

# COMMITTEE ON ETHICS

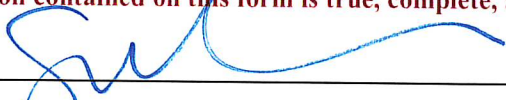
## EMPLOYEE POST-TRAVEL DISCLOSURE FORM Original Amendment

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual *Financial Disclosure Statements* of those employees required to file them. In accordance with House Rule 25, clause 5, **you must complete this form and file it with the Clerk of the House by email at [gifttravelreports@mail.house.gov](mailto:gifttravelreports@mail.house.gov), within 15 days after travel is completed.** Please **do not** file this form with the Committee on Ethics.

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

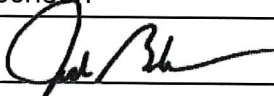
1. Name of Traveler: Sean McAndrews
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR**  None  
b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: 9/6/23 Return: 9/8/23  
b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR**  None
4. Departure City: Washington DC Destination: Cambridge MD Return City: Washington DC
5. Sponsor(s), Who Paid for the Trip: Conservative Partnership Institute
6. Describe Meetings and Events Attended: Retreat for LDs
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: 9/15/23

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: Josh Brecheen Date: 9/15/23

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: Conservative Partnership Institute

2. Travel Destination(s): Cambridge, MD

3. Date of Departure: September 6, 2023 Date of Return: September 8, 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	\$100.00	\$198.00	\$128.00	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: Ed Corrigan Date: September 13th

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.



# COMMITTEE ON ETHICS

## 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 submitted at 1015 Longworth House Office Building or [travel.requests@mail.house.gov](mailto: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: Sean McAndrews

**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: 

Name of Signatory (if other than traveler): \_\_\_\_\_

For Staff (name of employing Member or Committee): Rep. Josh Brecheen (OK-02)

Office Address: 1208 Longworth House Office Building 20515

Telephone Number: 202-225-2203

Email Address of Contact Person: sean.mcandrews@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 email: [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).

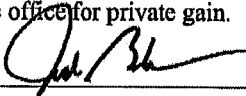
# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Sean McAndrews
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Conservative Partnership Institute  
Cambridge, MD
3. City and State OR Foreign Country of Travel: \_\_\_\_\_
4. a. Date of Departure: Sept. 6, 2023 Date of Return: Sept. 8, 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, 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.**  
This retreat aims to improve Congressional legislative strategy which is a core part of my  
role as Legislative Director.  
\_\_\_\_\_  
\_\_\_\_\_
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: 7-25-23

# COMMITTEE ON ETHICS

## PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a *Traveler Form* at least 30 days before the start date of the trip. The trip sponsor should *NOT* submit the form directly to the Committee. The Committee's website ([ethics.house.gov](http://ethics.house.gov)) provides detailed instructions for filling out the form. The Committee will notify the House invitees directly of its decision and will not notify the trip sponsors.

**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. Signatures must comply with section 104(bb) of the Travel Regulations.**

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, services, or in-kind assistance from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.  
If "c" is checked, list the names of the additional sponsors: \_\_\_\_\_
4. Provide names and titles of **ALL** House Members *and* employees you are inviting. **For each House invitee, provide an explanation of why the individual was invited** (include additional pages if necessary): See attached.
5. Yes  No  Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of Departure: September 6th, 2023 Date of Return: September 8th, 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.

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.*

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	\$100.00	\$198.00	\$128.00
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

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: 06/25/2023  
 Name: Ed Corrigan Title: President and CEO  
 Organization: Conservative Partnership Institute  
 Address: 300 Independence Ave SE Washington D.C. 20003  
 Email: lbaldwin@cpi.org Telephone: 8585197452

If there are questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).

Michael Guest, Mississippi  
*Chairman*  
Susan Wild, Pennsylvania  
*Ranking Member*

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

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



ONE HUNDRED EIGHTEENTH CONGRESS

**U.S. House of Representatives**

COMMITTEE ON ETHICS

Thomas A. Rust  
*Staff Director and Chief Counsel*

Keelie Broom  
*Counsel to the Chairman*

David Arrojo  
*Counsel to the Ranking Member*

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

August 31, 2023

Mr. Sean McAndrews  
Office of the Honorable Josh Brecheen  
1208 Longworth House Office Building  
Washington, DC 20515

Dear Mr. McAndrews:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Maryland, scheduled for September 6 to 8, 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:mc

**Conservative Partnership Institute's (CPI)  
Congressional Legislative Director (LD) Retreat  
September 6-8th, 2023**

**Wednesday, September 6th:**

- 9:00 am - 11:00 am**    **Travel from Washington, D.C. 20003 to Cambridge, MD 21613**
- 11:00 - 12:00 pm**    **Arrival at CPI Property and Check-in**
- 12:00 – 12:30 pm**    **Lunch and Welcome**  
Welcome address, group introductions, and an overview of the retreat's objectives.  
*Speaker: Tim Reitz, House Freedom Caucus*
- 12:30 – 2:00 pm**    **SESSION 1: American Institutions and the American Way of Life**  
Arthur will provide a framework through which to view American institutions in addition to how policymakers should consider different points of leverage to advance conservative policies.  
*Speaker: Arthur Milikh, Claremont Institute*
- 2:00 – 3:30 pm**    **Break**
- 3:30 – 5:00 pm**    **SESSION 2: Managing Relationships Between Offices**  
A synopsis on how to manage engagements with leadership offices and their staff as well as strategies to effectively navigate bicameral coalitions across congressional offices.  
*Speaker: Ed Corrigan, Conservative Partnership Institute & Tim Reitz, House Freedom Caucus*
- 5:00 – 6:30 pm**    **SESSION 3: Immigration Reform Panel**  
Conservative immigration policy solutions within the 118th Congress, including a conservative response to legal immigration policy proposals.  
*Speaker: Mark Krikorian, Center for Immigration Studies & Grant Newman, Numbers USA*
- 6:30 – 7:30 pm**    **Dinner with Dan Caldwell**  
Discussion of America's role within the Russia/Ukraine conflict and the conservative approach to foreign policy.  
*Speaker: Dan Caldwell, Center for Renewing America*

**Thursday, September 7th:**

- 9:30 – 10:00 am**    **Breakfast Buffet**
- 10:00 – 11:30 am**    **SESSION 4: An Overview on Oversight**



Question 4: (Names of Travelers)

1. Travis Rowland - Legislative Director, Rep. Dan Bishop *(Invited as a Congressional staffer with interest in improving Congressional legislative strategy)*
2. Dawn-Marie Sullivan - Legislative Director, Rep. Andrew Clyde *(Invited as a Congressional staffer with interest in improving Congressional legislative strategy)*
3. Kyle McKay - Legislative Director, Rep. Eric Burlison *(Invited as a Congressional staffer with interest in improving Congressional legislative strategy)*
4. Tom McCullough - Legislative Director, Rep. Michael Cloud *(Invited as a Congressional staffer with interest in improving Congressional legislative strategy)*
5. Sean McAndrews - Legislative Director, Rep. Josh Brecheen *(Invited as a Congressional staffer with interest in improving Congressional legislative strategy)*
6. Nicole Manley - Legislative Director, Rep. Ben Cline *(Invited as a Congressional staffer with interest in improving Congressional legislative strategy)*
7. Peter Holland - Legislative Director, Rep. Bob Good *(Invited as a Congressional staffer with interest in improving Congressional legislative strategy)*
8. Travis Trejo - Legislative Director, Rep. Andy Harris *(Invited as a Congressional staffer with interest in improving Congressional legislative strategy)*
9. Daniel West - Legislative Director, Rep. Clay Higgins *(Invited as a Congressional staffer with interest in improving Congressional legislative strategy)*
10. Blayne Callas - Legislative Director, Rep. Alex Mooney *(Invited as a Congressional staffer with interest in improving Congressional legislative strategy)*
11. Emma White - Legislative Director, Rep. Barry Moore *(Invited as a Congressional staffer with interest in improving Congressional legislative strategy)*
12. Tim Reitz - Executive Director, House Freedom Caucus *(Invited as a Congressional staffer with interest in improving Congressional legislative strategy)*
13. Cesar Ybarra - Policy Director, House Freedom Caucus *(Invited as a Congressional staffer with interest in improving Congressional legislative strategy)*