



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, 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: Brennan Adelaide (Heil)
2. a. Name of Accompanying Relative: OR None
b. Relationship to Traveler: Spouse Child Other (specify)
3. a. Dates: Departure: June 10, 2023 Return: June 11, 2023
b. Dates at Personal Expense, if any: OR None
4. Departure City: Washington DC Destination: Leesburg, VA Return City: Washington DC
5. Sponsor(s), Who Paid for the Trip: Partnership for a Secure America
6. Describe Meetings and Events Attended: This retreat brought together a bipartisan cohort of staffers together to discuss national security and foreign policy topics and issues relevant to their portfolios, members, and the work they do. Please see attached agenda for our event schedule.
7. Attached to this form are each of the following, signify that each item is attached by checking the corresponding box:
a. a completed Sponsor Post-Travel Disclosure Form;
b. the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and the Additional Sponsor Form(s);
c. page 2 of the completed Traveler Form submitted by the employee; and
d. the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda. Signify statement is true by checking the box.
b. If not, explain:

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

Signature of Traveler: Brennan Adelaide Heil Date: 06/15/2023

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: Gregory W. Meeks Date: 6/20/2023

Signature of Supervising Member: Gregory W Meeks



U.S. House of Representatives

# COMMITTEE ON ETHICS

## SPONSOR POST-TRAVEL DISCLOSURE FORM

Original  Amendment

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

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

- 1. Sponsor(s) who paid for the trip: Partnership for a Secure America
- 2. Travel Destination(s): Leesburg, VA
- 3. Date of Departure: June 10, 2023 Date of Return: June 11, 2023
- 4. Name(s) of Traveler(s): Attached

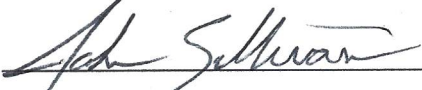
*Note:* You may list more than one traveler on a form only if *all* information is *identical* for each person listed.

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

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$35	\$116	\$69	\$314 Conference services -Breakout rooms and AV
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: 06/15/2023

Name: John Sullivan Title: Executive Director

Organization: Partnership for a Secure America

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

Address: 110 Maryland Ave NE Suite 311, Washington, DC 20002

Email: Sullivan@PSAOnline.org Telephone: 202-293-8580

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

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





U.S. House of Representatives  
COMMITTEE ON ETHICS

ADDITIONAL TRIP SPONSOR FORM

This form should be completed by an organization that provides funds, services, or in-kind assistance to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. Provide a copy of your completed form to the primary sponsor of the trip.

**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. Name of Primary Trip Sponsor: Partnership for a Secure America

2. Name of your organization: Carnegie Corporation

3. Yes  No  Is your organization designated a § 501(c)(3) charitable organization by the Internal Revenue Service?

4. Yes  No  Does your organization receive funding from any foreign government or multinational organization?

5. **Check one.** I certify that my organization:

a.  Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. **OR**

b.  Has had a direct role in the organizing, planning, or conducting of a trip to  
Destination: \_\_\_\_\_ on Date: \_\_\_\_\_  
that is being organized or arranged by the above-named Primary Trip Sponsor. **OR**

c.  Has provided in-kind support to the above-named Primary Trip Sponsor (e.g., meeting planning assistance, meeting space and set-up, and paying for expenses related to this trip directly to the service provider).

6. **Check only one:**

a.  My organization does not employ or retain a registered federal lobbyist or foreign agent **OR**

b.  My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.

7. 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;
- c. I am an officer of this organization and am duly authorized to sign this form; and
- d. The information on this form is true, complete, and correct to the best of my knowledge.

Signature:  Date: 5/3/2023

Name: Nicole Howe Buggs Title: CEO + CORPORATE SECRETARY

Organization: Carnegie Corporation of New York

Address: 437 Madison Ave, NYC, NY 10022

Email: nb@carnegie.org Telephone: (212) 207-6231



U.S. House of Representatives

# COMMITTEE ON ETHICS

## TRAVELER FORM

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. **This form and any attachments may be delivered to the Committee at 1015 Longworth or e-mailed to [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).**

**Your completed request must be submitted to the Committee no less than 30 days before your proposed departure date.** Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. **You must receive explicit approval from the Committee before you depart on this trip.**

Name of Traveler: Brennan Adelaide

**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: 

Adelaide, Brennan

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

For Staff (name of employing Member or Committee): House Foreign Affairs Committee Democrats

Office Address: RHOB 2471

Telephone Number: 202-733-8500

Email Address of Contact Person: Brennan.Adelaide@mail.house.gov

Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, *and* these forms are being submitted to the Committee less than 30 days before the trip departure date.

**NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.**

**KEEP A COPY OF THIS FORM.** Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

If there are any questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or via e-mail: [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).



U.S. House of Representatives

# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Brennan Adelaide
2. Sponsor(s) who will be paying or providing in-kind support for the trip:  
Partnership for a Secure America
3. City and State **OR** Foreign Country of Travel : Leesburg, VA
4. a. Date of Departure: June 10, 2023 Date of Return: June 11, 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.**  
  
I work for the House Foreign Affairs Committee minority staff. My job title is Deputy Communications Director. This activity is to promote bipartisan discussion in the foreign policy space. Given this is a trip to promote just that, I hope to better understand how to communicate with the majority staff in forming bipartisan narratives and communicating our mutual goals with the press.
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 5-9-23



U.S. House of Representatives

# COMMITTEE ON ETHICS

## PRIMARY TRIP SPONSOR FORM

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

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

1. Sponsor who will be paying for the trip:  
Partnership for a Secure America
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:  
Carnegie Corporation of New York (CCNY)
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 attachment.
5. Yes  No  Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: June 10, 2023 Date of return: June 11, 2023
7. a. City of departure: Washington D.C.  
b. Destination(s): Leesburg, VA  
c. City of return: Washington D.C.
8. **Check only one.** I represent that:
  - a.  The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: **OR**
  - b.  The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: **OR**
  - c.  The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.
9. **Check only one of the following:**
  - a.  I checked 8(a) or (b) above; **OR**
  - b.  I checked 8(c) above but am not offering any lodging; **OR**
  - c.  I checked 8(c) above and am offering lodging and meals for one night; **OR**
  - d.  I checked 8(c) above and am offering lodging and meals for two nights. If you checked this box, explain why the second night of lodging is warranted:





U.S. House of Representatives

# 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:
- CCNY is focused on educating future leaders in national security and foreign policy. The purpose of this trip is to foster and promote bipartisanship, a goal that PSA supports. PSA is a 501(c)3 registered nonprofit. PSA is solely responsible for planning and administering the trip.
13. **Answer parts a and b. Answer part c if necessary:**
- a. Mode of travel: Air  Rail  Bus  Car  Other  (specify: \_\_\_\_\_)
- b. Class of travel: Coach  Business  First  Charter  Other  (specify: \_\_\_\_\_)
- c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:
14.  I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). *Signify that the statement is true by checking the box.*
15. **Check only one.** I represent that either:
- a.  The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees; **OR**
- b.  The trip involves events that are arranged specifically *with regard* to congressional participation.
- If "b" is checked:
- 1) Detail the cost *per day* of meals (approximate cost may be provided):  
Meals cost approximately \$69
- 2) Provide the reason for selecting the location of the event or trip:  
The location is close to Washington D.C. to allow travel for participants and speakers
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Lansdowne City: Leesburg Cost Per Night: \$116  
Reason(s) for Selecting: The lodging facility is co-located at the conference facility.
- 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.*



U.S. House of Representatives

# 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	\$35	\$116	\$69
For each Accompanying Family Member			

	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	\$314	Conference services- breakout rooms & A/V
For each Accompanying Family Member		

**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: John Sullivan Date: \_\_\_\_\_

Name: John Sullivan Title: \_\_\_\_\_

Organization: Partnership for a Secure America

Address: 1990 M St. NW Suite 250, Washington D.C. 20036

Email: sullivan@psaonline.org Telephone: (202) 293-8580

## 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)





U.S. House of Representatives

# COMMITTEE ON ETHICS

## ADDITIONAL TRIP SPONSOR FORM

This form should be completed by an organization that provides funds, services, or in-kind assistance to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. Provide a copy of your completed form to the primary sponsor of the trip.

**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. Name of Primary Trip Sponsor: Partnership for a Secure America
2. Name of your organization: Carnegie Corporation
3. Yes  No  Is your organization designated a § 501(c)(3) charitable organization by the Internal Revenue Service?
4. Yes  No  Does your organization receive funding from any foreign government or multinational organization?
5. **Check one.** I certify that my organization:
  - a.  Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. **OR**
  - b.  Has had a direct role in the organizing, planning, or conducting of a trip to  
Destination: \_\_\_\_\_ on Date: \_\_\_\_\_  
that is being organized or arranged by the above-named Primary Trip Sponsor. **OR**
  - c.  Has provided in-kind support to the above-named Primary Trip Sponsor (e.g., meeting planning assistance, meeting space and set-up, and paying for expenses related to this trip directly to the service provider).
6. **Check only one:**
  - a.  My organization does not employ or retain a registered federal lobbyist or foreign agent **OR**
  - b.  My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
7. 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;
  - c. I am an officer of this organization and am duly authorized to sign this form; and
  - d. The information on this form is true, complete, and correct to the best of my knowledge.

Signature:  Date: 5/3/2023

Name: Nicole Howe Buggs Title: CEO + CORPORATE SECRETARY

Organization: Carnegie Corporation of New York

Address: 437 Madison Ave, NYC, NY 10022

Email: nb@carnegie.org Telephone: (212) 207-6231



U.S. House of Representatives

# COMMITTEE ON ETHICS

## PRIMARY TRIP SPONSOR FORM

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

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

1. Sponsor who will be paying for the trip:
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):
5. Yes  No  Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: \_\_\_\_\_ Date of return: \_\_\_\_\_
7. a. City of departure: \_\_\_\_\_  
b. Destination(s): \_\_\_\_\_  
c. City of return: \_\_\_\_\_
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:



U.S. House of Representatives

# 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:
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):
- 2) Provide the reason for selecting the location of the event or trip:
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_
- Reason(s) for Selecting: \_\_\_\_\_
- Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_
- Reason(s) for Selecting: \_\_\_\_\_
- Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_
- Reason(s) for Selecting: \_\_\_\_\_
17.  I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking the box.*





U.S. House of Representatives

# COMMITTEE ON ETHICS

### 18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts <input type="checkbox"/> Good Faith Estimates	<b>Total Transportation Expenses per Participant</b>	<b>Total Lodging Expenses per Participant</b>	<b>Total Meal Expenses per Participant</b>
For each Member, Officer, or Employee			
For each Accompanying Family Member			

	<b>Other Expenses (dollar amount per item)</b>	<b>Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)</b>
For each Member, Officer, or Employee		
For each Accompanying Family Member		

**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: John Sullivan Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

## 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

May 25, 2023

Mr. Brennan Adelaide  
Committee on Foreign Affairs  
2471 Rayburn House Office Building  
Washington, DC 20515

Dear Mr. Adelaide:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Leesburg, Virginia, scheduled for June 10 to May 11, 2023, sponsored by Partnership for a Secure America and Carnegie Corporation of New York.

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:kjf



## Congressional Partnership Program House Participants

Each participant is invited due to their role supporting Members' of Congress duties pertaining to issues that affect national security and foreign policy.

<b>First Name</b>	<b>Last Name</b>	<b>Title</b>	<b>Office</b>
<b>Brennan</b>	<b>Adelaide</b>	Deputy Communications Director	House Foreign Affairs Committee
<b>Jeremy</b>	<b>Gaertner</b>	Professional Staff	House Committee on Homeland Security
<b>Remy</b>	<b>Golla</b>	Legislative Assistant	Rep. Barragan
<b>Anna</b>	<b>McDonald</b>	Legislative Assistant	Rep. Sydney Kamlager-Dove
<b>John</b>	<b>Millerick</b>	Legislative Assistant	Congresswoman Katie Porter
<b>Maggie</b>	<b>Schmidt</b>	Legislative Assistant	Rep. Bill Foster
<b>Patricia</b>	<b>Clarke</b>	Senior Legislative Assistant	Rep. Carlos Gimenez
<b>Julianna</b>	<b>Dauchess</b>	Legislative Assistant	Rep. Lloyd Smucker
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<b>Sarah</b>	<b>Markley</b>	PSM	House Foreign Affairs Committee
<b>Alexander</b>	<b>Phares</b>	Professional Staff Member	Committee on Oversight and Accountability
<b>John</b>	<b>Poulson</b>	Legislative Assistant	Rep. Monica De La Cruz
<b>Justin</b>	<b>Rhee</b>	Professional Staff Member	House Committee on Natural Resources
<b>Ben</b>	<b>Savercool</b>	Legislative Aide	Rep. Dan Newhouse
<b>Steve</b>	<b>Ackerman</b>	Legislative Director	Representative Russ Fulcher
<b>Sonia</b>	<b>Norton</b>	Legislative Assistant	Rep. Earl Blumenauer
<b>Danny</b>	<b>Hartl</b>	Senior Legislative Assistant	Rep. Ken Calvert





PARTNERSHIP FOR  
A SECURE AMERICA

## Congressional Partnership Program Conference

<b>Saturday, June 10<sup>th</sup></b>	
<i>1:30 PM</i>	<b>Departure from Union Station, Washington D.C.</b>
<i>2:30 PM – 3:30 PM</i>	<b>Arrive at Lansdowne Conference Center &amp; Check-in</b>
<i>3:30 PM – 4:00 PM</i>	<b>Opening Remarks &amp; Event Review</b>  Attendees will review their substantive materials for the retreat. David Welch, Chairman of Partnership for a Secure America (PSA), will outline the conference agenda, and provide logistical information for the day (i.e. location of restrooms, where to store any bags, etc.).
<i>4:00 PM – 5:30 PM</i>	<b>Trade Simulation</b>  Participants will take part in a mock trade simulation that will take place over the two days. The exercise is based on fictional countries negotiating a trade agreement. Participants will do part one of the negotiation during this session, and part two will take place the following day.
<i>5:30 PM – 6:15 PM</i>	<b>Pre-Dinner Reception</b>  Attendees will break for a reception in the Federal Room. Participants will have an opportunity to informally engage their colleagues, PSA staff, and speakers. Participants will converse with colleagues, PSA staff, and speakers on matters relevant to their duties and the scheduled event discussions.
<i>6:15 PM - 8:30 PM</i>	<b>Keynote Dinner</b>  Featuring: Holden Triplett, Founder of Trenchcoat Advisors LLC (confirmation pending)  Speaker will discuss current U.S. intelligence challenges: what do current intel threats actually look like, and how can we prepare for them. For approximately half the time, staff will have the opportunity to directly ask speakers question relevant to their duties.
<i>8:30 PM – 9:00 PM</i>	<b>After-Dinner Reception</b>  Participants will have an opportunity to informally engage their colleagues, PSA staff, and speakers. Participants will converse with colleagues, PSA staff, and speakers on matters relevant to their duties and the scheduled event discussions.

<b>Sunday, June 11th</b>		
8:00 AM – 9:00 AM	<p><b>Breakfast</b></p> <p>Participants will gather for breakfast.</p>	
	<p><b>Participants will be split up into groups</b></p>	
9:00 AM – 10:30 AM	<p><b>Group A -Trade Simulation</b></p> <p>Participants will do part two of a mock trade simulation that will take place over the two days. The exercise is based on fictional countries negotiating a trade agreement.</p>	<p><b>Group B – American Diplomacy in Africa</b></p> <p>Featuring: Mvemba Phezo Dizolele, Director - Africa Program at the Center for Strategic and International Studies (unconfirmed)</p> <p>Speaker will discuss current U.S. foreign policy interests in Africa: how should the U.S. understand the current diplomatic and security environment and define its goals for the future. For approximately half the time, staff will have the opportunity to directly ask speakers question relevant to their duties.</p>
10:30 AM – 12:00 PM	<p><b>Group A -Trade Simulation (Jefferson Room)</b></p> <p>Participants will do part two of a mock trade simulation that will take place over the two days. The exercise is based on fictional countries negotiating a trade agreement.</p>	<p><b>Group B – International Trade and the Indo-Pacific</b></p> <p>Featuring: Marcus Noland Executive Vice President and Director of Studies Peterson Institute for International Economics (Unconfirmed)</p> <p>Speaker will discuss the import of the Indo-Pacific region on international trade. For approximately half the time, staff will have the opportunity to directly ask speakers question relevant to their duties.</p>



<p>12:00 PM – 2:00 PM</p>	<p><b>Lunch</b></p> <p>Attendees will break for lunch in the Dining Room. Participants will have an opportunity to informally engage their colleagues, PSA staff, and speakers on matters relevant to their duties and the scheduled event discussions.</p>	
<p>2:00 PM - 3:30 PM</p>	<p><b>Group A – American Diplomacy in Africa</b></p> <p>Featuring: Mvemba Phezo Dizolele, Director - Africa Program at the Center for Strategic and International Studies (unconfirmed)</p> <p>Speaker will discuss current U.S. foreign policy interests in Africa: how should the U.S. understand the current diplomatic and security environment and define its goals for the future. For approximately half the time, staff will have the opportunity to directly ask speakers question relevant to their duties.</p>	<p><b>Group B – Trade Simulation</b> Participants will do part two of a mock trade simulation that will take place over the two days. The exercise is based on fictional countries negotiating a trade agreement.</p>
<p>3:30 PM – 5:00 PM</p>	<p><b>Group A – International Trade and the Indo-Pacific</b></p> <p>Featuring: Marcus Noland Executive Vice President and Director of Studies Peterson Institute for International Economics (Unconfirmed)</p> <p>Speaker will discuss the import of the Indo-Pacific region on international trade. For approximately half the time, staff will have the opportunity to directly ask speakers question relevant to their duties.</p>	<p><b>Group B – Trade Simulation</b></p> <p>Participants will do part two of a mock trade simulation that will take place over the two days. The exercise is based on fictional countries negotiating a trade agreement.</p>
<p>5:00-5:30 PM</p>	<p><b>Retreat Debrief &amp; Event Ends</b></p> <p>Participants will briefly meet with PSA to review the retreat’s events before departure.</p>	
<p>5:30 PM</p>	<p><b>Departure</b></p> <p>Departure from Lansdowne. Buses will return to Union Station, Washington DC, for drop off.</p>	







May 5, 2023

Dear Brennan Adelaide,

As a participant in Partnership for a Secure America's (PSA) Congressional Partnership Program (CPP), you are invited to attend the CPP Conference. The event is scheduled for Saturday-Sunday, June 10-11, 2023. The retreat will take place at the Lansdowne Conference Center, located at 44050 Woodridge Pkwy, Leesburg, VA, 20176.

PSA will arrange for bus transportation to and from Lansdowne. The pickup and drop-off location will be Columbus Circle, Union Station. The expected pickup time will be 1:30 PM. PSA will confirm all the details closer to the event date. The planned event schedule is attached.

We are attaching documents that are required to be submitted to the Ethics Committee. **Please ensure all the appropriate documents are completed and submitted to the Ethics Committee by Thursday, May 11, 2023.** This is critical to attend the event.

Please notify us if you have any questions or concerns.

PSA Staff  
*cpp@psaonline.org*  
202-293-8580



## Congressional Partnership Program Conference

<b>Saturday, June 10<sup>th</sup></b>	
<i>1:30 PM</i>	<b>Departure from Union Station, Washington D.C.</b>
<i>2:30 PM – 3:30 PM</i>	<b>Arrive at Lansdowne Conference Center &amp; Check-in</b>
<i>3:30 PM – 4:00 PM</i>	<p><b>Opening Remarks &amp; Event Review</b></p> <p>Attendees will review their substantive materials for the retreat. John Sullivan, Executive Director of Partnership for a Secure America (PSA), will outline the conference agenda, and provide logistical information for the day (i.e. location of restrooms, where to store any bags, etc.).</p>
<i>4:00 PM – 5:30 PM</i>	<p><b>Trade Simulation</b></p> <p>Participants will take part in a mock trade simulation that will take place over the two days. The exercise is based on fictional countries negotiating a trade agreement. Participants will do part one of the negotiation during this session, and part two will take place the following day.</p>
<i>5:30 PM – 6:15 PM</i>	<p><b>Pre-Dinner Reception</b></p> <p>Attendees will break for a reception in the Terrace Dining Room. Participants will have an opportunity to informally engage their colleagues, PSA staff, and speakers. Participants will converse with colleagues, PSA staff, and speakers on matters relevant to their duties and the scheduled event discussions.</p>
<i>6:15 PM - 8:30 PM</i>	<p><b>Keynote Dinner</b></p> <p>Featuring: Ambassador David Hale</p> <p>Speaker will discuss a broad range of topics informed by his experience as the U.S. Ambassador to Lebanon, Jordan, and Pakistan as well as his time as Special Envoy for Middle East Peace. For approximately half the time, staff will have the opportunity to directly ask speakers question relevant to their duties.</p>
<i>8:30 PM – 9:00 PM</i>	<p><b>After-Dinner Reception</b></p> <p>Participants will have an opportunity to informally engage their colleagues, PSA staff, and speakers. Participants will converse with colleagues, PSA staff, and speakers on matters relevant to their duties and the scheduled event discussions.</p>

<b>Sunday, June 11th</b>		
8:00 AM – 9:00 AM	<b>Breakfast</b> Participants will gather for breakfast.	
	<b>Participants will be split up into groups</b>	
9:00 AM – 10:30 AM	<b>Group A -Trade Simulation</b> Participants will do part two of a mock trade simulation that will take place over the two days. The exercise is based on fictional countries negotiating a trade agreement.	<b>Group B – Counter Intelligence at a Crossroad</b> Featuring: Holden Triplett, Founder of Trenchcoat Advisors LLC Speaker will discuss U.S. counterintelligence challenges: what do current intel threats actually look like and how can we prepare for them. For approximately half the time, staff will have the opportunity to directly ask speakers question relevant to their duties.
10:30 AM – 12:00 PM	<b>Group A -Trade Simulation</b> Participants will do part two of a mock trade simulation that will take place over the two days. The exercise is based on fictional countries negotiating a trade agreement.	<b>Group B – The Arsenal of Democracy: The Defense Industrial Base in the 21st Century</b> Featuring: Greg Sanders Deputy Director of the Defense-Industrial Initiatives Group at CSIS Speaker will discuss the import of the defense industrial base and current challenges it is facing. For approximately half the time, staff will have the opportunity to directly ask speakers question relevant to their duties.



<p>12:00 PM – 2:00 PM</p>	<p><b>Lunch</b></p> <p>Attendees will break for lunch in the Dining Room. Participants will have an opportunity to informally engage their colleagues, PSA staff, and speakers on matters relevant to their duties and the scheduled event discussions.</p>	
<p>2:00 PM - 3:30 PM</p>	<p><b>Group A – Counter Intelligence at a Crossroad</b></p> <p>Featuring: Holden Triplett, Founder of Trenchcoat Advisors LLC</p> <p>Speaker will discuss U.S. counterintelligence challenges: what do current intel threats actually look like and how can we prepare for them. For approximately half the time, staff will have the opportunity to directly ask speakers question relevant to their duties.</p>	<p><b>Group B – Trade Simulation</b> Participants will do part two of a mock trade simulation that will take place over the two days. The exercise is based on fictional countries negotiating a trade agreement.</p>
<p>3:30 PM – 5:00 PM</p>	<p><b>Group A – The Arsenal of Democracy: The Defense Industrial Base in the 21st Century</b></p> <p>Featuring: Greg Sanders Deputy Director of the Defense-Industrial Initiatives Group at CSIS</p> <p>Speaker will discuss the import of the defense industrial base and current challenges it is facing. For approximately half the time, staff will have the opportunity to directly ask speakers question relevant to their duties.</p>	<p><b>Group B – Trade Simulation</b></p> <p>Participants will do part two of a mock trade simulation that will take place over the two days. The exercise is based on fictional countries negotiating a trade agreement.</p>
<p>5:00-5:30 PM</p>	<p><b>Retreat Debrief &amp; Event Ends</b></p> <p>Participants will briefly meet with PSA to review the retreat’s events before departure.</p>	
<p>5:30 PM</p>	<p><b>Departure</b></p> <p>Departure from Lansdowne. Buses will return to Union Station, Washington DC, for drop off.</p>	







## Congressional Partnership Program House Participants

Each participant is invited due to their role supporting Members' of Congress duties pertaining to issues that affect national security and foreign policy.

<b>First Name</b>	<b>Last Name</b>	<b>Title</b>	<b>Office</b>
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