

COMMITTEE ON ETHICS

EMPLOYEE POST-TRAVEL DISCLOSURE FORM Original Amendment

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

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

1. Name of Traveler: Madeline Huffman
2. a. Name of Accompanying Relative: _____ **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: August 14th Return: August 16th
b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Washington, DC Destination: Cambridge, MD Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Conservative Partnership Institute
6. Describe Meetings and Events Attended: Learned more about strategic communications, speech writing, franking standards, and improving key messaging on top issues like inflation and immigration.
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: Madeline Huffman Date: 8/30/24

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. Andrew clyde Date: 8/30/24

Signature of Supervising Member: Andrew S. Clyde

COMMITTEE ON ETHICS

SPONSOR POST-TRAVEL DISCLOSURE FORM

Original Amendme

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, MD

3. Date of Departure: August 14 Date of Return: August 16

4. Name(s) of Traveler(s): see 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	\$100	\$198	\$159	\$0
Accompanying Family Member	0	0	0	0

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: 8/20/24

Name: Ed Corrigan Title: President & 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: 202-937-2309 Email: sgast@compasslegal.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

1. Name of Traveler: Madeline Huffman
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: August 14th Date of Return: August 16th
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.**
As Communications Director, the educational trainings on the itinerary offer beneficial instruction on key communication skills and responsibilities, such as persuasive communication, improving franking products, speech writing.

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: Andrew S. Clyde Date: 7/12/2024

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:

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: August 14 Date of Return: August 16

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): \$64

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 Ryder City: Cambridge, MD Cost Per Night: \$99
- Reason(s) for Selecting: Location is owned by the trip sponsor, economical, and conducive to education and training
- 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	\$100	\$198	\$128
For each Accompanying Family Member	n/a	n/a	n/a

	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	0	0
For each Accompanying Family Member	n/a	n/a

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: July 10th
 Name: Ed Corrigan Title: President + CEO
 Organization: Conservative Partnership Institute
 Address: 500 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.

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

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August 9, 2024

Ms. Madeline Huffman
Office of the Honorable Andrew S. Clyde
445 Cannon House Office Building
Washington, DC 20515

Dear Ms. Huffman:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Maryland, scheduled for August 14 to 16, 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)
Conservative Communicators Symposium
August 14 - 16, 2024**

Wednesday Aug 14, 2024

- 9:00 am** Depart from 300 Independence Ave, SE, Washington, DC, 20003
- 11:00 am** Arrival at 3675 DeCoursey Bridge Rd, Cambridge, MD 21613
- 11:00 - 11:30 am** Check-in and Orientation
- 11:30 am - 12:00 pm** **Session 1: Introduction & Communications Bootcamp**
Fones's session will discuss the purpose of offensive messaging and how to promote policies, such as appropriations and continuing resolutions, that are prioritized by conservative staff but are complicated or difficult for constituents to comprehend unless the content is direct and precise.
Speaker: Harry Fones, House Freedom Caucus, Communications Director
- 12:00 - 1:00 pm** **Session 2: Bicameral Policy and Procedure**
Bess will share expertise on House and Senate procedure to provide a bicameral view of legislation from introduction to passage. He will quiz attendees on their procedural knowledge and lead a discussion on a potential bill to aid staff in understanding the practicalities of the legislative process.
Speaker: Garrett Bess, Executive Director of Right Vote
- 1:00 - 2:15 pm** **Session 3: Collaboration and Scheduling**
The speakers will discuss their experiences in improving communications protocol with office schedulers, and to increase the ability to book and schedule media while still maintaining their principal's policy priorities.
Speakers: Victoria Cesaro, Scheduler for Rep. Andy Harris & Austin Macheledt, Scheduler for Rep. Dan Bishop
- 2:15 - 3:15 pm** **Session 4: Communicating to Persuade**
Henderson and Brown bring communications experience to this panel, and will lead a discussion on responding to crises and countering narratives proactively, and preventing communications errors.
Speakers: Matthew Henderson, Director of Government Affairs & Brandy Brown, Strategic Communications Manager at America First Policy Institute
- 3:15 - 4:45 pm** **Session 5: Keys to Franking**
Attendees will participate in a discussion of methods for improving franking products, streamlining the drafting process, and working with vendors to increase the reach of constituent messages and promote their office's goals with professionalism and clarity.
Speakers: Daniel Bucheli, Director, House Commission on Communications Standards & Elisabeth Conklin, Professional Staff, House Committee on Small Business

4:45 – 6:30 pm **Executive Time**

6:30 – 7:30 pm **Session 6: Rebuilding The American Economy**
Moore frequently speaks around the world about American economics and policies. He will discuss the importance of reforms to protect the American dream and increase prosperity through tax, trade, and economic policy.
Speaker: Stephen Moore, Heritage Foundation's Distinguished Fellow in Economics

7:30 – 9:00 pm **Dinner & Session 7: Becoming a Master of Communications**
Mr. Denton taught the importance of aggressive communications operations that promote conservative ideals, how to cooperate with media outlets to promote policy, and gave instructions on using outside groups to further policy goals.
Speaker: Wesley Denton, COO, CPI

Date Aug 15, 2024

9:30 – 10:30 am **Breakfast**

10:30 – 11:30 am **Session 8: Balancing Crossover Roles**
If hired for both official and non-official work, staff must adhere to ethics guidelines, balance their schedules, work with administration staff, and lead on policy initiatives at the cabinet level. Miller will lead a discussion of methods to best keep track of tasks and balance projects, all while staying in compliance with applicable ethics rules.
Speaker: Darin Miller, Communications Director for Senator Ted Cruz

11:30 am – 2:30 pm **Executive Time**

2:30 – 3:30 pm **Session 9: Messaging on Immigration**
Miller will share his experience regarding the immigration crisis at the border, and will discuss communications strategies for sharing conservative immigration policy objectives to a wider audience.
Speaker: Stephen Miller, President, America First Legal

3:30 – 5:00 pm **Session 10: The Art of Speech Writing: A Practicum**
MacDonell is a noted speechwriter with years of experience in the field. He will share his experiences writing for numerous notable policy experts and thinkers and will walk guests through a tried-and-true process for producing speeches that make an impact.
Speaker: Patrick MacDonnell, Policy Advisor & Speechwriter for Senator Tom Cotton

5:00 pm – 5:30 pm **Break**

5:30 – 6:30 pm **Keynote Dinner & Session 11: Writing to Persuade**
As a longtime journalist, Bedford will share his expertise on promoting conservative ideals or policy through the written word, as well as the pitfalls he learned from and experienced while working in conservative communications.

Speaker: Christopher Bedford, Senior Politics Editor & DC Correspondent, The Blaze Media

Date Aug 16, 2024

8:30 - 9:30 am Breakfast & Check Out

9:30 am Travel from Cambridge, MD 21613

12:00 pm Travel to 300 Independence Ave, SE, Washington, DC, 20003

Private Trip Sponsor Form Addendum

1. Cassie Rae Higdon- Communications Director, Rep. Andy Biggs (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
2. Austin Macheledt - Scheduler/Operations Manager, Rep. Dan Bishop (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
3. Lexie Purdy - Press Secretary, Rep. Eric Burlison (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
4. Maggie Clemmons - Communications Director, Rep. Ben Cline (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
5. Zack Kahler - Communications Director, Rep. Eli Crane (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
6. Matt McCall - Communications and Research Aide, Rep. Eli Crane (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
7. Hannah Kelly - Press Assistant, Rep. Andrew Clyde (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
8. Madeline Huffman - Communications Director, Rep. Andrew Clyde (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
9. Joe Kirby- Press Assistant, Rep. Jeff Duncan (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
10. Marjorie Jackson- Communications Director, Rep. Bob Good (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
11. Victoria Cesaro - Scheduler, Rep. Andy Harris (Invited as a Congressional staffer with interest in improving Congressional scheduling strategy)
12. James Winner - Communications Director, Rep. Diana Harshberger (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
13. Russell Dye - Communications Director, Rep. Jim Jordan (Invited as a Congressional staffer with interest in improving Congressional communications strategy)

14. Melvin Soto Vazquez - Communications Director, Rep. Anna Paulina Luna (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
15. Jonathan Eberle - Senior Communications Adviser, Rep. Mary Miller (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
16. Steven Clark - Press Secretary, Rep. Alex Mooney (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
17. Giancarlo Mandato - Press Secretary, Rep. Andy Ogles (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
18. Sara Lynn Colley - Communications Director, Rep. Scott Perry (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
19. Gabriel Spencer - Press Secretary, Rep. Matt Rosendale (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
20. Harry Fones - Communications Director, House Freedom Caucus (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
21. Elisabeth Conklin - Professional Staff, House Committee on Small Business (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
22. Daniel Bucheli - Director, House Commission on Communications Standards (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
23. Stefanie Farrell - Deputy Press Secretary, House Judiciary Committee (Invited as a Congressional staffer with interest in improving Congressional communications strategy)