

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: Carson Middleton
2. a. Name of Accompanying Relative: Abigail Middleton OR None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: 10/07/24 Return: 10/09/24
b. Dates at Personal Expense, if any: _____ OR None
4. Departure City: Washington, DC Destination: Keswick, VA Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Center Forward
6. Describe Meetings and Events Attended: I attended policy meetings on Artificial Intelligence, Trade, and
Congress 1 procedure.
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: 10/24/24

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: Virginia Foxx Date: 10/24/24
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.

- Sponsor(s) who paid or provided in-kind support for the trip: Center Forward
- Travel Destination(s): Keswick, VA
- Date of Departure: Monday, October 7, 2024 Date of Return: Wednesday, October 9, 2024
- Name(s) of Traveler(s): Carson Middleton

Note: You may list more than one traveler on a form only if *all* information is *identical* for each person listed.

- 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	\$500	\$375	\$250 (waived registration fee)
Accompanying Family Member	\$0	\$0	\$125	\$0

- 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: 10/9/24

Name: Riley Kilburg Title: Executive Director

Organization: Center Forward

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

Address: 1214A Ingleside Avenue, McLean, VA 22101

Telephone: (563) 542-6821 Email: riley@center-forward.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: Carson Middleton

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): Education and the Workforce

Office Address: 2176 Rayburn House Office Building

Telephone Number: 202-225-4527

Email Address of Contact Person: carson.middleton@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: Carson Middleton
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Center Forward
3. City and State OR Foreign Country of Travel: Keswick, VA
4. a. Date of Departure: 10/7/24 Date of Return: 10/9/24
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: Abigail Middleton
(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 Staff Director, I manage all operations of my committee, including legislative formulation and member relations. These sessions and meetings proposed by this sponsor will augment my ability to develop bipartisan policy and formulate legislation.
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: 9/6/24

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:

Center Forward

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): Please see attachments

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

6. Date of Departure: Monday, October 7th, 2024 Date of Return: Wednesday, October 9th, 2024

7. a. City of departure: Washington, D.C.

b. Destination(s): Keswick, 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:

See attached. _____

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: Car or mini bus)
- 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): _____

2) Provide the reason for selecting the location of the event or trip: _____

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

Hotel Name: Keswick Hall City: Keswick Cost Per Night: \$250

Reason(s) for Selecting: Ample meeting space with necessary A/V near Washington, D.C.

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	\$80.00	\$500.00	\$375.00
For each Accompanying Family Member	\$80.00	\$500.00	\$375.00

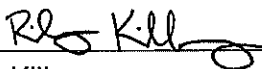
	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	\$250.00	Waived registration fee
For each Accompanying Family Member	\$0.00	

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: Tuesday, August 13, 2024
 Name: Riley Kilburg Title: Executive Director
 Organization: Center Forward
 Address: 1214A Ingleside Avenue, McLean, Virginia 22101
 Email: riley@center-forward.org Telephone: (563) 542-6821

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

October 3, 2024

Mr. Carson Middleton
Office of the Honorable Virginia Foxx
2176 Rayburn House Office Building
Washington, DC 20515

Dear Mr. Middleton:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your and your spouse's proposed trip to Keswick, Virginia, scheduled for October 7 to 9, 2024, sponsored by Center Forward.

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:amr



2024 Center Forward Fall Issues Conference
Keswick Hall, Charlottesville, VA
Monday, October 7th, 2024 – Wednesday, October 9th, 2024

Monday, October 7th, 2024

Recommended Attire: Casual

4:00 pm - 6:00 pm Conference Registration – Hardie Boardroom, Keswick Hall

Note: If you arrive after registration is closed, please join us at the pavilion for a welcome reception. Conference registration will reopen at 8:00 am on Tuesday.

7:00 pm - 9:00 pm Conference Welcome Reception – The Pavilion, Keswick Hall

Note: The pavilion is a short walk from the lobby.

7:30 pm - 8:00 pm Welcome Remarks and Conference Review – The 118th Congress in Review

Center Forward Executive Leadership team will welcome participants to the inaugural Fall Issues Conference. Remarks will include a review of the bipartisan legislation passed during the 118th Congress, and highlight opportunities for consensus in the 119th Congress and beyond, including legislation related to trade, healthcare, manufacturing, energy, and more. Q&A included.

- Ava Bowman Thomas, Program Manager, Center Forward
- Riley Kilburg, Executive Director, Center Forward
- Cori Kramer, Chief Executive Officer, Center Forward

Tuesday, October 8th, 2024

Conference Program

All sessions take place in the Keswick Ballroom unless otherwise specified

Recommended Attire: Casual

8:00 am - 9:00 am . Conference Registration – Hardie Boardroom

8:00 am - 9:00 am Breakfast Buffet – Garden Room

9:00 am - 9:15 am Welcome Remarks and Introduction

- Cori Kramer, Chief Executive Officer, Center Forward

9:15 am - 9:45 am Opening Conversation – Addressing National Security Risks in Critical Mineral and Raw Material Supply Chains

Dan Blumenthal, the former Senior Country Director for China, Taiwan, Hong Kong, and Mongolia at the Department of Defense, joins us for a conversation on the strategic competition between the United States and China, particularly as it pertains to critical mineral and raw material supply chains. In this discussion, Blumenthal will discuss the national security risks associated with the continued dominance of these vital supply chains by China. He will also explore the steps Washington is taking to mitigate these risks by relocating and diversifying supply chains, highlighting the broader implications for global security and economic stability.

- Dan Blumenthal, Senior Fellow, American Enterprise Institute
- Moderated by Cori Kramer, Chief Executive Officer, Center Forward

9:45 am - 10:45 am Panel Discussion – Examining 21st Century Workforce Challenges and Solutions

Businesses across various industries are facing significant challenges in finding and retaining the workers necessary for efficient operations, despite unemployment being near historic lows in the U.S. Coupled with an aging workforce and the integration of AI into business processes, these obstacles signal the need for a comprehensive transformation of the current workforce. In this panel, workforce experts will explore the present and future challenges confronting employers in the labor market, and discuss potential solutions, such as

upskilling, reskilling, and second-chance hiring, to help organizations adapt to a rapidly evolving labor market.

- Speaker to be announced, AARP
- Katie Spiker, Managing Director, National Skills Coalition
- Brent Orrell, Senior Fellow, American Enterprise Institute
- Moderated by Cori Kramer, Chief Executive Officer, Center Forward

10:45 am - 11:30 am Panel Discussion – The Keys to Building Bicameral Relationships

David Cleary, former Staff Director of the Senate Committee on Health, Education, Labor and Pensions, and Jeff Forbes, former Staff Director of the Senate Finance Committee, join us to share their recommendations for building effective relationships between House and Senate staff. The panelists will share best practices for House Staff Directors to cultivate strong connections with their Senate counterparts and offer valuable strategies for seeking to engage with Senate staff. This session will provide practical advice and insights into the dynamics of inter-chamber collaboration, aimed at fostering more productive relationships.

- David Cleary, Former Staff Director, Senate Committee on Health, Education, Labor and Pensions
- Jeff Forbes, Former Staff Director, Senate Committee on Finance
- Moderated by Cori Kramer, Chief Executive Officer, Center Forward

11:30 am - 1:00 pm Breakout Sessions – Balancing Competing Legislative Priorities

Conference participants will engage in small group discussions facilitated by subject matter experts to evaluate a diverse set of legislative priorities and identify bipartisan consensus on policies that align with shared objectives. In three distinct breakout sessions, participants will focus on issues related to emerging technologies, healthcare, and trade. Through collaborative dialogue, participants will analyze the public policy implications of their recommendations and strive to develop solutions that benefit all parties involved.

- Daniel Castro, Vice President, Information Technology and Innovation Foundation, Emerging Technologies Breakout
- Daniel Garza, Healthcare Program Manager, Center Forward, Healthcare Breakout
- Diego Marroquín Bitar, Bersin-Foster North America Scholar, The Wilson Center, Trade Breakout

1:00 pm - 2:00 pm

Lunch – Garden Room

Working Lunch – An Examination of How the Founding Principles of Congress Continue to Impact Life on the Hill

Dr. Stephen Wirls, a scholar of the founding vision of Congress, explores the lasting influence of the principles established by the Founding Fathers on contemporary legislative practices and daily operations on Capitol Hill. Dr. Wirls will analyze how some of these historical precedents continue to shape modern governance, while others have all but disappeared from today's Congress. After a brief presentation, attendees will have the opportunity to discuss in small groups, identifying ways in which the Founding Father's vision for Congress impacts their current work in Washington.

- Dr. Stephen Wirls, Professor of Philosophy, Rhodes College

2:00 pm - 3:30 pm

Breakout Sessions – Balancing Competing Legislative Priorities

Conference participants will have a second opportunity to work in small groups to have meaningful dialogue on some of the most important issues of the day. In three separate breakouts, participants will consider an issue related to emerging technologies, healthcare, and trade. Facilitated by special guests:

- Daniel Castro, Vice President, Information Technology and Innovation Foundation, Emerging Technologies Breakout
- Daniel Garza, Healthcare Program Manager, Center Forward, Healthcare Breakout
- Diego Marroquín Bitar, Bersin-Foster North America Scholar, The Wilson Center, Trade Breakout

3:30 pm - 4:30 pm

Policy Roundtable Discussions – Great Lawn

Perspectives from House Committees on legislative progress made during the 118th Congress and opportunities for further collaboration in the 119th Congress.

4:30 pm - 6:00 pm

Break

Conference Closing Reception and Dinner

Recommended Attire: Business Casual

6:00 pm - 7:00 pm

Reception – Great Lawn

Conference attendees will have the opportunity to reflect on the day's programming and how attendees can incorporate what they have learned into their work in Congress.

7:00 pm - 8:30 pm

Dinner – Keswick Ballroom

This discussion will place today's contemporary political dynamics and policy challenges within the broader context of U.S. history, providing valuable insights into the ongoing evolution of American governance.

- *Dr. Doris Kearns Goodwin (invited)*

8:30 pm - 8:45 pm

Conference Closing Remarks

Cori Kramer shares her key takeaways from the 2024 Fall Issues Conference and discusses the importance of continued bipartisan collaboration to promote a healthy and productive Congress.

- Cori Kramer, Chief Executive Officer, Center Forward

Wednesday, October 9th, 2024

Recommended Attire: Casual

8:00 am - 10:00 am Breakfast Buffet – Garden Room

11:00 am Keswick Hall Checkout