

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: Kaitlin McNiffe
2. a. Name of Accompanying Relative: _____ **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: May 10, 2024 Return: May 10, 2024
b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Washington, DC Destination: Mineral, VA Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Foundation for Nuclear Studies
6. Describe Meetings and Events Attended: Tour of NANIC and Plant external and internal facilities.
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: 5/16/2024

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: Richard Hudson Date: 5/16/2024

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: Foundation for Nuclear Studies

2. Travel Destination(s): North Anna Nuclear Power Plant, Mineral, Virginia

3. Date of Departure: May 10, 2024 Date of Return: May 10, 2024

4. Name(s) of Traveler(s): See list attached.


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

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

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$140		\$25.31	
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: May 14, 2024

Name: LeeAnn Petersen Title: Executive Director

Organization: Foundation for Nuclear Studies

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

Address: 1432 Independence Avenue, SE #101, WDC 20003

Telephone: 202-744-6077 Email: leeann@foundationfornuclearstudies.o

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.

COMMITTEE ON ETHICS

TRAVELER FORM

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection.

This form and any attachments may be submitted at 1015 Longworth House Office Building or travel.requests@mail.house.gov.

Your completed request must be submitted to the Committee no less than 30 days before your proposed departure date. Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. **You must receive explicit approval from the Committee before you depart on this trip.**

Name of Traveler: Kaitlin McNiffe

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: 

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): Rep. Richard Hudson

Office Address: 2112 RHOB

Telephone Number: 5-3715

Email Address of Contact Person: kaitlin.mcniffe@mail.house.gov

Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, and these forms are being submitted to the Committee less than 30 days before the trip departure date.

NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.

KEEP A COPY OF THIS FORM. Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

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

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Kaitlin McNiffe
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Foundation for Nuclear Studies
3. City and State **OR** Foreign Country of Travel: Mineral, VA
4. a. Date of Departure: May 10, 2024 Date of Return: May 10, 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.**
My job title is Energy Legislative Assistant and the activities on the itinerary relate to my duties because I will be learning about nuclear energy.
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: 3/28/24

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:

Foundation for Nuclear Studies

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): Provided on separate

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

6. Date of Departure: May 10 Date of Return: May 10

7. a. City of departure: Washington, DC

b. Destination(s): Mineral, 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:

There are no additional sponsors other than the Foundation for Nuclear Studies.

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): \$25

2) Provide the reason for selecting the location of the event or trip: The North Anna power station is one of the closest nuclear power plants to the Capitol and an easy one-day educational trip.

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

Hotel Name: n/a City: _____ Cost Per Night: _____

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	\$50	N/A	\$25
For each Accompanying Family Member			

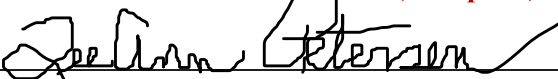
	Other Expenses (dollar amount per item)	Identify Specific Nature of “Other” Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee		
For each Accompanying Family Member		

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: March 28, 2024
 Name: LeeAnn Petersen Title: Executive Director
 Organization: Foundation for Nuclear Studies
 Address: 1432 Independence Avenue, SE #202
 Email: leeann@foundationfornuclearstudies.org Telephone: 202-744-6077

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

May 3, 2024

Ms. Kaitlin McNiffe
Office of the Honorable Richard Hudson
2112 Rayburn House Office Building
Washington, DC 20515

Dear Ms. McNiffe:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Mineral, Virginia, scheduled for May 10, 2024, sponsored by Foundation for Nuclear Studies.

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

North Anna Nuclear Power Station Tour Agenda
Friday, May 10, 2024

7:00 AM Motor coach departs Starbucks at 237 Pennsylvania Ave. SE Washington, DC 20003 for North Anna Nuclear

Generating Station, Mineral, VA

**Breakfast will be provided*

9:45 AM Coach arrives at North Anna Nuclear Information Center (NANIC)

9:45 – 10:00 AM Security check-in

10:00 – 10:30 AM Nuclear primer and history of the plant at NANIC led by Plant Manager James Jenkins, including overviews of how a nuclear plant works, the safety systems in place, how the plant handles spent nuclear fuel, and the plant's commitment to environmental protection.

10:30 – 11:00 AM NANIC Visitor Center tour led by Plant Manager James Jenkins, including models of nuclear reactors and their containment structures, interactive activities of electricity generation and the entire nuclear energy path, from uranium mining to electricity production, and promotional materials for the plant. This gives attendees the opportunity to learn how NANIC educates the public on electricity generation in general and nuclear power specifically.

11:00 – 11:40 AM Coach drives through the external facilities accompanied by Plant Manager James Jenkins, which gives attendees an opportunity to learn firsthand how the plant handles spent nuclear fuel and maintains safety as the number one priority:

(11:10 – 11:20) **Visit Dry Used Fuel Storage Facility**, which stores high-level radioactive waste that has already been cooled in the spent fuel pool. Seeing this storage system helps staffers understand what plants do with waste.

(11:20 – 11:30) **Visit Cooling Lagoon 1**, which receives thermal energy in the water from the plant's condensers during the process of energy production and the thermal energy is then dissipated mainly through evaporation.

(11:30 – 11:40) **View the FLEX Building**, which protects against extended loss of power resulting from beyond design basis events. Gives staffers an understanding of how the plant would react to earthquakes, war or other unforeseen circumstances.

11:40 – 12:15 PM Training Bldg. – Training simulator, a live simulation will demonstrate how plant operators would react to an emergency.

12:15 – 12:30 PM Technical Services Center – In the unlikely event of a nuclear emergency at the plant, this is the primary location where station emergency response personnel would gather to assess and respond to real time data about plant conditions from the Plant Computer System. This facility was completed in January 2024.

12:45 – 1:00 PM Coach arrives at Security - staffers go through security for walking station tour in the protected area

1:00 – 2:25 PM Walking station tour led by Plant Manager James Jenkins, which gives attendees an opportunity to learn firsthand how nuclear energy is created, stored, distributed, and used:

(1:00 – 1:15) **Visit Unit 1 Containment Building**, which houses a nuclear reactor and its pressurizer, reactor coolant pumps, steam generator, and other equipment. The nuclear reactor is literally the core of the operation and one of the most important aspects of understanding how nuclear energy productions works. There are only 92 nuclear reactors in the US.

(1:15 – 1:45) **Visit Turbine Building**, which houses a number of components vital to generation of electricity from the steam that comes from the boiler, or from the water coming from the reservoir. This stop on the tour is important for understanding how the energy that is created that can be distributed out to the community via powerlines.

(1:45 – 2:05) **Visit Control Room**, from which most of the plant's power production and emergency safety equipment can be operated by remote control

(2:05 – 2:25) **Visit the Emergency Diesel Generator**, which supplies onsite emergency (standby) electrical power for nuclear power plants. An important stop to understand the back-up plan in place in case of emergency.

2:30 – 2:45 PM Walking station tour concludes

2:45 – 3:00 PM Cyber Security Test Facility – Completed in summer 2023, the CSTF is crucial to accomplishing North Anna's goal of operating out 80 years. Here is where the station tests and secures new digital equipment that will replace analog equipment in the plant. The building covers more than 11,600 square feet, has state-of-the-art safety systems, and meets both level A and cyber secure storage requirements.

3:00 – 4:00 PM Working Lunch and Roundtable Discussion with site leadership – “Challenges and Opportunities Facing the Nuclear Industry” including the economic, environmental, and public image factors that affect the long term viability of the nuclear industry, featuring:

Stewart Morris, Director of Safety and Licensing

James Jenkins, Plant Manager

Calvin Pugh, Director of Engineering

Ryan Bugas, Manager of Nuclear Training

4:00 PM Motor coach departs NANIC for return trip to DC

5:30 PM (approx.) Motor coach returns to Starbucks at 237 Pennsylvania Ave. SE Washington, DC 20003, Washington, DC



FNS Congressional Staff Delegation Trip to North Anna Power Station

May 10, 2024 7am-4pm

INVITEES AND RATIONALE

First Name	Last Name	Office	Rational
Micah	Barbour	Sen. Warner	Plant is in their state/district
Evan	McWalters	Sen. Kaine	Plant is in their state/district
Kate	Schisler	Rep. Beyer	Plant is in their state/district
Dylan	Cheek	Rep. Scott	Energy is in their portfolio
Will	Stroka	Rep. Wittman	Energy is in their portfolio
Matthew	Minford	Rep. Fry	Energy is in their portfolio
Will	Lane	Rep. Duncan	Committee of Jurisdiction
Hali	Gruber	Rep. McMorris Rodgers	Committee of Jurisdiction
Melody	Tan	Rep. McClellan	Energy is in their portfolio
Christopher	Bayles	Rep. Gary Palmer	Energy is in their portfolio
Ariana	Bhambhani	Rep. Rick Allen	Energy is in their portfolio
Molly	Buening	Rep. Neal Dunn	Energy is in their portfolio
Kaitlin	McNiffe	Rep. Richard Hudson	Committee of Jurisdiction
Jackie	Anderson	Rep. Bob Latta	Committee of Jurisdiction
Nikki	Roy	Rep. Diana DeGette	Committee of Jurisdiction
Arthur	Speck	Rep. Randy Weber	Energy is in their portfolio
Anne-Marie	Boisseau	Rep. Lizzie Fletcher	Energy is in their portfolio
Matt	McMurray	Rep. Robin Kelly	Energy is in their portfolio
Jack	Rayburn	Rep. Rosa DeLauro	Energy is in their portfolio
Parker	Bennett	Rep. John Joyce	Committee of Jurisdiction
Scott	Olson	Rep. Kurt Schrader	Energy is in their portfolio
Annie	Clark	Rep. Lesko	Committee of Jurisdiction
Lauren	Covington	Rep. Gerry Connolly	Committee of Jurisdiction
Kevin	Diamond	Rep. Blunt Rochester	Committee of Jurisdiction
Sean	Higgins	Rep. Jim Himes	Committee of Jurisdiction
Will	Lane	Rep. Jeff Duncan	Committee of Jurisdiction
Adam	Rosenberg	Science Committee	Committee of Jurisdiction
Jennfier	Cash	Rep. Kim Schrier	Committee of Jurisdiction
Fatima	Ahmad	Select Climate Crisis	Committee of Jurisdiction
Grace	Bellone	Rep. Curtis	Committee of Jurisdiction
Kaitlyn	Petersen	Energy & Commerce Comm	Committee of Jurisdiction
Medha	Surampudy	Energy & Commerce Comm	Committee of Jurisdiction
Claire	McWilliams	Energy & Commerce Comm	Committee of Jurisdiction
Christen	Harsha	Energy & Commerce Comm	Committee of Jurisdiction

From: [Seibert, Kate](#)
To: [McNiffe, Kaitlin](#)
Subject: Ethics Travel Approval – McNiffe; Virginia; May 2024
Date: Friday, May 3, 2024 4:27:52 PM
Attachments: [Kaitlin McNiffe Approval Letter 05.03.24.pdf](#)

Hello,

This email is to confirm that the Committee on Ethics has approved your request to accept privately-sponsored, officially connected travel to Mineral, Virginia, scheduled to begin on May 10, sponsored by the Foundation for Nuclear Studies.

A scanned copy of the approval letter is attached to this email. **If your plans change and you do not actually accept this trip, please inform the Committee by emailing travel.requests@mail.house.gov at your earliest convenience.**

Please remember to retain a copy of the attached letter to turn in to the Clerk's Office at GiftTravelReports@mail.house.gov, within 15 days of return, along with the rest of the post-travel disclosure forms (which are available on the Committee's [website](#)).

If you have any questions, please contact the nonpartisan staff member who handled your request: arlinda.rouse@mail.house.gov.

Thank you!

Kate Seibert
Staff Assistant
Committee on Ethics
U.S. House of Representatives
(202) 225-7103