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: KailaHood

2. a. Name of Accompanying Relative: _____ ***OR*** ☒ None
   b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____

3. a. Dates: Departure: 10/1/24 Return: 10/4/24
   b. Dates at Personal Expense, if any: _____ ***OR*** ☒ None

4. Departure City: Denver, CO Destination: Grand Junction, CO Return City: Washington, DC

5. Sponsor(s), Who Paid for the Trip: Southern Utah Wilderness Alliance

6. Describe Meetings and Events Attended: Visited lands covered in the America's Red Rocks Wilderness Act, participated in an overflight over those lands, partipicated in a 1.5 day rafting trip along the Colorado River, and completed several small hikes.

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: K Hood **Date:** 10/7/24

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: Melanie A. Stansbury **Date:** 10/7/24

Signature of Supervising Member: Melanie A. Stansbury

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: Southern Utah Wilderness Alliance, EcoFlight
2. Travel Destination(s): Grand Junction, CO (flying in/out of), Moab, UT
3. Date of Departure: 10/01/24 Date of Return: 10/04/24
4. Name(s) of Traveler(s): Kaila Hood

   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	$958.55	$858.45	$81.37	**$384.50 - overnight river trip (included meals and sleeping arrangements) $5.19 - additional snacks**
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: [signature] **Date:** 10/16/24

Name: Lauren Hainsworth **Title:** Legislative Advocate

Organization: Southern Utah Wilderness Alliance

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

Address: 122 C St NW Suite 650, Washington, DC. 20001

Telephone: (202) 266-0473 **Email:** lauren@suwa.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.

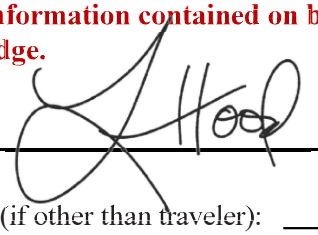
This form and any attachments may be submitted at 1015 Longworth House Office Building or travel.requests@mail.house.gov.

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: Kaila Hood

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. Melanie Stansbury

Office Address: 1421 Longworth House Office Building

Telephone Number: 202-913-1317

Email Address of Contact Person: kaila.hood@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 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: Kaila Hood

2. Sponsor(s) who will be paying or providing in-kind support for the trip: Southern Utah Wilderness Alliance

3. City and State **OR** Foreign Country of Travel: Grand Junction, CO and Moab, UT

4. a. Date of Departure: 10/1/24 Date of Return: 10/4/24

   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.**

   My title is Senior Policy Advisor and my primary responsibilities include covering House Natural Resources Committee activity, as well as the Representative's legislation the America's Red Rock Wilderness Act which deals with lands we are visiting on this trip.

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: Melanie A. Stansbury **Date:** 8/16/24

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:
   Southern Utah Wilderness Alliance
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 docum
5. Yes ☐ No ☒ Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of Departure: October 1, 2024 Date of Return: October 4, 2024
7. a. City of departure: Washington DC
   b. Destination(s): Grand Junction, CO, Moab UT
   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:
   SUWA is entirely responsible for the organization and conduction of the trip. SUWA works on public lands management within Utah but wants a wider range of offices to be educated about these public lands and their potential threats.

13. ***Answer parts a and b. Answer part c if necessary***:
   a. Mode of travel: Air ■ Rail ☐ Bus ☐ Car ☐ Other ■ (specify: Boat to access areas inaccess)
   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): Roughly $50/ day. Food is included in the cost of the river trip cost to the remote locations.
      2) Provide the reason for selecting the location of the event or trip: These locations highlight the work that S does and help demonstrate what is at stake when our public lands are threatened by develo

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
   Hotel Name: Gravity Haus Moab City: Moab Cost Per Night: 175
   Reason(s) for Selecting: It is reasonably priced and located in a good central spot for the areas we wi
   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	$57.75	$525	$145
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	checked bags (2 ways) - $70	reimbursement for checked backage if applicable, river trip ($400/person)
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: 8/2/24

Name: Lauren Hainsworth Title: Legislative Advocate

Organization: Southern Utah Wilderness Alliance

Address: 122 C Street, NW Suite 650 Washington, DC 20001

Email: lauren@suwa.org Telephone: (208) 999-2469

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

September 30, 2024

Ms. Kaila Hood
Office of the Honorable Melanie Stansbury
1421 Longworth House Office Building
Washington, DC 20515

Dear Ms. Hood:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Moab, Utah, scheduled for October 1 to 4, 2024, sponsored by Southern Utah Wilderness Alliance and EcoFlight.

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:rp

October 2024 Congressional Trip Itinerary

Day 1 — October 1, Tuesday

6:50am: Depart DCA via American Airlines

12:00pm: Arrive Grand Junction, CO

12:30pm: Depart Grand Junction in SUWA vehicles for Moab, UT

2:00pm Arrive Moab, check into motels

3:00pm:

- Meet with Grand County elected officials and discuss position of Grand County Commission on Labyrinth Canyon/Gemini Bridges travel plan, contrasting with State of Utah and Utah congressional delegation.
- Discuss Grand County wilderness process and interference by Utah congressional delegation.

7:30pm: Dinner in Moab (picnic at Juniper campground)

Moab has been a focal point of public land controversies, especially over the recent off-highway vehicle plan for BLM lands around Labyrinth Canyon. The town also represents the challenges of a tourism/recreation-based economy based on public land. Additionally, the controversial decision by the Utah State Legislature to allow "Sides by Sides" or UTVs to operate legally on public roads is of interest.

Visit Sand Flats Recreation Area Discuss off-road vehicle management/recreation 10pm:

Return motel

Day 2 — October 2, Wednesday

7:30am: Depart Moab in SUWA vehicles for Canyonlands Regional Airport (CNY)

8:00am: Overflights- Labyrinth Canyon. Discuss BLM travel management plan issues while on overflight. Return to CNY Airport

9am: Depart CNY Airport, Drive along Highway 313.

- View RS 2477 claim conflicts, energy development and recreation issues
- Long Canyon viewpoint- discuss various land management- USFS, NPS, State Lands, BLM. • Drive back along river road to view uranium tailings clean up, discuss Mining Law of 1972 and public liabilities.

1pm: return to Moab, visit motel

2:30 pm: Depart for Hittle Bottom boat ramp (sack lunches in vehicles/at put in) • On drive, view and discuss land management regime (BLM management on the left bank, Arches National Park on the

right bank, and the riverbed managed by the State of Utah).

3:30pm: Begin two day/one night Colorado River trip from Hittle Bottom

- Discuss water issues surrounding Colorado River
- View Dome Plateau, Fisher Towers, Mary Jane Canyon proposed wilderness.

-Discuss Wilderness Study Areas, and implications for future protection.

~4:30pm: Arrive at camp (Onion Creek). Dinner prepared by guides. Evening discussions on a variety of issues, question time with local stakeholders.

Day 3 — October 3, Thursday

~8:00am: Breakfast, break camp, and launch on the river.

- Ongoing discussions regarding public lands management.
- Lunch on River.

Noon: reach take out board ramp (Rocky Rapid, Big Sandy or Take out beach?)

12:30pm: depart take out

1pm: Check in to Moab motel

2:30pm: Depart for Kane Springs road

- Moab Rim RS 2477 claims
- Short hike in Moon Flower to view petroglyphs
- Kane Springs Development
- recreation/motorized: Amasa Back
- Birthing Panel

~4:30 pm: return Moab

6:30 pm Picnic Dinner near Moab scenic site

Return to Motel 10 pm.

Day 4 — October 4, Friday

7:00am- Self-directed breakfast and travel to airport (Depart Moab in SUWA vehicle 8:45 am).

10:15- Arrive at Grand Junction Airport

11:40am- Depart Grand Junction for DCA (American Airlines)

8:30 pm - Arrive at DCA

Invitees to SUWA's House Staffers CoDel trip to Southern Utah October 1-4, 2024

1. Brandon Bragato (Staff Director) - Works on public lands issues within HNR and we want to increase the awareness of public lands issues on the Colorado Plateau
2. Rachel Lentz (Professional Staff Member) - Works on public lands issues within HNR and we want to increase the awareness of public lands issues on the Colorado Plateau
3. Kaila Hood (Senior Policy Advisor) - Handles public lands issues and her boss sponsors America's Red Rock Wilderness Act (H.R. 3031), a bill containing the areas we will be visiting and we want to increase on the ground knowledge of these areas
4. Morgan McCue (Senior Legislative Assistant) - Handles public lands issues and with their boss on HNR we want to increase awareness of public lands issues on the Colorado Plateau
5. Glenn Miller (Senior Policy Adviser) - Handles the public lands issues and with their boss as the Ranking Minority Member of HNR we want to increase awareness of public lands issues on the Colorado Plateau
6. Mark Zientek (Policy Adviser) - Handles public lands issues and with their boss on HNR we want to increase awareness of public lands issues on the Colorado Plateau
7. Gabrielle Howard (Legislative Director) - Handles public lands issues and with their boss on HNR we want to increase awareness of public lands issues on the Colorado Plateau
8. Amanda Shafer (Senior Legislative Assistant) - Handles public lands issues and with their boss on HNR we want to increase awareness of public lands issues on the Colorado Plateau
9. Emma Reidy (Senior Legislative Assistant) - Handles public lands issues and with their boss on HNR we want to increase awareness of public lands issues on the Colorado Plateau
10. Abbie Callahan (Senior Legislative Assistant) - Handles public lands issues and with their boss on HNR we want to increase awareness of public lands issues on the Colorado Plateau
11. Grayson Flood (Legislative Director) - Handles public lands issues and with their boss on HNR we want to increase awareness of public lands issues on the Colorado Plateau
12. Matthew Clarkin (Senior Legislative Assistant) - Handles the environment portfolio and has supported wilderness designations so we want to increase the awareness of these public lands issues
13. Niko Keddy (Legislative Assistant) - Handles public lands issues and their boss co-chairs the Climate Solutions Caucus and we want to increase awareness of these public lands issues on the Colorado Plateau
14. Andrew Haring (Legislative Assistant) - Handles public lands issues and with their boss on HNR we want to increase the awareness of public lands issues on the Colorado Plateau
15. Jack Rayburn (Legislative Director) - Handles public lands issues and their boss is outspoken on environmental issues so we want to increase their awareness of public lands issues on the Colorado Plateau
16. Kate Schisler (Legislative Director) - Handles public lands issues and we want to increase the awareness of public lands issues on the Colorado Plateau

17. Lauren Rhodeside (Senior Counsel/Operations Director) - Handles public lands issues and we want to increase the awareness of public lands issues on the Colorado Plateau
18. Dylan Cheek (Staff Assistant; Legislative Correspondent) - Handles public lands issues and we want to increase the awareness of public lands issues on the Colorado Plateau