

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: Scott Knittle
2. a. Name of Accompanying Relative: _____ **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: 9/4/2024 Return: 9/6/2024
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: We heard from many expert speakers about various policy areas as well as professional development.
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:  Date: 9/20/2024

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. Greg Steube Date: 9/20/2024

Signature of Supervising Member: 

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: Conservative Partnership Institute

2. Travel Destination(s): Cambridge, MD

3. Date of Departure: September 4, 2024 Date of Return: September 6, 2024

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	\$128	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: September 11, 2024

Name: Ed Corrigan Title: President and 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

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: Scott Knittle

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: 

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): Rep. Greg Steube

Office Address: 2457 Rayburn HOB

Telephone Number: 202-225-5792

Email Address of Contact Person: Scott.knittle@mail.house.gov

Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, and these forms are being submitted to the Committee less than 30 days before the trip departure date.

NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you 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-trip disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request form 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: Scott Knittle
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: 9/4/2024 Date of Return: 9/6/2024
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.**
As the Legislative Director, the retreat will help develop skills to advance policy solutions in a wide range of issue areas.

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: 8/5/24

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: September 4, 2024 Date of Return: September 6, 2024

7. a. City of departure: Washington, DC

b. Destination(s): Cambridge, MD

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 Conservative Partnership Institute conducts regular educational briefings and training sessions to Congressional staff and conservative leaders and activists.

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): _____
The per day cost of meals will be approximately \$59
 - 2) Provide the reason for selecting the location of the event or trip: _____
Location is owned by trip sponsor, CPI, and is economical and conducive to education & training.

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

Hotel Name: Camp Rydin City: Cambridge, MD Cost Per Night: \$99
 Reason(s) for Selecting: Location is owned by trip sponsor, CPI, and is economical and conducive to education & 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	\$118
For each Accompanying Family Member	NA	NA	NA

	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	NA	NA

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: _____
 Name: Ed Corrigan Title: President & CEO
 Organization: Conservative Partnership Institute
 Address: 300 Independence Ave SE, Washington, DC 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

Thomas A. Rust
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1015 Longworth House Office Building
Washington, D.C. 20515-6328
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September 3, 2024

Mr. Scott Knittle
Office of the Honorable W. Gregory Steube
2457 Rayburn House Office Building
Washington, DC 20515

Dear Mr. Knittle:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Maryland, scheduled for September 4 to 6, 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

Private Trip Sponsor Form Addendum

Question #4: (Name, title, description)

- 1) Alyssa Holguin, Legislative Director - Rep. Anna Paulina Luna (Invited as a legislative staff member for a Member interested in conservative principles and policy seeking to improve legislative skills)
- 2) Daniel West, Legislative Director, Rep. Clay Higgins (Invited as a legislative staff member for a Member interested in conservative principles and policy seeking to improve legislative skills)
- 3) Kyle McKay, Legislative Director - Rep. Eric Burlison (Invited as a legislative staff member for a Member interested in conservative principles and policy seeking to improve legislative skills)
- 4) William Christian, Legislative Director - Rep. Randy Weber (Invited as a legislative staff member for a Member interested in conservative principles and policy seeking to improve legislative skills)
- 5) Graham Wise, Legislative Director - Rep. Matt Rosendale (Invited as a legislative staff member for a Member interested in conservative principles and policy seeking to improve legislative skills)
- 6) Marshall Macheledt, Legislative Director - Rep. Barry Moore (Invited as a legislative staff member for a Member interested in conservative principles and policy seeking to improve legislative skills)
- 7) Scott Knittle, Legislative Director - Rep. Greg Steube (Invited as a legislative staff member for a Member interested in conservative principles and policy seeking to improve legislative skills)
- 8) Lauren Graham, Legislative Director - Rep. Josh Brecheen (Invited as a legislative staff member for a Member interested in conservative principles and policy seeking to improve legislative skills)

**Conservative Partnership Institute's (CPI)
Legislative Director Retreat
Wednesday, September 4th - Friday, September 6th, 2024**

Wednesday, September 4th

- 9:00 am** **Depart from Washington, D.C. 20003**
- 11:00 am** **Arrive at Cambridge, MD 21613**
- 11:00 - 12:30 pm** **Check-in and Orientation**
- 12:30 – 1:30 pm** **Lunch and Welcome**
Welcome address, group introductions, and an overview of the retreat's objectives.
Speaker: Hugh Fike, CPI
- 1:30 – 2:30 pm** **SESSION 1: Working with an Administration**
A discussion of best practices for working with the Executive Branch, including communicating with agencies and tracking their agendas and initiatives. This session will include a deep-dive into past deregulatory policies and Congress' role.
Speaker: Wesley Denton, CPI
- 2:30 – 3:00 pm** **Executive Time**
- 3:00 – 4:30 pm** **SESSION 2: Second Amendment Policy**
Pratt leads a conversation about conservative Second Amendment policy proposals and principles that should inform approaches to firearm legislation. Erich Pratt will talk about Congress' interaction with the executive branch, namely the ATF, and how Conservatives approach policymaking.
Speaker: Erich Pratt, Gun Owners of America
- 4:30 – 6:00 pm** **SESSION 3: Immigration Policy**
Overview of conservative immigration policy proposals, including policies related to removal of aliens unlawfully present in the United States. Speakers will talk about past immigration policy, current proposals, and how working with the executive and judicial branches informs immigration policy.
Speaker: Rosemary Jenks, Immigration Accountability Project, and Grant Newman, Immigration Accountability Project
- 6:00 – 6:30 pm** **Executive Time**

6:30 – 8:00 pm

Dinner: Policy in Practice

Drawing from his years of experience working on Capitol Hill, Clint Brown will lead a discussion on lessons learned from his time working for the Senate Steering Committee and advising Senators in policy and communications.

Speaker: Clint Brown, Green Dragon

Thursday, September 5th:

8:00 – 9:00 am

Breakfast Buffet

9:00 – 11:00 am

SESSION 4: How does Reconciliation Work and What Policies are able to be Included?

Deep dive into the budget reconciliation process, the role of each chamber, and policies that can be included. The session will include an overview of the timeline for reconciliation, what Members of Congress can push for, and how leaders and parliamentarians determine which policies are included.

Speakers: Paul Winfree, Economic Policy Innovation Center

11:00 - 11:30 am

Executive Time

11:30 – 12:30 pm

LUNCH and SESSION 5: Working with your Communications Team

Strategies for how legislative and communications teams can work together to effectively message your boss' priorities. Sondra Clark will share insider tips on how legislative staff can understand communications staff approach to issues faced in Congress.

Speaker: Sondra Clark, Revere Project

12:30 – 3:00 pm

Executive Time

3:00 – 4:00 pm

SESSION 6: Election Integrity

Overview of election laws and initiatives to increase voter confidence in election results. Jason Snead will present data on voter confidence, review legislation that has been introduced in response to decreased voter confidence, and discuss the role of the federal government in elections.

Speaker: Jason Snead, Honest Elections Project

4:00 – 4:30 pm

Executive Time

4:30 – 5:30 pm

SESSION 7: Putting Conservative Philosophy into Practice

This session will include a survey of the philosophy of the American political tradition from the Founding until today and research on the tenets of classical liberalism in light of modern debates on conservative policy and identity politics. Dr. Foster will talk about the future of Conservative political movements in America.

Speaker: Luke Foster, Hillsdale College

5:30 – 6:00 pm **Executive Time**

6:00 – 7:30 pm **Dinner: Economic Policy and the Tax Cuts and Jobs Act**

A historical overview of the outcomes and policy consequences of the Tax Cuts and Jobs Act. Mr. Moore will also address the future of tax policy and legislative opportunities for Conservatives.

Speaker: Stephen Moore, Heritage Foundation (via Zoom)

Friday, September 6th:

8:00 – 9:00 am **Breakfast & SESSION 8: Wrap-up Discussion**

Discussion of takeaways from the retreat, led by Phil Reboli

9:00 am **Travel from Cambridge, MD 21613**

11:30 am **Travel to Washington, D.C. 20003**