

# COMMITTEE ON ETHICS

## EMPLOYEE POST-TRAVEL DISCLOSURE FORM Original Amendment

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

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

- Name of Traveler: Harlea Hoelscher
- a. Name of Accompanying Relative: \_\_\_\_\_ **OR**  None  
b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
- a. Dates: Departure: 08/27/2024 Return: 08/29/2024  
b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR**  None
- Departure City: Washington, D.C. Destination: Fargo, North Dakota Return City: Washington, D.C.
- Sponsor(s), Who Paid for the Trip: Red River Valley Sugarbeet Education Foundation
- Describe Meetings and Events Attended: \_\_\_\_\_  
Met with sugarbeet farmers to discuss policy issues, witnessed sugarbeet production, and visited a processing facility.
- Attached to this form are **each** of the following, *signify that each item is attached by checking the corresponding box*:
  - a completed *Sponsor Post-Travel Disclosure Form*;
  - the *Primary Trip Sponsor Form* completed by the trip sponsor **prior** to the trip, **including all** attachments **and** the *Additional Sponsor Form(s)*;
  - page 2 of the completed *Traveler Form* submitted by the employee; **and**
  - the letter from the Committee on Ethics approving my participation on this trip.
- a.  I represent that I participated in each of the activities reflected in the attached sponsor's agenda. *Signify statement is true by checking the box.*  
b. If not, explain: \_\_\_\_\_

**I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.**

Signature of Traveler: Harlea Hoelscher Digitally signed by Harlea Hoelscher  
Date: 2024.09.09 13:35:17 -04'00' Date: 09/05/2024

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: Rep. Glenn Thompson Date: 09/05/2024

Signature of Supervising Member: Glenn Thompson Digitally signed by Glenn Thompson  
Date: 2024.09.09 10:13:28 -04'00'

# 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: Red River Valley Sugarbeet Education Foundation

2. Travel Destination(s): Fargo, North Dakota

3. Date of Departure: 8/27/24 Date of Return: 8/29/24

4. Name(s) of Traveler(s): Harlea Hoelscher

*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	Flight + Bus= 727.94+80= \$807.94	\$214 + tax for two nights of lodging	\$89 (2 suppers, 1 breakfast, 1 lunch)	Meet room + AV Equipment: \$53 Uber to & from airport \$49.66
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: 9/5/24

Name: Harrison Weber Title: Secretary

Organization: Red River Valley Sugarbeet Education Foundation

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

Address: 1401 32nd st. SW Fargo, ND 58102

Telephone: 701-239-4151 Email: hweber@rvsga.com

*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: Harlea Hoelscher
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Red River Valley Sugarbeet Education Foundation
3. City and State **OR** Foreign Country of Travel: Fargo, North Dakota
4. a. Date of Departure: August 27, 2024 Date of Return: August 29, 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.**  
Activities on the itinerary pertain to my position as a Legislative Assistant where I handle issues related to commodity policy, crop insurance, and ag credit.  
\_\_\_\_\_
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: Glenn Thompson  Digitally signed by Glenn Thompson  
Date: 2024.07.24 09:33:20 -04'00'

Date: July 24, 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:

Red River Valley Sugarbeet Education Foundation

2.  I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. Signify that the statement is true by checking box.

3. **Check only one.** I represent that:

a.  The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip; **OR**

b.  The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds; **OR**

c.  The primary trip sponsor has accepted funds, services, or in-kind assistance from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.

If "c" is checked, list the names of the additional sponsors: \_\_\_\_\_

Red River Valley Sugarbeet Growers Association

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): \_\_\_\_\_

To learn about sugarbeet farming, harvesting, storage, processing and related science. \_\_\_\_\_

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

6. Date of Departure: 8.27.2024 Date of Return: 8.29.2024

7. a. City of departure: Washington, DC

b. Destination(s): Fargo, ND

c. City of return: Washington, DC

8. **Check only one.** I represent that

a.  The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965; **OR**

b.  The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent; **OR**

c.  The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.

9. **Check only one of the following.**
- a.  I checked 8(a) or (b) above; **OR**
  - b.  I checked 8(c) above but am not offering any lodging; **OR**
  - c.  I checked 8(c) above and am offering lodging and meals for one night; **OR**
  - d.  I checked 8(c) above and am offering lodging and meals for two nights. If you checked this box, explain why the second night of lodging is warranted. \_\_\_\_\_
- 

10.  Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box.*

11. **Check only one of the following.**

- a.  I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify the statement is true by clicking the box; OR*
- b.  *Not Applicable.* Trip sponsor is a U.S. institution of higher education.

12. For *each* sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip *and* its role in organizing and/or conducting the trip:

The Red River Valley Sugarbeet Education Foundation organizes the activities for this event. We teach aspects of sugarbeet farming, harvesting, storage, processing & related science. The Red River Valley Sugarbeet Growers Association assists in planning & conducting the tour.

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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): \_\_\_\_\_  
 \$61 per day. \$17 breakfast, \$16 lunch, \$28 supper.

2) Provide the reason for selecting the location of the event or trip: \_\_\_\_\_  
 The Red River Valley is the primary & largest growing region in the U.S. for sugarbeets.

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

Hotel Name: Radisson City: Fargo Cost Per Night: \$107 + tax

Reason(s) for Selecting: Location / convenience / meeting rooms for meals and meetings

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 <b>Transportation</b> Expenses per Participant	Total <b>Lodging</b> Expenses per Participant	Total <b>Meal</b> Expenses per Participant
For each Member, Officer, or Employee	\$727.94	\$214 + tax	\$89 + tax
For each Accompanying Family Member			

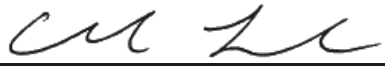
	<b>Other</b> Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	\$53 / \$80	Meeting Room & AV Equip / Local Bus Transportation
For each Accompanying Family Member		

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: 7.17.2024  
 Name: Chad Leach Title: President  
 Organization: Red River Valley Sugarbeet Education Foundation, Inc.  
 Address: 1401 32nd Street SW Fargo, ND 58103  
 Email: cleach9770@gmail.com Telephone: 7012394151

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

Michael Guest, Mississippi  
*Chairman*  
Susan Wild, Pennsylvania  
*Ranking Member*

David P. Joyce, Ohio  
John H. Rutherford, Florida  
Andrew R. Garbarino, New York  
Michelle Fischbach, Minnesota

Veronica Escobar, Texas  
Mark DeSaulnier, California  
Deborah K. Ross, North Carolina  
Glenn F. Ivey, Maryland



ONE HUNDRED EIGHTEENTH CONGRESS

**U.S. House of Representatives**

COMMITTEE ON ETHICS

Thomas A. Rust  
*Staff Director and Chief Counsel*

Keelie Broom  
*Counsel to the Chairman*

David Arrojo  
*Counsel to the Ranking Member*

1015 Longworth House Office Building  
Washington, D.C. 20515-6328  
Telephone: (202) 225-7103  
Facsimile: (202) 225-7392

August 5, 2024

Ms. Harlea Hoelscher  
Committee on Agriculture  
1301 Longworth House Office Building  
Washington, DC 20515

Dear Ms. Hoelscher:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Fargo, North Dakota, scheduled for August 27 to 29, 2024, sponsored by Red River Valley Sugarbeet Education Foundation and Red River Valley Sugarbeet Growers Association.

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:mc

# AGENDA: Red River Valley Sugarbeet Education Foundation Tour

## Tuesday August 27, 2024

- 11:35 A.M. Flight Departs Washington, DC at 11:35 AM, Flight arrives in Fargo, ND at 4:54 PM.
- 4:54 – 5:15 Harrison to pick participants up and bring to Radisson Hotel Fargo.
- 5:15 – 6:30 Check in to Hotel.
- 6:30 – 8:30 Working Supper – Radisson Hotel Fargo. The supper meeting will include a Welcome, and Introductions and presentations– Harrison Weber – Executive Director of RRV Education Foundation. Sugarbeet production overview presentation – The History of Sugarbeet Production in the RRV and how it has changed. – Tom Astrup – American Crystal Sugar Cooperative (ACSC) CEO. Harrison to lead a discussion about the industry following Tom’s presentation. Entire time is spent covering officially-connected activity.

## Wednesday August 28, 2024

- 7:00 – 8:00 Working Breakfast – Radisson Hotel Fargo. The breakfast meeting will show the equipment participants will be seeing and riding in and explain what they are used for. We will go over safety requirements and provide a review of the events for the day as well as answering initial questions. Neil Rockstad – Grower, President RRVSGA Presenting. The entire time is spent covering officially-connected activity.
- 8:00 – 8:45 Depart hotel & drive to Matt Borgen Sugarbeet Field, Northwest of Felton, MN. Approximately 38 miles Northeast of Fargo, ND.
- 8:45 – 10:30 Arrive at Matt Borgen Farm. Matt and his family will be harvesting and delivering to the “Felton Piler”, an outside receiving station. Observe sugarbeet harvest operations. Ride along in a defoliator, a harvester, and a beet truck. Riding along in equipment shows participant each step of the sugarbeet harvesting process. It is vital to understand modern production practices farmers use and the challenges farmers face.
- 10:30 – 10:45 Depart/Travel to “Felton Outside Receiving Station. Station is approximately Northeast of Fargo 35 miles.
- 10:45 – 11:00 Observe outside receiving station, storage and airflow related to Sugarbeet storage. It is important for participants to understand how many people it takes to safely operate these rural piling sites and how sugarbeets should be properly stored in order to make a high-quality product. – Joe Hastings – ACSC General Agronomist presenting on sugarbeet storage.
- 11:00 – 12:00 Depart / Travel to Moorhead Sugar Factory.
- 12:00 – 12:30 Working Lunch - Arrive at American Crystal Sugar Co. Sugar Factory, Moorhead, MN. Participants will watch a video giving a virtual processing plant tour overview, and the sugar packaging area and hear about the Technical Services Center. The 16 minute video can be viewed at [https://rrvsga-my.sharepoint.com/:f/g/personal/hweber\\_rrvsga\\_com1/Es7OCggNWJplsKMVS-hslA4B5aL591dSO5HbX4ju10R5\\_A](https://rrvsga-my.sharepoint.com/:f/g/personal/hweber_rrvsga_com1/Es7OCggNWJplsKMVS-hslA4B5aL591dSO5HbX4ju10R5_A) Aaron Bjerke – Factory Manager will lead a discussion of the specific processing techniques and equipment used in the factory following the video for the remainder of the time. The entire time is spent covering officially-connected activity.
- 12:30 – 2:00 American Crystal Sugar Processing Plant Tour. Aaron Bjerke will lead a walkthrough tour of the sugar factory and sugar packaging plant. Participants will see where sugarbeets are processed into sugar, and how they are packaged into consumer sized bags. This is relevant to see because it will complete the circle from the farmer, to the processor, and onto the grocery store shelves. It also helps to learn about the logistical constraints that the industry needs to overcome to make sure consumers have access to sugar.
- 2:00 – 2:30 Depart / Travel to Dale Fischer Field Site – Sugarbeet Grower, Dale and his son farm East of Fargo 10 miles.
- 2:30 – 4:45 Arrive at Dale Fischer Field Site – Dale delivers directly to the Moorhead Factory. Observe sugarbeet harvest operations. Opportunity to ride in different equipment than in the morning. Participants will ride in a different piece of equipment to fully understand the harvesting process and the challenges that farmers face when harvesting sugarbeets.
- 4:45 – 5:15 Depart back to Fargo.
- 5:15 – 6:00 Participants will want to freshen up after the day at hotel prior to supper. They will likely be muddy/dusty from being in the fields and riding in tractors.

- 6:00 – 6:15 Walk to supper venue.
- 6:15 – 8:00 Supper / Meeting –The Boiler Room Restaurant, Fargo, ND. 210 Roberts Alley, Fargo, ND 58102. Recap the events of the tours and answer questions. Topics will include: soil conditions, harvest temperatures and weather-related impact, harvest equipment function, conditions and challenges relating to beet storage, consumer v.s. commercial sugar packaging. Several area sugarbeet farmers will be in attendance depending on weather and their own harvest status. Harrison Weber – Presenting. The entire time is spent covering officially-connected activity.

**Thursday August 29, 2024**

Check out of Radisson Hotel Fargo. Flight departs at 10:55 am from Fargo, ND. Flight arrives in Washington, DC at 6:01 pm.

Speakers noted above in order of appearance. Harrison Weber and possibly Joe Hastings will be along during transportation on bus. \*

Harrison Weber – Executive Director of RRVSGA and RRV Education Foundation Executive Director

Tom Astrup – President & CEO – American Crystal Sugar Company

Brent Baldwin – Sugarbeet Grower and President – Red River Valley Sugarbeet Growers Association.

Matt Borgen – Sugarbeet Grower

Aaron Bjerke – Moorhead Factory Plant Manager – American Crystal Sugar Company

Joe Hastings – General Agronomist – American Crystal Sugar Company

Dale Fischer – Sugarbeet Grower

## 2024 RRV Education Foundation Participants ALL

Chelsea Zissman  
Policy Advisor  
ME Congresswoman Chellie Pingree  
202-225-6116  
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Harlea Hoelscher  
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House Committee on Agriculture  
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