

## **Post-Travel Disclosure Instructions:**

You are required to file 5 items with the Clerk's Office:

- (1) Employee Post-Travel Disclosure Form (PAGE 2)
- (2) Congressional Institute's Post-travel Disclosure Form (PAGE 3)
- (3) Primary Trip Sponsor Form completed by the Congressional Institute prior to the trip, including all attachments (PAGES 4 ON)
- (4) Page 2 of the completed Traveler Form you previously submitted to the House Ethics Committee, and
- (5) the letter from the House Ethics Committee approving your participation on this trip.

**File this entire packet with the Clerk of the House, by email at [gifttravelreports@mail.house.gov](mailto:gifttravelreports@mail.house.gov), within 15 days after travel**

# 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): Cambridge, MD

3. Date of Departure: August 15, 2024 Date of Return: August 16, 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	\$0.00	\$230.79	\$98.00	\$301.95 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: August 20, 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.

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 - \$54, Day 2 - \$44

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: Hyatt Regency Chesapeake Bay City: Cambridge, MD Cost Per Night: \$194 +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: \_\_\_\_\_

## **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 roles of Schedulers and Operations staff in congressional offices. Therefore, the invitation to this conference is being extended to schedulers, operations directors, and member services directors in House Republican personal offices, committee offices, and leadership offices.

**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. Schedulers and operations directors play essential parts in these and other important aspects and functions of the personal, committee, and leadership offices. This conference is designed to strengthen professional relationships House 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 audio/visual capabilities necessary to conduct our program. Dividing these conference and banquet room rental costs by the number of participants estimated to attend this event, the estimated figure would be \$466.

**FRIDAY, AUGUST 16, 2024**

Hotel checkout is at 11:00 am. Attendees driving may store luggage with the bellman. Attendees riding the bus should bring their luggage to the Choptank Ballroom. Buses will depart from the lower-level entrance near the Choptank Ballroom.

7:30 – 8:00 am	<b>START YOUR DAY ON THE RIGHT FOOT!</b> (optional)	Hyatt Main Entrance
8:00 – 9:00 am	<b>BREAKFAST</b>	Michener's Library
9:00 – 10:00 am	<b>STEPPING IT UP: MAKE THE SCHEDULING FUNCTION A KEY PLAYER IN ADVANCING A MEMBER'S COMMITTEE AGENDA</b>	
10:00 – 11:00 am	<b>OUT-ANTICIPATING THE LEG TEAM → WHAT OPS NEEDS TO KNOW ABOUT FLOOR AND COMMITTEE PROCEDURE</b>	
11:00 – 11:15 am	<b>BREAK - FOR YOUR OFFICIAL DUTIES</b>	
11:15 am – 12:15 pm	<b>TAKING IT TO THE NEXT LEVEL: GETTING INVOLVED IN YOUR MEMBER'S STRATEGIC GOAL PLANNING</b>	
12:15 – 1:30 pm	<b>LUNCH: CALMING THE CHAOS BOTH INSIDE AND OUT</b>	Buffet, Chesapeake Foyer
1:30 – 2:00 pm	<b>BREAK - FOR YOUR OFFICIAL DUTIES</b>	
2:00 – 2:45 pm	<b>SO THAT'S HOW YOU ORGANIZE SOMEONE ELSE'S LIFE: TABLE-TOP CONVERSATIONS ROUND ONE</b>	
2:45 – 3:30 pm	<b>SO THAT'S HOW YOU ORGANIZE SOMEONE ELSE'S LIFE: TABLE-TOP CONVERSATIONS ROUND TWO</b>	
3:30 - 3:45 pm	<b>WRAP UP &amp; THANK YOU!</b>	
4:00 pm	<b>BUS DEPARTS FOR CAPITOL HILL</b>	Conference Center Entrance (Lower Level)
6:00 pm (2- hour drive)	<b>WHEELS DOWN! ~ BUS ARRIVES AT CAPITOL HILL</b>	S. Capitol St (Between Rayburn and Longworth)

Erika	Bone	Office of Rep. Bost	Scheduler
Debra	Boutwell	Office of Rep. Guest	Director of Scheduling
Ansley	Boylan	Office of Rep. Bucshon	Director of Operations
Emery	Boylan	Office of Rep. Fitzpatrick	Deputy Chief of Staff/Scheduler
Eva	Brady	Office of Rep. Ferguson	Deputy Scheduler
Ryan	Brannigan	Office of Rep. D'Esposito	Scheduler
Alyssa	Bretan	House Committee on Budget	Executive Assistant/Member Service Coordinator
Melanie	Brewer	Office of Rep. Kelly (PA)	District Scheduler
Alexandra	Broughton	Office of Rep. Sessions	Director of Operations
Sarah	Brown	Office of Rep. Biggs	Scheduler
David	Brown	Office of Rep. Burlison	Scheduler
Maddie	Bruno	Office of Rep. Molinaro	Scheduler
Errical	Bryant	Office of Rep. Armstrong	Director of Operations
Tabetha	Bryant	House Committee on Education and Labor	Director of Office Operations
Madeline	Bryant	House Committee on Natural Resources	Director of Member Services
Charlotte	Bureau	Office of Rep. Timmons	Scheduler
Bradie	Burnett	Office of Rep. Weber	District Scheduler
Courtney	Buzzetti	Office of Rep. Crane	Operations Director/Scheduling Direc
Mike	Calcagni	House Committee on Intelligence	Deputy Staff Director
Christine	Callaghan	Office of Rep. Emmer	Scheduler
William	Campbell	Office of Rep. Moolenaar	District Staff Assistant/District Schedi
Corey	Capman	Office of Rep. Posey	Director of Operations/Scheduler
McKenna	Carman	Office of Rep. DesJarlais	Scheduler
Genevieve	Carter	Office of Rep. Crenshaw	Director of Operations
Victoria	Cesaro	Office of Rep. Harris	Scheduler
Elizabeth	Chadwick	Office of Rep. Fitzgerald	Scheduler
Michelle	Chavez	Office of Rep. Moolenaar	Director of Operations/Executive Assi
Jinnie	Christensen	Office of Rep. Buchanan	Scheduler/Operations Manager

Mary	Fatzinger	Office of Rep. Kiley	Director of Operations/Scheduler
Jennifer	Faulkner	Office of Rep. Cline	District Scheduler
Mary Kathryn	Fedorchak	Office of Rep. Williams (TX)	Director of Operations/Schedulers
Tim	Fitzgerald	House Committee on Agriculture	Member Services and Coalitions Coordinator
Ola	Foster	Office of Rep. Radewagen	Office Manager/Scheduler
Jessie	Frank	Office of Rep. Edwards	Scheduler & Executive Assistant
Mary	Galey	Office of Rep. Tiffany	Director of Operations
Brendon	Gallo	Office of Rep. Lesko	Deputy Chief of Staff
Pierson	Gammage	Office of Rep. Stefanik	Deputy Scheduler
Pierson	Gammage	House Republican Conference	Deputy Scheduler
Sara	Garcia	Office of Rep. Bice	Scheduler
Karalee	Geis	House Committee on Judiciary	Director of Outreach and Coalitions
Jayden	Gillman	Office of Rep. Turner	District Scheduler/Caseworker
Riley	Gobora	Office of Rep. Garcia	Scheduler
Estephania	Gongora	House Committee on Ways and Means	Director of Operations
Steve	Gonzalez	House Committee on Veterans Affairs	Member Services
Sydney	Greene	House Committee on Energy and Commerce	Director of Operations
Mariah	Greenlee	Office of Rep. Yakym	Director of Operations
Eliana	Grenet	Office of Rep. Diaz-Balart	Director of Operations
Debra	Grogis	Office of Rep. Cole	Scheduler
Ella	Gunn	Office of the Speaker	Floor Assistant
Patricia	Guse	Office of Rep. Steil	Senior Advisor for Strategic Scheduling
Kelsey	Haberly	Office of Rep. Waltz	Executive Assistant/Legislative Correspondent
Rebecca	Hagigh	House Committee on Energy and Commerce	Executive Assistant
Trish	Halloran	House Committee on Financial Services	Clerk
McKenna	Hamilton	Office of Rep. Boebert	Scheduler

Dylan	Jacobs	Office of Rep. McHenry	Director of Operations
Kayla	Jahns	Office of Rep. Grothman	DC Scheduler
Hannah	Jahreis	Office of Rep. Langworthy	Director of Operations
Michele	Jarvis	Office of Rep. Fulcher	District Scheduler
Auburn	Jeffries	Office of Rep. Bean	Scheduler
Alyssa	Jennings	Office of Rep. Baird	Director of Operations
Meagan	Jennings	Office of Rep. Cline	Scheduler
Jamie	Johnson	Office of Rep. Carter (GA)	Scheduler
Emily	Jolley	Office of Rep. Miller-Meeks	Scheduler
Sara Catherine	Joseph	House Committee on Homeland Security	Director of Operations
Ashlyn	Kammerlocher	Office of Rep. Finstad	Scheduler
Josie	Kavanagh	Office of Rep. Foxx	Scheduler
Alex	Keledjian	Office of Rep. Kim	Director of Operations
Alyson	Kerr	Office of Rep. Van Drew	DC Scheduler
JD	Key	Office of Rep. Granger	Scheduler/Operations
Kathryn	King	House Committee on Intelligence	Clerk
Emily	King	House Committee on Energy and Commerce	Director of Member Services
Elen	Kizik	Office of Rep. Spartz	Scheduler
Allie	Kotsovos	House Committee on Ways and Means	Director of Member Services
Carol	Kresse	Office of Rep. Moore (UT)	Scheduler
Cindy	Kunes	Office of Rep. Thompson	District Scheduler
Kelley	Kurtz	Office of Rep. Rogers (KY)	Scheduler
Denise	Lambert	Office of Rep. Burchett	Scheduler and Finance Director
James	Langnes	Office of Speaker Johnson	Special Advisor
John	Lanning	Office of Speaker Johnson	Member Services Coordinator
Madison	Larrieu	House Committee on Science, Space and Technology	Staff Assistant
Noah	Larsen	Office of Rep. Tenney	Scheduler

Mia	Moreno	Office of Rep. Steel	Scheduler
Maiu	Mots	Office of Rep. Miller (WV)	Director of Operations/Scheduler (AC)
Marissa	Mullen	House Committee on Administration	Deputy Director of Member Services
Caldwell	Munk	Office of Rep. Dunn	Scheduler
Jolyn	Murphy	Office of Rep. Calvert	District Director
Johannah	Murphy	Office of Rep. Calvert	Director of Operations
Brianna	Nagle	Office of Rep. Houchin	Scheduler
Brianna	Nagle	Office of Rep. Houchin	Scheduler
Abby	Natoli	Office of Rep. Davidson	Scheduler
David	Nelson	Office of Rep. Reschenthaler	Director of Operations
Madison	Newsom	Office of Rep. Elizey	Scheduler
Anderson	Okoniewski	House Republican Conference	Director of Operations/Scheduler
Brooke	Oliver	Office of Rep. Pfluger	Director of Operations
Sabrina	Parker	Office of Rep. Cole	Director of Operations/Scheduler
Leslie	Parker	House Committee on Transportation and Infrastructure	Director of Member Services and Coe
Maritza	Pereira	Office of Rep. Gimenez	Scheduler
Annie	Perkins	Office of Rep. Ciscomani	Deputy Scheduler
Krista	Perkins	Office of Rep. Johnson (LA)	Director of Operations
LeeAnn	Perritt	Office of Rep. Collins	Scheduler
Lauren	Petersen	Office of Rep. Owens	Director of Operations
Sage	Peterson	House Committee on Science, Space and Technology	Chief Clerk
Ashley	Phillips Brown	Office of Rep. Lawler	Director of Operations/Scheduler
Tyler	Platt	House Committee on Ways and Means	Operations Assistant
Marie	PolICASTRO	Office of Rep. Wenstrup	Director of Operations
Robert	Portegello	Office of Rep. Lamborn	Scheduler
Marie	Price	House Republican Conference	Deputy Director of Member Services
Wendi	Price	House Committee on Science, Space and Technology	Director of Operations

Brandon	Smith	Office of Rep. Estes	Director of Operations
Glenn	Smith	Office of Rep. Lucas	Scheduler
Emily Ann	Smith	Office of Rep. Wagner	Scheduler
Brittany	Smith	Office of Speaker Johnson	Scheduler
Jamin	Smith	Office of Rep. Smith (NE)	Scheduler
Kristen	Sonderegger	Office of Rep. Kiggans	Director of Operations
Ashley	Spady	Office of Rep. Zinke	Scheduler
Carole Anne	Spohn	Office of Rep. Rutherford	Director of Operations
Marshall	Stallings	Office of Rep. Smith (MO)	Scheduler
Mario	Starace	Office of Rep. Duncan	Office Manager/District Scheduler
Leah	Stephenson	Office of Rep. Aderholt	Scheduler/Administrative Coordinator
Laura	Steven	Office of Rep. Feenstra	Scheduler
Elle	Stevens	Office of Rep. Alford	Scheduler
Anna	Stutz	Office of Rep. Letlow	Scheduler
Emma	Summers	Office of Rep. Jordan	Scheduler/Director of Operations
Katharine	Tate	Office of Rep. Franklin	Director of Operations/Scheduler
Kaitlin	Taylor	Office of Rep. Rose	Director of Operations
Julie	Tensen	Office of Rep. Simpson	Scheduler/Office Manager
Maggie	Thrallkill	Office of Rep. Moore (AL)	Director of Operations/Scheduler
Brenan	Tjelmeland	House Committee on Appropriations	Director of Operations
Katie	Tomko	Office of Rep. Balderson	Scheduler/Director of Operations
Marcus	Towns	House Committee on Foreign Affairs	Member Services Director
Madison	Tragesser	Office of Rep. Mast	Director of Operations
Jacqueline	Tran	Office of Rep. McCormick	Director of Operations
Eleanor	Traynham	Office of Rep. Fischbach	Senior Legislative Advisor
Julia	Trent	House Committee on Veterans Affairs	Chief Clerk and Opps
Grace	Tricomi	House Committee on Financial Services	Deputy Director of Member Services
Courtney	Trigg	Office of Rep. Meuser	Director of Operations/Scheduler
Mary	Troutman	Office of Rep. Massie	Office Manager/District Scheduler

Relations

Thomas	Young	Office of Rep. McClintock	Director of Operations/Scheduler
Ashley	Zecca	Office of Rep. Walberg	Scheduler/Executive Assistant
Kathy	Zhu	Office of Rep. Jackson	Director of Operations

2:30 – 3:30 pm

**WELCOME!**

Kelle Strickland, President and CEO, Congressional Institute

**FORMER “SUPER SCHEDULERS” SHARE HOW TO SURVIVE, GROW, AND SUCCEED**

Tyler Cianciotti, former House Scheduler, American Petroleum Institute

Abbie Sumbrum, former House Director of Operations, Rumble

*A conversation with Jordan Wilson, former House Director of Operations, Director of Member Services, Committee on House Administration*

3:30 – 4:30 pm

**CUSTOMER SERVICE AND THE ART OF SAYING “NO”**

*Strengthening Relationships While Declining Requests (Even the Member’s!)*

Ted Daniel, Senior Advisor, Protocol and Chamber Operations, Sergeant at Arms

Ashley Gunn, former Senior Director of Cabinet Affairs for the Trump

Administration, Miller Strategies

Joyce Meyer, former Senior Advisor to Speaker Paul Ryan

*A conversation with Kelle Strickland, President and CEO, Congressional Institute*

4:00 – 5:00 pm

**HOTEL KEY PICK UP**

Chesapeake Foyer

4:30 – 6:30 pm

**BREAK - FOR YOUR OFFICIAL DUTIES**

6:30 – 8:30 pm

**LET’S CELEBRATE YOU! ~ A DINNER BY THE RIVER**

Regatta Pavilion

(outside)

Rain Site: Chesapeake Ballroom

**FRIDAY, AUGUST 16, 2024**

Hotel checkout is at 11:00 am. Attendees driving may store luggage with the bellman. Attendees riding the bus should bring their luggage to the Chesapeake Ballroom. Buses will depart from the lower-level entrance near the Choptank Ballroom.

7:30 – 8:00 am

**START YOUR DAY ON THE RIGHT FOOT!! (optional)**

Hyatt Main Entrance

Join your fellow schedulers for this optional stroll. Enjoy the Choptank River, meet your colleagues, chat about joys and struggles, and get your steps in... all before breakfast.

8:00 – 9:00 am

**BREAKFAST**

Michener's Library

8:00 – 3:15 pm

**CONGRESSIONAL INSTITUTE HELP DESK**

Choptank Foyer

How to Get What I Need from Team Members More Senior Than Me

- Led by Carol Kresse, Office of Rep. Blake Moore

What the Heck Do My Chief and LD Do All Day?

- Led by John Byers, Office of Rep. August Pfluger

I'm a Seasoned Scheduler

- Led by Richard Eddings, former Senate Deputy Chief of Staff, Husch Blackwell Strategies

Best Practices for Working with the District Director

- Led by Emily Ann Smith, Office of Rep. Ann Wagner

2:15 – 2:45 pm

**... SO THAT'S HOW YOU ORGANIZE SOMEONE ELSE'S LIFE.**

**SKILLS BUILDING CONVERSATIONS - ROUND 2**

How to Successfully Ask for a Raise or Promotion

- Group 1 led by Kelle Strickland, Congressional Institute
- Group 2 led by Mildred Webber, Office of Rep. Brian Babin

Drafting Effective Communications in the Ops World

- Group 1 led by Katharine Tate, Office of Rep. Scott Franklin
- Group 2 led by Jen Beil, Office of Rep. Brett Guthrie

Managing the Overly Involved

- Led by Maggie Thrailkill, Office of Rep. Barry Moore

Managing the Uninvolved

- Led by Hannah Cooke, American Exploration and Production Council

How to Get What I Need from Team Members More Senior Than Me

- Led by Carol Kresse, Office of Rep. Blake Moore

What the Heck Do My Chief and LD Do All Day?

- Led by John Byers, Office of Rep. August Pfluger

I'm a Seasoned Scheduler

- Led by Richard Eddings, former Senate Deputy Chief of Staff, Husch Blackwell Strategies

Best Practices for Working with the District Director

- Led by Emily Ann Smith, Office of Rep. Ann Wagner

2:45 – 3:00 pm

**WRAP UP & THANK YOU!**

Kelle Strickland, President and CEO, Congressional Institute

3:15 pm

**BUSES DEPART FOR CAPITOL HILL**

Conference Entrance

(Lower Level)

5:15 pm

**WHEELS DOWN! ~ BUSES ARRIVE AT CAPITOL HILL**

S. Capitol St

(2- hour drive)

(Between Rayburn and Longworth)

Brian	Cress	Office of Speaker Johnson	Deputy Director of Member Services
Hannah	Crossman	Office of Rep. Fallon	Operations Director
Jordan	Dayer	House Republican Cloakroom	Floor Director
Megan	Deussenberry	Office of Rep. Lee	Deputy Chief of Staff
Logan	Dobbins	House Republican Conference	Staff Assistant
Edie	Doman	Office of Rep. Joyce (OH)	Scheduler/Legislative Assistant
Maggie	Elmore	Office of Rep. Crane	Deputy Scheduler
Alyssa	Erdel	House Republican Conference	Member Services Director
Ola	Foster	Office of Rep. Radewagen	District Scheduler
Pierson	Gammage	House Republican Conference	Deputy Scheduler
Sara	Garcia	Office of Rep. Bice	Scheduler
Riley	Gobora	Office of Rep. Garcia	Scheduler
Mariah	Greenlee	Office of Rep. Yakym	Director of Operations
Ella	Gunn	Office of Speaker Johnson	Floor Assistant
Michelle	Harold	Office of Rep. Huizenga	Scheduler
Andrew	Henthorn	Office of Rep. Latta	Scheduler
Ally	Hibben	Office of Rep. Bentz	Deputy Chief of Staff
Sydney	Hill	Office of Rep. Mooney	Scheduler
Scout	Hodges	Office of Rep. Womack	Director of Operations
Hannah	Hughes	Office of Rep. Thompson	Director of Operations
Kendall	Ivy	Office of Rep. Weber	Director of Operations
Hannah	Jahnreis	Office of Rep. Langworthy	Director of Operations
Auburn	Jeffries	Office of Rep. Bean	Scheduler
Meagan	Jennings	Office of Rep. Cline	Scheduler
Sofia	Jones (Herring)	House Committee on Appropriations	Deputy Director of Operations and Member Services
Carol	Kresse	Office of Rep. Moore (UT)	Scheduler
James	Langnes	Office of Speaker Johnson	Special Advisor
John	Lanning	Office of Speaker Johnson	Member Services Coordinator

Lindsay	Roberts	Office of Rep. Clyde	Scheduler
Sydney	Robinson	Office of Rep. Mann	Operations Director
Joseph	Rosenwinkel	Office of Rep. Gonzales	Scheduler
Sydney	Russell	Office of Rep. Carl	Scheduler
Angela	Ryan	Office of Rep. Turner	Senior Advisor and Director of Operations
Jessica	Santos	Office of Rep. Arrington	Director of Operations
Kalyn	Schroeder	Office of Rep. Obernolie	Director of Operations
Howard	Senior	Office of Rep. Salazar	Scheduler
Nicole	Serravillo	Office of Rep. Garbarino	Scheduler
Ty	Sharp	Office of Rep. Greene	Director of Operations
Jack	Silbert	Office of Rep. Carter (TX)	Scheduler
Lucy	Simons	Office of Rep. Carey	Schedule
Darby	Sinkler	Office of Rep. Luttrell	Scheduler
Glenn	Smith	Office of Rep. Lucas	Scheduler
Kristen	Sonderregger	Office of Rep. Kiggans	Director of Operations
Anna	Stutz	Office of Rep. Letlow	Scheduler
Katharine	Tate	Office of Rep. Franklin	Deputy Chief of Staff, Operations
Maggie	Thraikill	Office of Rep. Moore (AL)	Director of Scheduling
Katie	Tomko	Office of Rep. Balderson	Director of Operations
Marcus	Towns	House Committee on Foreign Affairs	Member Services Director
Madison	Tragesser	Office of Rep. Mast	Director of Operations
Courtney	Trigg	Office of Rep. Meuser	Director of Operations
Jackie	Van Slambrook	Office of Rep. Scott	Scheduler
Esmeralda	Villanueva	Office of Rep. Ogles	Scheduler
Jack	Waguespack	Office of Rep. Duarte	Scheduler/Operations Director
Gabi	Wesphal	Office of Rep. Stell	Scheduler
Sydney	Westwick	House Committee on Budget	Staff Assistant/Scheduling Assistant
Maura	Williams	House Committee on Education and Labor	Operations Manager
Jordan	Wilson	House Committee on Administration	Director of Member Services

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 14, 2024

Ms. Georgie Littlefair  
Committee on Education and the Workforce  
2176 Rayburn House Office Building  
Washington, DC 20515

Dear Ms. Littlefair:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Maryland, scheduled for August 15 to 16, 2024, sponsored by Congressional Institute.

Committee travel regulations require that you submit your complete pre-trip approval request to the Committee at least 30 days before the commencement of the trip or it will not be granted. Despite your failure to do so in this instance, we are approving your current request. However, any future requests must adhere to the 30-day requirement or they will be denied.

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.

# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Georgie Littlefair
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: Cambridge, Maryland
4. a. Date of Departure: August 15, 2024 Date of Return: August 16, 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.  
Clerk on Committee on Education and the workforce, oversees and contributes to daily committee operations and activities.
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: Virginia Foxx Date: 7/25/2024