the Parliamentarian		Office of Rep. Palmer	Office of Rep. Crane	Office of Rep. Boebert	Office of Rep. Lucas	Office of Rep. Murphy	Office of Rep. McCarmick	Office of Rep. Green	Office of Rep. Crawford	Office of Rep Moylan	House Committee on Foreign Affairs	Office of Majority Leader Scalise	Office of Rep. Nehls	Office of Majority Leader Scalise	Office of Rep. Harshbarger	Office of Rep. Granger	House Committee on Transportation and Infrastructure

AJ	Sugarman		Office of Majority Leader Scalise
Heather	Swift	Chief of Staff	Office of Rep. Zinke
Deena	Tauster		Office of Rep. Garbarino
Shana	Teehan		Office of Rep. Moore (AL)
Danie	Tidwell	Incoming Chief of Staff	Office of Rep. Fleischmann
Sophie	Trainor Khanahmadi		Office of Rep. Guthrie
Catherine	Treadwell	Chief of Staff/General Counsel Office of Rep. Mills	Office of Rep. Mills
Claire	Trokey	;	Office of Majority Leader Scalise
Chris Charles and the second	Tudor Control of the	DC Chief of Staff Office of Rep. McClintock	Office of Rep. McClint
Will	Turner	Chief of Staff	Office of Rep. Garcia
On	Van Flein	Chief of Staff	Office of Rep. Gosar
Dirk	Vander Beek		Office of Rep. Dunn
Aashka	Varma	Senior Advisor	Office of Rep. Rosendate
Richard	Vaughn		Office of Rep. DesJarlais
Ted State of the s	Verrill	Chief of staff	Office of Rep. Lettow
Chris	Vieson	Staff Director	House Committee on Armed Services
Jake 1	Vreeburg	Policy Director	House Republican Conference
Rachel	Wagley	Chief of Staff	Office of Rep. Maore (UT)
Brett	Wakeman	Chief of Staff	Office of Rep. Van Orden
Niki	Wallace	Chief of Staff	Office of Rep. Simpson
Clay	white	Chief of Staff Office of Rep Stewart	Office of Rep. Stewart
Todd	Whiteman	Chief of Staff	Office of Rep. Huizeng
Jeanelle	Whitener	Chief of Staff Office of Rep. Weber	Office of Rep. Weber
Elle	Whitson	Chief of Staff	Office of Rep. Arringto
Ben	Williamson	Chie of Staff Office of Rep. Cloud	Office of Rep. Cloud
Veronica	Wong	•	Office of Rep. Issa
Vorcan	Wood	Chief of Staff	Office of Rep. Gooden
Leafaina	Yahn	Chief of Staff	Office of Rep. Radewagen



2023 House Republican Chiefs of Staff Conference Hot Springs, VA

Wednesday, May 3

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10:30 AM - 2:30 PM	Bus Departs from Hill Box lunches will be available on	S. Capitol St (Between Rayburn & Longworth) the bus.
2:00 PM - 7:00 PM	Nametag Pickup	Garden Room
3:00 PM - 3:15 PM	Welcome	Grand Ballroom East
3:15 PM - 4:15 PM	Millions of Constituents, Hundr Public Opinion Across the Hous David Winston, The Winston Group Myra Miller, The Winston Group BJ Martino, The Tarrance Group Lauren Hutchinson, The Tarrance	л р
4:15 PM – 5:15 PM	The Art of Presenting Persuasiv Terri Sjodin, Sjodin Communicat	
6:00 PM - 9:00 PM	Reception Dinner Guy Benson, Fox News	Grand Ballroom Foyer Grand Ballroom West
9:00 PM	Fireside Chat: The Art of Presen	ting Persuasively Tower
	Thursday,	May 4
8:00 AM - 9:00 AM	Breakfast	Grand Ballroom West

The Five Dysfunctions of a Team

Beau Johnson, The Table Group

9:00 AM - 10:00 AM

10:00 AM - 11:00 AM

Countering the Threat of the Chinese Communist Party

Grand Ballroom East

Grand Ballroom East

Dustin Walker, American Enterprise Institute David Feith, Center for New American Security Rebeccah Heinrichs, Hudson Institute 11:00 AM - 12:00 PM

Using the Power of the Purse: House Appropriations

Grand Ballroom East

Anne-Marie Chotvacs, House Appropriations Committee

Will Dunham, Brownstein Hyatt Farber Schreck

Kelly Lungren McCollum, Office of Rep. Morgan Griffith

12:00 PM - 1:15 PM

Lunch

Grand Ballroom West

Steven Moore, Ukraine Freedom Project

A fireside chat moderated by Mark Strand, Congressional Institute

1:30 PM - 2:30 PM

How to Get Things Done In Committee

Grand Ballroom East

The Honorable Roy Blunt, Former Senate Committee Chair

The Honorable Ileana Ros-Lehtinen, Former House Committee Chair

Breakout Sessions:

2:30 PM - 3:30 PM

How To Get Things Done In Your Office

Lexington

Moderator: Anca Butcaru, Congressional Institute

Brooke Bennett, Office of Rep. French Hill Kyle Kizzier, Office of Rep. Erin Houchin

How to Plan Your Office's Strategy

Empire/Crystal

Moderator: Mark Strand, Congressional Institute

Rachel Wagley, Office of Rep. Blake Moore Carolyn King, Office of Rep. Rob Wittman

Congressional Ethics: A Primer

Mt. Vernon

Moderator: Jennifer Dill, Congressional Institute

Kelle Strickland, House Ethics Committee

Elliot Berke, Berke Farah, LLP

How to Get Things Done on The Floor

Commonwealth

Moderator: Tim Lang, Congressional Institute Jason Smith, Parliamentarian of the House John Leganski, Office of the Speaker

Ben Napier, Office of the Majority Leader

3:30 PM - 4:30 PM

Breakout Sessions Repeat

6:00 PM - 9:00 PM

Reception

Grand Ballroom Foyer

Dinner

Grand Ballroom West

Welcome: The Honorable Ben Cline, U.S. Representative for Virginia's 6th

Congressional District

Lee Carter, Maslansky + Partners

Friday, May 5

8:00 AM - 9:00 AM Breakfast **Grand Ballroom West** 9:00 AM - 10:00 AM Leadership Chiefs of Staff Townhall **Grand Ballroom East** Moderator: Mark Strand, Congressional Institute Machalagh Carr, Office of the Speaker Brett Horton, Office of the Majority Leader Robert Boland, Office of the Majority Whip Patrick Hester, House Republican Conference Maximizing the MRA Under the New Communications Rules Grand Ballroom East 10:00 AM - 11:00 AM Tim Monahan, Office of the Speaker/Committee on House Administration Casey Contres, Communications Strategist & Former House Chief 11:00 AM - 11:15 AM **Open Mic Discussion Grand Ballroom East** Moderator: Mark Strand, Congressional Institute

Conference Concludes

11:30 AM

Report name: House Staff Attendance List for Ethics Report date: 05/12/2023

Event name: 2023 Chiefs of Staff Conference

First Name	Last Name	Institution
Alyssa	Anderson	Office of Rep. Ciscomani
Dale	Anderson	Office of Rep. Lamborn
Taylor	Andreae	Office of Rep. Gallagher
Rebecca	Angelson	Office of Rep. Latta
Maggie	Ayrea.	Office of Rep. Graves (LA)
Wark	Bedriar	Office of Speaker McCarthy
Megan	Bel Miller	Office of Rep. Scalise
Joshua	Bell	Office of Rep. Estes
A. Brooke	Bennett	Office of Rep. Hill
Chris	Bien	Office of Speaker McCarthy
	Bishop	Office of Rep. Molinara
A	Black	House Republican Conference
Gabriella 1997 - Gabriella	BoffeIII)	Office of Rep. González-Colón
Hober	Boland	Office of Majority Whip Emmer
Halley	Borden	Office of Majority Whip Emmer
LOTISSA	Bounds	Office of Rep. Obernotte
	Braden	House Committee on Agriculture
Jen	Bradley	Office of Rep. Butherford
	Birson	Office of Rep. Rogers (AL)
Francis	Brooke	Office of Majority Leader Scalise
Greg	Bróòks:	Office of Rep. Wenstrup
Nicholas	Brown	Office of Rep. Clyde
Stuart	Burns	Office of Rep. Posey
Courtney	Butcher	House Republican Conference

John	Byers	Office of Rep. Pfluger
Larry	Calhoun	Office of Rep. Cammack
Aaron	Calkins	Office of Rep. Burlison
Ashley	Callen	Office of Majority Leader Scalise
Christina		Office of Speaker McCarthy
Chad	Carlough	Office of Rep. Carl
Ryan	y	Office of Rep. Stell
Machalagh		Office of Speaker McCarthy
Jessica		Office of Rep. Newhouse
Anne Marie	Chotvacs	House Committee on Appropriations
Andrew	anson	Office of Rep. Johnson (SD)
Jon	Clark	House Committee on Veterans Affairs
Michael		Office of Majority Leader Scalise
Billy	Constangy	Office of Rep. Hudson
Tim		Office of Rep. Meuser
Brian		House Republican Conference
John		Office of Majority Leader Scalise
Dante	Cutrona	Office of Rep. Joyce (PA)
Molly	Cutrona	Office of Rep. Amodei
Andrew	David	Office of Rep. Higgins
Jonathan		Office of Rep. Wilson
James	Decker	Office of Rep. Burgess
Chris	Del Beccaro	Office of Rep. McCaul
Jáckie	Del Bónis (Office of Majority Whip Emmer
Ben	DeMarzo	Office of Rep. Miller (IL)
ΓZ	Dessauer	Office of Rep. Spartz
Monica	Didiuk	Office of Rep. Smith (NE)
Jordan	Downs	Office of Rep. Guest
	Dreiling	Office of Rep. Bacon

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Office of Rep. Allen		Edulo: Ed
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Office of Majority Leader Scalise		Jäke
House Republican Conference		Patrick
Office of Rep. Ogles		Grant
Office of Rep. McClain	Hawatmeh Office	Nick
Office of Rep. Mace	Hanlori Office	Dan
Office of Rep. Roy	Hancock	Sabrina
Office of Rep. Chavez DeRemer	Han	Jihun
Office of Speaker McCarthy		Kimberly
Office of Rep. Hudson	Guffin	Ellot
Office of Rep. Cole	Grogis	Josh
Office of Rep. Strong	Griffin Office	Payne
Office of Rep. Burchett	Grider	Michael
Office of Rep. Lawler	Grace Office	Andrea
Office of Rep. Diaz-Balart	Gonzalez	Cesar
Office of Rep. D'Esposito	Gies Offic	Robert
Office of Speaker McCarthy	if .	Steven
Office of Rep. Emmer	Fox	Saily
Office of Rep. Hern	•	Cameron
Office of Majority Whip Emmer	Fotey	lan
Office of Majority Leader Scalise	Fine	Lauren
Office of Speaker McCarthy	Exner	Michele
Office of Rep. Nunn	Enos	Wesley
Office of Rep. Balderson	Engquist Offic	Laura
Office of Rep. Webster	Embor	Jaryn
Office of Rep. Kiggans	Edmonds	

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	Office of Majority Whip Emmer	Maneval	Chris
	Office of Rep Moolenaar	Maloney	Ashton
	Office of Rep. Griffith	Lungren McCollum	Kelly
	Office of Rep. Aderholt	Lowny	Michael
	Office of Rep. McCarthy	Lombard	Kyle
	Office of Rep. Armstrong	Leighion	Roz
	Office of Speaker McCarthy	Leganski	John
	Office of Rep: Luttrell	Lee	Chrissi
	Office of Rep. Mast	Langenderfer	James
	Office of Rep. Biggs	LaBorde	Kare
	Office of Majority Leader Scalise	Koohmaraie	BU
	Office of Rep. Luna	Koncar	Steve
	Office of Rep. Stauber	Koetzle	Desiree
	Office of Rep. Fitzpatrick	Knowles	Joe
	Office of Rep. Duncan	Klump	Allen
	Office of Rep. Houchin	Kizzer	Kyle
	Office of Rep. Wittman	King	Carolyn
	Office of Rep. Waltz	Ketchel	Micah
	Main Street Caucus	Kemp	Jazmine
	Office of Rep. Franklin	Kelly	Melissa
	Office of Rep. Good	Kelly	Mark
	Office of Rep. Wagner	Keller	Charlie
	Office of Rep. Graves	Jorgenson	Sarah
	Office of Rep. Brecheen	Jones	Jon
	Office of Rep. Bucshon	Jackson	Kyle
	Office of Rep. Fischbach	Hytha	Emily
	Office of Rep. Harris	Hutson	Matt

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	Office of Rep. Gonzales (TX)	Prieto	Cesar
3	Office of Rep. Wornack	Powell	Jessica
	Office of Majority Whip Emmer	Planning	David
:	Office of Speaker McCarthy	Plaming	Dana
	Office of Rep. Baird	Pinegar	Philip
	Office of Rep. Collins	Phillips.	Brandon
	Office of Rep. Donalds	Perez:Acosta	Mehgan
	Office of Rep. Self	Parkinson	Hillary
	House Republican Conference	Ckonjewski	Anderson
	Office of Rep. De La Cruz	Navarro	Karen
	Office of Majority Leader Scalise	Napier	Ben
	Office of Majority Whip Emmer	Nalls	Dennis
	Office of Speaker McCarthy	Murphy	Cullen
:	Office of Rep. Salazar	Morain.	Tom:
	House Committee on Administration	Monahan	Tim
	Office of Majority Leader Scalise	Mlinar	Alye
	Office of Majority Leader Scalise	Minkler	Annie
:	Office of Rep. McCarthy	Min	Jámés
	Office of Rep. Cline	Miller	Matt
:	Office of Rep. Hageman	Willer	Carly
	Office of Rep. Foxx	Middleton	Carson
:	Office of Rep. Schweikert	Michaels	Chad
	Office of Rep: Miller-Meeks	Menzier	Tyler
	Office of Rep. Reschenthaler	Menzler	Ashley
	Office of Rep. Kustoff	Melvin	Uslin
	Office of Rep. Fitzgerald	McCormack	Ryan
	Office of Rep Rouzer	McCormack	Anna

Kevin	Reilly	Office of Rep. Lee
Bart	Reising	Office of Majority Leader Scalise
Andrew	Renteria (Office of Rep. Valadao
Jim	Robertson	Office of Rep. Stefanik
Kyle	Robertson	Office of Rep. Pence
Jamie	Robinette	Office of Rep. Bean
Jason	Rogers	Office of Majority Whip Emmer
Shelbie		Office of Majority Whip Emmer
Wary	Rosado (Office of Rep. Barr
Steve		Office of Rep. Granger
Zac	Butherford (Office of Rep. Harshbarger
Enc	Schmitz	Office of Majority Leader Scalise
Robert	Schroeder (Office of Rep. Nehls
Ellen		Office of Majority Leader Scalise
Jonah	Shumate	Office of Rep. Crawford
Philip		Office of Rep. McCormick
Jeff	Small	Office of Rep. Boebert
Gregory		Office of Rep. Crane
Wilke	Smullen	Office of Rep. Johnson (OH)
David		Office of Rep. Ferguson
Brittan	Specifi	Office of Speaker McCarthy
Kelle	id.	House Committee on Ethics
AU	Sugarman	Office of Majority Leader Scalise
Timothy	, w	Office of Rep, Grothman
Heather	Swift	Office of Rep. Zinke
Deena		Office of Rep. Garbarino
Shana	Teehan C	Office of Rep. Moore (AL)
Daniel Daniel		Office of Rep. Fleischmähn

Jordan	Jeanette	Rachel	led ed	Richard	Will	Chris	Claire	Catherine
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j.,

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

Ms. Jessica Catalfamo Office of the Honorable Nicholas A. Langworthy 1630 Longworth House Office Building Washington, DC 20515

Dear Ms. Catalfamo:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your and your spouse's proposed trip to Hot Springs, Virginia, scheduled for May 3 to 6, 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

1. Name of Traveler: HSSICA PWUD Catalfano

2.	Sponsor(s) who will be paying or providing in-kind support for the trip:						
3.	City and State OR Foreign Country of Travel: HDL Springs, VA						
	a. Date of Departure: 5/3/23 Date of Return: 5/5/23						
	b. Yes No Will you be extending the trip at your personal expense?						
	If yes, list dates at personal expense: NOT accepting return transportation						
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: David Cataifamo						
	(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 <i>Primary Trip Sponsor Form</i> (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 Serve as chuef of Staff for confressman make Languarthy and as a new emit in a pressman obtice this retreat will be very beneficial to my oppicial duties.						
9.	Yes No Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip?						
10.	For staff travelers, to be completed by your employing Member:						
	ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL						
I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private fain.							
Sig	nature of Employing Member Ma la Moth Date 13/2023						

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 microprocentations and this formation is a second seco

Fai	ilure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.
	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 agen. 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. 6.	Yes No Is travel being offered to an accompanying family member of the House invitee(s)? 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 <i>and</i> lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was <i>de minimis</i> under the Committee's travel regulations.
€.	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 participal hourly description of planned activities for trip invitees). <i>Indicate agenda is at</i>	ating in during the travel (i.e., an
11.	Check only one of the following: a. I represent that a registered federal lobbyist or foreign agent will not according on any segment of the trip. Signify that the statement is true by checking box; Ob. Not Applicable. Trip sponsor is a U.S. institution of higher education.	npany House Members or employees
12.	For <i>each</i> sponsor required to submit a sponsor form, describe the sponsor's intertrip <i>and</i> its role in organizing and/or conducting the trip: See addendum	rest in the subject matter of the
13	Answer parts a and b. Answer part c if necessary:	
15.	a. Mode of travel: Air Rail Bus Car Other (specify:_	
	b. Class of travel: Coach Business First Charter Other	7(specify:
	c. If travel will be first class, or by chartered or private aircraft, explain why such	travel is warranted
	I represent that the expenditures related to local area travel during the trip we recreational activities of the invitee(s). Signify that the statement is true by check check only one. I represent that either: a. The trip involves an event that is arranged or organized without regard to the contract of the contract	cking the box.
	meals provided to congressional participants are similar to those provided to event attendees; OR	or purchased by other
	b. The trip involves events that are arranged specifically with regard to congrue If "b" is checked:	essional participation.
	 Detail the cost per day of meals (approximate cost may be provided): Day 1- \$49, Day 2 - \$85, Day 3 - \$17 	
	 Provide the reason for selecting the location of the event or trip: Relative proximity to DC and capacity to handle a large event 	
16	-	
10.	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 si	ze
	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 incupayment. Signify that the statement is true by checking the box.	irred and not a per diem or lump sun

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	\$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.

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19.		reci	con	ly 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.	c. The information on this form is true, co	emplete, and correct to the best of my knowledge.
	11. $11.$	

Signature: Mark Strand Name: Mark Strand	Date:	March 15, 2023
Name: Mark Strand		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:

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.



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

Subject: Test - Register Now for the GOP Chiefs of Staff Conference

Date: March 15, 2023 at 11:15 AM

To: amym@conginst.org





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 <u>Primary Trip Sponsor Form</u> 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.

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 inlease click the following link to decline this invitation.

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. We look forward to seeing you in Hot Springs!

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Mark Strand, President

The Congressional Institute strand@conginst.org office: 703-837-8812

mobile: 571-366-0090 website: conginst.org



If you are not the correct contact for this office, please $\frac{\text{reply to this email}}{\text{monotonion instead of }}$ with the updated contact information instead of $\frac{\text{unsubscribing}}{\text{unsubscribing}}$.

COS2023 - Invited House Staff

Kate	Aaron	Alex	Robert	Gabriella	Alex	Ali	Jeff	Jeff	Chris	Brooke	Josh	Megan	Mark	Cliff	Jason	Maggie	Cyrus	Rebecca	Gary	Taylor	Dale	Alysa	Anna	Amy	Rob	First Name
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Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Communications Director	Chief of Staff	Chief of Staff	Deputy Director of Floor Operations	Chief of Staff	Chief of Staff	Chief of Staff	Director of Strategic Communications	Chief of Staff	Chief of Staff	Deputy Chief of Staff	Staff Director	Chief of Staff	Staff Director	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Job Title
Office of Rep. Smucker	Office of Rep. Reshenthaler	Office of Rep. Malliotakis	Office of Majority Whip Emmer	Office of Rep. González-Colón	Office of Rep. Steube	House Republican Conference	Office of Rep. Molinaro	Office of Rep. Jackson	Office of Speaker McCarthy	Office of Rep. Hill	Office of Rep. Estes	Office of Rep. Scallse	Office of Speaker McCarthy	Office of Rep. Fulcher	Office of Rep. Tiffany	Office of Rep. Graves (LA)	House Committee on Education and Labor	Office of Rep. Latta	House Committee on Budget	Office of Rep. Gallagher	Office of Rep. Lamborn	Office of Rep. Ciscomani	Office of Rep. Joyce (OH)	Office of Rep. Bice	Office of Rep. Loudermilk	Institution

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1	Carter	Carretta	Carr	Carr	Carney	Carlough	Cameron	Callen	Calkins	Calhoun	Byers	Butler	Butcher	Burns	Bullock	Buckham	Brown	Broom	Brooks	Brooke	Brinson	Brennan	Brennan	Brady	Bradley	Bradley	Braden	Bounds	Borden
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Emily	Kelly	David	Justin	Monica	Liz	Ben	Jackie	Chris	James	Jonathan	Andrew	Arie	Dante	Molly	Tim	John	Brian	Chris	Carly	Tim	Billy	Michael	Ben	Jon	Andrew	Nick	Anne Marie	Caroline
Domenech	Dixon	DiStefano	Discigil	Didluk	Dessauer	DeMarzo	Del Bonis	Del Beccaro	Decker	Day	David	Dana	Cutrona	Cutrona	Cummings	Crews	Cress	Crawford	Couture	Costa	Constangy	Comer	Cline	Clark	Christianson	Christensen	Chotvacs	Cash
Senior Policy Advisor	Staff Director	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Member Services Director	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff		Member Services and Oper	Chief of Staff	Chief of Staff	Chief of Staff	Leadership Chef of	Deputy Communications Director	Representative for VA-6 (Gi	Staff Director	Chief of Staff	Chief of Staff	Staff Director	Chief of Staff
Office of Speaker McCarthy	House Committee on Rules	Office of Rep. Carey	Office of Rep. Crenshaw	Office of Rep. Smith (NE)	Office of Rep. Spartz	Office of Rep. Miller (IL)	Office of Majority Whip Emmer	Office of Rep. McCaul	Office of Rep. Burgess	Office of Rep. Wilson	Office of Rep. Higgins	Office of Rep. Steel	Office of Rep. Joyce (PA)	Office of Rep. Amodel	Office of Rep. Timmons	Office of Majority Leader Scalise	Member Services and Operations Assistant House Republican Conference	Office of Rep. Carter (GA)	Office of Rep. Hageman	Office of Rep. Meuser	Office of Rep. Hudson	rector Office of Majority Leader Scalise	for VA-6 (Guest Speaker) U.S. House of Representatives	House Committee on Veterans Affairs	Office of Rep. Johnson (SD)		House Committee on Appropriations	Office of Rep. Comer

Michael	Andrea	Alex	Michael	Cesar	Robert	Steven	Jason	Sally	Cameron	lan	David	Lauren	Jay	Alex	Ben	Michele	John	Laura	Max	Jaryn	Joe	Kevin	Tyler	Jake	Braden	Mark	Jordan	Matt
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Office of Rep. Burchett	Office of Rep. Lawler	Office of Speaker McCarthy	Office of Rep. Williams	Office of Rep. Diaz-Balart	Office of Rep. D'Esposito	Office of Speaker McCarthy	Office of Rep. Turner	Office of Rep. Emmer	Office of Rep. Hern	Office of Majority Whip Emmer	Office of Rep. Finstad	Office of Majority Leader Scalise	Republican Study Committee	Office of Rep. Gimenez	Office of Rep. Yakym	Office of Speaker McCarthy	Office of Rep. Williams	Office of Rep. Balderson	Office of Speaker McCarthy	Office of Rep. Webster	Office of Rep. Miller	Office of Rep. Jordan	Office of Rep. Kiggans	Office of Rep. Flood	Office of Rep. LaTurner	Office of Rep. Bacon	Office of Rep. Guest	Office of Rep. Miller (WV)

Michaet	Brett	Bob	Matt		Nate	Lauren	Chris	Liz	Van	Preston	Jake	Adam	Patrick	Grant	Hayden	Nick	Rachel	Brandon	Dan	Dave	Sabrina	Jihun	James	Matt	Elliott	Jackson	Josh	Payne
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James	Allie	B.	Steve	Desiree	Joe	Allen	Kyle	Kyle	Carolyn	Micah	Jazmine	Mark	Melissa	Charlie	David	Rebecca	Natalie	Sarah	Jon	Alice	Ben	Jake	Stephen	Kyle	Emily	Matt	Paul	Adam
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Office of Rep. Hunt	Office of Speaker McCarthy	Office of Majority Leader Scalise	Office of Rep. Luna	Office of Rep. Stauber	Problem Solvers	Office of Rep. Duncan	House Committee on Homeland Security	Office of Rep. Houchin	Office of Rep. Wittman	Office of Rep. Waltz	Main Street Caucus	Office of Rep. Good	Office of Rep. Franklin	Office of Rep. Wagner	Office of Rep. Banks	Office of Rep. Calvert	Office of Speaker McCarthy	Office of Rep. Graves	Office of Rep. Brecheen	Office of Rep. Scatt	House Committee on Small Business	Office of Rep. Rogers (KY)	Office of Rep. Babin	Office of Rep. Bucshon	Office of Rep. Fischbach	Office of Rep. Harris	Office of Rep. Kelly (MS)	House Committee on Intelligence

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Menzler Chief of Staff Meyer Chief of Staff Meyer Chief of Staff Meyer Chief of Staff Michaels DC Chief of Staff Miller Chief of Staff Miller Chief of Staff Miller Chief of Staff Min Chief of Staff Min Deputy Floor Director Minahan Deputy Floor Staff Monahan Chief of Staff Murphy Staff Director Moran Chief of Staff Murphy Staff Director Nappier Chief of Staff Murphy Staff Assistant Nappier Chief of Staff Other of Staff Nappier Chief of Staff Nappier Chief of Staff Chief of Staff Nappier Chief of Staff Nappier Chief of Staff Chief of Staff Nappier Chief of Staff Chief of Staff	House Reput	Operations Director	Okoniewski	Anderson
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	Office of Re	Chief of Staff	Menzler	Tyler

Jack	Alex	Mary		Anna	Mark	Shelbie	Jason	Jamie	Jim	Kyle	Mary Ellen	Andrew	Tim	Bart	Kevin	Nikki	Chad	Jessica	Sam	Cesar	Jessica	Jared	Dana	David	Phillip	Mark	Brandon
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House Committee on Transportation and Infrastructure	Office of Rep. Duarte	Office of Rep. Barr	Joyce	Republican Governance/ Office of Rep.	House Committee on Ways and Means	Office of Majority Whip Emmer	Office of Majority Whip Emmer	Office of Rep. Bean	Office of Rep. Stefanik	Office of Rep. Pence	Office of Rep. LaHood	Office of Rep. Valadao	House Freedom Caucus	Office of Majority Leader Scalise	Office of Rep. Lee	Office of Rep. LaLota	Office of Rep. Luetkemeyer	Office of Rep. Langworthy	Office of Rep. Hinson	Office of Rep. Gonzales (TX)	Office of Rep. Womack	Office of Rep. McMorris Rodgers	Office of Speaker McCarthy	Office of Majority Whip Emmer	Office of Rep. Baird	Office of Rep. Norman	Office of Rep. Collins

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Office of Majority Leader Scalise	House Committee on Ethics	Office of Rep. Bentz	Office of Rep. Nunn	Office of Rep. Kean	Office of Speaker McCarthy	Office of Speaker McCarthy	Office of Rep. LaMalfa	Office of Speaker McCarthy	Office of Rep. Ferguson	Office of Rep. Fallon	Office of Rep. Johnson (OH)		Office of Speaker McCarthy	Office of Rep. Palmer	Office of Rep. Crane	Office of Rep. Boebert	Office of Rep. Lucas	Office of Rep. Murphy	Office of Rep. McCormick	Office of Rep. Green	Office of Rep. Crawford	Office of Rep. Moylan	House Committee on Foreign Affairs	Office of Majority Leader Scalise	Office of Rep. Nehls	Office of Majority Leader Scalise	Office of Rep. Harshbarger	Office of Rep. Granger

Jason	Leafaina	Jordan	Veronica	Ben	⊞e	Jeanette	Todd	Clay	Nikki	Brett	Rachel	Jake	Chris	Ted	Richard	Aashka	Djirk	Tom	HIW	Chris	Claire	Catherine	Sophie	Daniel	Shana	Deena	Heather	Timothy
Yaworske	Yahn	Wood	Wong	Williamson	Whitson	Whitener	Whiteman	White	Wallace	Wakeman	Wagley	Vreeburg	Vieson	Verrill	Vaughn	Varma	Vander Beek	Van Flein	Turner	Tudor	Trokey	Treadwell	Trainor	Tidwell	Teehan	Tauster	Swift	Svoboda
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Office of Speaker McCarthy	Office of Rep. Radewagen	Office of Rep. Gooden	Office of Rep. Issa	Office of Rep. Cloud	Office of Rep. Arrington	Office of Rep. Weber	Office of Rep. Huizenga	Office of Rep. Stewart	Office of Rep. Simpson	Office of Rep. Van Orden	Office of Rep. Moore (UT)	House Republican Conference	House Committee on Armed Services	Office of Rep. Letlow	Office of Rep. DesJarlais	Office of Rep. Rosendale	Office of Rep. Dunn	Office of Rep. Gosar	Office of Rep. Garcia	Office of Rep. McClintock	Office of Majority Leader Scalise	Office of Rep. Mills	Office of Rep. Guthrie	Office of Rep. Fleischmann	Office of Rep. Moore (AL)	Office of Rep. Garbarino	Office of Rep. Zinke	Office of Rep. Grothman
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TRAVELER FORM

This form should be completed by House Members, officers, or employees seeking Committee approval of privatelysponsored 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: HSSICA PWIND Catalfano
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: Carall
Name of Signatory (if other than traveler):
For Staff (name of employing Member or Committee): Langnorty / M-23
Office Address: 1630 Longwith House Office Bldge WUSh, DC
Telephone Number: 302 - 225 - 3161
Email Address of Contact Person: JUSSI CA. PROUDED MOUR. NOWSE. 900 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.