

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: _____
2. a. Name of Accompanying Relative: _____ **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: _____ Return: _____
b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: _____ Destination: _____ Return City: _____
5. Sponsor(s), Who Paid for the Trip: _____
6. Describe Meetings and Events Attended: _____

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: David Brown Date: _____

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: _____ Date: _____

Signature of Supervising Member: Eric Rubin

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 Heritage Foundation

2. Travel Destination(s): Richmond, Virginia

3. Date of Departure: February 22, 2024 Date of Return: February 23, 2024

4. Name(s) of Traveler(s): 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	\$38.00	\$149	\$88	\$11.74 book on Leadership by one of the speakers
	Hotel Parking			
Accompanying Family Member				

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

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

Signature:  Date: 3/5/2024

Name: Andrew Olivastro Title: Chief Advancement Officer

Organization: The Heritage Foundation

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

Address: 214 Massachusetts Ave, NE, Washington, DC 20002

Telephone: 202-546-4400 Email: Dan.Mauler@heritage.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.

Last	First	Email	House/Senate	Office	Role	Travel
Blackwell	Jordan	jordan.blackwell@mail.house.gov	House	Rep. Ann Wagner	Legislative Correspondent	Car
Brown	David	david.brown4@mail.house.gov	House	Rep. Eric Burlison	Scheduler	car
Byran	Kate	katherine.bryan@mail.house.gov	House	Rep. Bill Posey	Staff Assistant	Car
Elagamy	Laila	laila.elagamy@mail.house.gov	House	Rep. Clay Higgins	Press Assistant/Staff Assistant	Car
Graham	Lauren	lauren.graham@mail.house.gov	House	Rep. Josh Brecheen	Legislative Aide	Car
Gross	Stephanie	stephanie.gross@mail.house.gov	House	Rep. Ken Buck	Press Assistant/Staff Assistant	Car
Herrington	Lucy	lucy.herrington@mail.house.gov	House	Rep. Ken Buck	Director of Scheduling	Car
Pingree	Riley	riley.pingree@mail.house.gov	House	Rep. Dan Meuser	Press Assistant	Car
Riley	Bernadette	bernadette.reilly@mail.house.gov	House	Rep. Josh Brecheen	Scheduler	Car
Thrailkill	Maggie	maggie.thrailkill@mail.house.gov	House	Rep. Barry Moore	Director of Operations	Car



Thursday, February 22 – Friday, February 23, 2024
Omni Richmond Hotel | Richmond, VA

THURSDAY, FEBRUARY 22

8:30 – 9:00 a.m.

Congressional Staff Arrive at Heritage
Staff check-in and have breakfast

9:15 a.m.

Bus Departs Heritage

11:00 a.m.

Arrive at Omni Richmond Hotel

11:30 – 11:55 a.m.

Opening Remarks and Overview of Events

Dani Doane

*Director, Congressional Relations
The Heritage Foundation*

12:00 – 1:15 p.m.

Lunch with Session I: Building a Culture of Human Flourishing

Delano Squires

*Research Fellow, Richard and Helen DeVos Center for
Life, Religion, and Family
The Heritage Foundation*

The issue of humans and the family is interwoven into the fabric of every Hill staffer's job. Part of being an effective staffer is to understand the very real affect that Congressional decisions have on everyday Americans as humans and on the family unit. Delano will speak to the importance of Congressional staffers understanding these impacts and striving to ensure whenever possible that decisions promote a culture in which human beings and the family are able to flourish.

1:15 – 2:00 p.m.

Interactive Team Project Overview: "One Idea to Save the World"

One of the key aspects of being a Hill staffer is to be creative and think strategically. They often must come up with legislative ideas for fixing public policy problems, research them, and then be able to justify them. This project will work on these skills. In this portion we will break the attendees into working groups where they will begin to decide which of the ideas have merit and choose "team leads."

2:00 – 3:15 p.m.

Session II: Emerging Issue: "Abortion Post *Dobbs*"

Connor Semelsberger

*Government Relations Manager
The Heritage Foundation*

Connor Semelsberger will provide an overview of abortion post-*Dobbs*. There has been a lot of confusion after the *Dobbs* decision, and we want to help junior staff better understand the lay of the land when it comes to the issues surrounding life.

3:15 – 4:15 p.m.

Session III: How the House and Senate Really Work

Clint Brown

*Vice President, Government Relations
The Heritage Foundation*

Aaron Calkins

*Chief of Staff
Rep. Eric Burlison*

This panel will provide a nuts-and-bolts overview of the House and Senate floor and committee procedure. Attendees will learn how the House and Senate operate and about their similarities and differences.

4:15 – 4:30 p.m.

Break

Move into rooms

4:30 – 5:30 p.m.

Session IV: Emerging Issue: “The Importance of Congressional Oversight”

Roman Jankowski

*Senior Investigative Counsel, Oversight
Project, Government Relations
The Heritage Foundation*

Roman Jankowski is part of the Heritage Foundation Oversight team. As such he will talk about the importance of Congressional oversight and provide an overview of how committees conduct the oversight process.

5:30 – 6:30 p.m.

Breakout Activity: “One Idea to Save the World”

At this breakout session, the teams will debate and vote on which idea they want to do their presentation on. They will also determine who should be the presenters.

6:30 – 7:00 p.m.

Reception

7:00 – 8:30 p.m.

Dinner and Session V: Why We Fight for Our Principles

Arthur Milikh

*Executive Director
Claremont Institute Center for the American Way of Life*

During this dinner session, we will discuss Founding principles and the roots of conservative philosophy. The purpose is to provide attendees with a framework for how to think through and approach challenges facing the American public.

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: _____

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: David Brown

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): _____

Office Address: _____

Telephone Number: _____

Email Address of Contact Person: _____

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: _____
2. Sponsor(s) who will be paying or providing in-kind support for the trip: _____

3. City and State **OR** Foreign Country of Travel: _____
4. a. Date of Departure: _____ Date of Return: _____
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.**

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: _____

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 Heritage Foundation

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): _____

Attached

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

6. Date of Departure: February 22, 2024 Date of Return: February 23, 2024

7. a. City of departure: Washington, DC

b. Destination(s): Richmond, 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 Heritage Foundation is an educational institution whose mission is to formulate and promote conservative public policies. Heritage is hosting and planning this trip as part of an ongoing effort to educate conservative staff.

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 on Thursday, February 22
\$30 on Friday, February 23
 - 2) Provide the reason for selecting the location of the event or trip: Richmond is within a reasonable drive time frame and has facilities that can accomodate the group size.

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

Hotel Name: Omni City: Richmond, VA Cost Per Night: \$149
Reason(s) for Selecting: Reasonable room rates with necessary conference facilities
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	\$82.80	\$149	\$90
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	\$27.99	Educational book by one of the speakers
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:  Date: 1/11/24

Name: Dan Mauler Title: General Counsel

Organization: The Heritage Foundation

Address: 214 Massachusetts Ave, NE

Email: dan.mauler@heritage.org Telephone: 202-608-6183

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

Thursday, February 22 – Friday, February 23, 2023
Omni Richmond Hotel | Richmond, VA

Thursday, February 22

8:30 – 9 a.m.

Congressional Staff Arrive at Heritage

Staff check-in and have breakfast

9:15 a.m.

Bus Departs Heritage

11 a.m.

Arrive at Omni Richmond Hotel

11:30 – 11:55 a.m.

Opening Remarks and Overview of Events

Dani Doane

Director, Congressional Relations

The Heritage Foundation

12 – 1:15 p.m.

Lunch with Session I: Building a Culture of Human Flourishing

Delano Squires

Research Fellow, Richard and Helen DeVos Center for

Life, Religion, and Family

The Heritage Foundation

The issue of humans and the family is interwoven into the fabric of every Hill staffer's job. Part of being an effective staffer is to understand the very real affect that Congressional decisions have on everyday Americans as humans and on the family unit. Delano will speak to the importance of Congressional staffers understanding these impacts and striving to ensure whenever possible that decisions promote a culture in which human beings and the family are able to flourish.

1:15 – 2 p.m.

Interactive Team Project Overview

In this portion we will break the attendees into working groups and choose 'team leads.'

2 – 3:15 p.m.

Session II: Emerging Issue: "Abortion Post *Dobbs*"

Tom McClusky (Invited)

Director of Government Affairs

CatholicVote

Connor Semelsberger

Government Relations Manager

The Heritage Foundation

This panel discussion will provide an overview of abortion post-*Dobbs*. There has been a lot of confusion after the *Dobbs* decision, and we want to help staff better understand the lay of the land when it comes to the issues surrounding life.

3:15 – 4:15 p.m.

Session III: How the House and Senate Really Work

Clint Brown

*Vice President, Government Relations
The Heritage Foundation*

Aaron Calkins

*Chief of Staff
Rep. Eric Burlison*

This panel will provide a nuts-and-bolts overview of the House and Senate floor and committee procedure. Attendees will learn how the House and Senate operate and about their similarities and differences.

4:15 – 4:30 p.m.

Break

Move into rooms

4:30 – 5:30 p.m.

Session IV: Emerging Issue: “The Importance of Congressional Oversight”

Roman Jankowski

*Senior Investigative Counsel, Oversight
Project, Government Relations
The Heritage Foundation*

Roman Jankowski is part of the Heritage Foundation Oversight team. As such he will talk about the importance of Congressional oversight and provide an overview of how committees conduct the oversight process.

5:30 – 6:30 p.m.

Interactive Team Project Breakout Activity

At this breakout session, the teams will debate and vote on presenters.

6:30 – 7 p.m.

Reception

7:00 – 8:30 p.m.

Dinner and Session V: Why We Fight for Our Principles

Arthur Milikh

*Executive Director
Claremont Institute Center for the American Way of Life*

During this dinner session, we will discuss Founding principles and the roots of conservative philosophy. The purpose is to provide attendees with a framework for how to think through and approach challenges facing the American public.

Friday, October 13

8:30 – 9:30 a.m.

Breakfast and Breakout Session for Interactive Team Project

In this breakout session the teams will work on messaging.

9:30 – 10:45 a.m.

Session VI: Leadership Skills

JV Venable

*Senior Research Fellow, Defense Policy,
Center for National Defense
The Heritage Foundation*

This session will focus on leadership and unification. As the former Commander of the Air Force's Thunderbirds, JV Venable will impart lessons on leadership and how to create a unified and effective team.

10:45 – 11 a.m.

Break

Check out of rooms

11:00 a.m. – 12 p.m.

Session VII: Emerging Issue: “Deciphering the Federal Budget Process”

Richard Stern

*Director, Grover M. Hermann Center
for the Federal Budget
The Heritage Foundation*

Richard Stern will provide a policy overview on budget and spending. With the fiscal issues looming throughout 2024, this speaker will focus on providing the basics of fiscal policy (Appropriations, Budgeting, Reconciliation, etc.) and an overview of the current budgetary landscape.

12:15 – 1:30 p.m.

Lunch and Session VIII: Next Steps

The lunch will be an informal discussion between the organizers and the attendees about their career goals with feedback and lessons from Heritage staff. Dani Doane, Richard Stern, and Clint Brown all have worked on Capitol Hill so they will provide their knowledge and experience to the conversation.

1:30 – 2 p.m.

Team Project Presentations

During this final session, teams will present.

2:30 p.m.

Depart from Omni Richmond Hotel

Question #4

House attendees were invited to the conference as they are rising policy leaders on Capitol Hill.

Invitation List Attached.

Anderson	Jacqueline	jacqueline.anderson@mail.house.gov	Rep. Larry Bucshon	Legislative Assistant
Angelos	Abigail	abigail.angelos@mail.house.gov	Rep. Ralph Norman	Scheduler
Anthony	Rey	Rey.Anthony@Mail.house.gov	Rep. Carlos Giménez	Communications Director; Foreign Policy Advisor
Audi	Dylan	dylan.audi@mail.house.gov	Rep. Ben Cline	Legislative Correspondent
Ball	Courtney	courtney.sosnowski@mail.house.gov	Rep. Bob Good	Senior Legislative Assistant
Barbaccia	James	james.barbaccia@mail.house.gov	Rep. Scott Perry	Legislative Assistant
Blackwell	Jordan	jordan.blackwell@mail.house.gov	Rep. Ann Wagner	Legislative Correspondent
Bocarossa	Nate	nate.bocarossa@mail.house.gov	Rep. Monica De La Cruz	Press Assistant
Boyd	Caroline	caroline.boyd@mail.house.gov	Rep. Eric Burlison	Legislative Correspondent
Brown	David	david.brown4@mail.house.gov	Rep. Eric Burlison	Scheduler
Buening	Molly	molly.buening@mail.house.gov	Rep. Greg Pence	Legislative Assistant
Burleson	Marisa	marisa.burleson@mail.house.gov	Rep. Kevin Hern/RSC	Director of Operations and Member Services
Butler	Annie	annie.butler@mail.house.gov	Rep. Ralph Norman	Press Secretary
Callis	Kaleigh	kaleigh.callis@mail.house.gov	Rep. Blaine Luetkemeyer	Legislative Assistant
Castillo	John	john.castillo@mail.house.gov	Rep. Thomas Kean	Legislative Assistant
Christensen	Elbia	elbia.christensen@mail.house.gov	Rep. Russ Fulcher	Scheduler
Coberly	Karinne	Karinne.coberly@mail.house.gov	Rep. Kevin Hern	Scheduler
Cooke	Hannah	hannah.cooke@mail.house.gov	Rep. Virginia Foxx	Scheduler
Copelan	George	george.copelan@mail.house.gov	Rep. Virginia Foxx	Legislative Correspondent
Coughlin	Savannah	savannah.coughlin@mail.house.gov	Rep. Doug LaMalfa	Scheduler
Cousins	Weidon	weidon.cousins@mail.house.gov	Rep. Cliff Bentz	Legislative Assistant
Daily	Marjorie	marjorie.daily@mail.house.gov	Rep. Harriet Hageman	Director of Operations
Davis	James	james.davis2@mail.house.gov	Rep. Ted Lieu	Senior Member Service Advisor
Dawson	Madeline	madeline.dawson@mail.house.gov	Rep. Byron Donalds	Director of Operations
Deperalta	Jacob	jacob.deperalta@mail.house.gov	Rep. Maria Salazar	Policy Analyst
Drummy	Erin	erin.drummy@mail.house.gov	Rep. Andy Ogles	Scheduler
Duglin	Matthew	matthew.duglin@mail.house.gov	Rep. Don Bacon	Legislative Assistant
Eibert	Peter	Peter.Eibert@mail.house.gov	Rep. Dan Meuser	Legislative Correspondent
Elagamy	Laila	laila.elagamy@mail.house.gov	Rep. Clay Higgins	Press and Staff Assistant
Emelie	Englehart	Emelie.Englehart@mail.house.gov	Rep. Rick Crawford	Military Legislative Assistant
Esteban	Alec	alec.esteban@mail.house.gov	Rep. Doug Lamborn	Legislative Assistant
Evans	Shannon	shannon.evans@mail.house.gov	Rep. Patrick McHenry	Staff Assistant
Fitzgerald	Timothy	Timothy.Fitzgerald@mail.house.gov	Rep. Glenn Thompson	Member Services and Coalitions Coordinator
Fleming	James	james.fleming@mail.house.gov	Rep. Claudia Tenney	Legislative Correspondent
Fredriksson	Molly	molly.fredriksson@mail.house.gov	Rep. Russ Fulcher	Legislative Correspondent
Fricks	Lauren	lauren.fricks@mail.house.gov	Rep. Glen Grothman	Legislative Correspondent
Gonzalez	Josh	josh.gonzalez@mail.house.gov	Rep. Maria Salazar	Press Secretary
Graham	Lauren	lauren.graham@mail.house.gov	Rep. Josh Brecheen	Legislative Correspondent
Gross	Stephanie	stephanie.gross@mail.house.gov	Rep. Ken Buck	Staff / Press Assistant
Harold	Michelle	michelle.harold@mail.house.gov	Rep. Bill Huizenga	Scheduler
Hazelbacker	Nicky	nicky.hazelbaker@mail.house.gov	Rep. Pete Stauber	Legislative Correspondent
Hefner	Jonathan	jonathan.hefner@mail.house.gov	Rep. Steve Scalise	Legislative Assistant
Heitman	Evam	Evam.Heitman@mail.house.gov	Rep. Chris Smith	Legislative Correspondent

Herrea	Patrick		patrick.herrera@mail.house.gov	Rep. Keith Self	Legislative Correspondent
Herrington	Lucy		lucy.herrington@mail.house.gov	Rep. Ken Buck	Director of Scheduling
Hibben	Ally		ally.hibben@mail.house.gov	Rep. Cliff Bentz	Deputy Chief of Staff
Higgins	Jane		Jane.higgins@mail.house.gov	Rep. Bryan Steil	Scheduler
Holden	Bethany		bethany.holden@mail.house.gov	Rep. Mike Gallagher	Press Assistant
Horn	Allyson		allyson.horn@mail.house.gov	Rep. Michael Burgess	Staff Assistant
Hudson	Andrew		andrew.hudson@mail.house.gov	Rep. Mike Flood	Special Assistant
Jackson	Madeline		madeline.jackson@mail.house.gov	House Subcommittee on Oversight	Policy Analyst
Jackson	Noah		noah.jackson@mail.house.gov	Rep. Bob Latta	Clerk
Jahreis	Hannah		hannah.jahreis@mail.house.gov	Rep. Nicholas Langworthy	Director of Operations
Jewell	Ashley		ashley.jewell@mail.house.gov	Rep. Jim Banks	Legislative Correspondent
Jogerst	Kevin		kevin.jogerst@mail.house.gov	Rep. Scott Franklin	Legislative Aide
Johnson	Mathew		mathew.johnson@mail.house.gov	Rep. Mike Carey	Director of Operations
Johnston	Ross		ross.johnston@mail.house.gov	Rep. David Kustoff	Legislative Correspondent
Jolley	Emily		emily.jolley@mail.house.gov	Rep. Jeff Duncan	Legislative Correspondent/ Deputy Scheduler
Joseph	Sarah		sara.joseph@mail.house.gov	Rep. Mike Ezell	Director of Operations
Kennedy	Jaylene		jaylene.kennedy@mail.house.gov	Rep. Cory Mills	Legislative Assistant
Keppin	Amanda		amanda.keppin@mail.house.gov	Rep. Dan Meuser	Director of Operations
Kramer	Blaise		blaise.kramer@mail.house.gov	Rep. Virginia Foxx	Legislative Correspondent
Kumar	Sharan		Sharan.Kumar@mail.house.gov	Rep. John Rose	Legislative Correspondent
Later	Kennon		kennon.later@mail.house.gov	Rep. Tom Tiffany	Legislative Assistant
Laughter	Kyle		kyle.laughter@mail.house.gov	Rep. Chuck Edwards	Press Secretary
Lay	Holly		holly.lay@mail.house.gov	Rep. Diana Harsbarger	Director of Operations
Leavitt	James		James.Leavitt@mail.house.gov	Rep. Harriet Hageman	Legislative Assistant
Loving	Worth		worth.loving@mail.house.gov	Rep. Mary Miller	Policy Advisor
Lowrance	Carolyn		carolyn.lowrance@mail.house.gov	Rep. Pete Stauber	Deputy Chief of Staff
Luna	Samuel		samuel.luna@mail.house.gov	Rep. Anna Luna	Legislative Assistant
Madda	Danielle		dani.madda@mail.house.gov	Rep. Michael Cloud	Scheduler
Mai	Randy		randy.mai1@mail.house.gov	Rep. Pat Fallon	Legislative Correspondent
Mai	Randy		randy.mai21@gmail.com		
Mandato	Giancarlo		giancarlo.mandato@mail.house.gov	Rep. Andy Ogles	Press Secretary
Mathis	Austin		austin.mathis@mail.house.gov	House Subcommittee on Oversight	Research Assistant
Matney	William		william.matney@mail.house.gov	Rep. Morgan Luttrell	Legislative Correspondent
Mazzeo	Alex		Alex.Mazzeo@mail.house.gov	Rep. Alex Mooney	Legislative Correspondent
McGrath	Nicole		nicole.mcgrath@mail.house.gov	Rep. Ralph Norman	Communications Specialist
McKee	Shelby		mike.flood@mail.house.gov	Rep. Mike Flood	Operations Director
Mertens	Tanner		tanner.mertens@mail.house.gov	Rep. Blaine Luetkemeyer	Legislative Correspondent
Mortier	Tyler		tyler.mortier@mail.house.gov	Rep. Larry Bucshon	Legislative Correspondent
Munk	Caldwell		caldwell.munk@mail.house.gov	Rep. Neal Dunn	Scheduler
Nagle	Brianna		brianna.nagle@mail.house.gov	Rep. Jerry Carl	Director of Operations
Orellana,	Kevin		kevin.orellana@mail.house.gov	Rep. Young Kim	Legislative Correspondent
Orr	Lizzie		lizzie.orr@mail.house.gov	Rep. Rich McCormick	Legislative Assistant
Paine	Sarah		sarah.paine@mail.house.gov	Rep. Josh Brecheen	Office Manager

Palmer	Matthew	Matthew.Palmer@mail.house.gov	Rep. Garrett Graves	Staff Assistant
Patterson	Mike	mike.patterson@mail.house.gov	House Committee on Education	Investigative Counsel
Perez	Cruz	Cruz.Perez@mail.house.gov	Rep. Jerry Moran	Legislative Assistant
Peterson	Lauren	lauren.peterson@mail.house.gov	Rep. Burgess Owens	Director of Operations
Pfingston	Chaston	chaston.pfingston@mail.house.gov	Rep. Lloyd Smucker	Legislative Correspondent
Pingree	Riley	riley.pingree@mail.house.gov	Rep. Dan Meuser	Press Assistant
Pisarki	Zachary	zachary.pisarki@mail.house.gov	Rep. Nathaniel Moran	Legislative Correspondent
Pope	Allyson	allyson.pope@mail.house.gov	Rep. Mary Miller	Legislative Correspondent
Puckett	Garrett	garrett.puckett@mail.house.gov	Rep. Lisa McClain	Director of Member Services and Legislative Assistant
Rakes	Ben	benjamin.rakes@mail.house.gov	Rep. Ben Cline	Legislative Assistant
Reineke	Jack	jack.reineke@mail.house.gov	Rep. Jodey Arrington	Staff Assistant
Riddick	Jonathan	jonathan.riddick@mail.house.gov	Rep. Bob Good	Legislative Correspondent
Roberts	Clark	clark.roberts@mail.house.gov	Rep. Bill Posey	Legislative Aide
Robertson	Mike	M.Robertson@mail.house.gov	Rep. Neal Dunn	Legislative Assistant
Royce	Nathan	nathan.royce@mail.house.gov	Rep. Andy Ogles	Legislative Aide
Sandlin	Luke	luke.sandlin@mail.house.gov	Whip Emmer	Legislative Assistant
Sayegh	Kevin	kevin.sayegh@mail.house.gov	Rep. Michael Lawler	Press Assistant
Schacht	Thomas	thomas.schacht@mail.house.gov	Rep. Greg Pence	Scheduler
Schindewolf	Alexandria	alexandria.schindewolf@mail.house.gov	Rep. Eli Crane	Legislative Correspondent
Schlager	William	william.schlager@mail.house.gov	Rep. Greg Pence	Legislative Correspondent
Schreiber	Raphael	raphael.schreiber@mail.house.gov	Rep. Dan Bishop	Legislative Assistant
Sedore	Charles	charles.sedore@mail.house.gov	Rep. Brad Wenstrup	Legislative Assistant
Settle	Zachary	zachary.settle@mail.house.gov	Rep. James Comer	Legislative Correspondent
Severyn	Wiley	wiley.severyn@mail.house.gov	Rep. Darrell Issa	Legislative Correspondent
Simpson	Mckenna	mckenna.simpson@mail.house.gov	Rep. Bill Johnson	Scheduler
So	Hannah	hannah.so@mail.house.gov	Rep. Laurel Lee	Legislative Correspondent
Sorenson	Jordan	jordan.sorenson@mail.house.gov	Rep. Clay Higgins	Legislative Assistant
Soule	Nicholas	nicholas.soule@mail.house.gov	Rep. Harriet Hageman	Legislative Correspondent
Starr	Chase	chase.starr@mail.house.gov	Rep. Andrew Clyde	Legislative Correspondent
Striker	Leon	leon.striker@mail.house.gov	Rep. Greg Pence	Legislative Assistant
Thom	Heidi	heidi.thom@mail.house.gov	Rep. Eric Burlison	Legislative Assistant
Thraikill	Maggie	maggie.thraikill@mail.house.gov	Rep. Barry Moore	Director of Operations
Thuman	Leo	leo.thuman@mail.house.gov	Rep. Andy Harris	Junior Legislative Correspondent; Constituent Liaison
Tomko	Kaitlyn	katie.tomko@mail.house.gov	Rep. Troy Balderson	Scheduler; Director of Operations
Turner	Ruland	ruland.turner@mail.house.gov	Rep. Dale Strong	Press Assistant
Valenti	Beatrice	beatrice.valenti@mail.house.gov	Rep. Neal Dunn	Legislative Assistant
Vandertoll	Henry	henry.vandertoll@mail.house.gov	Rep. Mark Green	Legislative Correspondent
Vaughn	Jack	jack.vaughn@mail.house.gov	Rep. Mark Green	Scheduler
Villarreal	Xiomara	xiomara.villarreal@mail.house.gov	Rep. John Carter	Legislative Assistant
Wadsworth	William	william.wadsworth@mail.house.gov	Rep. Mary Miller	Deputy Chief of Staff
Watson	Courtney	courtney.watson@mail.house.gov	Rep. Nicole Malliotakis	Scheduler
Webster	Joseph	joseph.webster@mail.house.gov	Rep. Micheal Cloud	Legislative Correspondent
West	Max	max.west@mail.house.gov	Rep. Mark Amodei	Legislative Correspondent

Willison	Lexi	lexi.willison@mail.house.gov	Rep. Bill Huizenga	Legislative Correspondent
Wooten	Micky	micky.wootten@mail.house.gov	Rep. Dan Bishop	Legislative Correspondent
Wright	Maxwell	Maxwell.Wright2@mail.house.gov	Rep. Ken Calvert	Legislative Assistant
Wynne	John	john.wynne@mail.house.gov	Rep. Dan Bishop	Legislative Assistant
Zanazzi	Taylor	taylor.zanazzi@mail.house.gov	Rep. Jay Obernolte	Legislative Correspondent
Zecca	Ashley	ashley.zecca@mail.house.gov	Rep. Tim Wahlberg	Scheduler

Michael Guest, Mississippi
Chairman
Susan Wild, Pennsylvania
Ranking Member

David P. Joyce, Ohio
John H. Rutherford, Florida
Andrew R. Garbarino, New York
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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. David Brown
Office of the Honorable Eric Burlison
1108 Longworth House Office Building
Washington, DC 20515

Dear Mr. Brown:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Richmond, Virginia, scheduled for February 22 to 23, 2024, sponsored by Heritage 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:amr