

# COMMITTEE ON ETHICS

## EMPLOYEE POST-TRAVEL DISCLOSURE FORM Original Amendment

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual *Financial Disclosure Statements* of those employees required to file them. In accordance with House Rule 25, clause 5, **you must complete this form and file it with the Clerk of the House by email at [gifttravelreports@mail.house.gov](mailto:gifttravelreports@mail.house.gov), within 15 days after travel is completed.** Please **do not** file this form with the Committee on Ethics.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

- Name of Traveler: Annie Butler
- a. Name of Accompanying Relative: ~~Conservative Partnership Institute~~ OR  None  
b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
- a. Dates: Departure: April 3, 2024 Return: April 5, 2024  
b. Dates at Personal Expense, if any: \_\_\_\_\_ OR  None
- Departure City: Wash. DC Destination: Cambridge, MD Return City: Wash DC
- Sponsor(s), Who Paid for the Trip: Conservative Partnership Institute
- Describe Meetings and Events Attended: educational communications skills briefings + lectures
- Attached to this form are **each** of the following, *signify that each item is attached by checking the corresponding box:*
  - a completed *Sponsor Post-Travel Disclosure Form*;
  - the *Primary Trip Sponsor Form* completed by the trip sponsor **prior** to the trip, **including all** attachments **and** the *Additional Sponsor Form(s)*;
  - page 2 of the completed *Traveler Form* submitted by the employee; **and**
  - the letter from the Committee on Ethics approving my participation on this trip.
- 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: Annie Butler Date: 4/17/24

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. Ralph Norman Date: 4/17/24  
Signature of Supervising Member: Ralph Norman

# 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: April 3, 2024 Date of Return: April 5, 2024

4. Name(s) of Traveler(s): \_\_\_\_\_

*Note: You may list more than one traveler on a form only if all information is identical for each person listed.*

5. **Actual amount** of expenses paid on behalf of, or reimbursed to, each individual named in Question 4:

|                            | Total Transportation Expenses | Total Lodging Expenses | Total Meal Expenses | Total Other Expenses (dollar amount per item and description) |
|----------------------------|-------------------------------|------------------------|---------------------|---|
| Traveler                   | \$100.00                      | \$198                  | \$120               |   |
| 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: Ed Corrigan Date: April 17, 2024

Name: Ed Corrigan Title: President and CEO

Organization: Conservative Partnership Institute

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

Address: 300 Independence Ave SE, Washington, D.C., 20003

Telephone: sgast@compasslegal.org Email: 202-937-2309

*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: Annie Butler
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: 4/3/24 Date of Return: 4/5/24  
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.**

Communications Director - The sessions & lectures at this offsite really helped me hone my skills doing digital for my boss + how to collaborate with reporters better.

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: \_\_\_\_\_

Rafael Norman

Date: \_\_\_\_\_

4/20/24

# 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](http://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: April 3, 2024 Date of Return: April 5, 2024

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

b. Destination(s): Cambridge, MD

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:

CPI is solely responsible for organizing and conducting this trip. CPI provides regular educational briefings and training sessions to congressional staff. These programs focus on operations, communication, and other tools needed to become better public servants.

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): \$60.00/day

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

Location is owned by the trip sponsor, 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, MD 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<br><input checked="" type="checkbox"/> Good Faith Estimates | Total <b>Transportation</b> Expenses per Participant | Total <b>Lodging</b> Expenses per Participant | Total <b>Meal</b> Expenses per Participant |
|---|--|---|--|
| For each Member, Officer, or Employee   | \$100.00   | \$198.00                                      | \$120.00                                   |
| For each Accompanying Family Member   |  |   |  |

|                                       | <b>Other</b> 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: February 23, 2024  
 Name: Ed Corrigan Title: President and CEO  
 Organization: Conservative Partnership Institute  
 Address: 300 Independence Ave SE, Washington, D.C. 20003  
 Email: sgast@compasslegal.org Telephone: 202.937.2309

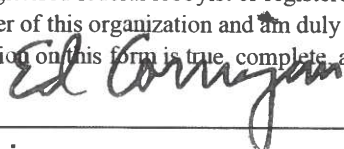
If there are questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).

# 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: Conservative Partnership Institute
  2. Name of your organization: Conservative Partnership Institute
  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: Cambridge, MD on Date: April 3, 2024  
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:  Date: February 23, 2024
- Name: Ed Corrigan Title: CEO and President
- Organization: Conservative Partnership Institute
- Address: 300 Independence Ave SE, Washington, D.C. 20004
- Telephone: 202.937.2309 Email: sgast@compasslegal.org

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

March 29, 2024

Ms. Annelise Butler  
Office of the Honorable Ralph Norman  
569 Cannon House Office Building  
Washington, DC 20515

Dear Ms. Butler:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Maryland, scheduled for April 3 to 5, 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



**Conservative Partnership Institute's (CPI)  
Veritas Communications Symposium  
April 3-5, 2024**

**Date: Wednesday, April 3, 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 and Welcome Session**  
*Overview of symposium programming and presentation of 2024 Congressional communications trends and examples.*  
*Speaker: Scooter Schaefer (CPI) Sondra Clark (CPI)*
- 1:30 – 3:30 pm**        **SESSION: Crisis Communications Training**  
*Using real-life case studies and examples, fellows will discuss how to handle crisis communications scenarios, concluding with a project handling a hypothetical communications crisis.*  
*Speakers: Rachel Semmel (Communications Director, Center for Renewing America)*
- 3:30 – 5:30 pm**        **SESSION: Op-Ed Writing**  
*Understanding the format, structure, and pitching process for successfully writing and placing op-eds.*  
*Speakers: Michael Connolly (Founder of Inking Communications)*
- 5:30 – 6:30 pm**        **Executive Time**
- 6:30 – 8:00 pm**        **DINNER: Understanding The Editorial Cycle and Podcasting**  
*Katrina Trinko, Editor in Chief of the Daily Signal and a podcast host, discusses trends in podcasting and how the news and editorial process work.*  
*Speaker: Katrina Trinko (Editor in Chief of the Daily Signal)*

**Date: Thursday, April 4, 2024**

**9:00 – 9:30 am      Breakfast Buffet**

**9:30 - 10:30 am      SESSION: Short Form Video in 2024**

*Effective social media is key to a good communications strategy. The session will unpack current trends in short form video and evaluate strategies to maximize audience reach.  
Speakers: Sondra Clark (CPI) and Scooter Shaefer (CPI)*

**10:30 – 11:30 am      SESSION: Running a Communications Shop**

*Discussion of how to effectively hire, organize and manage a communications team. Session will include subjects like writing job descriptions, interviews, structure and best practices for daily communications efforts.  
Speaker: Darin Miller (Communications Director, Senator Ted Cruz)*

**11:30 - 12:00 pm      Executive Time**

**12:00 - 1:30 pm      LUNCH SESSION: Messaging Strategies that Win**

*Strategies for partnering and aligning messaging strategies with the Congressional Committees, Caucuses and External groups. Students will learn how to prioritize external relationships to achieve legislative victories.*

*Speakers: Harry Fones (HFC Communications Director), Miranda Dabney, RSC Communications Director, Scooter Shaefer (CPI)*

**1:30 – 3:00 pm      SESSION: Using AI in Video and Graphics**

*Strategies and training on how to evaluate and utilize AI to edit and enhance video, and graphics using AI tools. Students will learn about tools available and discuss how to disclose and ethically use AI tools.  
Speaker: Stephen Rowe (Director of Digital Training, Leadership Institute)*

**3:00 – 6:00 pm      Executive Time**

**6:00 – 7:30 pm      Dinner: History of Conservative Messaging**

*Students will learn the history of messages that have worked through presidencies and political shifts and will learn how to be on the cutting edge of the next messaging wave and tactics.*

*Speaker: Richard Viguerie (Chairman of American Target Advertising)*

**Date: Friday, April 5, 2024**

**8:30 – 9:30 am      Breakfast & Check Out**

**9:00 am              Depart Cambridge, MD 21613**

**11:30 am            Arrive Washington, D.C. 20003**

Private Trip Sponsor Form Addendum  
Question #4 (Name, Title, Description)

1. Damon Sidur - Communications Director, Rep. Cliff Bentz (Invited as a Congressional staffer with interest in improving Congressional communication strategy)
2. Annelise Butler - Press Secretary, Rep. Ralph Norman (Invited as a Congressional staffer with interest in improving Congressional communication strategy)
3. Hope Dawson - Press Assistant, Rep. Gary Palmer (Invited as a Congressional staffer with interest in improving Congressional communication strategy)
4. Giancarlo Mandato - Press Assistant/Staff Assistant, Rep. Andy Ogles (Invited as a Congressional staffer with interest in improving Congressional communication strategy)
5. Laynee Buckels - Communications Director, Rep. Randy Weber (Invited as a Congressional staffer with interest in improving Congressional communication strategy)
6. Caroline Hamilton - Communications Director, Rep. Blake Moore (Invited as a Congressional staffer with interest in improving Congressional communication strategy)
7. Grace Davis - Communications Director, Rep. Nick Langworthy (Invited as a Congressional staffer with interest in improving Congressional communication strategy)
8. Madison Green - Communications Director, Rep. Barry Moore (Invited as a Congressional staffer with interest in improving Congressional communication strategy)
9. Armani Gracia - Press Assistant, Rep. Ben Cline (Invited as a Congressional staffer with interest in improving Congressional communication strategy)
10. Marjorie Jackson - Communications Director, Rep. Bob Good (Invited as a Congressional staffer with interest in improving Congressional communication strategy)
12. Harry Fones - Communications Director, House Freedom Caucus (Invited as a Congressional staffer with interest in improving Congressional communication strategy)
13. Miranda Dabney - Communications Director, Republican Study Committee (Invited as a Congressional staffer with interest in improving Congressional communication strategy)