



U.S. House of Representatives

# COMMITTEE ON ETHICS

## EMPLOYEE POST-TRAVEL DISCLOSURE FORM Original Amendment

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

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

1. Name of Traveler: Matthew Miken

2. a. Name of Accompanying Relative: \_\_\_\_\_ OR None

b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_

3. a. Dates: Departure: MAY 3, 2023 Return: MAY 5, 2023

b. Dates at Personal Expense, if any: \_\_\_\_\_ OR None

4. Departure City: Arlington, VA Destination: Hot Springs VA Return City: Arlington, VA

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

6. Describe Meetings and Events Attended:  
Various meetings + dinners/lunches with guest speakers. All topics meant to give attendees tools to better address issues that arise in the office and be better leaders for the Member + staff

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 Senior Staff calls, taking my POV to the event and staff needs I was unable to attend every meeting on the agenda

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

Signature of Traveler: \_\_\_\_\_ Date: 5/22/23

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: Ben Clise Date: 5/22/23

Signature of Supervising Member: \_\_\_\_\_



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# COMMITTEE ON ETHICS

## SPONSOR POST-TRAVEL DISCLOSURE FORM

Original  Amendment

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip *within ten days of their return*. You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

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

1. Sponsor(s) who paid for the trip: Congressional Institute
2. Travel Destination(s): Hot Springs, VA
3. Date of Departure: May 3, 2023 Date of Return: May 5, 2023
4. Name(s) of Traveler(s): see attached list

Note: You may list more than one traveler on a form only if *all* information is *identical* for each person listed.

5. Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$0	\$320	\$148	\$624 - Room Rental
Accompanying Family Member				

6.  All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. Signify statement is true by checking box.

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

Signature:  Date: May 12, 2023

Name: Mark Strand Title: President

Organization: Congressional Institute

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

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

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

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.



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# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Matthew Miller

2. Sponsor(s) who will be paying or providing in-kind support for the trip:  
The 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 Chief of Staff attendance at the event will provide me with more tools to better lead my Staff and serve the Member more effectively.

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.

R. O'...

3/27/23



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# COMMITTEE ON ETHICS

## PRIMARY TRIP SPONSOR FORM

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

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

1. Sponsor who will be paying for the trip:  
Congressional Institute
2.  I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. Signify that the statement is true by checking box.
3. Check only one. I represent that:
  - a.  The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip: OR
  - b.  The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds: OR
  - c.  The primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.  
If "c" is checked, list the names of the additional sponsors:
4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):  
See addendum & attached invitation list
5. Yes  No  Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: May 3, 2023 Date of return: May 5, 2023
7. a. City of departure: Washington, DC  
b. Destination(s): Hot Springs, VA  
c. City of return: Washington, DC
8. Check only one. I represent that:
  - a.  The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: OR
  - b.  The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: OR
  - c.  The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.
9. Check only one of the following:
  - a.  I checked 8(a) or (b) above; OR
  - b.  I checked 8(c) above but am not offering any lodging; OR
  - c.  I checked 8(c) above and am offering lodging and meals for one night; OR
  - d.  I checked 8(c) above and am offering lodging and meals for two nights. If you checked this box, explain why the second night of lodging is warranted:



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# COMMITTEE ON ETHICS

10.  Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box.*
11. **Check only one of the following:**  
 a.  I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify that the statement is true by checking box; OR*  
 b.  *Not Applicable.* Trip sponsor is a U.S. institution of higher education.
12. For *each* sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip *and* its role in organizing and/or conducting the trip:  
 See addendum
13. **Answer parts a and b. Answer part c if necessary:**  
 a. Mode of travel: Air  Rail  Bus  Car  Other  (specify: \_\_\_\_\_)  
 b. Class of travel: Coach  Business  First  Charter  Other  (specify: \_\_\_\_\_)  
 c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:
14.  I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). *Signify that the statement is true by checking the box.*
15. **Check only one.** I represent that either:  
 a.  The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees; **OR**  
 b.  The trip involves events that are arranged specifically *with regard* to congressional participation.  
 If "b" is checked:  
 1) Detail the cost *per day* of meals (approximate cost may be provided):  
 Day 1- \$49, Day 2 - \$85, Day 3 - \$17  
 2) Provide the reason for selecting the location of the event or trip:  
 Relative proximity to DC and capacity to handle a large event
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:  
 Hotel Name: Omni Homestead City: Hot Springs, VA Cost Per Night: \$98+fees&tax  
 Reason(s) for Selecting: proximity to DC, availability, security & facility size  
 Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_  
 Reason(s) for Selecting: \_\_\_\_\_  
 Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_  
 Reason(s) for Selecting: \_\_\_\_\_
17.  I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking the box.*



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# COMMITTEE ON ETHICS

18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts <input checked="" type="checkbox"/> Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$120	\$320	\$151
For each Accompanying Family Member	\$120	n/a	\$151

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	\$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:

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

20. I certify by my signature that

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

Signature: Mark Strand Date: March 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](mailto:ethicscommittee@mail.house.gov) | 202-225-7103  
More information and forms available at [ethics.house.gov](http://ethics.house.gov)

Michael Guest, Mississippi  
*Chairman*  
Susan Wild, Pennsylvania  
*Ranking Member*

David P. Joyce, Ohio  
John H. Rutherford, Florida  
Andrew R. Garbarino, New York  
Michelle Fischbach, Minnesota

Veronica Escobar, Texas  
Mark DeSaulnier, California  
Deborah K. Ross, North Carolina  
Glenn F. Ivey, Maryland



ONE HUNDRED EIGHTEENTH CONGRESS

**U.S. House of Representatives**

COMMITTEE ON ETHICS

Thomas A. Rust  
*Staff Director and Chief Counsel*

Kelle A. Strickland  
*Counsel to the Chairman*

David Arrojo  
*Counsel to the Ranking Member*

1015 Longworth House Office Building  
Washington, D.C. 20515-6328  
Telephone: (202) 225-7103  
Facsimile: (202) 225-7392

April 26, 2023

Mr. Matthew Miller  
Office of the Honorable Ben Cline  
2443 Rayburn House Office Building  
Washington, DC 20515

Dear Mr. Miller:

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

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$480 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

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

Sincerely,

Michael Guest  
Chairman

Susan Wild  
Ranking Member

MG/SW:mc

## **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.



DRAFT



**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**

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



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

Dear \*/iname/\*,

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

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

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

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

**To Register:**

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

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

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

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

**DOWNLOAD ETHICS FORMS** >

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

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

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

**REGISTER NOW** >

Email Address: \*/email/\*

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

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

If you are unable to attend, please email me regarding this to [strand@conginst.org](mailto:strand@conginst.org)

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

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**Mark Strand, President**

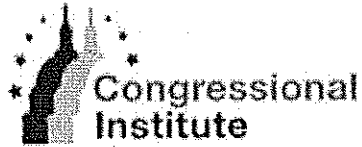
The Congressional Institute

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

office: 703-837-8812

mobile: 571-366-0090

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



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



**Congressional  
Institute**

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

**Wednesday, May 3**

<b>10:30 AM – 2:30 PM</b>	<b>Bus Departs from Hill</b> Box lunches will be available on the bus.	<b>S. Capitol St (Between Rayburn &amp; Longworth)</b>
<b>2:00 PM – 7:00 PM</b>	<b>Nametag Pickup</b>	<b>Garden Room</b>
<b>3:00 PM – 3:15 PM</b>	<b>Welcome</b>	<b>Grand Ballroom East</b>
<b>3:15 PM – 4:15 PM</b>	<b>Millions of Constituents, Hundreds of Districts, One Conference: A Look at Public Opinion Across the House GOP</b> David Winston, The Winston Group Myra Miller, The Winston Group BJ Martino, The Tarrance Group Lauren Hutchinson, The Tarrance Group	<b>Grand Ballroom East</b>
<b>4:15 PM – 5:15 PM</b>	<b>The Art of Presenting Persuasively</b> Terri Sjodin, Sjodin Communications	<b>Grand Ballroom East</b>
<b>6:00 PM – 9:00 PM</b>	<b>Reception Dinner</b> Guy Benson, Fox News	<b>Grand Ballroom Foyer Grand Ballroom West</b>
<b>9:00 PM</b>	<b>Fireside Chat: The Art of Presenting Persuasively</b>	<b>Tower</b>

**Thursday, May 4**

<b>8:00 AM – 9:00 AM</b>	<b>Breakfast</b>	<b>Grand Ballroom West</b>
<b>9:00 AM – 10:00 AM</b>	<b>The Five Dysfunctions of a Team</b> Beau Johnson, The Table Group	<b>Grand Ballroom East</b>
<b>10:00 AM – 11:00 AM</b>	<b>Countering the Threat of the Chinese Communist Party</b> Dustin Walker, American Enterprise Institute David Feith, Center for New American Security Rebecca Heinrichs, Hudson Institute	<b>Grand Ballroom East</b>

<b>11:00 AM – 12:00 PM</b>	<b>Using the Power of the Purse: House Appropriations</b> Anne-Marie Chotvac, House Appropriations Committee Will Dunham, Brownstein Hyatt Farber Schreck Kelly Lungren McCollum, Office of Rep. Morgan Griffith	<b>Grand Ballroom East</b>
<b>12:00 PM – 1:15 PM</b>	<b>Lunch</b> Steven Moore, Ukraine Freedom Project <i>A fireside chat moderated by Mark Strand, Congressional Institute</i>	<b>Grand Ballroom West</b>
<b>1:30 PM – 2:30 PM</b>	<b>How to Get Things Done In Committee</b> The Honorable Roy Blunt, Former Senate Committee Chair The Honorable Ileana Ros-Lehtinen, Former House Committee Chair	<b>Grand Ballroom East</b>
<b>Breakout Sessions:</b>		
<b>2:30 PM – 3:30 PM</b>	<b>How To Get Things Done In Your Office</b> Moderator: Anca Butcaru, Congressional Institute Brooke Bennett, Office of Rep. French Hill Kyle Kizzier, Office of Rep. Erin Houchin	<b>Lexington</b>
	<b>How to Plan Your Office's Strategy</b> Moderator: Mark Strand, Congressional Institute Rachel Wagley, Office of Rep. Blake Moore Carolyn King, Office of Rep. Rob Wittman	<b>Empire/Crystal</b>
	<b>Congressional Ethics: A Primer</b> Moderator: Jennifer Dill, Congressional Institute Kelle Strickland, House Ethics Committee Elliot Berke, Berke Farah, LLP	<b>Mt. Vernon</b>
	<b>How to Get Things Done on The Floor</b> Moderator: Tim Lang, Congressional Institute Jason Smith, Parliamentarian of the House John Leganski, Office of the Speaker Ben Napier, Office of the Majority Leader	<b>Commonwealth</b>
<b>3:30 PM – 4:30 PM</b>	<b>Breakout Sessions Repeat</b>	
<b>6:00 PM – 9:00 PM</b>	<b>Reception Dinner</b> Welcome: The Honorable Ben Cline, U.S. Representative for Virginia's 6 <sup>th</sup> Congressional District  Lee Carter, Maslansky + Partners	<b>Grand Ballroom Foyer Grand Ballroom West</b>

**Friday, May 5**

- |                            |  |                            |
|----------------------------|--|----------------------------|
| <b>8:00 AM – 9:00 AM</b>   | <b>Breakfast</b>   | <b>Grand Ballroom West</b> |
| <b>9:00 AM – 10:00 AM</b>  | <b>Leadership Chiefs of Staff Townhall</b><br>Moderator: Mark Strand, Congressional Institute<br>Machalagh Carr, Office of the Speaker<br>Brett Horton, Office of the Majority Leader<br>Robert Boland, Office of the Majority Whip<br>Patrick Hester, House Republican Conference | <b>Grand Ballroom East</b> |
| <b>10:00 AM – 11:00 AM</b> | <b>Maximizing the MRA Under the New Communications Rules</b><br>Tim Monahan, Office of the Speaker/Committee on House Administration<br>Casey Contres, Communications Strategist & Former House Chief  | <b>Grand Ballroom East</b> |
| <b>11:00 AM – 11:15 AM</b> | <b>Open Mic Discussion</b><br>Moderator: Mark Strand, Congressional Institute  | <b>Grand Ballroom East</b> |
| <b>11:30 AM</b>            | <b>Conference Concludes</b>  |                            |

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	Andraea	Office of Rep. Gallagher
Rebecca	Angelson	Office of Rep. Latta
Maggie	Ayrea	Office of Rep. Graves (LA)
Mark	Bednar	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
Jeff	Bishop	Office of Rep. Molinaro
Alli	Black	House Republican Conference
Gabriella	Boffelli	Office of Rep. Gonzalez-Colon
Robert	Boland	Office of Majority Whip Emmer
Halley	Borden	Office of Majority Whip Emmer
Lorissa	Bounds	Office of Rep. Obernole
Parish	Braden	House Committee on Agriculture
Jen	Bradley	Office of Rep. Rutherford
Chris	Brinson	Office of Rep. Rogers (AL)
Francis	Brooke	Office of Majority Leader Scalise
Greg	Brooks	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		Calloun	Office of Rep. Carmack
Aaron		Calkins	Office of Rep. Burlison
Ashley		Callen	Office of Majority Leader Scalise
Christina		Cameron	Office of Speaker McCarthy
Chad		Carlough	Office of Rep. Carl
Ryan		Carney	Office of Rep. Stell
Machalagh		Carr	Office of Speaker McCarthy
Jessica		Carter	Office of Rep. Newhouse
Anne Marie		Choynacs	House Committee on Appropriations
Andrew		Christanson	Office of Rep. Johnson (SD)
Jon		Clark	House Committee on Veterans Affairs
Michael		Comer	Office of Majority Leader Scalise
Billy		Constangy	Office of Rep. Hudson
Tim		Costa	Office of Rep. Meuser
Brian		Cress	House Republican Conference
John		Crews	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		Day	Office of Rep. Wilson
James		Decker	Office of Rep. Burgess
Chris		Del Beccaro	Office of Rep. McCaul
Jackie		Del Bonis	Office of Majority Whip Emmer
Ben		DelMarzo	Office of Rep. Miller (IL)
Liz		Dessauer	Office of Rep. Spartz
Monica		Didiuk	Office of Rep. Smith (NE)
Jordan		Downs	Office of Rep. Guest
Mark		Dreiling	Office of Rep. Bacon

Tyler	Edmonds	Office of Rep. Kiggans
Jaryn	Emhof	Office of Rep. Webster
Laura	Engquist	Office of Rep. Balderson
Wesley	Enos	Office of Rep. Nunn
Michelle	Exner	Office of Speaker McCarthy
Lauren	Fine	Office of Majority Leader Scalise
Ian	Foley	Office of Majority Whip Emmer
Cameron	Foster	Office of Rep. Hern
Sally	Fox	Office of Rep. Emmer
Steven	Gialer	Office of Speaker McCarthy
Robert	Gies	Office of Rep. D'Esposito
Cesar	Gonzalez	Office of Rep. Diaz-Balart
Andrea	Grace	Office of Rep. Lawler
Michael	Grider	Office of Rep. Burchett
Payne	Griffin	Office of Rep. Strong
Josh	Grogis	Office of Rep. Cole
Elliott	Guffin	Office of Rep. Hudson
Kimberly	Hamm	Office of Speaker McCarthy
Jihun	Han	Office of Rep. Chavez DeRemer
Sabrina	Hancock	Office of Rep. Roy
Dan	Hanlon	Office of Rep. Mace
Nick	Hawtmeh	Office of Rep. McClain
Grant	Henry	Office of Rep. Ogles
Patrick	Hester	House Republican Conference
Jake	Hilkin	Office of Majority Leader Scalise
Van	Hilliary	Office of Rep. Rose
Lauren	Hodge	Office of Rep. Allen
Robert	Holste	Office of Rep. Kiley
Brett	Horton	Office of Majority Leader Scalise

Matt	Hutson	Office of Rep. Harris
Emily	Hytha	Office of Rep. Fischbach
Kyle	Jackson	Office of Rep. Bucshon
Jon	Jones	Office of Rep. Brecheen
Sarah	Jorgenson	Office of Rep. Graves
Charlie	Keller	Office of Rep. Wagner
Mark	Kelly	Office of Rep. Good
Meiissa	Kelly	Office of Rep. Franklin
Jazmine	Kemp	Main Street Caucus
Micah	Ketchel	Office of Rep. Waltz
Carolyn	King	Office of Rep. Wittman
Kyle	Kizzer	Office of Rep. Houchin
Allen	Klump	Office of Rep. Duncan
Joe	Knowles	Office of Rep. Fitzpatrick
Desiree	Koetzle	Office of Rep. Stauber
Steve	Koncar	Office of Rep. Luna
BJ	Koohmaraie	Office of Majority Leader Scalise
Kate	LaBorde	Office of Rep. Biggs
James	Langenderfer	Office of Rep. Mast
Chrissi	Lee	Office of Rep. Luttrell
John	Leganski	Office of Speaker McCarthy
Roz	Leighton	Office of Rep. Armstrong
Kyle	Lombardi	Office of Rep. McCarthy
Michael	Lowry	Office of Rep. Adernolt
Kelly	Lungren McCollum	Office of Rep. Griffith
Ashton	Maloney	Office of Rep. Moolenaar
Chris	Maneval	Office of Majority Whip Emmer
Chris	Marklund	House Committee on Natural Resources
Michael	Martin	Office of Rep. Alford

Anna	McCormack	Office of Rep. Rouzer
Ryan	McCormack	Office of Rep. Fitzgerald
Justin	Melvin	Office of Rep. Kustoff
Ashley	Menzler	Office of Rep. Reschenthaler
Tyler	Menzler	Office of Rep. Miller-Meeks
Chad	Michaels	Office of Rep. Schweikert
Carson	Middleton	Office of Rep. Foxx
Carly	Miller	Office of Rep. Hageman
Matt	Miller	Office of Rep. Cline
James	Min	Office of Rep. McCarthy
Annie	Minkler	Office of Majority Leader Scalise
Alye	Mlinar	Office of Majority Leader Scalise
Tim	Monahan	House Committee on Administration
Tom	Moran	Office of Rep. Salazar
Cullen	Murphy	Office of Speaker McCarthy
Dennis	Nalls	Office of Majority Whip Emmer
Ben	Napier	Office of Majority Leader Scalise
Karen	Navarro	Office of Rep. De La Cruz
Anderson	Okoniewski	House Republican Conference
Hillary	Parkinson	Office of Rep. Self
Megan	Perez-Acosta	Office of Rep. Donalds
Brandon	Phillips	Office of Rep. Collins
Phillip	Pinegar	Office of Rep. Baird
Dana	Planning	Office of Speaker McCarthy
David	Planning	Office of Majority Whip Emmer
Jessica	Powell	Office of Rep. Womack
Cesar	Prieto	Office of Rep. Gonzales (TX)
Sam	Pritchard	Office of Rep. Hinson
Jessica	Proud	Office of Rep. Langworthy

Nikki	Rapanos	Office of Rep. Lalota
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	Rogers	Office of Majority Whip Emmer
Mary	Rosado	Office of Rep. Barr
Steve	Ruhlen	Office of Rep. Granger
Zac	Rutherford	Office of Rep. Harshbarger
Eric	Schnitz	Office of Majority Leader Scalise
Robert	Schroeder	Office of Rep. Nehls
Ellen	Seher	Office of Majority Leader Scalise
Jonah	Shumate	Office of Rep. Crawford
Phillip	Singleton	Office of Rep. McCormick
Jeff	Small	Office of Rep. Boebert
Gregory	Smith	Office of Rep. Crane
Mike	Smullen	Office of Rep. Johnson (OH)
David	Sours	Office of Rep. Ferguson
Brittan	Specht	Office of Speaker McCarthy
Kalle	Strickland	House Committee on Ethics
AJ	Sugarman	Office of Majority Leader Scalise
Timothy	Svoboda	Office of Rep. Grotman
Heather	Swift	Office of Rep. Zinke
Deena	Tauster	Office of Rep. Garbarino
Shana	Teehan	Office of Rep. Moore (AL)
Daniel	Tidwell	Office of Rep. Fleischmann

Catherine	Treadwell	Office of Rep. Mills
Claire	Trokey	Office of Majority Leader Scalise
Chris	Tudor	Office of Rep. McClintock
Will	Turner	Office of Rep. Mike Garcia
Richard	Vaughn	Office of Rep. DesJarlais
Ted	Verrill	Office of Rep. Letlow
Jake	Vreeburg	House Republican Conference
Rachel	Wagley	Office of Rep. Moore (UT)
Jeanette	Whitener	Office of Rep. Weber
Jordan	Wood	Office of Rep. Gooden

**Miller, Matt**

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**From:** Cohan, Melanie  
**Sent:** Thursday, April 27, 2023 4:44 PM  
**To:** Cohan, Melanie  
**Subject:** Ethics Travel Approval - Congressional Institute; May 2023

Good Afternoon,

This email is to confirm that the Committee on Ethics has approved your request to accept privately-sponsored, officially connected travel to Hot Springs, Virginia, scheduled to begin on May 3, sponsored by the Congressional Institute.

**If your plans change and you do not actually accept this trip, please let us know at your earliest convenience by emailing [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov). You must notify the Committee if you withdraw from the trip.**

Due to the large size of this trip, this is a blanket email to inform all approved travelers that they may accept this trip. This email does not contain the official, personalized approval letter that each traveler will need for post-travel filing. The official letter, signed by the Chairman and Ranking Member, will be forthcoming by email in the coming days. You will need that letter, not this email, to properly file post-travel paperwork with the Clerk's office.

If you have not received the personalized approval letter by the time you need to file post-travel paperwork, please [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov) and we will re-send you an electronic copy.

Thank you,

**Melanie Cohan**

*Professional Staff*

Committee on Ethics

U.S. House of Representatives

Work Cell: 202-738-3380