

# 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.**

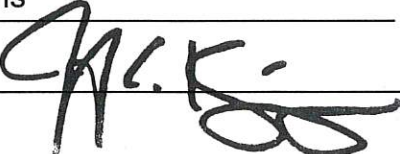
1. Name of Traveler: Sarah Gallagher
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR**  None  
b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: 02/27/2025 Return: 03/01/2025  
b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR**  None
4. Departure City: Washington, DC Destination: New York City, NY Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: PPI, Third Way Foundation
6. Describe Meetings and Events Attended: Meetings with media bookers, producers, editors, and journalism (NBC, Columbia School of Journalism, Moody's, Wall Street Journal, Amazon)
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: 03/17/2025

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: Jen Kiggans Date: 03/17/2025

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: Third Way Foundation (PPI is a project of the Third Way Foundation)

2. Travel Destination(s): New York, New York

3. Date of Departure: February 27, 2025 Date of Return: March 1, 2025

4. Name(s) of Traveler(s): Emma Weir, Mario Moretto, Zac Donley, Joseph Tutino, Liz Willis, Sarah Gallagher, Matt Smith

*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	\$120	\$398	\$200	
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: Lindsay Lewis Date: March 4, 2025

Name: Lindsay Lewis Title: Chief Executive Officer

Organization: Progressive Policy Institute

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

Address: 1919 M St NW

Telephone: (202) 617-4042 Email: llewis@ppionline.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: Sarah Gallagher

**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: Sarah Gallagher

Name of Signatory (if other than traveler): \_\_\_\_\_

For Staff (name of employing Member or Committee): Congresswoman Jen Kiggans (VA-02)

Office Address: 152 Cannon House Office Building

Telephone Number: 703-859-0615

Email Address of Contact Person: sarah.gallagher@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

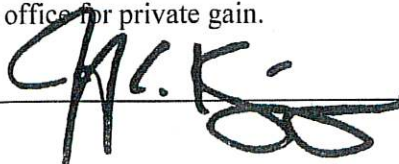
## TRAVELER FORM

1. Name of Traveler: Sarah Gallagher
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Third Way Foundation & The Progressive Policy Institute
3. City and State **OR** Foreign Country of Travel: New York City, New York
4. a. Date of Departure: February 27, 2025 Date of Return: March 1, 2025  
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 Communications Director and this trip will help me connect with media contacts in New York City and learn more about communications in general by interacting with bipartisan communications staff on the Hill.
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: 2/4/2025

# 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:

Third Way Foundation (Progressive Policy Institute is a project of the Third Way Foundation)

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 next pages

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

6. Date of Departure: Thursday, February 27th, 2025 Date of Return: Saturday, March 1st, 2025

7. a. City of departure: Washington DC, United States of America

b. Destination(s): New York, New York, United States of America

c. City of return: New York, New York, United States of America

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:
- PPI has been conducting policy work since 1989 and facilitating bipartisan dialogues among U.S. policymakers. This trip represents PPI's continued commitment to fostering collaborative relationships with congressional offices and improving communication strategies.
- 
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): \_\_\_\_\_
    - 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: Martinique NY on Broadway, Hilton Curio City: New York Cost Per Night: \$199
- Reason(s) for Selecting: Close to meetings
- 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 <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	\$100	\$398	\$200
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: Lindsay Lewis Date: 1/24/25  
 Name: Lindsay Lewis Title: Chief Executive Officer  
 Organization: Progressive Policy Institute  
 Address: 1919 M St NW  
 Email: llewis@ppionline.org Telephone: (202) 617-4042

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



# U.S. House of Representatives

COMMITTEE ON ETHICS

Washington, DC 20515

February 24, 2025

Ms. Sarah Gallagher  
Office of the Honorable Jennifer A. Kiggans  
152 Cannon House Office Building  
Washington, DC 20515

Dear Ms. Gallagher:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to New York City, New York, scheduled for February 27 to March 1, 2025, sponsored by The Third Way Foundation.

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

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$480 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Michael Guest  
Chairman

Mark DeSaulnier  
Ranking Member

MG/MD:mc

**New York City Communications StaffDel Schedule**  
Thursday, February 27, 2025 – Friday, February 28, 2025

***\*All times ET\****

**Thursday, February 27, 2025**

- 2:00 - 5:24 PM **Northeast Regional 94 Train from Union Station**
- 6:00 PM *Check into hotel and drop bags off –*  
**Martinique New York on Broadway, Curio Collection by Hilton**  
*49 W 32nd Street, New York City, New York 10001 USA*
- 7:00 - 9:30 PM **Private Dinner with PPI Staff**  
*Location: Frankie & Johnnie's Steakhouse, 32 W 37th St, New York, NY 10018*
- Dinner discussion about experience working in congressional communications, with an overview by PPI of Friday's meeting agenda.

**Friday, February 28, 2025**

- 7:30 - 8:15 AM **Breakfast at Hotel**
- 8:15 - 8:45 AM Travel
- 8:45 - 10:30 AM **Discussion with NBC Comcast and Tour of 30 Rockefeller Studio**  
*Location: 30 Rockefeller Plaza New York, New York 10112*
- Presentation and discussion on media outlook for the next year. Staff will engage in a discussion with NBC bookers on booking best practices and how moderate members can break through the media landscape. The second half of the event will be a tour of the 30 Rock studio.
- 10:30 - 11:30 AM **Visit to Fox News**  
*Location: Avenue of the Americas, 1211 6th Ave, New York, NY 10036*
- Studio tour, networking and discussion with Fox producers and bookers.
- 11:30 AM - 12:00 PM Travel
- 12:00 - 1:30 PM **Columbia University School of Journalism Roundtable**  
*Location: Pulitzer Hall, 2950 Broadway, New York, NY 10027*
- Roundtable conversation with professors and faculty members of the Columbia University School of Journalism on how they view the evolution of the journalism industry and what historical trends might be able to tell us about the future of news media.
- 1:30 - 2:00 PM Travel

2:00 - 3:00 PM

**Wall Street Journal Editorial Board Discussion**

*Location: 1211 6th Ave, New York, NY 10036*

Conversation with Paul Gigot, editor of the WSJ editorial page, and columnists about how the editorial page approaches covering Congress and publishing viewpoints from individual members.

3:00 - 3:15 PM

Travel

3:15 - 4:00 PM

**Discussion with Moody's Credit Rating Agency**

*Location: 7 World Trade Center, 250 Greenwich St, New York, NY 10007*

Meeting with Christine Elliott, Moody's Chief Corporate Affairs Officer, to discuss her journalism background, transition to a corporate communications career, and outlook on the news media landscape.

4:00 - 4:15 PM

Travel

4:15 - 5:00 PM

**Visit to New York Stock Exchange**

*Location: 11 Wall St, New York, NY 10005*

Visit to the iconic New York Stock Exchange for a discussion with the NYSE communications team, followed by a tour of the floor and to watch the ringing of the closing bell.

5:00 - 5:15 PM

Travel

5:15 - 6:15 PM

**Social Media Workshop**

*Location: Google, 111 8th Ave, New York, NY 10011*

Discussion featuring the Google communications team on social media best practices and digital tools.

6:15 - 6:30 PM

Travel

6:30 - 9:30 PM

**Happy Hour Reception and Closing Dinner**

*Location: Royal 35 Steakhouse, 1 E 35th St, New York, NY 10016*

Trip recap and takeaways with PPI team.

**U.S. House Staff Invitees**  
StaffDel to New York City, Feb 27-28, 2025

Emma Weir

Communications Director  
New Democrat Coalition

Ian Mariani

Communications Director/Senior Advisor  
U.S. Representative Salud Carbajal

Thomas Falcigno

Communications Director  
U.S. Representative Julie Johnson

Nick Martin

Communications Director  
U.S. Representative Suzan DelBene

Mario Moretto

Communications Director  
U.S. Representative Jared Golden

Natalie Gould

Communications Director  
U.S. Representative George Whitesides

Zac Donley

Communications Director  
U.S. Representative Sharice Davids

Allison Childress

Communications Director  
U.S. Representative Greg Stanton

Tyler Staker

Communications Director  
U.S. Representative Andy Barr

Hannah Pope

Communications Director  
U.S. Representative Rob Bresnahan

Nick Sabin

Communications Director  
U.S. Representative Tom Emmer

Sarah Gallagher  
Communications Director  
U.S. Representative Jen Kiggans

Liz Willis  
Communications Director  
U.S. Representative William Timmons

Kelsey Emmer  
Deputy Chief of Staff  
U.S. Representative Pete Stauber



# U.S. House of Representatives

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Washington, DC 20515

February 24, 2025

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Office of the Honorable Jennifer A. Kiggans  
152 Cannon House Office Building  
Washington, DC 20515

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

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$480 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Michael Guest  
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**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: Sarah Gallagher
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR**  None  
b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: 02/27/2025 Return: 03/01/2025  
b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR**  None
4. Departure City: Washington, DC Destination: New York City, NY Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: PPI, Third Way Foundation
6. Describe Meetings and Events Attended: Meetings with media bookers, producers, editors, and journalists (NBC, Columbia School of Journalism, Moody's, Wall Street Journal, Amazon)
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: 03/17/2025

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: Jen Kiggans Date: 03/17/2025

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: \_\_\_\_\_

2. Travel Destination(s): \_\_\_\_\_

3. Date of Departure: \_\_\_\_\_ Date of Return: \_\_\_\_\_

4. Name(s) of Traveler(s): \_\_\_\_\_

*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				
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: Lindsay Lewis Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

*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: Sarah Gallagher

**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: *Sarah Gallagher*

Name of Signatory (if other than traveler): \_\_\_\_\_

For Staff (name of employing Member or Committee): Congresswoman Jen Kiggans (VA-02)

Office Address: 152 Cannon House Office Building

Telephone Number: 703-859-0615

Email Address of Contact Person: sarah.gallagher@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

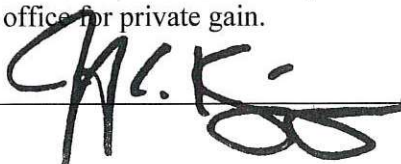
## TRAVELER FORM

1. Name of Traveler: Sarah Gallagher
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Third Way Foundation & The Progressive Policy Institute
3. City and State **OR** Foreign Country of Travel: New York City, New York
4. a. Date of Departure: February 27, 2025 Date of Return: March 1, 2025  
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 Communications Director and this trip will help me connect with media contacts in New York City and learn more about communications in general by interacting with bipartisan communications staff on the Hill.
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: \_\_\_\_\_

2/4/2025

# 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:

Third Way Foundation (Progressive Policy Institute is a project of the Third Way Foundation)

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 next pages

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

6. Date of Departure: Thursday, February 27th, 2025 Date of Return: Saturday, March 1st, 2025

7. a. City of departure: Washington DC, United States of America

b. Destination(s): New York, New York, United States of America

c. City of return: New York, New York, United States of America

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:  
PPI has been conducting policy work since 1989 and facilitating bipartisan dialogues among U.S. policymakers. This trip represents PPI's continued commitment to fostering collaborative relationships with congressional offices and improving communication strategies.

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): \_\_\_\_\_
    - 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: Martinique NY on Broadway, Hilton Curio City: New York Cost Per Night: \$199  
 Reason(s) for Selecting: Close to meetings

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 <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	\$100	\$398	\$200
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: Lindsay Lewis Date: 1/24/25  
 Name: Lindsay Lewis Title: Chief Executive Officer  
 Organization: Progressive Policy Institute  
 Address: 1919 M St NW  
 Email: llewis@ppionline.org Telephone: (202) 617-4042

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

**New York City Communications StaffDel Schedule**  
Thursday, February 27, 2025 – Friday, February 28, 2025

**\*All times ET\***

**Thursday, February 27, 2025**

2:00 - 5:24 PM

**Northeast Regional 94 Train from Union Station**

6:00 PM

*Check into hotel and drop bags off –*

**Martinique New York on Broadway, Curio Collection by Hilton**

*49 W 32nd Street, New York City, New York 10001 USA*

7:00 - 9:30 PM

**Private Dinner with PPI Staff**

*Location: Frankie & Johnnie's Steakhouse, 32 W 37th St, New York, NY 10018*

Dinner discussion about experience working in congressional communications, with an overview by PPI of Friday's meeting agenda.

**Friday, February 28, 2025**

7:30 - 8:15 AM

**Breakfast at Hotel**

8:15 - 8:45 AM

Travel

8:45 - 10:30 AM

**Discussion with NBC Comcast and Tour of 30 Rockefeller Studio**

*Location: 30 Rockefeller Plaza New York, New York 10112*

Presentation and discussion on media outlook for the next year. Staff will engage in a discussion with NBC bookers on booking best practices and how moderate members can break through the media landscape. The second half of the event will be a tour of the 30 Rock studio.

10:30 - 11:30 AM

**Visit to Fox News**

*Location: Avenue of the Americas, 1211 6th Ave, New York, NY 10036*

Studio tour, networking and discussion with Fox producers and bookers.

11:30 AM - 12:00 PM

Travel

12:00 - 1:30 PM

**Columbia University School of Journalism Roundtable**

*Location: Pulitzer Hall, 2950 Broadway, New York, NY 10027*

Roundtable conversation with professors and faculty members of the Columbia University School of Journalism on how they view the evolution of the journalism industry and what historical trends might be able to tell us about the future of news media.

1:30 - 2:00 PM

Travel

2:00 - 3:00 PM

**Wall Street Journal Editorial Board Discussion**

*Location: 1211 6th Ave, New York, NY 10036*

Conversation with Paul Gigot, editor of the WSJ editorial page, and columnists about how the editorial page approaches covering Congress and publishing viewpoints from individual members.

3:00 - 3:15 PM

Travel

3:15 - 4:00 PM

**Discussion with Moody's Credit Rating Agency**

*Location: 7 World Trade Center, 250 Greenwich St, New York, NY 10007*

Meeting with Christine Elliott, Moody's Chief Corporate Affairs Officer, to discuss her journalism background, transition to a corporate communications career, and outlook on the news media landscape.

4:00 - 4:15 PM

Travel

4:15 - 5:00 PM

**Visit to New York Stock Exchange**

*Location: 11 Wall St, New York, NY 10005*

Visit to the iconic New York Stock Exchange for a discussion with the NYSE communications team, followed by a tour of the floor and to watch the ringing of the closing bell.

5:00 - 5:15 PM

Travel

5:15 - 6:15 PM

**Social Media Workshop**

*Location: Google, 111 8th Ave, New York, NY 10011*

Discussion featuring the Google communications team on social media best practices and digital tools.

6:15 - 6:30 PM

Travel

6:30 - 9:30 PM

**Happy Hour Reception and Closing Dinner**

*Location: Royal 35 Steakhouse, 1 E 35th St, New York, NY 10016*

Trip recap and takeaways with PPI team.

**U.S. House Staff Invitees**  
StaffDel to New York City, Feb 27-28, 2025

**Emma Weir**

Communications Director  
New Democrat Coalition

**Ian Mariani**

Communications Director/Senior Advisor  
U.S. Representative Salud Carbajal

**Thomas Falcigno**

Communications Director  
U.S. Representative Julie Johnson

**Nick Martin**

Communications Director  
U.S. Representative Suzan DelBene

**Mario Moretto**

Communications Director  
U.S. Representative Jared Golden

**Natalie Gould**

Communications Director  
U.S. Representative George Whitesides

**Zac Donley**

Communications Director  
U.S. Representative Sharice Davids

**Allison Childress**

Communications Director  
U.S. Representative Greg Stanton

**Tyler Staker**

Communications Director  
U.S. Representative Andy Barr

**Hannah Pope**

Communications Director  
U.S. Representative Rob Bresnahan

**Nick Sabin**

Communications Director  
U.S. Representative Tom Emmer

Sarah Gallagher  
Communications Director  
U.S. Representative Jen Kiggans

Liz Willis  
Communications Director  
U.S. Representative William Timmons

Kelsey Emmer  
Deputy Chief of Staff  
U.S. Representative Pete Stauber