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: Emilio A Contreras
2. a. Name of Accompanying Relative: _____ ***OR*** ☐ None
   b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: September 7 Return: September 8
   b. Dates at Personal Expense, if any: _____ ***OR*** ☐ None
4. Departure City: Washington DC Destination: Warrenton, VA Return City: Washington DC
5. Sponsor(s), Who Paid for the Trip: Partnership for a Secure America
6. Describe Meetings and Events Attended: This retreat brought together a bipartisan cohort of staffers together to discuss national security and foreign policy topics and issues relevant to their portfolios, members, and the work they do. Please see attached agenda.
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: Emilio Contreras Digitally signed by Emilio Contreras Date: 2024.09.12 16:35:01 -04'00' **Date:** 9/12/24

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: Jennifer Wexton **Date:** 9/12/24

Signature of Supervising Member: _____

last updated 7/2023

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: Partnership for a Secure America
2. Travel Destination(s): Warrenton, VA
3. Date of Departure: September 7, 2024 Date of Return: September 8, 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	$33	$107	$59	$349 (This includes cost of room reservation, A/V equipment, and incidental snacks/refreshments over the two days.)
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: John Sullivan **Date:** 9/12/2024

Name: John Sullivan **Title:** Executive Director

Organization: Partnership for a Secure America

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

Address: 110 Maryland Ave, Suite 311, Washington D.C. 20002

Telephone: 202-293-8580 **Email:** sullivan@psaonline.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.

last updated 7/2023

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: Emilio Contreras

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: Emilio Contreras Digitally signed by Emilio Contreras Date: 2024.07.23 16:41:12 -04'00'

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): Representative Jennifer Wexton

Office Address: 1210 Longworth House Office Building

Telephone Number: (202) 225-5136

Email Address of Contact Person: emilio.contreras@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.

RECEIVED 2024 JUL 30 PM 4:35 COMMITTEE ON ETHICS

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: Emilio Contreras
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Partnership for a Secure America
3. City and State **OR** Foreign Country of Travel: Warrenton, VA
4. a. Date of Departure: September 7, 2024 Date of Return: September 8, 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.**
   I believe that the program's off-the-record events, policy seminars, and negotiation training will provide me with invaluable tools to analyze global challenges, foster consensus, and advance U.S. national interests. This retreat is the culminating event of PSA's Congressional Partnership Program. I believe it is directly relevant to my responsibilities as a Legislative Assistant.
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:** 7/24/2024

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:

   Partnership for a Secure America

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: Carnegie Corporation of New York (CCNY)

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 attachment.

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

6. Date of Departure: September 7, 2024 Date of Return: September 8, 2024

7. a. City of departure: Washington D.C.
   b. Destination(s): Warrenton, VA
   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:

   CCNY is focused on educating future leaders in national security and foreign policy. This trip is funded through a CCNY grant. The purpose of this trip is to foster bipartisanship, a goal that PSA supports. CCNY does not have any input on the organizing or planning this trip. PSA is a 501(c)3 registered nonprofit. PSA is solely responsible for planning and administering the trip

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): Meals cost approximately $59.
      2) Provide the reason for selecting the location of the event or trip: The location is close to Washington D.C. to allow travel for participants and speakers.

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

   Hotel Name: Airlie City: Warrenton Cost Per Night: 107
   Reason(s) for Selecting: The lodging facility is co-located at the conference facility.
   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:**

☐ Actual Amounts ☒ Good Faith Estimates	Total **Transportation** Expenses per Participant	Total **Lodging** Expenses per Participant	Total **Meal** Expenses per Participant
For each Member, Officer, or Employee	$33	$107	$59
For each Accompanying Family Member			

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	$349	This includes cost of room reservation, A/V equipment, and incidental snacks/refreshments over the two days.
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: John Sullivan Date: 7/22/2024

Name: John Sullivan Title: Executive Director

Organization: Partnership for a Secure America

Address: 110 Maryland Ave. NE Washington DC 20002

Email: sullivan@psaonline.org Telephone: 202-293-8580

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

Michael Guest, Mississippi
Chairman
Susan Wild, Pennsylvania
Ranking Member

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

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

ONE HUNDRED EIGHTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

Keelie Broom
Counsel to the Chairman

David Arrojo
Counsel to the Ranking Member

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

August 29, 2024

Mr. Emilio Contreras
Office of the Honorable Jennifer Wexton
1210 Longworth House Office Building
Washington, DC 20515

Dear Mr. Contreras:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Warrenton, Virginia, scheduled for September 7 to 8, 2024, sponsored by Partnership for a Secure America and Carnegie Corporation of New York.

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

PARTNERSHIP FOR A SECURE AMERICA

Each participant is invited due to their role supporting Members' of Congress duties pertaining to issues that affect national security and foreign policy.		
Name	**Office**	**Title**
Joe Russo	House Committee on Appropriations	Director of Coalitions
Luke Nickless	House Committee on the Budget	Professional Staff Member
Sophia Schilling	Rep. Betty McCollum	Senior Legislative Assistant
Emily Caracciolo	Rep. Daniel Webster	Communications Assistant/Legislative Aide
Mary Morgan	Rep. Gary Palmer	Executive Assistant/Foreign Policy Advisor
Emerald Garrett	Rep. James E. Clyburn	Senior Legislative Assistant
Emilio Contreras	Rep. Jennifer Wexton	Legislative Assistant
Dan Lemire	Rep. Joe Morelle	Legislative Assistant
Amber Nejjari	Rep. John Rutherford	Legislative Assistant
Haley Stuckey	Rep. Michael Burgess	Legislative Assistant
Angelle Kwemo	Rep. Sheila Cherfilus-McCormick	Deputy Chief of Staff
Sheyla Marimon	Rep. Steven Horsford	Legislative Director
John Castillo	Rep. Tom Kean Jr.	Senior Legislative Assistant

PARTNERSHIP FOR A SECURE AMERICA

Congressional Partnership Program Conference

Saturday, September 7th
1:30 PM-Departure from Union Station, Washington D.C.
2:30 PM - Arrive at Airlie Hotel & Conference Center
2:30 PM-3:00 PM-Opening Remarks & Event Review Attendees will review their substantive materials for the retreat. John Sullivan, Executive Director of Partnership for a Secure America (PSA), will outline the retreat agenda and provide logistical information for the day (i.e., location of restrooms, where to store any bags, etc.).
3:00 PM-4:30PM-Trade Simulation Facilitated by PSA Staff. Participants will take part in a mock trade simulation that will take place over the two days. The exercise is based on fictional countries negotiating a trade agreement. Participants will do part one of the negotiation during this session and part two will take place the following day.
4:30-5:30 PM – Room Check-in Attendees will check into their rooms
5:30-6:15 PM - Pre-Dinner Reception Attendees will break for a reception in the Federal Room. Participants will have an opportunity to informally engage their colleagues, PSA staff, and speakers.
6:15 PM-8:30PM-Keynote Dinner Featuring: Elliot Ackerman, Author of Halcyon, Waiting for Eden, 2034, and many more novels. He will speak on current U.S. foreign policy and its implications for global stability and American interests.
8:30 PM-9:00PM-After-Dinner Reception

<table>
<tr><th colspan="4">Sunday, September 8thth</th></tr>
<tr><td colspan="4">8:00AM-9:30AM-Breakfast</td></tr>
<tr><td colspan="4">Participants will be split up into groups.</td></tr>
<tr><td colspan="2" rowspan="3">9:30 AM-11:45 PM Group A - Trade Simulation
Facilitated by PSA Staff. Participants will do part two of a mock trade simulation.</td><td colspan="2">9:30-10:30 AM Group B – Unconventional Weapons and Emerging Tech in Terrorism
Featuring: Dr. Steven Sin, Director of the Unconventional Weapons and Technology Division at START. Dr. Sin will focus on unconventional weapons and emerging technology in terrorism.</td></tr>
<tr><td colspan="2">10:30-10:45 AM – Break
Attendees will have a short intermission between speaker discussions</td></tr>
<tr><td colspan="2">10:45 -11:45 AM Group B – AI Implications for National Security
Featuring: Dr. Aalok Mehta, Responsible AI Policy Lead at Google. He will focus on the national security implications posed by AI technology.</td></tr>
<tr><td colspan="4">11:45 AM-1:00 PM Group A & B – Lunch
Attendees will break for lunch. Participants will have an opportunity to informally engage their colleagues, PSA staff, and speakers.</td></tr>
<tr><td colspan="2">1:00-2:00 PM Group A - Unconventional Weapons and Emerging Tech in Terrorism
Featuring: Dr. Steven Sin, Director of the Unconventional Weapons and Technology Division at START. Dr. Sin will focus on unconventional weapons and emerging technology in terrorism.</td><td colspan="2" rowspan="3">1:00 - 3:15 PM Group B – Trade Simulation
Facilitated by PSA Staff. Participants will do part two of a mock trade simulation.</td></tr>
<tr><td colspan="2">2:00-2:15 PM – Break
Attendees will have a short intermission between speaker discussions</td></tr>
<tr><td colspan="2">2:15-3:15 PM Group A – AI Implications for National Security
Featuring: Dr. Aalok Mehta, Responsible AI Policy Lead at Google. He will focus on the national security implications posed by AI technology.</td></tr>
<tr><td colspan="4">3:15 PM Retreat Debrief & Event Ends
Participants will briefly meet with PSA to review the retreat’s events before departure.</td></tr>
<tr><td colspan="4">3:40 PM Departure
Departure from Airlie. Buses will return to Union Station, Washington DC, for drop off.</td></tr>
</table>

PARTNERSHIP FOR A SECURE AMERICA

Each participant is invited due to their role supporting Members' of Congress duties pertaining to issues that affect national security and foreign policy.		
Name	**Office**	**Title**
Joe Russo	House Committee on Appropriations	Director of Coalitions
Luke Nickless	House Committee on the Budget	Professional Staff Member
Sophia Schilling	Rep. Betty McCollum	Senior Legislative Assistant
Emmanuell "Manny" Burton	Rep. Chris Deluzio	Legislative Aide
Emily Caracciolo	Rep. Daniel Webster	Communications Assistant/Legislative Aide
Mary Morgan	Rep. Gary Palmer	Executive Assistant/Foreign Policy Advisor
Emerald Garrett	Rep. James E. Clyburn	Senior Legislative Assistant
Emilio Contreras	Rep. Jennifer Wexton	Legislative Assistant
Dan Lemire	Rep. Joe Morelle	Legislative Assistant
Amber Nejjari	Rep. John Rutherford	Legislative Assistant
Larry Cohen	Rep. Juan Vargas	Chief of Staff
Haley Stuckey	Rep. Michael Burgess	Legislative Assistant
Angelle Kwemo	Rep. Sheila Cherfilus-McCormick	Deputy Chief of Staff
Sheyla Marimon	Rep. Steven Horsford	Legislative Director
John Castillo	Rep. Tom Kean Jr.	Senior Legislative Assistant
Andrew Bohn	Rep. Zach Nunn	Legislative Assistant

COMMITTEE ON ETHICS

ADDITIONAL TRIP SPONSOR FORM

This form should be completed by an organization that provides funds, services, or in-kind assistance to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. **Provide a copy of your completed form to the primary sponsor of the trip.**

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips. Signatures must comply with section 104(bb) of the Travel Regulations.

1. Name of Primary Trip Sponsor for this trip: Partnership for a Secure America
2. Name of your organization: Carnegie Corporation of New York
3. Yes ☒ No ☐ Is your organization designated a § 501(c)(3) charitable organization by the Internal Revenue Service?
4. Yes ☐ No ☒ Does your organization receive funding from any foreign government or multinational organization?
5. ***Check one.*** I certify that my organization:
   a. ☒ Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. **OR**
   b. ☐ Has had a direct role in the organizing, planning, or conducting of a trip to
   Destination: _____ on Date: _____
   that is being organized or arranged by the above-named Primary Trip Sponsor. **OR**
   c. ☐ Has provided in-kind support to the above-named Primary Trip Sponsor (*e.g.*, meeting planning assistance, meeting space and set-up, and paying for expenses related to this trip directly to the service provider).
6. ***Check only one:***
   a. ☒ My organization does not employ or retain a registered federal lobbyist or foreign agent **OR**
   b. ☐ My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
7. **I certify by my signature that**
   a. I read and understand the Committee's Travel Regulations;
   b. I am not a registered federal lobbyist or registered foreign agent;
   c. I am an officer of this organization and am duly authorized to sign this form; and
   d. The information on this form is true, complete, and correct to the best of my knowledge.

Signature: NHBuggs Date: 7/22/2024

Name: Nicole Howe Buggs Title: CAO&CorporateSecretary

Organization: Carnegie Corporation of New York

Address: 437 Madison Ave, NYC, NY 10022

Telephone: (212) 207-6231 Email: nb@carnegie.org

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

last updated 7/2023

July 10th, 2024

Dear Emilio Contreras,

As a participant in Partnership for a Secure America's (PSA) Congressional Partnership Program (CPP), you are invited to attend the CPP Conference. The event is scheduled for Saturday-Sunday, September 7-8, 2024. The retreat will take place at the Airlie Hotel & Conference Center, located at 6809 Airlie Rd, Warrenton, VA 20187.

PSA will arrange for bus transportation to and from Airlie. The pickup and drop-off location will be Columbus Circle, Union Station. The expected pickup time will be 1:30 PM. PSA will confirm all the details closer to the event date. The planned event schedule is attached.

We are attaching documents that are required to be submitted to the Ethics Committee. **Please ensure all the appropriate documents are completed and submitted to the Ethics Committee by Thursday, August 8th, 2024**. This is critical in order to attend the event.

Please notify us if you have any questions or concerns.

PSA Staff
cpp@psaonline.org
202-293-8580