

# 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](mailto: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: Zach Monroe
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR**  None  
b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: Thurs, Nov 7, 2024 Return: Sat, Nov 9, 2024  
b. Dates at Personal Expense, if any: n/a **OR**  None
4. Departure City: New Orleans Destination: New Orleans Return City: Washington DC
5. Sponsor(s), Who Paid for the Trip: Louisiana Sugar Cane Foundation, Inc.
6. Describe Meetings and Events Attended: Tours of sugarcane fields, production facilities, and research stations in southeast Louisiana.
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: Nov 13, 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: Troy A. Carter Sr.

Date: November 13, 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: \_\_\_\_\_  
Louisiana Sugar Cane Foundation, Inc.

2. Travel Destination(s): Houma, Thibodaux, Labadieville, Gramercy, New Orleans, LA

3. Date of Departure: Thursday, November 7, 2024 Date of Return: Saturday, November 9, 2024

4. Name(s) of Traveler(s): Zach Monroe

*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	\$209.48 air \$100.00 bus \$37.88 uber	\$267.00	\$124.00	
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:  Date: 11/12/24

Name: Kenneth Gravois Title: President

Organization: Louisiana Sugar Cane Foundation, Inc.

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

Address: P O Box 874, Thibodaux, LA 70302-0874

Telephone: 225-281-9472 Email: admin@lasugarfoundation.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](mailto: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: Zachary Monroe

**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 Troy Carter (LA-02)

Office Address: 442 Cannon HOB

Telephone Number: 202-225-6636

Email Address of Contact Person: zach.monroe@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](mailto:travel.requests@mail.house.gov).

# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Zach Monroe
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Louisiana Sugar Cane Foundation, Inc.
3. City and State **OR** Foreign Country of Travel: Houma, Thibodeaux, Paincourtville, Gramercy, New Orleans, LA
4. a. Date of Departure: Thursday, November 7, 2024 Date of Return: Saturday, November 9, 2024  
b. Yes  No  Will you be extending the trip at your personal expense?  
If yes, list dates at personal expense: \_\_\_\_\_
5. a. Yes  No  Will you be accompanied by a family member at the sponsor's expense? **If yes:**
  - (1) Name of Accompanying Family Member: \_\_\_\_\_
  - (2) Relationship to Traveler:  Spouse  Child  Other(specify): \_\_\_\_\_
  - (3) Yes  No  Accompanying Family Member is at least 18 years of age?
6. a. Yes  No  Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)?  
b. **If yes**, and you are requesting lodging for two nights, explain why the second night is warranted:  
\_\_\_\_\_  
\_\_\_\_\_
7. Yes  No  *Primary Trip Sponsor Form* is attached, including agenda, invitation, invitee list, and any other attachments and Additional Sponsor Forms.  
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. **Staff should include their job title and how the activities on the itinerary relate to their duties.**  
I am a Legislative Assistant for Congressman Troy Carter and I cover agriculture issues for our office. Sugar is a major commodity for both our district and the state of Louisiana. This trip will help me understand sugarcane production practices and the impact of federal policy for this industry.
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: Oct 3, 2024

# COMMITTEE ON ETHICS

## PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a *Traveler Form* **at least 30 days before the start date of the trip**. The trip sponsor should *NOT* submit the form directly to the Committee. The Committee's website (ethics.house.gov) provides detailed instructions for filling out the form. The Committee will notify the House invitees directly of its decision and will not notify the trip sponsors.

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

1. Sponsor who will be paying for the trip:

Louisiana Sugar Cane Foundation, Inc.

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 list

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

6. Date of Departure: Thursday, November 7, 2024 Date of Return: Saturday, November 9, 2024

7. a. City of departure: Washington Reagan Airport in Washington, DC

b. Destination(s): Houma, Thibodaux, Paincourtville, Gramercy, New Orleans, LA

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 Louisiana Sugar Cane Foundation, Inc. is the sole sponsor of this congressional staffers trip. The mission of the Louisiana Sugar Cane Foundation is to provide educational and stewardship opportunities within the Louisiana sugar industry. Each stop on this trip represents an important part of the Louisiana sugar industry.

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):  
Thursday meals dor \$44.25; Fruday meals for \$67.00; Saturday breakfast for \$17.00

2) Provide the reason for selecting the location of the event or trip:  
To provide knowledge and experience of the inner workings of the Louisiana sugarcane industry.

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

Hotel Name: Hampton Inn City: Thibodaux, LA Cost Per Night: \$107

Reason(s) for Selecting: Located on the tour route and in the Bayou Lafourche sugarcane region.

Hotel Name: Hotel Indigo City: New Orleans, LA Cost Per Night: \$162

Reason(s) for Selecting: Located near where sugarcane was first grown by Jesuit priests on Baronne St.

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 <b>Transportation</b> Expenses per Participant	Total <b>Lodging</b> Expenses per Participant	Total <b>Meal</b> Expenses per Participant
For each Member, Officer, or Employee	Air \$888.98 Bus \$100.00	\$269.00	\$128.25
For each Accompanying Family Member			


	<b>Other</b> Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee		
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: 09/09/2024  
 Name: Kenneth Gravois Title: President  
 Organization: Louisiana Sugar Cane Foundation, Inc.  
 Address: P O Box 874, Thibodaux, LA 70302-0874  
 Email: admin@lasugarfoundation.org Telephone: 225-281-9472

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

## 2024 Congressional Staffer Invitation List

This group was invited to educate these key congressional staffers on the vital role that Federal research programs and policy have played in building and maintaining a robust sugarcane industry in Louisiana.

<u>Staffer</u>	<u>Office</u>		<u>Title</u>
Majeda Abu-Alghanam	House Ag Committee		
Kyle Bakes	Rep. Lisa McClain	(R-MI)	Legislative Assistant
Catherine Belman Goggins	Rep. Bobby Scott	(D-VA)	Senior Legislative Assistant
James Bernhard	Rep. Troy Carter	(D-LA)	Deputy Chief of Staff
Miles Bolin	Rep. Bruce Westerman	(R-AR)	Legislative Assistant
Tynesha Boomer	Rep. Sanford Bishop	(D-GA)	Senior Agriculture Policy Advisor
Hannah Bryan	Rep. Dale Strong	(R-AL)	Legislative Correspondent
Annica Burmester	Rep. Debbie Dingell	(D-MI)	Staff Assistant
Ally Castaneda	Rep. Juan Vargas	(D-CA)	Legislative Assistant
Grace Chan	Rep. Mark DeSaulnier	(D-CA)	Policy Advisor
Rachel Chasalow	Rep. Linda Sanchez	(D-CA)	Legislative Assistant
Dylan Cheek	Rep. Bobby Scott	(D-VA)	Staff Assistant
Jenna Christiansen	Rep. Judy Chu	(D-CA)	Legislative Assistant
Tom Clancy	Rep. Rashida Tlaib	(D-MI)	Legislative Director
Elizabeth Cooper	Rep. Jennifer Wexton	(D-VA)	Legislative Correspondent
John Cooper	Rep. Doris Matsui	(D-CA)	Legislative Assistant
John Crews	Rep. Steve Scalise	(R-LA)	Policy Advisor
Alex Enlow	Rep. Austin Scott	(R-GA)	Communications Director
Madelyn Derks	Rep. Mark Alford	(R-MO)	Senior Legislative Assistant
Joshua Dineros	Rep. Raul Ruiz	(D-CA)	Legislative Assistant
Jonah Dross	Rep. Jen Kiggans	(R-VA)	Legislative Correspondent
Cameron Erickson	Rep. Andrew Clyde	(R-GA)	Legislative Assistant
Amelia Faraco-Hadlock	Rep. Jennifer Wexton	(D-VA)	Deputy Legislative Director
McKenzie Fields	Rep. Nancy Pelosi	(D-CA)	Legislative Director
Matthew Fontenot	Rep. Mike Johnson	(R-LA)	Legislative Aide
Alexa Fox	Rep. Jim Costa	(D-CA)	Senior Legislative Assistant
Matthew Golden	Rep. Lucy McBath	(D-GA)	Legislative Assistant
Colin Gwillim	Rep. Jack Bergman	(R-MI)	Legislative Assistant
Jonathan Harder	Rep. Sam Graves	(R-MO)	Legislative Director
Peyton Harvey	Rep. Mike Johnson	(R-LA)	Staff Assistant
Eric Henshall	Rep. Anna Eshoo	(D-CA)	Legislative Director
Harlea Hoelscher	House Ag Committee		
Jeb Houpt	Rep. Tim Walberg	(R-MI)	Legislative Assistant
Jay Hurst	Rep. Mike Johnson	(R-LA)	Legislative Director

Madeline Jackson	Rep. Chuck Edwards	(R-NC)	Legislative Assistant
Liz Jacobson	Rep. Jimmy Panetta	(D-CA)	Legislative Assistant
Chelsea Jarrett	Rep. Hal Rogers	(R-KY)	Deputy Chief of Staff
Kaitlyn Kelly	Rep. Adam Schiff	(D-CA)	Senior Policy Advisor
Rachel Kline	Rep. Wiley Nickel	(D-NC)	Legislative Director/Deputy COS
Matthew Krall	Rep. Barry Moore	(R-AL)	Legislative Counsel
Mieko Kuramoto	Rep. Mark Takano	(D-CA)	Legislative Assistant
Reagan Larkin	Rep. Jerry Carl	(R-AL)	Legislative Assistant
Marshall Macheledt	Rep. Barry Moore	(R-AL)	Legislative Director
Patrick Malone	Rep. Shri Thendar	(D-MI)	Chief of Staff
Anna May	Rep. Michael Guest	(R-MS)	Legislative Assistant
Leah McPhearson	Rep. Steve Scalise	(R-LA)	Legislative Aide
Tanner Mertens	Rep. Blaine Luetkemeyer	(R-MO)	Legislative Assistant
Connor Mills	Rep. Drew Ferguson	(R-GA)	Legislative Assistant
Heba Mohiuddin	Rep. Sara Jacobs	(D-CA)	Staff Assistant
Ahmed Moneib	Rep. Haley Stevens	(D-MI)	Legislative Assistant
Zach Monroe	Rep. Troy Carter	(D-LA)	Senior Legislative Assistant
Ben Monticello	Rep. Jack Bergman	(R-MI)	Senior Legislative Assistant
William Newman	Rep. Mike Collins	(R-GA)	Legislative Aide
Lee Norton	Rep. Earl Carter	(R-GA)	Legislative Correspondent
Quinn O'Connor	Rep. Wiley Nickel	(D-NC)	Legislative Assistant
Trevor O'connor	Rep. Morgan McGarvey	(D-KY)	Legislative Assistant
George Plaster	Rep. Robert Aderholt	(R-AL)	Legislative Aide
Johan Propst	Rep. Brad Sherman	(D-CA)	Legislative Director
Semaj Redd	Rep. Trent Kelly	(R-MS)	Legislative Assistant
Robert Redding	Rep. Drew Ferguson	(R-GA)	Senior Legislative Assistant
Lauren Rhodeside	Rep. Gerald Connolly	(D-VA)	Scheduler & Legislative Assistant
Brianna Robinson-Verloop	Rep. Elissa Slotkin	(D-MI)	Legislative Assistant
Sam Ropa	Rep. Dan Kildee	(D-MI)	Senior Legislative Assistant
Al David Saab	Rep. Mike Ezell	(R-MS)	Legislative Director
Coby Sammis	Rep. Clay Higgins	(R-LA)	Senior Legislative Assistant
Marcos Sanchez	Rep. Tony Cardenas	(D-CA)	Staff Assistant
Sam Schiller	Rep. Grace Napolitano	(D-CA)	Legislative Assistant
Stephen Sisel	Rep. Richrd Hudson	(R-NC)	Legislative Assistant
Kade Smith	Rep. Julia Letlow	(R-LA)	Legislative Assistant
Elizabeth Smith	Rep. Nanette Barragan	(D-CA)	Legislative Aide
Kaitlin Taylor	Rep. John Rose	(R-TN)	Ag Legislative Assistant
Ashley Teague	Rep. Chuck Edwards	(R-NC)	Legislative Correspondent
Joe Tesfaye	Rep. Kathy Manning	(D-NC)	Legislative Assistant
Brendan Tilds	Rep. Jack Bergman	(R-MI)	Legislative Correspondent
Kyle Upton	House Ag Committee		

Scott Weathers	Rep. Julia Brownley	(D-CA)	Legislative Assistant
Bubba White	Rep. David Rouzer	(R-NC)	Legislative Director
Addison White	Rep. James Comer	(R-KY)	Legislative Aide
John Wynne	Rep. Dan Bishop	(R-NC)	Legislative Assistant
Alec Zender	Rep. Jack Bergman	(R-MI)	Legislative Director

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

November 1, 2024

Mr. Zachary Monroe  
Office of the Honorable Troy A. Carter  
442 Cannon House Office Building  
Washington, DC 20515

Dear Mr. Monroe:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Thibodaux and New Orleans, Louisiana, scheduled for November 7 to 9, 2024, sponsored by Louisiana Sugar Cane Foundation, 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:rp

**ITINERARY FOR  
CONGRESSIONAL STAFF SITE VISIT  
LOUISIANA SUGAR INDUSTRY  
(November 7-9, 2024)**

**Thursday, November 7, 2024**

- 8:15 a.m. - 10:21 a.m.** Group travels to New Orleans, LA on American Airlines flight 1325 from Washington-Reagan National Airport.
- 10:21 a.m.** Group arrives at the New Orleans International Airport.
- 10:45 a.m. – 11:45 p.m.** Group Leaders will pick up the group at the New Orleans Airport and transport the group for the duration of the trip. Travel to Houma, LA.
- 11:45 p.m. – 1:00 p.m.** Lunch at the USDA-ARS, Sugarcane Research Unit in Houma. During this lunch, a briefing on the history of the Louisiana sugarcane industry and a description of the process of creating sugar from sugarcane will be provided.
- 1:00 p.m. – 2:15 p.m.** Site visit of the USDA-ARS, Sugarcane Research Unit. The focus will be on the research to improve sugarcane production practices to help farmers manage risks through improved plant breeding and varietal selection. Participants will visit the sugarcane crossing greenhouse complex and field plots.
- 2:15 p.m. – 2:45 p.m.** Travel to the John Deere Thibodaux Factory, Thibodaux, LA.
- 2:45 p.m. – 4:30 p.m.** Site visit of the John Deere Thibodaux Factory. The group will learn of the local, national, and international economic impact of the largest producer of sugarcane harvesting equipment. The group will participate in a site visit of the factory to observe equipment being built.
- 4:30 p.m. – 4:45 p.m.** Travel to the Hampton Inn in Thibodaux.
- 4:45 p.m.** Arrive at the Hampton Inn in Thibodaux – break and prepare for dinner.
- 6:00 p.m. – 6:15 p.m.** Travel to the Tractor Barn in Thibodaux, LA for dinner.
- 6:15 p.m. – 8:30 p.m.** Dinner at the Tractor Barn in Thibodaux, LA. Here the group will interact with growers and processors to discuss important sugar industry issues. Dinner will be served consisting of local Louisiana dishes.
- 8:30 p.m. – 8:45 p.m.** Depart from the Tractor Barn for the Hampton Inn in Thibodaux.
- 8:45 p.m.** Arrive at Hampton Inn for the night.

## **Friday, November 8, 2024**

Please check out before leaving for tours. You will not return to this hotel. Continental breakfast will be in lobby of hotel prior to our departing.

- |                                |   |
|--------------------------------|---|
| <b>8:30 a.m. - 9:00 a.m.</b>   | Travel from the Hampton Inn to Joel Landry Farms for a site visit of a sugarcane farm in Paincourtville, LA.  |
| <b>9:00 a.m.- 10:30 a.m.</b>   | Field site visit to observe the various steps for growing and harvesting sugarcane. Participants will observe sugarcane harvesting and talk with the producer to learn of the challenges and rewards of growing sugarcane in south Louisiana.   |
| <b>10:30 a.m. – 10:40 a.m.</b> | Travel to Westfield Factory in Paincourtville, LA.  |
| <b>10:40 a.m. – 12:45 p.m.</b> | Site visit of the Westfield Sugar factory to observe the various steps for processing sugarcane into raw sugar that include preparation, clarification, evaporation, and crystallization.   |
| <b>12:45 p.m. – 1:45 p.m.</b>  | Travel to Louisiana Sugar Refinery in Gramercy, LA<br>A box lunch will be provided enroute.   |
| <b>1:45 p.m. - 2:15 p.m.</b>   | Dr. Michael Deliberto, Agricultural Economist with the LSU AgCenter, will discuss the impact of the sugar industry on the Louisiana economy.  |
| <b>2:15 p.m. - 4:30 p.m.</b>   | Site visit of Louisiana Sugar Refinery. Participants will observe the process of converting raw sugar into refined sugar. Participants will learn of the recent business venture regarding vertical integration within the Louisiana sugar industry. A site visit of the refinery will be provided. |
| <b>4:30 p.m. - 6:00 p.m.</b>   | Travel to the Hotel Indigo in New Orleans, LA   |
| <b>6:00 p.m.</b>               | Arrive at the Hotel Indigo  |
| <b>7:00 p.m. – 9:30 p.m.</b>   | Dinner at the Bourbon House. Staffers will continue interactions with local sugarcane growers and processors. Participants will debrief from the events of the day. They will learn of the day's sugar production from the field to the table.  |

**Saturday, November 9, 2024**

Check out prior to breakfast.

**8:00 a.m. – 9:00 a.m.**

Breakfast Briefing - meeting room in the Hotel Indigo. A final review and summary of Louisiana sugar industry highlights will be provided.

**9:30 a.m. – 10:00 a.m.**

Van shuttle will transport you back to the New Orleans airport for your American Airlines flight 4684 departing New Orleans at 12:24 p.m. arriving Washington Reagan at 3:59 p.m.

LOUISIANA  
SUGAR CANE  
FOUNDATION



# LOUISIANA SUGAR CANE FOUNDATION, INC.

P. O. Box 874

Thibodaux, LA 70302

e-mail: [admin@lasugarfoundation.org](mailto:admin@lasugarfoundation.org)

**Kenneth Gravois**, President  
**Daniel Viator**, Secretary  
**Mike Sternfels**, Treasurer

September 9, 2024

Dear Perspective Participant -

The Louisiana Sugar Cane Foundation, Inc., a non-profit organization founded to increase public awareness of the Louisiana sugar industry through education and stewardship opportunities, is sponsoring a congressional staff trip to Louisiana on November 7-9, 2024. The purpose of the trip is to give staffers an opportunity to visit the Louisiana sugar industry to gain firsthand knowledge of sugarcane research, harvesting and processing operations, and to discuss the impact of the sugar industry on Louisiana.

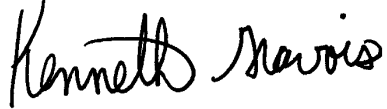
The Foundation would like to extend an invitation to you to participate in this trip. As a participant, you will depart from Ronald Reagan National Airport on American airlines flight # 1325 on Thursday, November 7, 2024 at 8:15 a.m., arriving in New Orleans International Airport at 10:21 a.m. From New Orleans, you will ride by chartered bus approximately one hour to the USDA-ARS Sugarcane Research Laboratory in Houma. When you first arrive, a briefing on the itinerary and discussion on the impact Hurricane Ida had on the Louisiana sugar industry. At a luncheon presentation, the history of the Louisiana sugar industry will be reviewed. After lunch, a site visit will focus on research to improve sugarcane production practices that help farmers manage risks through improved variety development. You will depart Houma for Thibodaux for a site visit of the John Deere Thibodaux plant, which manufactures cane harvesting machinery. Hotel accommodation for Thursday evening will be at the Hampton Inn in Thibodaux, and a dinner is scheduled at 6:00 p.m. at the Tractor Barn. You will return to the Hampton Inn at 8:45 p.m.

On Friday, participants will visit a sugarcane farm in Paincourtville, followed by a site visit of Westfield Sugar Factory in Paincourtville to experience the steps required to make raw sugar from sugarcane. A box lunch will be served enroute to the Louisiana Sugar Refinery in Gramercy. Here Dr. Michael Deliberto, an agricultural economist with the Louisiana State University Agricultural Center, will discuss the impact of the sugar industry on the Louisiana economy. Following lunch, you will have a site visit of Louisiana Sugar Refinery. Here you will see the process of producing refined sugar from raw sugar. After departing the refinery, you will arrive at the Hotel Indigo in New Orleans where you will be staying for the night. That evening, dinner will be provided at a nearby venue. On Saturday morning, breakfast will be provided at 7:30 a.m. in a designated room of the Hotel Indigo. At 8:30 a.m., a shuttle will transport you back to the New Orleans airport for your American Airlines flight #4684 departing New Orleans at 12:24 p.m. arriving at Washington Reagan at 3:59 p.m. The Foundation will assume all travel, lodging and meal expenses associated with the trip. Vouchers will be distributed to cover the costs of local transportation to and from National Airport.

**Participating House employees must submit the attached completed form to the House Committee at least thirty (30) days before the date of the proposed trip.** If you have any questions regarding the rules of the House Committee on Standard Official Conduct, please contact the Committee at 202-225-7103.

We hope you will be able to join the Foundation on this fact-finding trip. We believe it will be a worthwhile experience and that you will gain a better understanding of the Louisiana sugarcane industry. **Space is limited, so please advise us as soon as possible if you will be able to participate or if you have any questions.** The best way to contact us is via e-mail at [admin@lasugarfoundation.org](mailto:admin@lasugarfoundation.org). Someone will return your call as soon as possible.

Sincerely,

A handwritten signature in black ink that reads "Kenneth Gravois". The signature is written in a cursive style with a large initial 'K'.

Kenneth Gravois  
President