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: Mitchell Heidenreich
2. a. Name of Accompanying Relative: _____ ***OR*** ☐ None
   b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: 7/10/2023 Return: 7/10/2023
   b. Dates at Personal Expense, if any: _____ ***OR*** ☐ None
4. Departure City: Washington, DC Destination: Winchester, VA Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Livestock Marketing Association
6. Describe Meetings and Events Attended: Met with auction owners and viewed the facilties and auction at the Farmers Livestoc Exchange in Winchester, VA.
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: _____ **Date:** 07/18/2023

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: Rep. Jill Tokuda **Date:** 07/18/2023

Signature of Supervising Member: _____

last updated 7/2023

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 in the trip *within 10 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 or provided in-kind support for the trip: Livestock Marketing Association
2. Travel Destination(s): Farmers Livestock Exchange in Winchester, VA
3. Date of Departure: 7/10/2023 Date of Return: 7/10/2023
4. Name(s) of Traveler(s): See 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	$74 per attendee	N/A	$12 per attendee	
Accompanying Family Member	N/A	N/A	N/A	N/A

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: [signature] **Date:** 07-13-2023

Name: Dan Stark **Title:** CFO

Organization: Livestock Marketing Association

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

Address: 11501 Outlook Street Suite 250; Overland Park, KS 66211

Telephone: 816-801-3235 **Email:** dstark@lmaweb.com

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.

last updated 7/2023

U.S. House of Representatives
COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Mitchell Heidenreich

2. Sponsor(s) who will be paying or providing in-kind support for the trip:
   Livestock Marketing Association

3. City and State **OR** Foreign Country of Travel : Winchester, VA

4. a. Date of Departure: July 10, 2023 Date of Return: July 10, 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:
   N/A

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 a Senior Legislative Assistant for Representative Jill Tokuda, I lead the office's agriculture work. The Representative sits on the Livestock Subcommittee on House Agriculture. Hawai'i's livestock industry is highly unique compared to the industry in the continental United States. The trip would afford me the educational opportunity to experience and learn about the livestock industry and markets on the East Coast. This experience would help provide a different perspective on my work for the Subcommittee.

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 06/08/2023

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) 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:
   Livestock Marketing Association (LMA)
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):
   Please See Attached.
5. Yes ☐ No ☒ Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: 7/10/2023 Date of return: 7/10/2023
7. a. City of departure: Washington, DC
   b. Destination(s): Farmers Livestock Exchange in Winchester, 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:

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:

    LMA is the national trade association for livestock marketing businesses, representing more than 75 percent of regularly selling livestock markets in the US. Because of the unique nature of livestock markets, visiting an auction during a sale is the best way to learn about its function, role, and internal operations. It is important for those in livestock policy that they fully understand livestock markets. LMA took full responsibility of planning, organizing, and funding this 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: N/A 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:**

☐ Actual Amounts ☒ Good Faith Estimates	Total **Transportation** Expenses per Participant	Total **Lodging** Expenses per Participant	Total **Meal** Expenses per Participant
For each Member, Officer, or Employee	$40	N/A	$10
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		
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: Daniel Stark Digitally signed by Daniel Stark Date: 2023.05.11 16:05:09 -05'00' Date: 05/11/2023

Name: Dan Stark Title: CFO

Organization: Livestock Marketing Association (LMA)

Address: 11501 Outlook Street Ste 250; Overland Park, KS 66211

Email: dstark@lmaweb.com 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 | 202-225-7103
More information and forms available at **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

Keelie Broom
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

July 6, 2023

Mr. Mitchell Heidenreich
Office of the Honorable Jill N. Tokuda
1005 Longworth House Office Building
Washington, DC 20515

Dear Mr. Heidenreich:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Winchester, Virginia, scheduled for July 10, 2023, sponsored by Livestock Marketing Association.

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

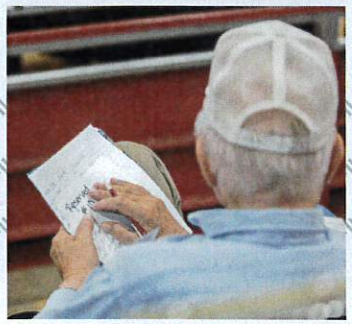
Susan Wild
Ranking Member

MG/SW:rp

you're invited to...

SPEND A DAY AT AUCTION!

July 10, 2023



Please join the Livestock Marketing Association (LMA) on July 10th for a (transportation-provided) day trip to Farmer's Livestock Exchange, Inc. in Winchester, Virginia. You'll have the opportunity to learn about livestock auction market businesses and a general overiew of the livestock industry through a facility tour, watching a live cattle auction, and eating lunch at a market café.

The bus will load at Garfield Circle, located at 2436 Rayburn House Office Bldg, Washington, DC 20016.

Staff of the House Committee on Agriculture and staff handling agricultural issues for House members on the Committee on Agriculture are invited.

If you are interested in attending, please reply to this email.
The attached PDF also contains a packet of information necessary for submission to House Ethics by no later than June 9, 2023.

About the Livestock Marketing Association:

Livestock Marketing Association (LMA) is the national trade association for livestock marketing businesses, representing more than 80% of regularly selling livestock markets in the U.S.

LMA
LIVESTOCK MARKETING ASSOCIATION®

Itinerary

Agriculture Staff Daytrip to Farmer's Livestock Exchange, Inc. in Winchester, VA

July 10, 2023

10:45 AM - Load bus

Casual or business casual attire is more than appropriate. Recommend close toed shoes. Most employees and patrons at the market will be in boots and jeans.

11:00 AM - Bus departs from Capitol Hill

Bus will load at Garfield Circle, located outside of the Rayburn House Office Building

Discussion with livestock auction owners from across the United States accompanying the trip about their businesses.

12:30 PM - Arrive at Farmer's Livestock Exchange, Inc. - 1995 Northwestern Pike, Winchester, VA 22603

12:30 – 1:00 PM – Meet with Scott Stickley, General Manager of Farmer's Livestock Exchange

Tour the unloading facility and pens. Observe the veterinarian chute where livestock are inspected, identified, and checked for pregnancy.

Learn about the history of Farmer's Livestock Exchange, which has been in business since 1947 and is owned by livestock famer stockholders.

1:00 PM - Watch the beginning of the sale

Observe livestock entering the sale arena, auctioneer conducting sale, and multiple bidders competing for livestock. Learn about different types of buyers (e.g., farmers, dealers, order buyers, feedyards, and packers) and what they are looking for when buying livestock. Discussion with livestock auction owners, auctioneer, and Livestock Marketing Association staff about how the weight, size and type of livestock, and other factors (e.g., time weaned, vaccination status, pregnancy) effects buyer interest in the livestock.

1:30 PM - Lunch at the market café

Located at the livestock auction, this café is a gathering point for producers selling at the auction as well as community members. Hear from local cattle producers about their businesses.

2:15 PM - Load buses

2:30 PM - Depart from Winchester, VA to return to D.C.

4:00-4:30 PM – Arrive back at Capitol Hill

Trip Purpose – Engage in fact-finding about livestock auction market businesses and the livestock industry generally through a facility tour. The House Agriculture Committee has oversight over policies and statues relating to livestock, including the Packers and Stockyards Act regulating livestock auction markets and USDA programs implemented at the auction such as Animal Disease Traceability and livestock market news.

First Name	Last Name	Email	Title
Adele	Borne	adele.borne@mail.house.gov	Legislative Assistant
Caleb	Crosswhite	caleb.crosswhite@mail.house.gov	Senior Counsel
Justina	Graff	justina.graff@mail.house.gov	Legislative Assistant
Harlea	Hoelscher	harlea.hoelscher@mail.house.gov	Legislative Assistant
Erin	Wilson	erin.wilson@mail.house.gov	Member Services and Coalitions Director Republican
John	Altendorf	john.altendorf@mail.house.gov	Representative Brad Finstad
Samantha	Barnett	samantha.barnett@mail.house.gov	Representative Barry Moore
Stetson	Bryson	stetson.bryson@mail.house.gov	Representative Ronny Jackson
Madelyn	Derks	madelyn.derks@mail.house.gov	Representative Mark Alford
Janey	Green	janey.green@mail.house.gov	Representative Mary Miller
Mitch	Heidenreich	heidenreich@mail.house.gov	Representative Jill Tokuda
Chance	Hunley	chance.hunley@mail.house.gov	Representative Dusty Johnson
Joe	MacFarlane	joe.macfarlane@mail.house.gov	Representative Rick Crawford