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: Madeline Dawson
2. a. Name of Accompanying Relative: _____ ***OR*** ☐ None
   b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: 2/23/2024 Return: 2/24/2024
   b. Dates at Personal Expense, if any: _____ ***OR*** ☐ None
4. Departure City: Washington, DC Destination: Richmond, VA Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Heritage Foundation
6. Describe Meetings and Events Attended: Leadership lectures, speeches on the state of the federal budget, panels on the inner workings of Congress, and more.
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: M. Dawson **Date:** 3/18/2024

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: Byron Donalds **Date:** 3/18/2024

Signature of Supervising Member: _____

last updated 7/2023

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	$67.91 Bus	$149	$88	$11.74 book on Leadership by one of the speakers
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 updated 7/2023

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Madeline Dawson
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Heritage Foundation
3. City and State **OR** Foreign Country of Travel: Richmond, Virginia
4. a. Date of Departure: February 22, 2024 Date of Return: February 23, 2024

   b. Yes ☐ No ☒ Will you be extending the trip at your personal expense?

   If yes, list dates at personal expense: _____
5. a. Yes ☐ No ☒ Will you be accompanied by a family member at the sponsor's expense? **If yes:**

   (1) Name of Accompanying Family Member: _____

   (2) Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____

   (3) Yes ☐ No ☐ Accompanying Family Member is at least 18 years of age?
6. a. Yes ☐ No ☒ Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)?

   b. If yes, and you are requesting lodging for two nights, explain why the second night is warranted:
7. Yes ☒ No ☐ *Primary Trip Sponsor Form* is attached, including agenda, invitation, invitee list, and any other attachments and Additional Sponsor Forms.

   NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. **Staff should include their job title and how the activities on the itinerary relate to their duties.**

   This conference is aimed to educate, inform, and offer critical techniques that will allow myself to be a better staff member to the Congressman as well as a leader and manager in my office.

   Director of Operations - Rep. Byron Donalds
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:** 1/18/2024

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 institutution 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:**

☐ Actual Amounts ☒ 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: Dan Mauler 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.

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

Ms. Madeline Dawson
Office of the Honorable Byron Donalds
1719 Longworth House Office Building
Washington, DC 20515

Dear Ms. Dawson:

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

Last	First	Email	House/Senate	Office	Role	Travel
Daily	Marjorie	marjorie.daily@mail.house.gov	House	Rep. Harriet Hageman	Director of Operations	Bus
Dawson	Madeline	madeline.dawson@mail.house.gov	House	Rep. Byron Donalds	Director of Operations	Bus
Hibben	Ally	ally.hibben@mail.house.gov	House	Rep. Cliff Bentz	Deputy Chief of Staff	Bus
Jolley	Emily	emily.jolley@mail.house.gov	House	Rep. Mary Miller Meeks	Scheduler	Bus
Kumar	Sharan	Sharan.Kumar@mail.house.gov	House	Rep. John Rose	Legislative Correspondent	Bus
Mai	Randy	randy.mai1@mail.house.gov	House	Rep. Pat Fallon	Legislative Correspondent	Bus
Paine	Sarah	sarah.paine@mail.house.gov	House	Rep. Josh Brecheen	Office Manager	Bus
Pfingston	Chaston	chaston.pfingston@mail.house.gov	House	Rep. Lloyd Smucker	Legislative Correspondent	Bus
Royce	Nathan	nathan.royce@mail.house.gov	House	Rep. Andy Ogles	Legislative Aide	Bus
Tomko	Katie	katie.tomko@mail.house.gov	House	Rep. Troy Balderson	Director of Operations	Bus
Vaughn	Jack	jack.vaughn@mail.house.gov	House	Rep. Mark Green	Scheduler	Bus
Wadsworth	William	william.wadsworth@mail.house.gov	House	Rep. Mary Miller	Deputy Chief of Staff	Bus
Wynne	John	john.wynne@mail.house.gov	House	Rep. Dan Bishop	Legislative Assistant	Bus

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.

FRIDAY, FEBRUARY 23

8:30 – 9:30 a.m. **Breakfast and Breakout Session for "One Idea to Save the World"**

In this breakout session the teams will work on their individual presentations. They have to develop a winning argument for why their idea to change the world is the best and work to create 5 minute presentations.

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 2023 and into 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 – 2:00 p.m. **Team Project Presentations**

During this final session, the teams will have five minutes to present their ideas. Then the organizers will vote on the winner.

2:30 p.m. **Depart from Omni Richmond Hotel**