

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: John Altendorf
2. a. Name of Accompanying Relative: _____ **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: August 14, 2023 Return: August 17, 2023
b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: DC or member district Destination: Des Moines, IA Return City: DC or member district
5. Sponsor(s), Who Paid for the Trip: See Attachment A
6. Describe Meetings and Events Attended: Meetings and tours designed to deepen my understanding of agriculture and the production and use of renewable fuels such as ethanol and biodiesel.
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: 8/28/23

I authorized this travel in advance. I have determined that all of the expenses listed on the attached *Sponsor Post-Travel Disclosure Form* were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

Name of Supervising Member: Rep. Brad Finstad Date: 8/28/23
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: _____

2. Travel Destination(s): _____

3. Date of Departure: _____ Date of Return: _____

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				
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: Monto Shaw Date: _____

Name: _____ Title: _____

Organization: _____

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

Address: _____

Telephone: _____ Email: _____

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.



TRAVELER FORM

1. Name of Traveler: John Altendorf
2. Sponsor(s) who will be paying or providing in-kind support for the trip:
Iowa Renewable Fuels Association. See Attachment A for full list.
3. City and State **OR** Foreign Country of Travel: IA: Des Moines, Ames, Newton, Roland, Mason City; MN: Jansville, Minneapolis
Hampton, IA
4. a. Date of Departure: August 14, 2023 Date of Return: Aug. 17, 2023 - only accepting departure travel, not return
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 am the Agriculture Legislative Assistant for Rep. Brad Finstad and work on the biofuels issues covered during the tour.
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 Brad Finstad Date 7/18/2023



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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) 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:
Iowa Renewable Fuels Association
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:
See Attachment A
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 B.
5. Yes No Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: August 14, 2023 Date of return: August 17, 2023
7. a. City of departure: Washington, DC or district office
b. Destination(s): IA: Des Moines, Ames, Nevada, Hampton, Mason City, MN: Janesville, Minneapolis
c. City of return: Washington, DC or district office
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 Attachment C
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):
Average Meal Cost \$37 per day
- 2) Provide the reason for selecting the location of the event or trip:
IA and MN are the epicenter of renewable fuels production, allowing for education within time frame
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Prairie Meadows Hotel City: Altoona, IA Cost Per Night: \$111
Reason(s) for Selecting: Located at center of our travel. Provided room block at govt rate.
- Hotel Name: Holiday Inn Express City: Mason City, IA Cost Per Night: \$98
Reason(s) for Selecting: Located along tour route between stops. Provided room block at govt rate.
- Hotel Name: Hyatt Regency City: Bloomington, MN Cost Per Night: \$148
Reason(s) for Selecting: Located near airport in Minnesota. Provided room block at govt rate.
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	\$750	\$357	\$148
For each Accompanying Family Member	NA		

	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	\$11	Ticket to dinner at Iowa State Fair
For each Accompanying Family Member	NA	

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: Monte Shaw Date: 07/06/2023

Name: Monte Shaw Title: Executive Director

Organization: Iowa Renewable Fuels Association

Address: 5505 NW 88th Street, Johnston, Iowa 50131

Email: mshaw@iowarfa.org Telephone: (515) 419-9755

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



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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: Iowa Renewable Fuels Association
2. Name of your organization: Biodiesel Coalition of Missouri
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: Iowa and Minnesota on Date: August 14-17, 2023
 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: 06/01/2023

Name: Matt Amick Title: Executive Director

Organization: Biodiesel Coalition of Missouri

Address: 743 S. Country Club Drive, Jefferson City, MO 65109

Email: mamick@mosoy.org Telephone: (573) 635-3819



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ADDITIONAL TRIP SPONSOR FORM

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Provide a copy of your completed form to the primary sponsor of the trip.

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1. Name of Primary Trip Sponsor: Iowa Renewable Fuels Association
2. Name of your organization: Clean Fuels Alliance Foundation
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: Iowa and Minnesota on Date: August 14-17, 2023
 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: 06/01/2023

Name: Tom Verry Title: Director of Outreach and Development

Organization: Clean Fuels Alliance Foundation

Address: 605 Clark Ave., Jefferson City, MO 65101

Email: tverry@cleanfuels.org Telephone: (573) 635-3893



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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: Iowa Renewable Fuels Association

2. Name of your organization: Farm Credit Services of America

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: Iowa and Minnesota on Date: August 14-17, 2023
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: 07/06/2023

Name: Amy S Bailey Title: Senior Vice President

Organization: Farm Credit Services of America

Address: 5015 South 118th Street, Omaha, NE 68137

Email: amy.bailey@fcsamerica.com Telephone: (402) 210-8071



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COMMITTEE ON ETHICS

ADDITIONAL TRIP SPONSOR FORM

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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: Iowa Renewable Fuels Association
2. Name of your organization: Indiana Corn Marketing Council
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: Iowa and Minnesota on Date: August 14-17, 2023
 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: Chantel M. Rammel Date: 06/01/2023

Name: Chantel Rammel Title: COO

Organization: Indiana Corn Marketing Council

Address: 8425 Keystone Crossing, Suite 200, Indianapolis, IN 46240

Email: CRammel@indianasoybean.com Telephone: (317) 347-3620



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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: Iowa Renewable Fuels Association

2. Name of your organization: Iowa Biodiesel Board

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: Iowa and Minnesota on Date: August 14-17, 2023
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: 06/01/2023

Name: Grant Kimberly Title: Executive Director

Organization: Iowa Biodiesel Board

Address: 1255 SW Prairie Trail Parkway, Ankeny, IA, 50023

Email: grantk@iowabiodiesel.org Telephone: (515) 334-1024



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Provide a copy of your completed form to the primary sponsor of the trip.

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1. Name of Primary Trip Sponsor: Iowa Renewable Fuels Association
2. Name of your organization: Iowa Biotechnology Association
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**
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 Destination: Iowa and Minnesota on Date: August 14-17 2023
 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: Jessica Hyland Date: 06/01/2023

Name: Jessica Hyland Title: Executive Director

Organization: Iowa Biotechnology Association

Address: 900 Des Moines St., Des Moines, IA 50309

Email: jessica@iowabio.org Telephone: (515) 327-9156



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: Iowa Renewable Fuels Association
2. Name of your organization: Iowa Corn Growers Association
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: Iowa and Minnesota on Date: August 14-17, 2023
 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 provided is true, complete, and correct to the best of my knowledge.

Signature:  Date: 06/01/2023

Name: Craig Floss Title: Chief Executive Officer

Organization: Iowa Corn Growers Association

Address: 5505 NW 88th Street, Johnston, IA 50131

Email: cfloss@iowacorn.org Telephone: (515) 225-9242



U.S. House of Representatives

COMMITTEE ON ETHICS

ADDITIONAL TRIP SPONSOR FORM

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Provide a copy of your completed form to the primary sponsor of the trip.

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1. Name of Primary Trip Sponsor: Iowa Renewable Fuels Association
2. Name of your organization: Iowa Soybean Association
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: Iowa and Minnesota on Date: August 14-17, 2023
 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).
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 - 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: 06/01/2023

Name: Kirk Leeds Title: CEO

Organization: Iowa Soybean Association

Address: 1255 SW Prairie Trail Parkway, Ankeny, IA 50023

Email: kleeds@iasoybeans.com Telephone: (515) 334-1015



U.S. House of Representatives

COMMITTEE ON ETHICS

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1. Name of Primary Trip Sponsor: Iowa Renewable Fuels Association
2. Name of your organization: Kansas Corn Growers Association
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: Iowa and Minnesota on Date: Aug. 14-17, 2023
that is being organized or arranged by the above-named Primary Trip Sponsor. **OR**
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 - 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: 07/06/2023

Name: Josh Roe Title: Executive Director

Organization: Kansas Corn Growers Association

Address: 1680 Charles Place, #200, Manhattan, KS 66502

Email: jroe@ksgrains.com Telephone: (785) 410-0958



U.S. House of Representatives

COMMITTEE ON ETHICS

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Provide a copy of your completed form to the primary sponsor of the trip.

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1. Name of Primary Trip Sponsor: Iowa Renewable Fuels Association
2. Name of your organization: Kansas Soybean Commission
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
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 - 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: 06/01/2023

Name: Dennis Hupe Title: Director of Field Services

Organization: Kansas Soybean Commission

Address: 1000 SW Red Oaks Place, Topeka, Kansas 66615

Email: hupe@kansassoybeans.org Telephone: (785) 271-1030



U.S. House of Representatives

COMMITTEE ON ETHICS

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Provide a copy of your completed form to the primary sponsor of the trip.

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1. Name of Primary Trip Sponsor: Iowa Renewable Fuels Association

2. Name of your organization: Minnesota Biofuels Association

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: Iowa and Minnesota on Date: August 14-17, 2023
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

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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: 06/01/2023

Name: Brian Werner Title: Director of Biofuels

Organization: Minnesota Biofuels Association

Address: 3033 Excelsior Blvd, Ste. 208, Minneapolis, MN 55416

Email: _____ Telephone: (612) 888-9138



U.S. House of Representatives

COMMITTEE ON ETHICS

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1. Name of Primary Trip Sponsor: Iowa Renewable Fuels Association
2. Name of your organization: Missouri Corn Growers
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: Iowa and Minnesota on Date: August 14-17, 2023
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).
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 - 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: Bradley Schad Date: 06/01/2023

Name: Bradley Schad Title: CEO

Organization: Missouri Corn Growers

Address: 3118 Emerald Lane, Jefferson City, MO 65109

Email: bschad@mocorn.org Telephone: (800) 827-4181



U.S. House of Representatives

COMMITTEE ON ETHICS

INSTRUCTIONS

Complete the *Additional Trip Sponsor Form* and submit the forms directly to the Primary Trip Sponsor.

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



U.S. House of Representatives

COMMITTEE ON ETHICS

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1. Name of Primary Trip Sponsor: Iowa Renewable Fuels Association
2. Name of your organization: North Dakota Ethanol Council
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
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 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).
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 - 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: Deana Wiese Date: 06/01/2023

Name: Deana Wiese Title: Executive Director

Organization: North Dakota Ethanol Council

Address: PO Box 1091, Bismarck, ND 58502

Email: dwiese@clearwatercommunications.net Telephone: (701) 355-4458



U.S. House of Representatives

COMMITTEE ON ETHICS

ADDITIONAL TRIP SPONSOR FORM

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Provide a copy of your completed form to the primary sponsor of the trip.

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1. Name of Primary Trip Sponsor: Iowa Renewable Fuels Association
2. Name of your organization: Nebraska Corn Board
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: Iowa and Minnesota on Date: August 14-17, 2023
 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).
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 - d. The information on this form is true, complete, and correct to the best of my knowledge.

Signature: *Kelly Brunkhorst* Date: 06/01/2023

Name: Kelly Brunkhorst Title: Executive Director

Organization: Nebraska Corn Board

Address: 245 Fallbrook Blvd, Ste 204 Lincoln, NE 68521

Email: kelly.brunkhorst@nebraska.gov Telephone: (402) 471-2676



U.S. House of Representatives

COMMITTEE ON ETHICS

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1. Name of Primary Trip Sponsor: Iowa Renewable Fuels Association

2. Name of your organization: Renew Kansas

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**

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Destination: Iowa and Minnesota on Date: August 14-17, 2023
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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:**

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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: 06/01/2023

Name: Ron Seeber Title: Vice President

Organization: Renew Kansas

Address: 816 SW Tyler, Ste 100, Topeka, KS 66611

Email: ron@kansasag.org Telephone: (785) 234-0461



U.S. House of Representatives

COMMITTEE ON ETHICS

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1. Name of Primary Trip Sponsor: Iowa Renewable Fuels Association
2. Name of your organization: Renewable Fuels Foundation
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**
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 - d. The information on this form is true, complete, and correct to the best of my knowledge.

Signature:  Date: 06/01/2023

Name: Bill Pracht Title: Chairman

Organization: Renewable Fuels Foundation

Address: 16024 Manchester Rd. Suite 101 Ellisville, MO 63011

Email: bill.pracht@ekaellc.com Telephone: (202) 289-3835



U.S. House of Representatives

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1. Name of Primary Trip Sponsor: Iowa Renewable Fuels Association
2. Name of your organization: Renewable Fuels Nebraska
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**
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 - d. The information on this form is true, complete, and correct to the best of my knowledge.

Signature:  Date: 06/01/2023

Name: Dawn Caldwell Title: Executive Director

Organization: Renewable Fuels Nebraska

Address: 1327 H St STE 103, Lincoln, NE 68508

Email: dawnc@renewablefuelsne.org Telephone: (402) 325-0045



U.S. House of Representatives

COMMITTEE ON ETHICS

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1. Name of Primary Trip Sponsor: Iowa Renewable Fuels Association
2. Name of your organization: South Dakota Ethanol Producers Association
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: Iowa and Minnesota on Date: August 14-17, 2023
 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: 06/01/2023

Name: Doug Berven Title: Executive Director

Organization: South Dakota Ethanol Producers Association

Address: 4615 N Lewis Ave, Sioux Falls, SD 57104

Email: doug.berven@poet.com Telephone: (605) 299-9638



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: Iowa Renewable Fuels Association

2. Name of your organization: Wisconsin Bio-Fuels

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

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

5. Check one. I certify that my organization:

a. [] I 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. [x] I has had a direct role in the organizing, planning, or conducting of a trip to Destination: Iowa and Minnesota on Date: August 14-17, 2023 that is being organized or arranged by the above-named Primary Trip Sponsor. OR

c. [] I 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. [x] 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: [Handwritten Signature] Date: 06/01/2023

Name: Bob Welch Title: Executive Director

Organization: Wisconsin Bio-Fuels

Address: 16 North Carroll St, Suite 600, Madison, WI 53703

Email: bob@thewelchgroup.org Telephone: (608) 819-0150

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

August 8, 2023

Mr. John Altendorf
Office of the Honorable Brad Finstad
1605 Longworth House Office Building
Washington, DC 20515

Dear Mr. Altendorf:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Altoona and Mason City, Iowa, and Bloomington, Minnesota, scheduled for August 14 to 17, 2023, sponsored by Iowa Renewable Fuels Association, Biodiesel Coalition of Missouri, Clean Fuels Alliance Foundation (F/K/A National Biodiesel Foundation), Farm Credit Services of America, Indiana Corn Marketing Council, Iowa Biodiesel Board, Iowa Biotechnology Association, Iowa Corn Growers Association, Iowa Soybean Association, Kansas Corn Growers Association, Kansas Soybean Commission, Minnesota Biofuels Association, Missouri Corn Growers Association, North Dakota Ethanol Council, Nebraska Corn Board, Renew Kansas, Renewable Fuels Foundation, Renewable Fuels Nebraska, South Dakota Ethanol Producers Association, and Wisconsin Biofuels Association. We note you are not accepting return transportation from the trip sponsor.

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,

Handwritten signature of Michael Guest in blue ink.

Michael Guest
Chairman

Handwritten signature of Susan Wild in blue ink.

Susan Wild
Ranking Member

MG/SW:mc

Iowa Biotechnology Association: unifies more than Iowa's bioscience industry, academic research institutions and economic development organizations; has contributed to planning the tour agenda and by identifying invitees.

North Dakota Ethanol Council: enhance North Dakota's ethanol industry through innovative research, education, promotion and market development in collaboration with industry stakeholders; has helped with the Tour by identifying key staff to invite.

Nebraska Corn Board: increase the value and sustainability of Nebraska corn through promotion, market development and research; has helped with the Tour by identifying key staff to invite.

Biodiesel Coalition of Missouri: promote the commercial success of biodiesel in Missouri; has contributed to planning the tour agenda and by identifying invitees.

Indiana Corn Marketing Council: build markets, connections and resources for Indiana corn and soybean farmers through checkoff investments and advocating for agriculture legislation and policies; contributed to the Tour by identifying invitees and will serve as a contributor on the tour.

Minnesota Biofuels Association: dedicated to supporting and representing the renewable fuels industry in Minnesota, committed to promoting cleaner energy for a greener and energy independent America; helped plan the tour agenda in Minnesota, identified invitees and will serve as a presenter on the tour.

Missouri Corn Growers: maximize the voice of Missouri corn producers through promotion, market development and research; has helped with the Tour by identifying key staff to invite.

South Dakota Ethanol Producers Association: serves as a strong, unified voice of advocacy for the expansion of ethanol production, greater access to the marketplace, and increased use and acceptance in South Dakota and the United States, has helped with the Tour by identifying key staff to invite.

Wisconsin Bio-fuels: support Wisconsin's renewable fuels industry, producer partners, and promote the acceptance and use of ethanol, biodiesel, and co-products in Wisconsin and beyond; contributed to the Tour by identifying invitees and will serve as a contributor on the tour.

ATTACHMENT C

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:

Please Note: The sponsors are paying for all expenses associated with the Biofuels Tour.

Iowa Renewable Fuels Association: brings together Iowa ethanol and biodiesel producers to foster the development and growth of the state's renewable fuels industry through education, promotion and infrastructure development. IRFA is committed to making Iowa a leader in producing renewable fuels and value-added co-products; has contributed to planning the tour and will serve as host/presenter on the tour.

Clean Fuels Alliance Foundation: supports and promotes outreach, education, science, and demonstration activities for the advancement of biodiesel and its co-products to improve national security, air quality and the environment; has contributed to planning the tour and will serve as a presenter on the tour.

Renewable Fuels Foundation: seeks to meet the education, research, and strategic planning needs of the U.S. fuel ethanol industry; has contributed to planning the tour and will serve as a presenter on the tour.

Iowa Corn Growers Association: a membership organization supporting agricultural issues on behalf of its members, ICGA's mission is to create opportunities for long term Iowa corn grower profitability; has contributed to planning the tour and will serve as a presenter on the tour.

Iowa Soybean Association: a membership organization recognized for excellence in enhancing long term sustainability of Iowa soybean farmers. ISA's mission is to expand opportunities and deliver results for Iowa soybean farmers; has contributed to planning the tour and will serve as a presenter on the tour.

Iowa Biodiesel Board: represents the biodiesel industry in Iowa, from production through distribution to end users. The IBB promotes the commercial success of biodiesel in Iowa; has contributed to planning the tour and will serve as a presenter on the tour.

Renew Kansas: brings together ethanol producers in Kansas to help grow production and demand for ethanol, has contributed to planning the tour agenda and identified invitees.

Farm Credit Services of America: a mission-driven financial cooperative serving farmers, ranchers and rural Americans that finances renewable energy projects and has an overall concern regarding the economic health of rural America; has contributed to planning the tour agenda and identified invitees.

Renewable Fuels Nebraska: brings together ethanol producers in Nebraska to help grow production and demand for ethanol; has contributed to planning the tour, identified invitees and will serve as a contributor on the tour.

Kansas Soybean Comission: serves as the voice and advocate for soybean-farmer-members, including expanding public awareness of the soybean markets; has contributed to planning the tour, identified invitees and will serve as a contributor on the tour.

Kansas Corn Growers Association: actively works with other commodity and farm organizations to maximize the voice of Kansas corn producers for the promotion and market development of ethanol and other value-added products made from corn, has contributed to planning the tour, and they also identified invitees from Kansas for the Tour.

ATTACHMENT B

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):

Note: All invitees work on agriculture, energy, biofuels, and/or environmental issues, and would benefit from their attendance on this tour.

Invitee	Title	Member/Committee
Aliza Oppenheim	Legislative Assistant	Matt Cartwright (PA)
Amar Nair	Counsel	House Agriculture Committee Minority Staff
Connor Rabb	Legislative Assistant	Randy Feenstra (IA)
Derrick Clark	Legislative Staff	Rep. Ed Case (HI)
Dorothy Clark	Legislative Assistant	Tom Emmer (MN)
Evan Dean	Legislative Assistant	Mike Flood (NE)
Gianna Watson	Legislative Correspondent	Michelle Fischbach (MN)
James Green	Senior Legislative Assistant	Teresa Leger Fernandez (NM)
John Altendorf	Legislative Assistant	Brad Finstad (MN)
John Cooper	Legislative Assistant	Doris Matsui (CA)
Josh Millard	Legislative Assistant	Randy Feenstra (IA)
Josie McLaurin	Policy Advisor	Newhouse/Congressional Western Caucus (WA)
Kent Ring	Legislative Assistant	Donald Payne Jr. (NJ)
Kevin Griffen	Legislative Assistant	Andre Carson (IN)
Lauryn Adams	Legislative Correspondent	Jim Baird (IN)
Madeline Dwelle	Legislative Assistant	Zach Nunn (IA)
Nadia Cortez	Legislative Assistant	Eric Sorensen (IL)
Nathaniel Dullea	Legislative Assistant	Donald G Davis (NC)
Nick Bowser	Legislative Assistant	Ashley Hinson (IA)
Rachel Black	Legislative Assistant	Tony Gonzales (TX)
Ray Phillips	Legislative Assistant	Stephanie Bice (OK)
Rebecca Hattar	Senior Legislative Assistant	Mariannette Miller-Meeks (IA)
Regan Larkin	Legislative Aide	Jerry Carl (AL)
Sean Smith	Legislative Assistant	Maria Salazar (FL)
Tyler Jones	Staff Assistant	Mike Turner (OH)
Tyler Menzer	Chief of Staff	Mariannette Miller-Meeks (IA)
Zach Settle	Legislative Correspondent	James Comer (KY)

ATTACHMENT A

1. Sponsor(s) of the trip (please list all sponsors):

Iowa Renewable Fuels Association

Clean Fuels Alliance Foundation

Renewable Fuels Foundation

Iowa Corn Growers Association

Iowa Soybean Association

Iowa Biodiesel Board

North Dakota Ethanol Council

Nebraska Corn Board

Renew Kansas

Farm Credit Services of America

Renewable Fuels Nebraska

Kansas Soybean Commission

Kansas Corn Growers Association

Iowa Biotechnology Association

Biodiesel Coalition of Missouri

Indiana Corn Marketing Council

Minnesota Biofuels Association

Missouri Corn Growers

South Dakota Ethanol Producers Association

Wisconsin Bio-fuels

14th Annual Biofuels Science and Sustainability Tour

14th Annual Biofuels Science and Sustainability Tour Agenda August 14 – 17, 2023

Monday, August 14

- 11:53 am Arrive Des Moines airport via American Airlines Flight #4481 Met by bus. (Flight departs DCA at 10:05 a.m.)
- 12:30 pm Depart for hotel
1 Prairie Meadows Dr, Altoona, IA 50009
- 1:00 pm Arrive Prairie Meadows hotel
- 1:30-3:00pm **Lunch and Learn- Tour Introduction** (Paid for by tour sponsors)
Topic: IRFA Executive Director Monte Shaw will present about the Iowa biofuels industry and will give tour participants a brief overview of what to expect on the tour.
- 3:00 pm Depart hotel for Magellan Midstream Partners
2503 SE 43rd St, Pleasant Hill, IA 50327
- 3:30-5:00 pm **Tour Magellan Midstream Partners fuel terminal**
Topic: Participants will learn how fuel is distributed through the country via pipelines and then blended with biofuels prior to distribution to local fuel retail stations.
- 5:00 pm Depart Magellan for Iowa State Fair
2941 Dean Avenue, Des Moines, IA 50317
- 5:30-6:15 pm **Dinner and Discussion - Iowa State Fair** (paid for by Tour sponsors)
Cattlemen's Beef Headquarters
Topics: Iowa FFA (high school and college students – formerly known as Future Farmers of America) leaders will discuss their hopes for the future of agriculture and the role that biofuels can play.
- 6:15-8:30 pm **Tour Iowa State Fair Agriculture and Renewable Fuels Exhibits**
Topics: Attendees will tour state fair exhibits on agriculture and renewable energy to obtain information about new technologies in these industries and to better understand regulatory issues facing the industries.
- 8:30 pm Depart fair for hotel

Overnight Prairie Meadows Hotel
1 Prairie Meadows Drive
Altoona, IA 50009

Tuesday, Aug. 15

7:00 am Coffee and breakfast in the lobby (Paid for by Tour sponsors)

8:00 am Depart for Iowa State University (ISU) Sustainable Advanced Bioeconomy Research (SABR) Farm
1475 Y Avenue, Ames, IA

8:45-10:00am **Tour ISU Sustainable Advanced Bioeconomy Research (SABR) Farm**
Topic: Led by Dr. Marshall McDaniel and Dr. Andy VanLoocke, attendees will tour this research facility and learn about the latest agricultural advancements in sustainable energy crops for biofuels and bioproducts.

10:00 am Depart for ISU BioCentury Research Farm
1327 U Ave, Boone, Iowa 50036

10:15-11:30 pm **Tour of ISU BioCentury Research Farm**
Topics: Led by Andy Suby, attendees will tour the state-of-the-art research facility to witness the latest pre-commercial research on enzymatic and thermo-chemical biofuels production as well as pre-treatment of various feedstocks.

11:30 am Depart for Hickory Park Restaurant
1404 S Duff Ave, Ames, IA 50010

11:45am-12:45pm **Lunch and Learn** (Paid for by Tour sponsors)
Topics: Monte Shaw, joined by Tour sponsors (Dennis Hupe, Dawn Caldwell, Kevin Studer, Helena Jette and Bob Welch) will lead a discussion on the importance of new uses for biofuels, focusing on higher blends in the near term and new markets (like sustainable aviation fuels, marine applications, home heating, etc.) in the longer term. They will also answer questions from Tour participants.

12:45 pm Depart lunch for VERBIO
59219 Lincoln Hwy, Nevada, IA 50201

1:00-2:00 pm **Tour of VERBIO** (renewable natural gas plant)
Topics: Plant manager Greg Faith will provide a brief overview the plant and how the Renewable Fuel Standard (RFS) and carbon policy impact Renewable Natural Gas (RNG).

2:00 pm Depart for Couser Cattle Company
19568 620th Ave, Nevada, IA

- 2:15-3:15 pm **Tour Couser Cattle Company**
Topics: Bill Couser will discuss advancements in modern livestock production that allow for more humane, sustainable, and efficient small and local beef operations. He will also discuss how biofuels feed coproducts make livestock production more cost effective.
- 3:15 pm Depart Couser Cattle for Hemmes Family Farm
879 Mallard Ave. Hampton, IA
- 4:30-6:30 pm **Tour Hemmes Family Farm**
Topics: Led by April Hemmes, participants will learn about the latest seed technology and agronomic practices for corn and soybeans, witness advances in precision farming equipment and discuss how biofuels, environmental and trade policy impact family farm operations.
- 6:30-8:00 pm **Dinner and Discussion with Area Farmers** (Paid for by tour sponsors)
(same location, no break)
Topics: Tour participants will be joined by a group of multi-generational area farmers to discuss topics ranging from trade to energy and environmental policy, to advances in farming practices.
- 8:00 pm Depart farm for Holiday Inn Express hotel
- 9:00 pm Arrive hotel
- Overnight Holiday Inn Express
3041 4th St. SW
Mason City, IA 50401

Wednesday, Aug. 16

- 7:30 am Coffee and breakfast in lobby (provided by hotel as part of room cost)
- 8:30 am Depart hotel for Chevron REG
4172 19th St SW, Mason City, IA 50401
- 9:00-10:30 am **Tour Chevron REG – Mason City** (biodiesel plant)
Topics: Tours led by Ezra Finkin. Participants will see first-hand the improvements in the biodiesel production process, advancements in efficiency, the ability to utilize multiple feedstocks and tour of plant.
- 10:30-11:00 am **Biodiesel Policy Update**
(same location, no break)
Topics: Paul Winters, Clean Fuels Alliance America Director of Public Affairs and Federal Communications, will discuss the environmental and carbon benefits that biodiesel and renewable diesel are delivering today as well as the significant health care benefits and cost savings for communities that switch to biodiesel.

- 11:00 am Depart Chevron REG for “112 on Broadway”
112 S Broadway Ave, Albert Lea, MN 56007
- Noon-1:00 pm **Lunch and Learn** (paid for by tour sponsors)
Topics: Minnesota Biofuels Association executive director Brian Werner will welcome the Tour to Minnesota and provide a history and overview of the biofuels industry in the state. He will also answer questions from Tour participants.
- 1:00 pm Depart lunch for Guardian Energy
4745 380th Ave, Janesville, MN 56048
- 2:00-3:30 pm **Tour Guardian Energy** (ethanol plant)
Topic: Plant manager Ben Stover will review the ethanol production process, advancements in efficiencies, and lead a tour of the plant.
- 3:30-4:00 pm **Ethanol Policy Update**
(same location, no break)
Topic: Robert White, Renewable Fuels Association Vice President of Industry Relations will discuss the Renewable Fuel Standard, exports, octane, low carbon markets, and everything ethanol.
- 4:00 pm Depart Guardian for Hennen’s Minnoco
807 1st Ave E, Shakopee, MN 55379
- 5:15-6:15 pm **Tour Hennen’s Minnoco** – fuel retailer
Topics: Joel Hennen will discuss why they offer various biofuel blends (E15, E85, and biodiesel), the necessary equipment, and customer acceptance. Participants will see blender pumps and other fuel dispensing equipment.
- 6:15 pm Depart Hennen’s for Brit’s Pub and Eating Establishment
1110 Nicollet Mall, Minneapolis, MN 55403
- 6:45-8:00 pm **Dinner and Discussion** – Congressional Roundtable (paid for by Tour sponsors)
Topics: IRFA’s Monte Shaw moderates a Congressional Staff Roundtable where the latest policy updates on the RFS, energy, tax and trade policy will be discussed.
- 8:00 pm Depart for hotel
- Overnight Hyatt Regency
3200 East 81st Street
Bloomington, MN 55425

Thursday, Aug. 17

- 8:15 am Depart hotel for Minneapolis airport
- 8:30 am Arrive airport. Go through security

9:00-11:00 am **Eggs and Issues** (paid for by tour sponsors)

Topic 1: Steve Dietz with Renewable Products Marketing Group will provide an overview of current domestic and export biofuels markets, and review emerging new trends.

Topic 2: Jeff Davidman with Delta Airlines and Kent Hartwig with Gevo will provide a 30,000 foot overview of the emerging Sustainable Aviation Fuel market

11:00 am-noon **Tour of Minneapolis airport operations**

Topic: Delta Airlines will take participants on a behind-the-scenes look at a day-in-the-life of a major airport from baggage handling to air traffic control.

12:49 pm Depart Minneapolis for DCA via American Airlines flight #3979. (Flight lands at 4:26 p.m.)



Iowa Renewable Fuels Association



ATTACHMENT A

1. Sponsor(s) of the trip (please list all sponsors):

Iowa Renewable Fuels Association

Clean Fuels Alliance Foundation

Renewable Fuels Foundation

Iowa Corn Growers Association

Iowa Soybean Association

Iowa Biodiesel Board

North Dakota Ethanol Council

Nebraska Corn Board

Renew Kansas

Farm Credit Services of America

Renewable Fuels Nebraska

Kansas Soybean Commission

Kansas Corn Growers Association

Iowa Biotechnology Association

Biodiesel Coalition of Missouri

Indiana Corn Marketing Council

Minnesota Biofuels Association

Missouri Corn Growers

South Dakota Ethanol Producers Association

Wisconsin Bio-fuels