

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: Paula Nicole Manley
2. a. Name of Accompanying Relative: _____ **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: August 30, 2023 Return: August 31, 2023
b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Washington, DC Destination: Nashville, TN Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: SoundExchange
6. Describe Meetings and Events Attended: We met with songwriters, representatives of independent musicians, and the Nashville Musicians Association to discuss copyright laws and other issues important to the music industry.
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: 9-13-23

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: Ben Cline Date: 9-13-23

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: SoundExchange

2. Travel Destination(s): Nashville, TN

3. Date of Departure: August 30, 2023 Date of Return: August 31, 2023

4. Name(s) of Traveler(s): Nicole Manley; Elliot Tomlinson

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	379.80 (air) \$336.27 (ground)	\$198.96	\$78.50	\$49.95 (Studio B visit)
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: Anjula Singh Date: 9/8/2023

Name: Anjula Singh Title: CFO & COO

Organization: SoundExchange

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

Address: 733 10th St NW Floor 10

Telephone: 202-640-5858 Email: mcarmony@soundexchange.com

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

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

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Paula Nicole Manley
2. Sponsor(s) who will be paying or providing in-kind support for the trip: SoundExchange
3. City and State **OR** Foreign Country of Travel: Nashville, TN
4. a. Date of Departure: August 30, 2023 Date of Return: August 31, 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:
No second night.
7. Yes No *Primary Trip Sponsor Form* is attached, including agenda, invitation, 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 Legislative Director for Rep. Cline, I handle the Judiciary portfolio, including copyright law. Also, my boss is the co-chair of the Songwriters Caucus. These issues will be the focus of this trip.
9. Yes No Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip?
10. For staff travelers, to be completed by your employing Member:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Signature of Employing Member: 

Date: 7/20/23



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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:

SoundExchange

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):

Invitees (attached) are responsible for copyright policy and other issues specific to the music industry.

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

6. Date of departure: 08/30/2023 Date of return: 08/31/2023

7. a. City of departure: Washington, DC

b. Destination(s): Nashville, TN

c. City of return: Washington, DC

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

- a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: **OR**
- b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: **OR**
- c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.

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

- a. I checked 8(a) or (b) above; **OR**
- b. I checked 8(c) above but am not offering any lodging; **OR**
- c. I checked 8(c) above and am offering lodging and meals for one night; **OR**
- d. I checked 8(c) above and am offering lodging and meals for two nights. If you checked this box, explain why the second night of lodging is warranted:



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10. Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box.*
11. **Check only one of the following:**
- a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify that the statement is true by checking box; OR*
- b. *Not Applicable.* Trip sponsor is a U.S. institution of higher education.
12. For *each* sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip *and* its role in organizing and/or conducting the trip:
 SoundExchange is the sole sponsor of the trip and is responsible for all aspects of organizing and conducting the trip. SoundExchange is the independent nonprofit performing rights organization that collects and distributes digital performance royalties to artists and copyright holders.
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):
 Approximately \$79 per day.
- 2) Provide the reason for selecting the location of the event or trip:
 Nashville allows us to educate staff about the economic and cultural realities of this policy and
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Hyatt House City: Nashville Cost Per Night: \$199
 Reason(s) for Selecting: Provides appropriate staff/security arrangements and is in close proximity to locations on the agenda.
- Hotel Name: _____ City: _____ Cost Per Night: _____
 Reason(s) for Selecting: _____
- Hotel Name: _____ City: _____ Cost Per Night: _____
 Reason(s) for Selecting: _____
17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking the box.*



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18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts <input checked="" type="checkbox"/> Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$265	\$199	\$79
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	\$150 \$20	ground transportation; Listening Room ticket
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: Anjula Singh Date: 07/18/2023
 Name: Anjula Singh Title: CFO & COO
 Organization: SoundExchange
 Address: 733 10th St NW Floor 10 Washington, DC 20001
 Email: mcarmody@soundexchange.com Telephone: (570) 704-6130

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



SoundExchange Congressional Staff Fact Finding Trip

AGENDA

Nashville, TN – August 30th – August 31st, 2023

Wednesday, August 30, 2023

8:31 am ET – Depart IAD – United Airlines Flight #2336

9:26 am CT – Arrive Nashville International Airport

9:26 am – 10:30 am – Travel to Nashville Songwriters Association International (NSAI) [1710 Roy Acuff Place Nashville, TN]

10:30 am – Arrive Nashville Songwriters Association International

10:30 am – 11:30 am – Welcome & Discussion on the State of the Music Industry
[Breakfast provided]

An educational primer about the mission and make-up of SoundExchange, how/why its creation was called for by Congress, and its unique role in today's overall music ecosystem—representing the interests of recording artists and major and indie record labels. This presentation will include a discussion on the state of the music industry today and how SoundExchange's data and technology solutions can make it more efficient.

Presenters: Michael J. Huppe, President & CEO, SoundExchange

11:30 am – 12:30 noon – “It All Begins With a Song”

The Executive Director, staff, and members of the NSAI illustrate the creative and business practices involved with composing, publishing, and marketing songs. The presentation will include demonstrations of the creative process for songwriters as well as a tour of the NSAI facility that is available to support its membership in Nashville, TN.

*Presenters: Bart Herbison, Executive Director, NSAI
NSAI Member Songwriters*

12:30 pm – 12:45 pm – Travel to Black River Entertainment [12 Music Cir S, Nashville, TN]

12:45 pm – 2:15 pm – Business of Independent Music – Black River Entertainment Site Visit and Informational Session [Lunch provided]

Under the Black River Entertainment umbrella is a family of state-of-the-art recording studios, a record label, a management company, and a multi-GRAMMY award-winning publishing company. This session will examine the importance of independent music companies and their impact on the local economy and include a demonstration on how musicians work inside of a Music Row studio. Staff will also view the historic Sound Stage and Ronnie's Place studios.

*Presenters: Rick Forio, Vice President, Black River Entertainment
Nick Autry, songwriter, performer, engineer, and producer*

2:15 pm – 2:20 pm – Travel to Nashville Musicians Association [11 Music Cir N, Nashville, TN]

2:20 pm – 3:30 pm – Nashville Musicians Association | American Federation of Musicians Local 257

AFM Local 257 is the home of the “The Finest Musicians in the World.” Working musicians play a critical role in the creation of music, especially in Nashville, TN. This session will examine the role of unions throughout the years, and how recorded music has evolved in Nashville compared to other cities in the US. The session will include insights from the local leadership of the American Federation of Musicians (AFM).

Presenters: Dave Pomeroy, President, AFM Local 257, International Vice President, AFM

3:30 pm – 3:35 pm – Travel to Historic RCA Studio B [1611 Roy Acuff Pl Nashville, TN]

3:35 pm – 4:20 pm – Historic RCA Studio B Site Visit

Historic RCA Studio B—once the recording home of popular music titans such as Elvis Presley, Chet Atkins, Eddy Arnold, and the Everly Brothers is both a classroom for Nashville area students and a popular cultural attraction.

4:20 pm – 4:25 pm – Travel to Hyatt House Hotel [2100 Hayes St. Nashville, TN]

4:25 pm – 4:55 pm – Check into Hyatt House Hotel

4:55 pm – 5:15 pm – Travel to the Listening Room Café [618 4th Ave. S, Nashville, TN]

5:15 pm – 6:00 pm – Writer’s Round at the Listening Music [Dinner provided]

In this session, staff will go behind the scenes at The Listening Room Café with performer Lance Carpenter.

Lance is a songwriter and award-winning country music artist. Lance is also the founder of Music Row Coach, an online community providing music business education, coaching, and mentorship. Prior to his prolific career in music, Lance provided support during forty-two federal declared disasters through his work with the Federal Emergency Management Agency (FEMA) and the Arkansas Department of Emergency Management. Staff will learn about the challenges and opportunities artists face and how Lance coaches up and coming artists hoping to make it in the Music City.

Presenters: Lance Carpenter, Artist, Founder of Music Row Coach

6:00 pm - Return to Hyatt House Hotel

Thursday, August 31, 2023

6:00 am – 6:30 am – Continental Breakfast and Check Out of Hyatt House Hotel

6:30 am – 7:00 am – Travel to Nashville International Airport

8:14 am – Depart Nashville on United Flight #6191

11:05 am ET – Arrive Dulles International Airport



SoundExchange Congressional Staff Fact Finding Trip

AGENDA

Nashville, TN – August 30, 2023

Wednesday, August 30, 2023

8:31 am ET – Depart IAD – United Airlines Flight #2336

9:26 am CT – Arrive Nashville International Airport. Board Bus.

10:30 am – Arrive Nashville Songwriters Association International (NSAI) [1710 Roy Acuff Place Nashville, TN]

10:45 am – 11:15 am – Welcome & Discussion on the State of the Music Industry
[Breakfast provided]

An educational primer about the mission and make-up of SoundExchange, how/why its creation was called for by Congress, and its unique role in today's overall music ecosystem—representing the interests of recording artists and major and indie record labels. This presentation will include a discussion on the state of the music industry today and how SoundExchange's data and technology solutions can make it more efficient.

Presenters: Michael J. Huppe, President & CEO, SoundExchange

11:30 am – 12:30 noon – “It All Begins With a Song”

The Executive Director, staff, and members of the NSAI illustrate the creative and business practices involved with composing, publishing, and marketing songs. The presentation will include demonstrations of the creative process for songwriters as well as a tour of the NSAI facility that is available to support its membership in Nashville, TN.

Presenters: Bart Herbison, Executive Director, NSAI
NSAI Member Songwriters

12:30 pm – Board Bus to Black River Entertainment [12 Music Cir S, Nashville, TN]

12:45 – 2:15 pm – Business of Independent Music – Black River Entertainment Tour and Informational Session [Lunch provided]

Under the Black River Entertainment umbrella is a family of state-of-the-art recording studios, a record label, a management company, and a multi-GRAMMY award-winning publishing company. This session will examine the importance of independent music companies and their impact on the local economy and include a demonstration on how musicians work inside of a Music Row studio. Staff will also tour the historic Sound Stage and Ronnie's Place studios.

*Presenters: Rick Forio, Vice President, Black River Entertainment
Nick Autry, songwriter, performer, engineer, and producer*

2:15 pm – Board Bus to Nashville Musicians Association [11 Music Cir N, Nashville, TN]

2:30 – 3:45 pm – Nashville Musicians Association | American Federation of Musicians Local 257

AFM Local 257 is the home of the “The Finest Musicians in the World.” Working musicians play a critical role in the creation of music, especially in Nashville, TN. This session will examine the role of unions throughout the years, and how recorded music has evolved in Nashville compared to other cities in the US. The session will include insights from the local leadership of the American Federation of Musicians (AFM).

Presenters: Dave Pomeroy, President, AFM Local 257, International Vice President, AFM

3:45 pm – Board Bus to Hyatt House Hotel [2100 Hayes St. Nashville, TN]

4:00 pm – 4:45 pm – Check into Hyatt House Hotel

4:45 pm – Board Bus to the Listening Room Café [618 4th Ave. S, Nashville, TN]

5:15 pm – 8:00 pm – Writer’s Round at the Listening Room and the Business of Independent Live Music [Dinner provided]

In our final session staff will attend a writer’s round performance at The Listening Room Café. The Listening Room was founded in 2006 by singer/songwriter Chris Blair as a venue that provided Nashville artists with the sound and atmosphere they truly deserved. Since launching, the Listening Room has become a favorite location for award-winning artists from Music Row. Prior to the performance, staff will go behind the scenes

for a conversation with performer Lance Carpenter. Lance is a songwriter and award-winning country music artist. Lance is also the founder of Music Row Coach, an online community providing music business education, coaching, and mentorship. Prior to his prolific career in music, Lance provided support during forty-two federal declared disasters through his work with the Federal Emergency Management Agency (FEMA) and the Arkansas Department of Emergency Management. Staff will learn about the challenges and opportunities artists face and how Lance coaches up and coming artists hoping to make it in the Music City. After the performance staff will once again go behind the scenes with Listening Room management and the National Independent Venue Association (NIVA) leadership to learn about operating an independent live music venue including the many challenges they face post-pandemic and why they work so hard to support the artist community.

*Presenters: Zach Anderson, Music Booking Manager, Listening Room Café
Eric Melvin, Vice President of Operations, Listening Room Café
Stephen Parker, Executive Director, NIVA
Lance Carpenter, Artist, Founder of Music Row Coach*

8:00 pm - Return to Hyatt House Hotel

Thursday, August 31, 2023

6:00 am – Continental Breakfast and Check Out of Hyatt House Hotel

6:30 am – Board Bus to Nashville International Airport

8:14 am – Depart Nashville on United Flight #6191

11:05 am ET – Arrive Dulles International Airport

Primary Trip Sponsor Form Addendum - Invitation List

SoundExchange – Nashville, TN

<u>Staff Name</u>	<u>Office</u>
Tyler Grimm	Rep. Jim Jordan
Jennifer Haynes	Rep. Darrell Issa
Hannah Fraher	House Committee on House Administration
Thomas Blanford	Rep. Scott Fitzgerald
Nicole Manley	Rep. Ben Cline
Annie Barletta	Rep. Russell Fry
Jeannine Bender	Rep. Kevin Kiley
Nick Adams	Rep. Laurel Lee
Jack Youngblood	Rep. Nathaniel Moran
Megan Ruane	Rep. Madeleine Dean
Jared Feldman	Rep. Steve Cohen
Elizabeth Barrie	Rep. Lou Correa
Jacqui Kappler	Rep. Hank Johnson
Zach Atran	Rep. Ted Lieu
Joe Zaroni	Rep. Zoe Lofgren
Megan McCorquodale	Rep. Joe Neguse
Katie Paulson	Rep. Deborah Ross
Dean Ischiropoulos	Rep. Mary Gay Scanlon
Brian McMillan	Rep. Eric Swalwell
Jeff Hantson	Sen. Dick Durbin
Michelle Ankenbrand	Sen. Chris Coons
Sean Nadel	Sen. Dianne Feinstein
Sara Schaumberg	Sen. Jon Ossoff
Mana Azarmi	Sen. Alex Padilla
John Connolly	Sen. Mazie Hirono
Avery Gardiner	Sen. Amy Klobuchar
Thifeen Deen	Sen. Peter Welch
Franci Rooney	Sen. John Cornyn
Jon Adame	Sen. Marsha Blackburn
Peter-Anthony Pappas	Sen. Thom Tillis
Alex Vaughn	Sen. Dianne Feinstein
John Daukas	Senate Committee on the Judiciary
Elliot Tomlinson	House Committee on House Administration
Mike Platt	House Committee on House Administration

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 28, 2023

Ms. Paula Nicole Manley
Office of the Honorable Ben Cline
2443 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Manley:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Nashville, Tennessee, scheduled for August 30 to 31, 2023, sponsored by SoundExchange. We remind you that, because the trip sponsor employs a federal lobbyist, you may participate in officially-connected activity on one calendar day only.

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:emw