

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: Zachary Barnes
2. a. Name of Accompanying Relative: _____ **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: 2/21/24 Return: 2/23/24
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: I participated in all events, focused on education and skills development for leadership in a conservative Congressional office, including sessions on operations best practices, leading a healthy long-term office, and principled leadership
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: 3/12/24

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. Andy Biggs Date: 3/12/24

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, M.D.

3. Date of Departure: 02/21/2024 Date of Return: 02/23/2024

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	\$198	\$128	\$0
Accompanying Family Member	\$0	\$0	\$0	\$0

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. *Signify statement is true by checking box.*

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

Signature:  Date: 02/28/2024

Name: Ed Corrigan Title: President & 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.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: Zachary Barnes
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Conservative Partnership Institute
3. City and State **OR** Foreign Country of Travel: Cambridge, MD
4. a. Date of Departure: 2/21/24 Date of Return: 2/23/24
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 Legislative Director for Congressman Biggs, a senior member on the House Judiciary Committee, this trip will provide me with an opportunity to learn from conservatives who have served in senior positions at the Department of Justice. Additionally, other sessions throughout the trip provide opportunities to learn more about how to partner with outside organizations and leaders to ensure that I am best equipped to advance the Congressman's policy priorities.

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: 1/18/24

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:

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: 02/21/2024

Date of Return: 02/23/2024

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

b. Destination(s): Cambridge, M.D.

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

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

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

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

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

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

-
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 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): _____
\$60
 - 2) Provide the reason for selecting the location of the event or trip: _____
Proximity to DC, economical, and conducive to education and training.
-
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Camp Rydin City: Cambridge, M.D. Cost Per Night: \$99.00
 Reason(s) for Selecting: _____
- Hotel Name: _____ City: _____ Cost Per Night: _____
 Reason(s) for Selecting: _____
- Hotel Name: _____ City: _____ Cost Per Night: _____
 Reason(s) for Selecting: _____

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking the box.*

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	\$120.00
For each Accompanying Family Member			

	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	\$0.00	\$0.00
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: Ed Corrigan Date: _____
 Name: Ed Corrigan Title: CEO
 Organization: Conservative Partnership Institute
 Address: 300 Independence Ave SE Washington, D.C. 20003
 Email: ecorrigan@cpi.org Telephone: 202-742-8988

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

February 20, 2024

Mr. Zachary Barnes
Office of the Honorable Andy Biggs
252 Cannon House Office Building
Washington, DC 20515

Dear Mr. Barnes:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Maryland, scheduled for February 21 to 23, 2024, 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:eme

12. For *each* sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip *and* its role in organizing and/or conducting the trip:

The Conservative Partnership Institute's mission includes educating and training Members of Congress, congressional staff, conservative leaders and activists to enhance their ability to articulate and advance conservative principles and to become more effective public servants and citizens. The retreat offers an opportunity to educate and equip congressional staff with effective leadership skills, develop professional relationships among other senior staff, and share best practices and strategies.

Nate Madden, Strategic Advisor, Office of Rep. Chip Roy, (invited as a congressional staffer to learn the skills to be a leader in the conservative movement on or off the hill.)

Emma White, Professional Staff Member, Republican Study Committee, (invited as a congressional staffer to learn the skills to be a leader in the conservative movement on or off the hill.)

Blayne Callas, Legislative Director, Office of Rep. Alex Mooney, (invited as a congressional staffer to learn the skills to be a leader in the conservative movement on or off the hill.)

Carolyn Lowrance, Deputy Chief of Staff, Office of Rep. Pete Stauber, (invited as a congressional staffer to learn the skills to be a leader in the conservative movement on or off the hill.)

Kristopher Cook, Communications Director, Office of Rep. Gary Palmer, (invited as a congressional staffer to learn the skills to be a leader in the conservative movement on or off the hill.)

Dawn-Marie Sullivan, Legislative Director, Rep. Andrew Clyde, (invited as a congressional staffer to learn the skills to be a leader in the conservative movement on or off the hill.)

Chris Bayles, Legislative Director, Office of Rep. Gary Palmer, (invited as a congressional staffer to learn the skills to be a leader in the conservative movement on or off the hill.)

Peter Holland, Legislative Director, Office of Rep. Bob Good, (invited as a congressional staffer to learn the skills to be a leader in the conservative movement on or off the hill.)

William Christian, Deputy Chief of Staff, Office of Rep. Randy Weber, (invited as a congressional staffer to learn the skills to be a leader in the conservative movement on or off the hill.)

Zachary Barnes, Legislative Director, Office of Rep. Andy Biggs, (invited as a congressional staffer to learn the skills to be a leader in the conservative movement on or off the hill.)

Patrick Schilling, Legislative Director, Office of Rep. Scott Perry, (invited as a congressional staffer to learn the skills to be a leader in the conservative movement on or off the hill.)

Pierson Miles Furnish, Senior Counsel, Office of Rep. Mike Johnson, (invited as a congressional staffer to learn the skills to be a leader in the conservative movement on or off the hill.)

Cesar Ybarra, Policy Director, House Freedom Caucus, (invited as a congressional staffer to learn the skills to be a leader in the conservative movement on or off the hill.)

**Conservative Partnership Institute's (CPI)
Magnus Fellowship
February 21-23, 2024**

Date

Wednesday, February 21, 2024

- 9:00 am** **Depart from Washington, D.C. 20003**
- 11:00 am** **Arrive at Cambridge, MD 21613**
- 11:00 - 12:30 pm** **Check-in and Orientation**
- 12:30 – 1:30 pm** **Lunch Session: The Landscape of the Conservative Movement**
Learning about the organizations that comprise the conservative movement and what functions they play. Each organization plays a specific role in conservative policy making.
Speaker: Wade Miller, Citizens for Renewing America
- 1:30 – 2:30 pm** **SESSION 1: Conservative Leadership in Practice**
A discussion for how staff can best serve their principals. Anticipating the landscape and thinking ahead will prepare your boss for success.
Speaker: Hon. Mark Meadows, Former White House Chief of Staff
- 2:30 – 3:00 pm** **Executive Time**
- 3:00 – 4:30 pm** **SESSION 2: Understanding Congress**
Key terms, strategies, and tactics to understand how Congress works. Identifying certain terms will assist in the preparation for future actions.
Speaker: Ed Corrigan, CEO of the Conservative Partnership Institute
- 4:30 – 6:00 pm** **SESSION 3: Ethical Leadership in Washington**
Discussion of how leaders can ensure their operations stay compliant with government ethics rules. Creating a culture of compliance is critical for mission success.

Speaker: Scott Gast, President of Compass Legal, Alexander Lee, Compass Legal Group

6:00 – 6:30 pm Executive Time

6:30 – 8:00 pm Keynote Dinner: The Department of Justice

A conversation with a former Department of Justice employee how conservatives can better lead the DOJ. Better understanding the DOJ will assist in conservative reform efforts.

Speaker: Jeffrey Clark, Senior Fellow and Director of Litigation, Center for Renewing America

Date:

Thursday, February 22, 2024

8:30 – 9:30 am Breakfast Buffet

9:30 – 11:00 am SESSION 4: Conservative Leadership in the States

A survey of conservative state-based organizations and the policy priorities they are championing. Understanding the role of conservative state organizations will broaden perspectives of citizens in the states.

Speakers: Andy Roth, State Freedom Caucus Network

11:00 - 11:30 am Executive Time

11:30 – 12:30 pm Lunch & Session 5: Leading a Healthy, Long-Term Office

Getting an organization started is difficult. Learning best practices for starting an organization, effectively running it, and maintaining a good office culture will ensure long lasting success.

Speaker: Wesley Denton, COO of the Conservative Partnership Institute

12:30 – 3:00 pm Executive Time

- 3:00 – 4:00 pm** **SESSION 6: Operations Best Practices**
Best practices for ensuring smooth and effective operations to advance your organization. Maintaining smooth operations is critical to mission success.
Speaker: Carolyn Lowrance, Deputy Chief of Staff, Operations Rep. Stauber, and Hugh Fike, Senior Director of the CPI Academy
- 4:00 – 4:30 pm** **Executive Time**
- 4:30 – 5:30 pm** **SESSION 7: Principled Leadership**
Keeping calm during periods of adversity is critical to ensure operational success. Learn best practices for successful leadership in the face of adversity.
Speaker: Bret Bernhardt, Former Chief of Staff to Senator Jim DeMint and Don Nickles
- 5:30 – 6:00 pm** **Executive Time**
- 6:00 – 7:30 pm** **Keynote Dinner: Federalism and Constitutional Resistance**
Constitutional history and theory of the American founding and how it works in practice today, including current controversies surrounding state disputes with the federal government.
Speaker: Dr. Bradley Watson, Associate Professor of Government at Hillsdale College

Friday, February 23, 2024:

- 8:30 – 9:30 am** **Breakfast & Check Out**
- 9:30 am** **Depart from Cambridge, MD 21613**
- 11:00 am** **Arrive at Washington, DC 20003**

1. Dawn-Marie Sullivan - Legislative Director, Rep. Andrew Clyde (Invited as a Congressional staffer to learn the skills to be a leader in the conservative movement on or off the hill)
2. Emma White - Professional Policy Staff Member, Republican Study Committee (Invited as a Congressional staffer to learn the skills to be a leader in the conservative movement on or off the hill)
3. Carolyn Lowrance - Deputy Chief of Staff, Operations, Rep. Pete Stauber (Invited as a Congressional staffer to learn the skills to be a leader in the conservative movement on or off the hill)
4. Peter Holland – Legislative Director, Rep. Bob Good (Invited as a Congressional staffer to learn the skills to be a leader in the conservative movement on or off the hill)
5. Bill Christian – Deputy Chief of Staff/Legislative Director, Rep. Randy Weber (Invited as a Congressional staffer to learn the skills to be a leader in the conservative movement on or off the hill)
6. Patrick Schilling- Legislative Director, Rep. Scott Perry (Invited as a Congressional staffer to learn the skills to be a leader in the conservative movement on or off the hill)
7. Pierson Furnish – Senior Counsel, Rep. Mike Johnson (Invited as a Congressional staffer to learn the skills to be a leader in the conservative movement on or off the hill)
8. Blayne Callas – Legislative Director, Rep. Alex Mooney (Invited as a Congressional staffer to learn the skills to be a leader in the conservative movement on or off the hill)
9. Chris Bayles - Legislative Director, Rep. Gary Palmer (Invited as a Congressional staffer to learn the skills to be a leader in the conservative movement on or off the hill)
10. Kris Cook – Communications Director, Rep. Gary Palmer (Invited as a Congressional staffer to learn the skills to be a leader in the conservative movement on or off the hill)
11. Zach Barnes - Legislative Director, Rep. Andy Biggs (Invited as a Congressional staffer to learn the skills to be a leader in the conservative movement on or off the hill)
12. Cesar Ybarra- Policy Director, House Freedom Caucus (Invited as a Congressional staffer to learn the skills to be a leader in the conservative movement on or off the hill)