

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.

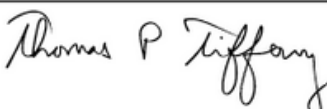
- Name of Traveler: Caroline Briscoe
- a. Name of Accompanying Relative: _____ **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
- a. Dates: Departure: August 23, 2023 Return: August 25, 2023
b. Dates at Personal Expense, if any: _____ **OR** None
- Departure City: Washington, D.C. Destination: Cambridge, MD Return City: Washington, D.C.
- Sponsor(s), Who Paid for the Trip: Conservative Partnership Institute
- Describe Meetings and Events Attended: The event helped me better my communication skills with polling, booking guidance, and with leaders in our profession.
- 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: _____

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

Signature of Traveler:  Date: 09/05/2023

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: Tom Tiffany Date: 09/05/2023

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: Conservative Partnership Institute

2. Travel Destination(s): Cambridge, MD

3. Date of Departure: August 23, 2023 Date of Return: August 25, 2023

4. Name(s) of Traveler(s): See attached

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

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

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$0	\$198.00	\$126.18	\$0
Accompanying Family Member	0	0	0	0

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: August 30, 2023

Name: Ed Corrigan Title: President and CEO

Organization: Conservative Partnership Institute

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

Address: 300 Independence Ave SE Washington, D.C. 20003

Telephone: 202.937.2309 Email: sgast@compasslegal.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.



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TRAVELER FORM

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

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

Name of Traveler: Caroline Briscoe

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

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

Signature: Caroline Briscoe

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): Rep. Tom Tiffany

Office Address: 451 Cannon HOB Washington, D.C. 20515

Telephone Number: 202-225-3365

Email Address of Contact Person: Caroline.Briscoe@mail.house.gov

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

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

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

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



TRAVELER FORM

1. Name of Traveler: Caroline Briscoe
2. Sponsor(s) who will be paying or providing in-kind support for the trip:
Conservative Partnership Institute
3. City and State **OR** Foreign Country of Travel: Cambridge, MD
4. a. Date of Departure: August 23, 2023 Date of Return: August 25, 2023
b. Yes No Will you be extending the trip at your personal expense?
If yes, list dates at personal expense: _____
5. a. Yes No Will you be accompanied by a family member at the sponsor's expense? **If yes:**
(1) Name of Accompanying Family Member: _____
(2) Relationship to Traveler: Spouse Child Other (specify): _____
(3) Yes No Accompanying Family Member is at least 18 years of age:
6. a. Yes No Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)?
b. **If yes**, and you are requesting lodging for two nights, explain why the second night is warranted:
7. Yes No *Primary Trip Sponsor Form* is attached, including agenda, invitee list, and any other attachments and Additional Sponsor Forms.

NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties.
Staff should include their job title and how the activities on the itinerary relate to their duties.
As a Communications Director, this trip will help me further my skills and contacts to become a better communicator.
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 Thomas P. Tiliboney Date 7/24/23



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:

Conservative Partnership Institute

2. I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. Signify that the statement is true by checking box.

3. **Check only one.** I represent that:

a. The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip: **OR**

b. The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds: **OR**

c. The primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.

If "c" is checked, list the names of the additional sponsors:

4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):

House attendees are listed on the document attached.

5. Yes No Is travel being offered to an accompanying family member of the House invitee(s)?

6. Date of departure: August 23, 2023 Date of return: August 25, 2023

7. a. City of departure: Washington, D.C.

b. Destination(s): Cambridge, MD

c. City of return: Washington, D.C.

8. **Check only one.** I represent that:

a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: **OR**

b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: **OR**

c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.

9. **Check only one of the following:**

a. I checked 8(a) or (b) above; **OR**

b. I checked 8(c) above but am not offering any lodging; **OR**

c. I checked 8(c) above and am offering lodging and meals for one night; **OR**

d. I checked 8(c) above and am offering lodging and meals for two nights. If you checked this box, explain why the second night of lodging is warranted:



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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:
The Conservative Partnership Institute provides regular educational briefings and training sessions to congressional staff and conservative leaders and activists. These training programs focus on House and Senate operations, communications, and other tools needed by Members of Congress and staff to become better public servants. CPI is solely responsible for organizing and conducting this trip.
13. **Answer parts a and b. Answer part c if necessary:**
 a. Mode of travel: Air Rail Bus Car Other (specify: _____)
 b. Class of travel: Coach Business First Charter Other (specify: _____)
 c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:
14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). *Signify that the statement is true by checking the box.*
15. **Check only one.** I represent that either:
 a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees; **OR**
 b. The trip involves events that are arranged specifically *with regard* to congressional participation.
 If "b" is checked:
 1) Detail the cost *per day* of meals (approximate cost may be provided):
The per day cost of meals will be approximately \$59.
 2) Provide the reason for selecting the location of the event or trip:
The location is owned by the sponsor, CPI, and conducive to education and training
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
 Hotel Name: Camp Rydin City: Cambridge, MD Cost Per Night: \$99
Location is owned by trip sponsor CPI, economical, and conducive to education and training.
 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	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
<input checked="" type="checkbox"/> Good Faith Estimates			
For each Member, Officer, or Employee	\$100	\$198	\$118
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	\$0
For each Accompanying Family Member	n/a	n/a

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: Ed Corrigan Date: July 13, 2023
 Name: Ed Corrigan Title: President & CEO
 Organization: Conservative Partnership Institute
 Address: 300 Independence Avenue, SE, Washington, DC 20003
 Email: info@cpi.org Telephone: (202) 595-0282

INSTRUCTIONS

Complete the *Primary Trip Sponsor Form* and submit the agenda, invitation list, any attachments, and any *Additional Trip Sponsor Forms* directly to the Travelers.

Written approval from the Committee on Ethics is required before traveling on this trip. The Committee on Ethics will notify the House invitees directly and will not notify the trip sponsors.

Willful or knowing misrepresentation on this form may be subject to criminal prosecution under 18 U.S.C. § 1001. Signatures must comply with section 104(bb) of the Travel Regulations.

For questions, please contact the Committee on Ethics at:

1015 Longworth House Office Building
Washington, D.C. 20515

ethicscommittee@mail.house.gov | 202-225-7103
More information and forms available at ethics.house.gov

Michael Guest, Mississippi
Chairman
Susan Wild, Pennsylvania
Ranking Member

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

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



ONE HUNDRED EIGHTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust
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Keelie Broom
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Counsel to the Ranking Member

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

August 17, 2023

Ms. Caroline Briscoe
Office of the Honorable Thomas P. Tiffany
451 Cannon House Office Building
Washington, DC 20515

Dear Ms. Briscoe:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Maryland, scheduled for August 23 to 25, 2023, sponsored by 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:kjf

1. Allie McCandless - Rep. Dan Bishop (*Invited as a communications professional and interest in improving Congressional communications strategy*)
2. Madeline Huffman - Rep. Andrew Clyde (*Invited as a communications professional and interest in improving Congressional communications strategy*)
3. Laynee Buckels- Rep. Randy Weber (*Invited as a communications professional and interest in improving Congressional communications strategy*)
4. Caroline Briscoe- Rep. Tom Tiffany (*Invited as a communications professional and interest in improving Congressional communications strategy*)
5. Emma Settle- Rep. Andy Ogles (*Invited as a communications professional and interest in improving Congressional communications strategy*)
6. Miranda Dabney- Rep. Kevin Hern (*Invited as a communications professional and interest in improving Congressional communications strategy*)
7. Harry Fones-Rep. Andy Ogles (*Invited as a communications professional and interest in improving Congressional communications strategy*)

Conservative Partnership Institute (CPI) Communicators Retreat

August 23-25, 2023

Wednesday

9:00 - 11:00 am Travel from Independence Ave, SE DC to Decoursey Bridge Rd, Cambridge, MD

11:00 am – 12:00 pm Arrival at CPI Property

12:00-1:00 Lunch & Session 1: Getting the Message Right

Using polling to help guide a strong conservative message that resonates. Whitlock will also explain how to use that polling in messaging and communications campaigns.

Speaker: Matthew Whitlock, CRC Advisors

1:00-2:00 pm Break

2:00 – 3:00 pm Session 2: Creating Cutting Edge Cultural Commentary

Price, an expert in the use of social media, will share his unique insights on engaging and connecting with your audience, including how to make content stand out. Jashinsky will share how to take creative content and to work with the media to increase engagement.

Speakers: Emily Jashinsky, The Federalist & Greg Price, State Freedom Caucus

3:00 – 4:30 pm Session 3: Historical Media Analysis

Carroll and Bronitsky are experienced media leaders as well as experts on political history. This session will tie together events from modern political history, as well as congressional communications strategies to provide a roadmap to help staff learn from mistakes of the past. This will also help the attendees plan and respond to difficult situations that may arise.

Speakers: Conn Carroll, The Washington Examiner & Bobby Donachie, Athos PR

4:30 - 6:00 pm Break

6:00 – 7:30 pm Dinner & Session 4: Crisis Communications

Guest is a former communications staffer on Capitol Hill, and will share his knowledge on solving crisis communications situations and preventing communications errors proactively, as well as his keys to controlling the

narrative.

Speaker: Steve Guest, CRC Advisors

Thursday

10:00 – 11:00 am Continental Breakfast

11:00 am – 12:00 pm Optional Tour of Cambridge, MD Historical Monuments: Bucktown General Store (4303 Bucktown Rd) & and Harriet Tubman Landmark at Brodess Farm (978 Greenbrier Rd)

12:00 – 1:30 pm Session 5: Coordinating Communications Efforts & Amplifying your Message

Schaefer and Clark will discuss how to coordinate communications efforts in a way that leads to creative, productive, and reliable content. They will also share some of the lessons they learned leading media campaigns from their previous work.

Speakers: [Scooter Schaefer](#) & Sondra Clark, Co-founders, The Revere Project

1:30 – 2:30 pm Lunch & Session 6: Senate Procedure

Fixing What's Broken—Is the Senate as dysfunctional as many believe? What does history teach us, and what proposed reforms are worth considering?

Speakers: Ed Corrigan, CPI & Wesley Denton, CPI

2:30 – 3:30 pm Session 7: Policy Insight: Creating a Policy Movement Through Messaging

DeAngelis will share how he worked to make educational opportunity an exciting policy movement to be a part of using strong messaging and coalition building skills.

Speaker: [Corey DeAngelis](#), Educational Freedom Institute

3:30 – 4:30 pm Session 8: WORKSHOP: Getting Your Message Out & Improving Marketing Strategy

An office's communications staff are tasked with creating an impression of their leaders and their work online and in the media. This session will teach the strategy of building a persona and show practical ways to shape the public's perception of policy and the people proposing it. Attend and be free from cringe content.

Speaker: Andrew Beck, Beck & Stone

4:30 – 5:30 pm Session 9: Louder Social Media Content: YouTube & Instagram

Social media in many ways has become a way to get the message out to the people directly, and to force a conversation on topics that matter to everyday Americans. Frayter will share his expertise on social media applications, data management and content creation.

Speaker: Gary Frayter, Louder with Crowder Podcast

5:30 – 7:30 pm Break

7:30 – 9:00 pm Dinner and Session 10: Mastering Public Relations & Media Relations

Olohan will provide feedback to staffers on what would help improve their relationship with the media, how to create engaging content, and discuss social and hot button topics in a way to promote storytelling and connect with viewers and constituents. She will then be interviewed by Donachie on congressional media relations.

Speakers: Mary Margaret Olohan, The Daily Signal & Bobby Donachie, Athos PR

Friday

9:30 am – 10:30 am Continental Breakfast & Session 11: Networking & Coalition Building

The speakers will share how to network and build coalitions for important policy measures with outside groups, as well as how to use focused events and meetings to create a movement.

Speakers: Paul Teller, Advancing American Freedom & Carson Steelman, Heritage Action

10:30 am – 11:00 pm Pack up and load the van

11:00 pm Check Out Travel from Decoursey Bridge Rd, Cambridge, MD to arrive at Independence Ave., SE at 1:20 pm.