EMPLOYEE POST-TRAVEL DISCLOSURE FORM □ Original □ Amendment

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, by email at gifttravelreports@mail.house.gov, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

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

1. Name of Traveler: Kimberly Hamm

2. a. Name of Accompanying Relative: ________ OR None □
   b. Relationship to Traveler: □ Spouse □ Child □ Other (specify): ________

   b. Dates at Personal Expense, if any: ___________________________________ OR None □


5. Sponsor(s), Who Paid for the Trip: Congressional Institute

6. Describe Meetings and Events Attended:
   Meetings on management, ethics, communications, leadership roles and coordination, and pending policy and legislative issues.

7. Attached to this form are each of the following, signify that each item is attached by checking the corresponding box:
   a. ☒ a completed Sponsor Post-Travel Disclosure Form;
   b. ☐ the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and the Additional Sponsor Form(s);
   c. ☐ page 2 of the completed Traveler Form submitted by the employee; and
   d. ☒ the letter from the Committee on Ethics approving my participation on this trip.

8. a. ☐ I represent that I participated in each of the activities reflected in the attached sponsor’s agenda.

   Signify statement is true by checking the box.

   b. If not, explain: Due to official and personal commitments, I did not attend one of the scheduled sessions on May 3 and one on May 4.

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

Signature of Traveler: __________________________ Date: 5/15/2023

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: __________________________ Date: 5/15/23

Signature of Supervising Member: __________________________

Version date 3/2021 by Committee on Ethics
SPONSOR POST-TRAVEL DISCLOSURE FORM

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:

<table>
<thead>
<tr>
<th></th>
<th>Total Transportation Expenses</th>
<th>Total Lodging Expenses</th>
<th>Total Meal Expenses</th>
<th>Total Other Expenses (dollar amount per item and description)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveler</td>
<td>$0</td>
<td>$320</td>
<td>$148</td>
<td>$624 - Room Rental</td>
</tr>
<tr>
<td>Accompanying Family Member</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

Version date 3/2021 by Committee on Ethics
PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee website (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee’s Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor who will be paying for the trip:
   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:

Version date 3/2021 by 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 - $65, 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.*
18. Total Expenses for each Participant:

<table>
<thead>
<tr>
<th></th>
<th>Total Transportation Expenses per Participant</th>
<th>Total Lodging Expenses per Participant</th>
<th>Total Meal Expenses per Participant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual Amounts</td>
<td>$120</td>
<td>$320</td>
<td>$151</td>
</tr>
<tr>
<td>Good Faith Estimates</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For each Member,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Officer, or Employee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For each Accompanying</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family Member</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Expenses</th>
<th>Identify Specific Nature of “Other” Expenses (dollar amount per item)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each Member,</td>
<td>$638</td>
</tr>
<tr>
<td>Officer, or Employee</td>
<td>Room Rental</td>
</tr>
<tr>
<td>For each Accompanying</td>
<td>$638</td>
</tr>
<tr>
<td>Family Member</td>
<td>Room Rental</td>
</tr>
</tbody>
</table>

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: [Signature] Date: March 31, 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 | 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.
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
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
CHIEFS OF STAFF CONFERENCE
May 3-5, 2023

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

Dear [name],

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.

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.
We understand your registration is tentative pending Ethics approval. More information on the program and activities of 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 svp@coninst.org. We look forward to seeing you in Hot Springs!

Mark Strand, President
The Congressional Institute
strand@coninst.org
office: 703-837-8812
mobile: 571-368-0090
website: coninst.org

Congressional Institute

If you are not the correct contact for this office, please reply to this email with the updated contact information instead of unsubscribing.
### Wednesday, May 3

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:30 AM – 2:30 PM</td>
<td>Bus Departs from Hill S. Capitol St (Between Rayburn &amp; Longworth) Box lunches will be available on the bus.</td>
<td></td>
</tr>
<tr>
<td>2:00 PM – 7:00 PM</td>
<td>Nametag Pickup</td>
<td>Garden Room</td>
</tr>
<tr>
<td>3:00 PM – 3:15 PM</td>
<td>Welcome</td>
<td>Grand Ballroom East</td>
</tr>
<tr>
<td>4:15 PM – 5:15 PM</td>
<td>The Art of Presenting Persuasively Terri Sjodin, Sjodin Communications</td>
<td>Grand Ballroom East</td>
</tr>
<tr>
<td>6:00 PM – 9:00 PM</td>
<td>Reception&lt;br&gt; Dinner&lt;br&gt; Guy Benson, Fox News</td>
<td>Grand Ballroom Foyer&lt;br&gt; Grand Ballroom West</td>
</tr>
<tr>
<td>9:00 PM</td>
<td>Fireside Chat: The Art of Presenting Persuasively</td>
<td>Tower</td>
</tr>
</tbody>
</table>

### Thursday, May 4

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM – 9:00 AM</td>
<td>Breakfast</td>
<td>Grand Ballroom West</td>
</tr>
<tr>
<td>9:00 AM – 10:00 AM</td>
<td>The Five Dysfunctions of a Team Beau Johnson, The Table Group</td>
<td>Grand Ballroom East</td>
</tr>
<tr>
<td>10:00 AM – 11:00 AM</td>
<td>Countering the Threat of the Chinese Communist Party&lt;br&gt; Dustin Walker, American Enterprise Institute&lt;br&gt; David Feith, Center for New American Security&lt;br&gt; Rebecca Heinrichs, Hudson Institute</td>
<td>Grand Ballroom East</td>
</tr>
</tbody>
</table>
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
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM – 9:00 AM</td>
<td>Breakfast</td>
<td>Grand Ballroom West</td>
</tr>
<tr>
<td>9:00 AM – 10:00 AM</td>
<td>Leadership Chiefs of Staff Townhall</td>
<td>Grand Ballroom East</td>
</tr>
<tr>
<td></td>
<td>Moderator: Mark Strand, Congressional Institute</td>
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<tr>
<td></td>
<td>Machalagh Carr, Office of the Speaker</td>
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<td></td>
<td>Brett Horton, Office of the Majority Leader</td>
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<td></td>
<td>Robert Boland, Office of the Majority Whip</td>
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<td></td>
<td>Patrick Hester, House Republican Conference</td>
<td></td>
</tr>
<tr>
<td>10:00 AM – 11:00 AM</td>
<td>Maximizing the MRA Under the New Communications Rules</td>
<td>Grand Ballroom East</td>
</tr>
<tr>
<td></td>
<td>Tim Monahan, Office of the Speaker/Committee on House Administration</td>
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</tr>
<tr>
<td></td>
<td>Casey Contres, Communications Strategist &amp; Former House Chief</td>
<td></td>
</tr>
<tr>
<td>11:00 AM – 11:15 AM</td>
<td>Open Mic Discussion</td>
<td>Grand Ballroom East</td>
</tr>
<tr>
<td></td>
<td>Moderator: Mark Strand, Congressional Institute</td>
<td></td>
</tr>
<tr>
<td>11:30 AM</td>
<td>Conference Concludes</td>
<td></td>
</tr>
<tr>
<td>Institution</td>
<td>First Name</td>
<td>Last Name</td>
</tr>
<tr>
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<tr>
<td>House Republican Conference</td>
<td>Ayasee</td>
<td></td>
</tr>
</tbody>
</table>
TRAVELER FORM

1. Name of Traveler: Kimberly Harrm

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: Hot 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 Deputy General Counsel to the Speaker, this trip will allow me to better understand the legislative issues from
   member offices as well as other leadership staff. The trip will provide valuable insight into committee, floor, and
   appropriations processes.

9. Yes □ No □ Is the traveler aware of any registered federal lobbyists or foreign agents involved planning,
   organizing, requesting, or arranging the trip?

10. For staff travelers, to be completed by your employing Member:

    ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

    I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under
    my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described
    travel is in connection with my employee’s official duties and that acceptance of these expenses will not create the
    appearance that the employee is using public office for private gain.

    Signature of Employing Member ___________________________ Date 5/26/23
April 28, 2023

Ms. Kimberly Hamm
Office of the Speaker
H-232, The Capitol
Washington, DC 20515

Dear Ms. Hamm:

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