

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: Andrea Grace
2. a. Name of Accompanying Relative: _____ **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: June 16, 2024 Return: June 18, 2024
b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Washington, DC Destination: Virginia Beach, VA Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: The Congressional Institute
6. Describe Meetings and Events Attended: The conference consisted of informational sessions on how to run a Congressional office, manage a team, best serve constituents, and troubleshoot common issues.
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: Andrea Grace Date: 6/20/24

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. Mike Lawler (NY-17) Date: 6/20/24

Signature of Supervising Member: Michael Lawler

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: Congressional Institute

2. Travel Destination(s): Virginia Beach, VA

3. Date of Departure: June 16, 2024 Date of Return: June 18, 2024

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

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	n/a	\$591	\$165	\$659 - Room Rental
Accompanying Family Member	n/a	n/a	n/a	n/a

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: June 26, 2024

Name: Kelle Strickland Title: President & CEO

Organization: Congressional Institute

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

Address: 1700 Diagonal Road #300, Alexandria, VA 22314

Telephone: 703-837-8812 Email: amym@conginst.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.

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: Andrea Grace

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: *Andrea Grace*

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): Rep. Mike Lawler (NY-17)

Office Address: 1013 Longworth HOB, Washington, DC 20515

Telephone Number: (202) 225-6506

Email Address of Contact Person: andrea.grace@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

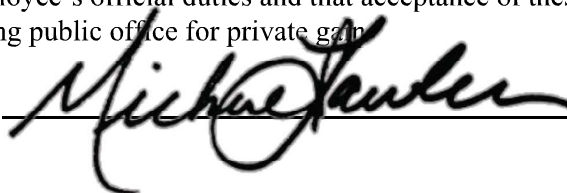
1. Name of Traveler: Andrea Grace
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Congressional Institute
3. City and State **OR** Foreign Country of Travel: Virginia Beach, VA
4. a. Date of Departure: June 16, 2024 Date of Return: June 18, 2024
b. Yes No Will you be extending 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.**
Participation in this trip is connected to my official responsibilities as chief of staff because the program will provide me with the opportunity to hear from a number of different speakers and collaborate with subject matter experts with knowledge of how to better serve constituents and carry out the Member's legislative priorities.
9. **Yes No Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, or arranging the trip?**
10. For staff travelers, to be completed by your employing Member:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Signature of Employing Member: _____



Date: 5/6/2024

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:

Congressional 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 addendum & attached invitation list

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

6. Date of Departure: June 16, 2024 Date of Return: June 18, 2024

7. a. City of departure: Washington, DC

b. Destination(s): Virginia Beach, 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:
See addendum
-

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): _____
Day 1 - \$50, Day 2 - \$88, Day 3 - \$26
 - 2) Provide the reason for selecting the location of the event or trip: _____
Relative proximity to DC and capacity to handle a large event
-

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

Hotel Name: Marriott Virginia Beach Oceanfront City: Virginia Beach, VA Cost Per Night: \$222 +taxes
 Reason(s) for Selecting: proximity to DC, availability, security & facility size

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	\$141	\$591	\$164
For each Accompanying Family Member	\$141	n/a	\$164

	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	\$656	Room Rental
For each Accompanying Family Member	\$656	Room Rental

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: Brenda Becker Date: May 2, 2024
 Name: Brenda Becker Title: Chair
 Organization: Congressional Institute
 Address: 1700 Diagonal Road #300, Alexandria, VA 22314
 Email: amym@conginst.org Telephone: 703-837-8812

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

PRIMARY TRIP SPONSOR FORM ADDENDUM

Question 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 invitation list. This Congressional Institute sponsored conference focuses on the important role of the Chief of Staff in congressional offices. Therefore, the invitation to this conference is being extended to Chiefs of Staff in House Majority personal offices, the Staff Directors in House Majority committee offices as well as select leadership staff.

Question 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 purpose of the Congressional Institute (a 501(c)4 organization) is to promote public education about Congress and to hold educational conferences for Members of Congress, staff and others. The Congressional Institute is the sole organizer and conductor of this event. The Congressional Institute is dedicated to helping Congressional offices better serve their constituents and to otherwise support and further the Member's legislative and representational roles. Chiefs of Staffs play essential parts in these, and other important aspects and functions, of personal, committee, and leadership offices. This conference is designed to strengthen professional relationships among Chiefs of Staff, senior leadership and committee staff, educate them on policy issues and best practices, and encourage the exchange of ideas with colleagues.

Question 18: Total expenses for each participant:

The estimated lodging rate and per participant food/refreshment expense figure for this event (and provided on this form) does not include the separate costs to the Congressional Institute to rent conference/banquet space large enough to accommodate this large event with appropriate security and audio/visual capabilities necessary to conduct our program. Dividing these conference and facility rental costs by the number of participants estimated to attend this event, the estimated figure would be \$656 as disclosed on the sponsor form.

From: Congressional Institute rsvp@conginst.org
Subject: Test - Register for the Chiefs of Staff Conference!
Date: May 1, 2024 at 3:17 PM
To: amym@conginst.org



CONGRESSIONALINSTITUTE



2024 Chiefs of Staff Conference

YOU'RE INVITED

The Congressional Institute is
pleased to invite you to the

2024 Chiefs of Staff Conference

LEAD | SERVE | EXCEL

**Sunday, June 16, 2024 -
Tuesday, June 18, 2024**

**Marriott Virginia Beach Oceanfront
Virginia Beach, VA**

With Lead | Serve | Excel to guide our conversations, Chiefs of Staff will remember - and reignite - the “why” that led them to serve their Member, their Team, their Country through leading, managing and inspiring.

This year’s conference kick-off falls on Father’s Day. Understanding the importance of work-life balance, the hotel extends, based on hotel availability, an invitation to arrive before the conference or stay after its conclusion. Please note that any additional stay beyond the conference dates will be at your expense.

Please click on the link below to register!

REGISTER NOW

UNABLE TO ATTEND

Email Address: */email/*

Access Code: */other_id/*

Ethics Forms are due Friday, May 17, 2024

Instructions: Complete the first two pages of the traveler form and email to travel.requests@mail.house.gov.

If you think there is even a possibility you will attend, file your travel pre-authorization with Ethics. You may always withdraw your paperwork.

DOWNLOAD ETHICS FORMS

Add these important dates to your calendar:

Add these important dates to your calendar:
Pre-Travel Ethics Filing Deadline (5/17/24)
Chiefs of Staff Conference (6/16/24 - 6/18/24)
Post-Travel Filing Deadline (7/3/24)

*Please contact **Amy Hinderliter** with questions or call
the Congressional Institute at 703-837-8812.*



If you are not the correct contact for this office, please reply to this **email** with the updated contact information instead of **unsubscribing**. We will correct our records and remove your email address from the list.

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1700 Diagonal Road. #300 Alexandria, VA 22314

[To unsubscribe from this mailing list, please click here](#)

COS2024 - Invited Hill Staff

First Name	Last Name	Job Title	Institution
Emily	Ackerman	Deputy Floor Director	Office of Majority Whip Emmer
Rob	Adkerson	Chief of Staff	Office of Rep. Loudermilk
Rick	Adkins	Chief of Staff	Office of Rep. Duncan
Amy	Albro	Chief of Staff	Office of Rep. Bice
Dale	Anderson	Chief of Staff	Office of Rep. Lamborn
Gary	Andres	Staff Director	House Committee on Budget
Rebecca	Angelson	Chief of Staff	Office of Rep. Latta
Cyrus	Artz	Staff Director	House Committee on Education and Labor
Maggie	Ayrea	Deputy Chief of Staff	Office of Rep. Graves (LA)
Alison	Babb	Director of Operations	Office of Speaker Johnson
Bill	Ball	Senior Policy Advisor	Office of Speaker Johnson
Joe	Barry	Executive Director	Republican Study Committee
Jason	Bauknecht	Chief of Staff	Office of Rep. Tiffany
Cliff	Bayer	Chief of Staff	Office of Rep. Fulcher
Megan	Bel Miller	Chief of Staff	Office of Rep. Scallise
Joshua	Bell	Chief of Staff	Office of Rep. Estes
Brooke	Bennett	Chief of Staff	Office of Rep. Hill
Chris	Bien	Director of Floor Operation	Office of Speaker Johnson
Amanda	Bihl	Chief of Staff	Office of Rep. Newhouse
Jeff	Billman	Chief of Staff	Office of Rep. Jackson
Jeff	Bishop	Chief of Staff	Office of Rep. Molinaro
Ali	Black	Communications Director	House Republican Conference
Alex	Blair	Chief of Staff	Office of Rep. Steube
Luke	Blanchat	Chief of Staff	Office of Rep. Hudson
Gabriella	Boffelli	Chief of Staff	Office of Rep. González-Colón
Robert	Boland	Chief of Staff	Office of Majority Whip Emmer

Alex	Bolton	Chief of Staff	Office of Rep. Malliotakis
Aaron	Bonnaure	Chief of Staff	Office of Rep. Resenthaler
Kate	Bonner	Chief of Staff	Office of Rep. Smucker
Hailey	Borden	Director of Downtown Coalitions	Office of Majority Whip Emmer
Lorissa	Bounds	Chief of Staff	Office of Rep. Obernolte
Parish	Braden	Staff Director	House Committee on Agriculture
Joshua	Bradley	Chief of Staff	Office of Rep. Moran
Jen	Bradley	Chief of Staff	Office of Rep. Rutherford
Sean	Brady	Chief of Staff	Office of Rep. Buchanan
Matt	Brennan	Chief of Staff	Office of Rep. Thompson
Francis	Brennan	Rapid Response Director	House Republican Conference
Chris	Brinson	Chief of Staff	Office of Rep. Rogers (AL)
Francis	Brooke	Policy Director	Office of Majority Leader Scalise
Greg	Brooks	Chief of Staff	Office of Rep. Wenstrup
Keelie	Broom	Staff Director	House Committee on Ethics
Nick	Brown	Chief of Staff	Office of Rep. Clyde
Ed	Buckham	Chief of Staff	Office of Rep. Greene
Stuart	Burns	Chief of Staff	Office of Rep. Posey
Courtney	Butcher	Member Services Director	Office of Speaker Johnson
Jeff	Butler	Chief of Staff	Office of Rep. McHenry
John	Byers	Chief of Staff	Office of Rep. Pfluger
Larry	Calhoun	Chief of Staff	Office of Rep. Cammack
Aaron	Calkins	Chief of Staff	Office of Rep. Burlison
Ashley	Callen	General Counsel	Office of Speaker Johnson
Spencer	Carr	Chief of Staff	Office of Rep. Tenney
Bob	Carretta	Chief of Staff	Office of Rep. Ellzey
Caroline	Cash	Chief of Staff	Office of Rep. Comer
Nick	Christensen	Chief of Staff	Office of Rep. Graves (MO)
Andrew	Christianson	Chief of Staff	Office of Rep. Johnson (SD)

Jon	Clark	Staff Director	House Committee on Veterans Affairs
Brandon	Cockerham	Chief of Staff	Office of Rep. Baird
Michael	Comer	Deputy Communications Director	Office of Majority Leader Scalise
Briana	Connolly	Executive Director	Main Street Caucus
Tim	Costa	Chief of Staff	Office of Rep. Meuser
Will	Courtney	Chief of Staff	Office of Rep. Kustoff
Carly	Couture	Chief of Staff	Office of Rep. Hageman
Chris	Crawford	Chief of Staff	Office of Rep. Carter (GA)
Brian	Cress	Deputy Director of Member Services	Office of Speaker Johnson
John	Crews	Counsel	Office of Majority Leader Scalise
Tim	Cummings	Chief of Staff	Office of Rep. Timmons
Molly	Cutrona	Chief of Staff	Office of Rep. Amodei
Dante	Cutrona	Chief of Staff	Office of Rep. Joyce (PA)
Arie	Dana	Chief of Staff	Office of Rep. Steel
Andrew	David	Chief of Staff	Office of Rep. Higgins
Kevin	Dawson	Chief of Staff (PA)	Office of Rep. Kelly (PA)
Jonathan	Day	Chief of Staff	Office of Rep. Wilson
Corinne	Day	Director of Media Affairs	Office of Speaker Johnson
Jordan	Dayer	Cloakroom Director	Office of Speaker Johnson
James	Decker	Chief of Staff	Office of Rep. Burgess
Jackie	DelBonis	Member Services Director	Office of Majority Whip Emmer
Regan	Delaney	Executive Director	Republican Governance Group
Ben	DeMarzo	Chief of Staff	Office of Rep. Miller (IL)
Monica	Didiuk	Chief of Staff	Office of Rep. Smith (NE)
Kelly	Dixon	Staff Director	House Committee on Rules
Matt	Donnellan	Chief of Staff	Office of Rep. Miller (WV)
Toby	Douthat	Executive Director	Problem Solvers Caucus
Jordan	Downs	Chief of Staff	Office of Rep. Guest
Mark	Dreiling	Chief of Staff	Office of Rep. Bacon

Braden	Dreiling	Chief of Staff	Office of Rep. La Turner
Jake	Dumas	Chief of Staff	Office of Rep. Flood
Kevin	Eichinger	Chief of Staff	Office of Rep. Jordan
Joe	Ellis	Chief of Staff	Office of Rep. Miller
Jaryn	Emhof	Chief of Staff	Office of Rep. Webster
Alyssa	Erdel	Member Services Director	House Republican Conference
John	Etue	Chief of Staff	Office of Rep. Williams (TX)
Ben	Falkowski	Chief of Staff	Office of Rep. Yakym
Alex	Ferro	Chief of Staff	Office of Rep. Gimenez
Jay	Fields	Deputy Policy Director	Office of Speaker Johnson
Lauren	Fine	Communications Director	Office of Majority Leader Scalise
David	FitzSimmons	Chief of Staff	Office of Rep. Finstad
Ian	Foley	Policy Director	Office of Majority Whip Emmer
Cameron	Foster	Chief of Staff	Office of Rep. Hern
Sally	Fox	Chief of Staff	Office of Rep. Emmer
Hannah	Fraher	Director for House Operations	Office of Speaker Johnson
Becky	Freeman	Chief of Staff	Office of Rep. Ciscomani
Garrett	Fultz	Deputy Chief of Staff	Office of Speaker Johnson
Jason	Galanes	Chief of Staff	Office of Rep. Turner
Teri	Geiger	Chief of Staff	Office of Rep. Balderson
Robert	Gies	Chief of Staff	Office of Rep. D'Esposito
Stacey	Glasscock	Chief of Staff	Office of Rep. Lucas
Cesar	Gonzalez	Chief of Staff	Office of Rep. Diaz-Balart
Andrea	Grace	Chief of Staff	Office of Rep. Lawler
Michael	Grider	Chief of Staff	Office of Rep. Burchett
Payne	Griffin	Chief of Staff	Office of Rep. Strong
Jackson	Gross	Chief of Staff	Office of Rep. James
Andrew	Guernsey	Coalitions Coordinator	Office of Majority Leader Scalise
Matt	Gurtler	Chief of Staff	Office of Rep. Massie

Ashley	Gutwein	Chief of Staff	Office of Rep. Nunn
Joseph	Guy	Chief of Staff	Office of Rep. Williams (NY)
James	Hampson	Chief of Staff	Office of Rep. Bishop
Jihun	Han	Chief of Staff	Office of Rep. Chavez DeRemer
Sabrina	Hancock	Chief of Staff	Office of Rep. Roy
Dave	Hanke	Staff Director	Select Committee on China
Brandon	Harder	Chief of Staff	Office of Rep. Mann
Rachel	Harris	Chief of Staff	Office of Rep. Lesko
Taylor	Haulsee	Deputy Communications Director for Media Relations	Office of Speaker Johnson
Nick	Hawatmeh	Chief of Staff	Office of Rep. McClain
Hayden	Haynes	Chief of Staff	Office of Speaker Johnson
Grant	Henry	Chief of staff	Office of Rep. Ogles
Patrick	Hester	Chief of Staff	House Republican Conference
Jake	Hilkin	Deputy Director for Member Services	Office of Majority Leader Scalise
Preston	Hill	Senior Policy Advisor	Office of Speaker Johnson
Van	Hilleary	Chief of Staff	Office of Rep. Rose
Liz	Hittos	Chief of Staff	Office of Rep. Bilirakis
Chris	Hixon	Staff Director	House Committee on Judiciary
Lauren	Hodge	Chief of Staff	Office of Rep. Allen
Matt	Hodge	Chief of Staff/Legislative Director	Office of Rep. Crenshaw
Nate	Hodson	Staff Director	House Committee on Energy and Commerce
Matt	Hoffmann	Staff Director	House Committee on Financial Services
Bob	Holste	Chief of Staff	Office of Rep. Kiley
Brett	Horton	Chief of Staff	Office of Majority Leader Scalise
Michael	Hough	Chief of Staff	Office of Rep. Mooney
Adam	Howard	Staff Director	House Committee on Intelligence
Paul	Howell	Chief of Staff	Office of Rep. Kelly (MS)

Matt	Hutson	Chief of Staff	Office of Rep. Harris
Emily	Hytha	Chief of Staff	Office of Rep. Fischbach
Kyle	Jackson	Chief of Staff	Office of Rep. Bucshon
Stephen	Janushkowsky	Chief of Staff	Office of Rep. Babin
Ben	Johnson	Staff Director	House Committee on Small Business
Alice	Johnson	Chief of Staff	Office of Rep. Scott
Jon	Jones	Chief of Staff	Office of Rep. Brecheen
Amanda	Kain	Chief of Staff	Office of Rep. Joyce (OH)
Rebecca	Keightley	Chief of Staff	Office of Rep. Calvert
David	Keller	Chief of Staff	Office of Rep. Banks
Charlie	Keller	Chief of Staff	Office of Rep. Wagner
Melissa	Kelly	Chief of Staff	Office of Rep. Franklin
Mark	Kelly	Chief of Staff	Office of Rep. Good
Karen	Kelly	Chief of Staff	Office of Rep. Rogers (KY)
Micah	Ketchel	Chief of Staff	Office of Rep. Waltz
Drew	Keyes	Senior Policy Advisor	Office of Speaker Johnson
Lorie	Khatod	Chief of Staff	Office of Rep. Mace
Carolyn	King	Chief of Staff	Office of Rep. Wittman
Kyle	Kizzer	Chief of Staff	Office of Rep. Houchin
Joe	Knowles	Chief of Staff	Office of Rep. Fitzpatrick
Desiree	Koetzle	Chief of Staff	Office of Rep. Stauber
BJ	Koohmaraie	Counsel	Office of Majority Leader Scalise
James	Kyrkanides	Chief of Staff	Office of Rep. Hunt
Kate	LaBorde	Chief of Staff	Office of Rep. Biggs
Bronwyn	Lance	Chief of Staff	Office of Rep. Edwards
Jillian	Lane Wyant	Chief of Staff	Office of Rep. Gaetz
James	Langenderfer	Chief of Staff	Office of Rep. Mast
John	Lanning	Member Services Coordinator	Office of Speaker Johnson
R.J.	Laukitis	Chief of Staff	Office of Rep. Walberg

Chrissi	Lee	Chief of Staff	Office of Rep. Luttrell
Roz	Leighton	Chief of Staff	Office of Rep. Armstrong
Matt	Leopold	Chief of Staff	Office of Rep. Feenstra
Tony	Lis	Chief of Staff	Office of Rep. Bergman
Lee	Lonsberry	Chief of Staff	Office of Rep. Owens
Michael	Lowry	Chief of Staff	Office of Rep. Aderholt
Kelly	Lungren McCollum	Chief of Staff	Office of Rep. Griffith
Chris	Maneval	Deputy Chief of Staff	Office of Majority Whip Emmer
Mark	Marin	Staff Director	House Committee on Oversight and Government Reform
Chris	Marklund	Deputy Staff Director	House Committee on Natural Resources
Michael	Martin	Chief of Staff	Office of Rep. Alford
Josh	Mathis	Staff Director	House Committee on Science, Space and Technology
Ryan	McCormack	Chief of Staff	Office of Rep. Fitzgerald
Anna	McCormack	Chief of Staff	Office of Rep. Rouzer
Matt	McCullough	Chief of Staff	Office of Rep. Bost
Meg	McGaughey	General Counsel	Office of Majority Leader Scalise
Robert	McIntosh	Chief of Staff	Office of Rep. Sessions
Will	McPherson	Chief of Staff	Office of Rep. Cole
Tyler	Menzler	Chief of Staff	Office of Rep. Miller-Meeks
Ashley	Menzler	Chief of Staff	Office of Rep. Reschenthaler
Matt	Meyer	Chief of Staff	Office of Rep. Smith (MO)
Chad	Michaels	Chief of Staff (DC)	Office of Rep. Schweikert
Carson	Middleton	Chief of Staff	Office of Rep. Foy
Jonas	Miller	Chief of Staff	Office of Rep. Carter (TX)
Patrick	Mocete	Chief of Staff	Office of Rep. Kim
Tom	Moran	Chief of Staff	Office of Rep. Salazar
Jeff	Morehouse	Leadership Chief of Staff	Office of Rep. Hudson

Lauren	Muglia	Chief of Staff	Office of Rep. Perry
Darrin	Munoz	Chief of Staff	Office of Rep. Carey
Allison	Murphy	Chief of Staff	Office of Rep. Van Drew
Cullen	Murphy	Deputy Director of Floor Operations	Office of Speaker Johnson
Dennis	Nalls	Floor Director	Office of Majority Whip Emmer
Ben	Napier	Director of Floor Operations	Office of Majority Leader Scalise
Rajan	Nathaniel	Chief of Staff	Office of Rep. Duarte
Karen	Navarro	Chief of Staff	Office of Rep. De La Cruz
Casey	Nelson	Communications Director	Office of Majority Whip Emmer
Joe	Nicholson	Chief of Staff	Office of Rep. Ezell
Mary	Noonan	Chief of Staff	Office of Rep. Smith (NJ)
Corey	Norman	Chief of Staff	Office of Rep. Curtis
Anderson	Okoniewski	Operations Director	House Republican Conference
Jake	Olson	Chief of Staff	Office of Rep. Van Duynne
Matt	Orr	Chief of Staff	Office of Rep. Fry
Hillary	Parkinson	Chief of Staff	Office of Rep. Self
Nancy	Peele	Chief of Staff	Office of Rep. Westerman
Mehgan	Perez-Acosta	Chief of Staff	Office of Rep. Donalds
Brandon	Phillips	Chief of Staff	Office of Rep. Collins
Mark	Piland	Chief of Staff	Office of Rep. Norman
Mike	Platt	Staff Director	House Committee on Administration
Jared	Powell	Chief of Staff	Office of Rep. McMorris Rodgers
Marie	Price	Deputy Director of Member Services	House Republican Conference
Cesar	Prieto	Chief of Staff	Office of Rep. Gonzales (TX)
Sam	Pritchard	Chief of Staff	Office of Rep. Hinson
Jessica	Proud	Chief of Staff	Office of Rep. Langworthy
Nikki	Rapanos	Chief of Staff	Office of Rep. LaLota
Mark	Ratner	Chief of Staff	Office of Rep. Steil
Bart	Reising	Deputy Chief of Staff	Office of Majority Leader Scalise

Tim	Reitz	Executive Director	House Freedom Caucus
Andrew	Renteria	Chief of Staff	Office of Rep. Valadao
Mary Ellen	Richardson	Chief of Staff	Office of Rep. LaHood
Kyle	Robertson	Chief of Staff	Office of Rep. Pence
Jim	Robertson	Deputy Chief of Staff	Office of Rep. Stefanik
Jamie	Robinette	Chief of Staff	Office of Rep. Bean
Shelbie	Rogers	Director of Operations	Office of Majority Whip Emmer
Jason	Rogers	General Counsel	Office of Majority Whip Emmer
Kerry	Rom	Deputy Communications Director for Message and Strategy	Office of Speaker Johnson
Mark	Roman	Staff Director	House Committee on Ways and Means
Mary	Rosado	Chief of Staff	Office of Rep. Barr
Susan	Ross	Staff Director	House Committee on Appropriations
Drew	Ross	Chief of Staff	Office of Rep. McCaul
Travis	Rowland	Chief of Staff	Office of Rep. Paulina-Luna
Jack	Ruddy	Staff Director	House Committee on Transportation and Infrastructure
Steve	Ruhlen	Chief of Staff	Office of Rep. Granger
Zac	Rutherford	Chief of Staff	Office of Rep. Harshbarger
Lindsay	Ryan	Chief of Staff	Office of Rep. Moolenaar
Dan	Scharfenberger	Chief of Staff	Office of Rep. Kean
Eric	Schmitz	Director of Coalitions	Office of Speaker Johnson
Robert	Schroeder	Chief of Staff	Office of Rep. Nehls
Katherine	Sears	Chief of Staff	Office of Rep. Kiggins
Ellen	Seher	Director of Operations	Office of Majority Leader Scalise
Raj	Shah	Deputy Chief of Staff for Communications	Office of Speaker Johnson
Brendan	Shields	Staff Director	House Committee on Foreign Affairs
Bobby	Shringi	Chief of Staff	Office of Rep. Moylan
Jonah	Shumate	Chief of Staff	Office of Rep. Crawford

Stephen	Siao	Chief of Staff	Office of Rep. Green
Philip	Singleton	Chief of Staff	Office of Rep. McCormick
Kris	Skrzycki	Chief of Staff	Office of Rep. Murphy
Jeff	Small	Chief of Staff	Office of Rep. Boebert
Gregory	Smith	Chief of Staff	Office of Rep. Crane
William	Smith	Chief of Staff	Office of Rep. Palmer
Shannan	Sorrell	Chief of Staff	Office of Rep. Fallon
David	Sours	Chief of Staff	Office of Rep. Ferguson
Mark	Spannagel	Chief of Staff	Office of Rep. LaMalfa
Brittan	Specht	Senior Counsel	Office of Speaker Johnson
Nick	Strader	Chief of Staff	Office of Rep. Bentz
AJ	Sugarman	Policy Advisor	Office of Majority Leader Scalise
Tim	Svoboda	Chief of Staff	Office of Rep. Grothman
Heather	Swift	Chief of Staff	Office of Rep. Zinke
Deena	Tauster	Chief of Staff	Office of Rep. Garbarino
Shana	Teehan	Chief of Staff	Office of Rep. Moore (AL)
Daniel	Tidwell	Chief of Staff	Office of Rep. Fleischmann
Sophie	Trainor	Chief of Staff	Office of Rep. Guthrie
Catherine	Treadwell	Chief of Staff/General Counsel	Office of Rep. Mills
Claire	Trokey	Coalitions Coordinator	Office of Majority Leader Scalise
Chris	Tudor	DC Chief of Staff	Office of Rep. McClintock
Will	Turner	Chief of Staff	Office of Rep. Garcia
Tom	Van Flein	Chief of Staff	Office of Rep. Gosar
Dirk	Vande Beek	Chief of Staff	Office of Rep. Dunn
Richard	Vaughn	Chief of Staff	Office of Rep. DesJarlais
Ted	Verrill	Chief of staff	Office of Rep. Letlow
Chris	Vieson	Staff Director	House Committee on Armed Services
Ann	Vogel	Chief of Staff	Office of Rep. Luetkemeyer
Jake	Vreeburg	Policy Director	House Republican Conference

Rachel	Wagley	Chief of Staff	Office of Rep. Moore (UT)
Brett	Wakeman	Chief of Staff	Office of Rep. Van Orden
Beau	Walker	Chief of Staff	Office of Rep. Womack
Nikki	Wallace	Chief of Staff	Office of Rep. Simpson
Ruth	Ward	Chief of Staff	Office of Rep. Johnson (LA)
Zach	Weidlich	Chief of Staff	Office of Rep. Carl
Bryan	Wheat	Chief of Staff	Office of Rep. Maloy
Trevor	Whetstone	Chief of Staff	Office of Rep. Rosendale
Connor	White	Chief of Staff	Office of Rep. Davidson
Todd	Whiteman	Chief of Staff	Office of Rep. Huizenga
Jeanette	Whitener	Chief of Staff	Office of Rep. Weber
Elle	Whitson	Chief of Staff	Office of Rep. Arrington
Ben	Williamson	Chief of Staff	Office of Rep. Cloud
Annie	Wolf	Deputy Floor Director	Office of Majority Leader Scalise
Veronica	Wong	Chief of Staff	Office of Rep. Issa
Jordan	Wood	Chief of Staff	Office of Rep. Gooden
Leafaina	Yahn	Chief of Staff	Office of Rep. Radewagen
Dominique	Yelinski	Policy Advisor	Office of Majority Leader Scalise
Dan	Ziegler	Policy Director	Office of Speaker Johnson



CONGRESSIONALINSTITUTE



2024 CHIEFS OF STAFF CONFERENCE

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DRAFT AGENDA

With Lead | Serve | Excel to guide our conversations, Chiefs of Staff will remember - and reignite - the “why” that led them to serve their Member, their Team, their Country through leading, managing and inspiring.

SUNDAY, JUNE 16, 2024

11:00 am <i>(3.5 hour drive)</i>	BUSES DEPART THE HILL <i>Box lunches will be available</i>	S. Capitol St (Between Rayburn & Longworth)
2:30 pm	BUSES ARRIVE AT THE MARRIOTT 4201 Atlantic Avenue, Virginia Beach, VA 23451	Main Entrance Marriott
2:00 – 7:00 pm	CONFERENCE REGISTRATION	Ballroom Foyer Marriott 2 nd Floor
2:00 – 6:30 pm	LEAD SERVE EXCEL HOSPITALITY LOUNGE	Guest Lounge Marriott 4 th Floor
4:00 pm	HOTEL CHECK-IN <i>Attendee rooms are at three different hotels: the Marriott, the Embassy Suites, and the Cavalier. Guests please check-in at the lobby of your specific hotel.</i>	
6:30 – 9:30 pm	DINNER: A SUMMER NIGHT ON THE LAWN	Raleigh Room (Cavalier Outside)

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MONDAY, JUNE 17, 2024

8:00 – 9:00 am	BREAKFAST ON THE BOARDWALK	Lawn (Marriott Outside) Rain Site: Salon A-E
8:00 am – 7:00 pm	CONGRESSIONAL INSTITUTE HELP DESK	Marriott 2 nd Floor
9:00 – 10:30 am	LOOKOUT FOR YOUR PEOPLE, LEAD YOURSELF, LEAD YOUR TEAM: <i>LESSONS LEARNED ON THE BATTLEFIELD</i> Former U.S. Navy Seal Carlos Mendez, Echelon Front	Salon A-E
10:30 – 11:30 am	REMEMBERING WHY IT'S GOOD TO BE A CHIEF TBA	Salon A-E
11:30 – 12:30 pm	TURNING THE TIDE ON THE BRAIN DRAIN: <i>REIGNITING YOUR TEAM'S PASSION AND PURPOSE</i> TBA	Salon A-E
12:30 – 1:30 pm	CONGRESSIONAL INSTITUTE LUNCH <i>THE POWER OF SERVICE IN ACTION</i> <i>with welcome remarks by</i> Kelle Strickland, President and CEO, Congressional Institute Brenda Becker, Chairwoman, Congressional Institute Board of Directors The Honorable Jen Kiggans, U.S. Representative for Virginia's Second Congressional District	Salon A-E
1:30 - 2:30 pm	HOMEGROWN HARD WORK TO CHIEF OF THE COMMONWEALTH The Honorable Glenn Youngkin, Governor of Virginia (invited) <i>A conversation with</i> The Honorable Jen Kiggans, U.S. Representative	
2:30 – 3:30 pm	OOPS! AN ETHICS TABLE-TOP EXERCISE Jo-Marie St. Martin, General Counsel to Former Speaker Boehner Elliot Berke, Berke Farah LLP Keelie Broom, House Ethics Committee	Salon A-E
3:30 – 7:00 pm	BREAK (FOR YOUR OFFICIAL RESPONSIBILITIES)	
7:00 – 9:00 pm	A COASTAL RECEPTION & DINNER WITH FAMILY & FRIENDS	Outdoor Grill (Between Marriott and Embassy Suites)

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TUESDAY, JUNE 18, 2024

8:00 – 9:30 am	BREAKFAST ON THE BOARDWALK	Lawn (Marriott Outside) Rain Site: Salon A-E
8:00 am - 12:30 pm	CONGRESSIONAL INSTITUTE HELP DESK	Marriott 2 nd Floor
9:30 - 10:30 am	HOW TO TALK WITH THE PUBLIC WHEN THE PUBLIC HATES EVERYTHING John McLaughlin, McLaughlin and Associates TBA, TBA	Salon A-E
10:30 - 11:30 am	A VIEW FROM ISRAEL ~ LIVE! IDF Veteran Ian Shulman, No Other Land Ari Sacher, U.S. Israel Education Association (invited) TBA, Jewish Institute for National Security of America (invited)	Salon A-E
11:00 am	HOTEL CHECKOUT <i>Guests should check out at their respective hotel lobbies.</i>	Hotel Lobby
11:30 am – 12:30 pm	ASK US ANYTHING... <i>Speak up... or stump the Leadership Chiefs with anonymous questions!</i> Hayden Haynes, Office of the Speaker Brett Horton, Office of the Majority Leader Robert Boland, Office of the Majority Whip Patrick Hester, House Republican Conference Moderator: Kelle Strickland, Congressional Institute	Salon A-E
12:30 pm	CONFERENCE CONCLUDES	
12:45 pm	BUSES DEPART THE MARRIOTT <i>Boxed lunches will be available.</i>	Main Entrance Marriott
4:30 pm	BUSES ARRIVE ON THE HILL	S. Capitol Street

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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

June 18, 2024

Ms. Andrea Grace
Office of the Honorable Michael Lawler
1013 Longworth House Office Building
Washington, DC 20515

Dear Ms. Grace:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Virginia Beach, Virginia, scheduled for June 16 to 18, 2024, sponsored by Congressional Institute.

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:tn