

# 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.**

- Name of Traveler: Lauren Graham
- a. Name of Accompanying Relative: \_\_\_\_\_ *OR*  None  
b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
- a. Dates: Departure: August 1, 2023 Return: August 3, 2023  
b. Dates at Personal Expense, if any: \_\_\_\_\_ *OR*  None
- Departure City: Washington, DC Destination: Cambridge, MD Return City: Washington, DC
- Sponsor(s), Who Paid for the Trip: American Accountability Foundation
- Describe Meetings and Events Attended: The meetings attended were lectures detailing the duties of congressional oversight, such as conducting research, working with the media and outside groups, and questioning witnesses.
- Attached to this form are *each* of the following, *signify that each item is attached by checking the corresponding box:*
  - a completed *Sponsor Post-Travel Disclosure Form*;
  - the *Primary Trip Sponsor Form* completed by the trip sponsor *prior* to the trip, *including all* attachments *and* the *Additional Sponsor Form(s)*;
  - page 2 of the completed *Traveler Form* submitted by the employee; *and*
  - the letter from the Committee on Ethics approving my participation on this trip.
- 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: \_\_\_\_\_

LEGISLATIVE RESOURCE CENTER  
2023 AUG 16 PM 2:30  
U.S. HOUSE OF REPRESENTATIVES

HAND DELIVERED

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

Signature of Traveler:  Date: August 16, 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: Josh Brecheen Date: August 16, 2023

Signature of Supervising Member: 

# 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: American Accountability Foundation

2. Travel Destination(s): Cambridge, MD

3. Date of Departure: Aug 1, 2023 Date of Return: Aug 3, 2023

4. Name(s) of Traveler(s): \_\_\_\_\_

*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	\$111	\$198	\$120	N/A
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:  Date: 08/07/2023

Name: Thomas Jones Title: President

Organization: American Accountability Association

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

Address: 300 Independence Ave SE, WDC, 20003

Telephone: 202-215-5258 Email: tom@american-af.org

*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  
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**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:  
**American Accountability Foundation**
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 attached**
5. Yes  No  Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: Aug 2 2023 Date of return: Aug 4 2023
7. a. City of departure: Washington DC  
b. Destination(s): Cambridge, MD  
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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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 attached

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):

the per day costs of meals will be approximate \$60

- 2) Provide the reason for selecting the location of the event or trip:

Location is owned by cosponsor CPI, economical, and conducive to education and training.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel Name: Decoursey Bridge Rd City: Cambridge, MD Cost Per Night: 99

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.*



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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	\$50	\$198	\$120
For each Accompanying Family Member	n/a	n/a	n/a

	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	\$0	
For each Accompanying Family Member		

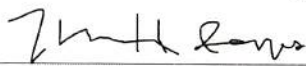
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

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:  Date: 06/28/2023  
 Name: Thomas Jones Title: President  
 Organization: American Accountability Foundation  
 Address: 300 Independence Ave, SE WDC 20003  
 Email: tom@american-af.org Telephone: (202) 215-5258

**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)

## CONGRESSIONAL OVERSIGHT BOOTCAMPS

*Presented by the American Accountability Foundation, The Heritage Foundation,  
and the Conservative Partnership Institute*

Aug 2 & 3, 2023

### DAY ONE

- 9:00 – 11:00 am      Travel from Heritage Foundation 214 Mass Ave. to Cambridge, MD  
11:00 – 12:00 pm      Arrival at Property, Check-in, and Pledge of Allegiance
- 12:00 – 2:00 pm      **SESSION 1 & Lunch – Oversight Process, Organization, and Staffing**  
*Best practices for understanding committee structure, staff assignments, hierarchy, and parliamentary authority. How to make most out of time as a staffer with oversight duties. An explanation of the elements and sequencing of a congressional investigation from idea, to hearing, to report, to legislation.*  
Speaker: Art Arthur, Center for Immigration Studies, Former Immigration Judge, Counsel for House Judiciary, and Subcommittee Staff Director for House Oversight
- 2:00 – 3:30 pm      **SESSION 2 – SESSION 2 – Effective Oversight - Research Best Practices**  
Open-source research into agencies, individuals, and organizations.  
Use of Congressional Resources LOC & GAO.  
Speaker: Michael Kaplan, Cannon Research Group
- 2:30 – 3:00 pm      Break
- 3:00 – 4:30 pm      **SESSION 3 – Research to Legislation**  
*A walk-through of taking research and oversight findings and transitioning them to legislative action. (appropriations language, committee amendments, bills, etc.)*  
Speakers: James Braid, Legislative Director to Senator Vance, Former House Chief of Staff, Former Office of Management and Budget Deputy Associate Director
- 4:30 – 6:30 pm      **SESSION 4 - Working with outside organizations and leaders to advance oversight.**  
*How Congress can collaborate with groups and individuals off Capitol Hill to amplify oversight efforts. How expectations of successful oversight are for structural reforms, not just exposure.*  
Speakers: Ryan Neuhas, Policy Advisor, Senate Steering Committee and Paul Teller Advancing American Freedom, Former liaison to conservatives for President Trump and Vice President Pence, Former RSC Executive Director
- 6:30 – 8:00 pm      **SESSION 5 & Dinner: Lessons Learned from Executive Branch Experience**  
*A dinner discussion about how congressional oversight is dealt with from an Executive Branch perspective.*  
Speaker: Steve Bradbury, Heritage Foundation, former Acting Secretary of Transportation and Acting Assistant Attorney General for the Office of Legal Counsel

## DAY TWO

9:00 – 10:00 am

Breakfast

10:30 – 11:30 am

### SESSION 6 – Outside Groups Investigations

*How outside groups are able to use information laws and litigation to drive investigations and deliver results.*

*Speakers: Michael Ding America First Legal, Former Administration Oversight Attorney and House Oversight Committee Counsel and Andrew Block, America First Legal, Former Administration Oversight Attorney*

11:30 – 12:30 pm

### SESSION 7 – Working with Outside Investigative Organizations

*Understanding how to liaise with and utilize the expertise and records produced by outside investigators such as Inspectors General, Government Accountability Office investigators, and State Attorneys General.*

*Speakers: Edward Puccerella former Professional Staff for Committee on House Administration.*

12:30 – 2:00 pm

### SESSION 8 & Lunch – Communications, the News Cycle & the Press

*A discussion on how to maximize oversight and investigations for lasting impact in media. How to break through the echo-chamber.*

*Speakers: John Strom Senior Counsel, Energy and Commerce Committee, Mark Tapscott Epoch Times*

2:00 – 3:00 pm

Break

3:00 – 4:30 pm

### SESSION 9 – Preparing for and Conducting Depositions and Hill Testimony.

*Best practices for deposing or interviewing witness, including a mock interview with a recalcitrant witness.*

*Speakers: Cordell Hull, Former Under Secretary for Industry & Security, Deputy General Counsel, Department of Commerce; General Counsel, HPSCI vs. Mike Walsh Former Chief of Staff, Department of Commerce*

4:30 – 6:30 pm

### Oversight Shark Tank

*Participants will be paired off into groups and expected to pitch an investigation, outline a research plan, and detail a prospective hearing. The presentation will be evaluated and critiqued by lecturers from the bootcamp.*

*Speakers: All Instructors*

6:30 – 7:00 pm

Break

7:00 – 8:30 pm

### Dinner – When Congress Calls

*Perspectives and insights from the target of an investigation on what works and what does not work.*

*Speakers: Roger Severino, The Heritage Foundation, Former Director of the Office for Civil Rights at the Department of Health and Human Services*

## DAY THREE

8:30 am

Breakfast & Checkout

9:30 – 11:30 am

Travel from Cambridge, MD to 300 Independence Ave., SE

Question 4.

The offices believed that the training would allow them to more effectively serve their Members. AAF and the Heritage Foundation approached staff and their supervisors to solicit attendance. These staff members were invited because their official duties include assisting with oversight matters.

Jamie Hopkins	Research Assistant	House T&I Committee (Majority)
Joanne Thomas	Counsel	Energy & Commerce
Madeline Brewer	Counsel	Committee - Oversight and Accountability
Joanne Thomas	Counsel	E&C
Lauren Graham	Legislative Correspondent	Rep. Josh Brecheen
Jack Emmer	Counsel	House Oversight
Louis Focht	Researcher	Committee on Homeland Security
Liz Slezak	Counsel	Judiciary Committee
Finn Arthur	Research Assistant	Homeland Security

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 American Accountability Foundation is a non-profit organization that produces original research relating to policymakers and policies to better inform leaders and the American people. AAF conducts extensive public records research, original investigations, and policy research for publication on its websites and through broadcast and print publications. The retreat offers an opportunity to share its expertise and experience with congressional oversight staff.

The Heritage Foundation's mission is to formulate and promote public policies based on the principles of free enterprise, limited government, individual freedom, traditional American values, and a strong national defense. The Heritage Foundation recognizes that effective oversight of the Executive Branch is a necessary tool to inform public policy based on these principles.

The Conservative Partnership Institute's mission includes creating an infrastructure to work with conservative Members of Congress, congressional staff, and conservative leaders to enhance their ability to articulate and advance conservative principles in the national's capital. The retreat offers an opportunity to train congressional staff to promote these conservative principles.



Both AAF, CPI, & THF jointly share responsibilities for booking travel, selecting speakers, organizing the panels, and inviting the various staff who should participate.

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 19, 2023

Ms. Lauren Graham  
Office of the Honorable Josh Brecheen  
1208 Longworth House Office Building  
Washington, DC 20515

Dear Ms. Graham:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Maryland, scheduled for August 2 to 4, 2023, sponsored by American Accountability Foundation, Heritage Foundation, and Conservative Partnership Institute, Inc.

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