

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: Cara Camacho
2. a. Name of Accompanying Relative: _____ **OR** ☒ None
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: 10/20/23 Return: 10/21/23
b. Dates at Personal Expense, if any: _____ **OR** ☒ None
4. Departure City: Washington, DC Destination: Charlottesville, VA Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: The Pew Charitable Trusts; The Joyce Foundation (additional sponsor)
6. Describe Meetings and Events Attended: See attached agenda outlining educational meetings providing opportunities for Chiefs to learn effective best practices and exchange ideas to carry out their job re
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: 10/30/23

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. Jim Himes Date: 10/30/23

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: The Pew Charitable Trusts;
The Joyce Foundation (additional sponsor)

2. Travel Destination(s): Charlottesville, VA

3. Date of Departure: 10/20/23 Date of Return: 10/21/23

4. Name(s) of Traveler(s): See list 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	\$556.44	\$289.60 (incl. tax) (breakfast included)	\$126	\$71.20 (\$21.20 book; \$55 Monticello tour)
Accompanying Family Member	none	None	None	none

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: Sarah P. Senno  Digitally signed by Sarah P. Senno
Date: 2023.10.26 14:21:59 -04'00' Date: 10/26/23

Name: Sarah Senno Title: VP, Finance and Treasurer

Organization: The Pew Charitable Trusts

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

Address: 2005 Market St # 2800, Philadelphia, PA 19103

Telephone: 215-575-4841 Email: ssenno@pewtrusts.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.

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: Cara Camacho

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: Cara Camacho

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): Rep. Jim Himes

Office Address: 2137 Rayburn House Office Building

Telephone Number: 202.225.5541

Email Address of Contact Person: cara.camacho@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.

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Cara Camacho
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Pew Charitable Trust
3. City and State **OR** Foreign Country of Travel: Charlottesville, VA
4. a. Date of Departure: 10/20/23 Date of Return: 10/21/23
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.**
As a relatively new Chief of Staff, this trip will give me an opportunity to connect with peers, discuss collective challenges and receive training on management and best practices. There are few forums that present this type of opportunity.
9. **Yes ☐ No ☒ Is the traveler aware of any registered federal lobbyists or foreign agents involved in 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: 9.25.23



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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:
The Pew Charitable Trusts
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):
All House Chiefs of Staff (see attached)
5. Yes ☒ No ☐ Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: 10/20/23 Date of return: 10/21/23
7. a. City of departure: Washington DC
b. Destination(s): Charlottesville, VA
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.
- Pew is the sole sponsor of the trip. Through both its inform action and advocacy work, Pew seeks to advance the development of sound public policy at home and abroad, as well as strengthen the institutions that form the foundation of our democracy. The Biannual Bipartisan Leadership Conference advances those goals by creating a "Safe Space" for Chiefs of Staff to meet, exchange ideas and learn effective best practices for carrying out their responsibilities. The program thereby also enhances Pew's reputation among senior government leaders as a
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:
- n/a

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):

10/20/23 -- \$125.50; 10/21/23-- 0 (breakfast included in room rate)

2) Provide the reason for selecting the location of the event or trip:

ability to deliver both leadership/management content as well as historical contest for learning

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel Name: Fairfield Inn & Suites City: Charlottesville, Va Cost Per Night: \$254

Reason(s) for Selecting: Least expensive hotel we could find availability within a half hour of UVA

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	\$115	\$254.00	\$125.50
For each Accompanying Family Member	\$115	0	\$125.50

	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		
For each Accompanying Family Member		

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: Laurie Boeder Date: 6-30-23

Name: Laurie Boeder Title: Acting Senior Director

Organization: The Pew Charitable Trusts

Address: 901 E St. NW, Washington, DC 20010

Email: lboeder@pewtrusts.org Telephone: 202.540.6397

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

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) 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:

The Pew Charitable Trusts

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: The Joyce Foundation

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): All House Chiefs of Staff are invited.

The purpose of this program is to provide practical tips and education relevant to performing the complex work of being a chief of staff in a non-partisan, "safe space" so that they may exchange ideas and connect as colleagues.

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

6. Date of Departure: 10/20/2023

Date of Return: 10/21/2023

7. a. City of departure: Washington, DC

b. Destination(s): Charlottesville, VA

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.

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 the statement is true by clicking the 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 Biannual Bipartisan Leadership Conference advances Pew, the primary sponsor, and The Joyce Foundation's common interest in strengthening the institutions that form the foundation of our democracy by creating a "Safe Space" for Chiefs of Staff to meet, exchange ideas and learn effective best practices for carrying out their job responsibilities.

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:

N/A

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 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):
10/20/2023 - \$125.50; 10/21/2023 - \$0 (breakfast is included in the room rate)
2) Provide the reason for selecting the location of the event or trip:
In order to provide leadership/management education in a historic context

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel Name: Fairfield Inn & Suites City: Charlottesville Cost Per Night: \$254.00
Reason(s) for Selecting: Least expensive hotel available within 30 minutes travel to the conference site (UVA)
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.

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	\$115.00	\$254.00	\$125.50
For each Accompanying Family Member	\$115.00		\$125.50

	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		
For each Accompanying Family Member		

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: Sarah Senno

Date: 10/3/23

Name: Sarah Senno

Title: Vice President, Treasurer

Organization: The Pew Charitable Trusts

Address: 2005 Market Street, Suite 2800, Philadelphia, PA 19103

Email: ssennno@pew-trusts.org

Telephone: 215-575-4841

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

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

1. Name of Primary Trip Sponsor for this trip: The Pew Charitable Trusts
2. Name of your organization: The Joyce 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: _____ on Date: _____
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: Kathleen Clarke

Officially signed by Kathleen Clarke
DNR - no-lobbying/Travel-regulations/Committee-on-Ethics United States House of Representatives
Location: U.S. Capitol Hill, Washington, DC 20540-5000
Date: 10/11/2023

Date: 10/11/2023

Name: Kathleen Clarke

Title: COO

Organization: The Joyce Foundation

Address: 321 N. Clark St, Suite 1500, Chicago, IL 60654

Telephone: 312-782-2464

Email: kclarke@joycefdn.org

If there are questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or travelrequests@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

October 17, 2023

Ms. Cara Camacho
Office of the Honorable James A. Himes
2137 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Camacho:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Charlottesville, Virginia, scheduled for October 20 to 21, 2023, sponsored by Pew Charitable Trusts and the Joyce Foundation.

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



Bipartisan House Chiefs of Staff Conference
Charlottesville, October 20-21, 2023



FRIDAY, OCTOBER 20, 2023

TIME	EVENT
6:30 am	Check in outside Capitol Hill Club , First & C Streets, SE (Across from South Capitol Metro) Boxed breakfast provided at departure
7:00 am	Bus departs Capitol Hill Club
9:30 am	Arrive at <u>UVA – The Great Hall</u> (Room 100), Garrett Hall; 235 McCormick Rd, Charlottesville.
9:30-10 am	Coffee reception, Room 100
10:00 -11:00 am	Welcome; Interactive presentation by Craig Volden and Alan Wiseman, Center for Effective Lawmaking (CEL), a joint project of UVAA and Vanderbilt, on CEL's research findings re: the qualities of effective lawmaking and how chiefs of staff can work more effectively based on this research.
11:00 am – 12:15 pm	Interactive presentation by Professor Abigail Scholer, Professor of Public Policy and Leadership and Batten Family Bicentennial Distinguished Leadership Professor of Public Policy, UVA, on strategies for motivating people and how chiefs of staff can utilize these strategies to manage their offices more effectively.
12:15 – 1:30 pm	<u>Working lunch</u> and interactive presentation by Professor Eileen Chou, Batten Family Bicentennial Teacher-Scholar Leadership Associate Professor of Public Policy, Frank Batten School of Leadership and Public Policy, UVA, on strategies for developing relationships to influence and persuade, and how chiefs of staff can utilize these strategies to more effectively manage and support Members.
1:30-1:45 pm	Break
1:45 – 3:00 pm	Interactive presentation by Denise Stewart, Lecturer at Batten School of Leadership and Public Policy, UVA, on strategies for communicating between generations and how chiefs of staff can utilize these strategies to manage staff more effectively in their offices.
3:00-3:15 pm	Break
3:15-4:30 pm	Interactive presentation by Professor Lillian Ellis, Assistant Professor of Business Administration, Darden School of Business, UVA, on strategies for developing positive workplace cultures and how chiefs of staff can utilize these strategies to manage their offices more effectively.
4:35 pm	Depart UVA for Monticello
5:00 pm	Arrive Monticello Visitors Center
5:00-5:15 pm	Proceed to main house for site visit
5:15– 6:15 pm	<u>Site visit, Monticello</u>

PEW

Bipartisan House Chiefs of Staff Conference
 Charlottesville. October 20-21, 2023



6:15 pm	Proceed to Monticello Terrace for reception
6:15 – 7:15 pm	Reception – Monticello Terrace
7:15-7:30 pm	Proceed to Visitors Center Auditorium for dinner
7:30-10:00 pm	<u>Dinner and Program, Monticello Visitors Center</u> Putting It All Together in a Historical Context: challenges that communication, cultural, regional and other differences posed to the founding of our nation. <ul style="list-style-type: none"> - Gardiner Hallock, President, Thomas Jefferson Foundation - Dr. Alan Shaw Taylor, UVA
10:00 – 10:15 pm	Bus transport to Charlottesville Fairfield Inn & Suites, 577 Branchlands Boulevard, Charlottesville <ul style="list-style-type: none"> - Check in and overnight

SATURDAY, OCTOBER 21, 2023

8:00 – 9:00 am	Breakfast on your own
9:00 – 9:30 am	Checkout; load luggage on bus
9:30 am	Bus departs Hotel for DC
12 noon	Arrive at Capitol Hill Club, 300 First Street SE

WORKING ITINERARY – CHARLOTTESVILLE LEADERSHIP INSTITUTE
HOUSE CHIEFS OF STAFF
October 20-21, 2023

Friday, October 20

7 AM -- Pew Bus departs DC for Charlottesville

9:30 AM -- Arrive Charlottesville/UVA

10 – 11 AM – Leadership & Effective Lawmaking

Professor Craig Volden, Co-Director, Center for Effective Lawmaking; Professor of Public Policy & Politics, Frank Batten School of Leadership & Public Policy and Woodrow Wilson Department of Politics, UVA; and Professor Alan Wiseman, Co-Director, Center for Effective Lawmaking, Professor of Law and Cornelius Vanderbilt Chair in Political Science, Vanderbilt University

11 AM– 12:15 PM-- Motivating People

Professor Abigail Scholer, Professor of Public Policy and Leadership and Batten Family Bicentennial Distinguished Leadership Professor of Public Policy, UVA

12:15 – 1:30 PM -- Lunch -- Interpersonal Relationships, Influence & Persuasion

Professor Eileen Chou, Batten Family Bicentennial Teacher-Scholar Leadership Associate Professor of Public Policy, Frank Batten School of Leadership and Public Policy, UVA

1:45 – 3:00 PM– Communicating Between Generations

Professor Andrew Pennock, Associate Professor of Public Policy, Frank Batten School of Leadership and Public Policy, UVA

3:15 – 4:30 PM -- Understanding and Building Positive Workplace Cultures

Professor Lillian Ellis, Asst. Professor of Business Administration, Darden School of Business, UVA

4:30 PM – Depart UVA for Monticello

5:00 PM – Monticello Educational Presentation– Putting it all Together
International Center for Jeffersonian Studies

6:30 PM – Reception – Monticello Terrace

7:00 PM -- Dinner: Monticello Visitors Center

8:00 PM – Presentation -- Gardiner Hallock, Thomas Jefferson Foundation

Speaker – Pulitzer Prize Winning Colonial Historian Dr. Alan Shaw Taylor

10:00 PM – (approx.) Pew bus returns to Hotel (Charlottesville Fairfield Inn & Suites)

Saturday, October 21

8 AM — Breakfast on your own

9 AM — Check out

9:30 AM -- Pew bus departs for DC

12 NOON -- Arrive back in DC

[View in web browser](#)

The Pew Charitable Trusts
invites you and your significant other
to the fourth biennial

House Chiefs of Staff Management and Leadership Conference

Charlottesville, VA
October 20-21, 2023

REGISTER WITH .GOV EMAIL

The Pew Charitable Trusts will host a conference for the House Chiefs of Staff October 20-21, 2023, in Charlottesville, Virginia. It promises to be an informative weekend where you can learn from engaging speakers on management and leadership. It will also include a special tour and evening reception and dinner program at Thomas Jefferson's Monticello.

We welcome you to bring your spouse. We will depart from the House side via chartered motor coach on Friday, October 20, at 7 a.m. and return on Saturday, October 21, arriving at noon. Expenses for you and your spouse are covered by The Pew Charitable Trusts, as permitted.

A copy of the agenda can be viewed on the event website once you have registered

Your pre-travel paperwork should be received by the Select Committee on Ethics, 1015 Longworth, by Tuesday, September 19, 2023 to ensure processing by the legal deadline. You may fax the paperwork to the Committee at 5-7392, deliver it to 1015 Longworth, or email it to travel.requests@mail.house.gov.

The Committee is very strict about its deadlines and will bar attendance by staff who submit late. For that reason, ***we recommend you complete and submit your forms immediately, even if you're not sure you'll attend***, as there is no penalty if you're approved but later decide you can't attend.

[Click here to download the paperwork.](#)

If you are unable to attend, please [click here to let us know](#).

We look forward to seeing you in historic Charlottesville this fall!

The Pew Charitable Trusts makes every effort to comply with federal, state, and local government ethics rules, including when hosting events. Please make sure that your participation is consistent with applicable ethics rules.

This email was sent to %%emailaddr%%

901 E Street NW, Washington, DC 20004-2008

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List of travelers:

Cara Camacho
Steven Carlson
Marcus Dunn
Rick Jakious
Christine Mahoney
Rick Jakious
Jeremy Marcus
Margaret McInnes
Matt McMurray
Rayburn (Hunter) Ridgway