

# 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: Dawn-Marie Sullivan
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR**  None  
b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: September 6, 2023 Return: September 8, 2023  
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: Attended learning sessions more about different policy issues and legislative strategy.  
In addition, I also attended a session to learn about managing relationships with other offices.
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: Dawn-Marie Sullivan Date: 9/25/23

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: Andrew S. Clyde Date: 9/25/23

Signature of Supervising Member: Andrew S. Clyde

# 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.

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

August 31, 2023

Ms. Dawn-Marie Sullivan  
Office of the Honorable Andrew S. Clyde  
445 Cannon House Office Building  
Washington, DC 20515

Dear Ms. Sullivan:

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**

President of the American Accountability Foundation and long-time investigative staffer and will share strategies for how Congress should approach oversight and accountability in the 118th Congress.

*Speakers: Tom Jones, American Accountability Foundation*

**11:30 – 12:30 pm**

**Lunch & Session 5: The Secret to Being a Successful Manager**

Best practices to manage a team of junior policy staff and tips on how to cultivate a cohesive office culture among a legislative team.

*Speaker: Ed Corrigan, Conservative Partnership Institute & Wesley Denton, Conservative Partnership Institute*

**12:30 – 3:00 pm**

**Break**

**3:00 – 4:00 pm**

**Foreign Intelligence Surveillance Act (FISA) Reform**

A case for comprehensive surveillance reform and a discussion on the reauthorization of Section 702.

*Speaker: Matthew Silver, Americans for Prosperity & Mark Davis, Project for Privacy & Surveillance Accountability*

**4:00 – 4:30 pm**

**Break**

**4:30 – 5:30 pm**

**The Path Forward: the American Economy, Workforce, and Financialization**

Two economic experts will discuss what has gone wrong with investment in the American economy, how conservatives should think about the renewal of work in America today, and the policies needed to recover.

*Speakers: Oren Cass, American Compass*

**5:30 – 6:00 pm**

**Break**

**6:00 – 7:00 pm**

**Dinner with the Honorable Jeff Sessions**

The 84th U.S. Attorney General of the United States and former Alabama Senator will deliver keynote remarks over dinner, sharing his experiences in both the legislative and executive branches.

*Speaker: The Honorable Jeff Sessions, Former U.S. Attorney General*

**Friday, September 8th:**

**9:30 – 10:00 am**

**Breakfast & Check Out**

**10:00 – 12:00 pm**

**Travel from Cambridge, MD 21613 to Washington, D.C. 20003**

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)*