

# 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: Conservative Partnership Institute
- Travel Destination(s): Cambridge, MD
- Date of Departure: 3-19-2025 Date of Return: 3-21-2025
- Name(s) of Traveler(s): See Attached

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

- Actual amount** of expenses paid on behalf of, or reimbursed to, each individual named in Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$100.00	\$198.00	\$128.00	
Accompanying Family Member				

- 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: 3-26-2025

Name: Ed Corrigan Title: President & CEO

Organization: Conservative Partnership Institute

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

Address: 300 Independence Ave SE, Washington, D.C. 20003

Telephone: 202-937-2309 Email: psternal@compasslegal.org

*Committee staff may contact the above-named individual if additional information is required.*

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.

# COMMITTEE ON ETHICS

## TRAVELER FORM

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection.

**This form and any attachments may be submitted at 1015 Longworth House Office Building or [travel.requests@mail.house.gov](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: Esteban Elizondo

**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): Harriet Hageman (WY-00)

Office Address: 1227 Longworth House Office Building

Telephone Number: 202-525-0961

Email Address of Contact Person: esteban.elizondo@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).

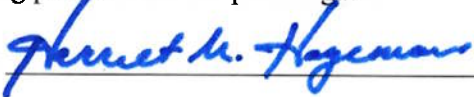
# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Esteban Elizondo
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Conservative Partnership Institute
3. City and State OR Foreign Country of Travel: Cambridge, MD
4. a. Date of Departure: March 19, 2025 Date of Return: March 21, 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 for Rep. Hageman, and this symposium provides valuable training for me as a new staffer on the Hill, including media relations, social media management, and communications strategy.
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: 18 FEB 2025



ONE HUNDRED NINETEENTH CONGRESS

## U.S. House of Representatives

COMMITTEE ON ETHICS

Washington, DC 20515

March 13, 2025

Mr. Esteban Elizondo  
Office of the Honorable Harriet M. Hageman  
1227 Longworth House Office Building  
Washington, DC 20515

Dear Mr. Elizondo:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Maryland, scheduled for March 19 to 21, 2025, sponsored by Conservative Partnership Institute, Inc.

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

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

Sincerely,

Michael Guest  
Chairman

Mark DeSaulnier  
Ranking Member

MG/MD:eme

**Conservative Partnership Institute's (CPI)  
Veritas Communications Symposium  
March 19-21**

**Date: Wednesday, March 19, 2025**

- 9:00 am**                    **Depart from Washington, D.C. 20003**
- 11:00 am**                    **Arrive at Cambridge, MD 21613**
- 11:00 - 12:30 pm**        **Check-in and Orientation**
- 12:30 – 1:30 pm**        **Lunch and Welcome Session**  
*Overview of symposium programming and presentation of 2025 Congressional communications trends and examples.*  
**Speaker:** Scooter Schaefer (CPI) Sondra Clark (CPI)
- 1:30 – 3:30 pm**        **SESSION: Media Booking and Pitching**  
*Fellows will learn how to properly build reporter relationships, and the skills to write the perfect media pitch to ensure their boss maximizes TV and Radio hits.*  
**Speakers:** Bobby Donachie (Vice President, Athos Communications)
- 3:30 – 5:30 pm**        **SESSION: Short Form Video**  
*Effective social media is key to a good communications strategy. The session will unpack current trends in short form video and evaluate strategies to maximize audience reach.*  
**Speakers:** Sondra Clark (CPI) and Scooter Shaefer (CPI)
- 5:30 – 6:30 pm**        **Executive Time**
- 6:30 – 8:00 pm**        **DINNER: Senator Jim DeMint and Ed Corrigan**  
*Students will learn from real-life stories and examples of how winning policies can't be executed without strong communication strategies. Senator Jim Demint and Ed Corrigan will pull from their experience in the House and Senate to help fellows maximize their impact.*  
**Speakers:** Senator Jim DeMint and Ed Corrigan (CPI)

**Date: Thursday, March 20, 2025**

**9:00 – 9:30 am**      **Breakfast Buffet**

**9:30 - 11:30 am**      **SESSION: Op-ed and Speech Writing**  
*Understanding the format, structure, and pitching process for successfully writing and placing op-eds.*  
**Speakers:** Michael Connolly (Founder of Inkling Communications)

**11:30 - 12:00 pm**      **Executive Time**

**12:00 - 1:30 pm**      **LUNCH SESSION: 2025 Legislative Preview**  
*Fellows will preview the legislative fights, policy debates, and themes of 2025. Speaker will provide historical context to the flights so fellows can better support their boss's communications strategy as key issues arise.*  
**Speaker:** Ed Corrigan (CPI)

**1:30 – 3:00 pm**      **SESSION: Politics in Focus: Professional Etiquette**  
*Learn the art and science of professional etiquette and political protocol to put the best foot forward for your boss and organization in any situation.*  
**Speakers:** Sondra Clark (CPI)

**3:00 – 6:00 pm**      **Executive Time**

**6:00 – 7:30 pm**      **Dinner: Understanding The Editorial Cycle and Podcasting**  
*Tyler O'Neil, Managing Editor of the Daily Signal and a podcast host, discusses trends in podcasting and how the news and editorial process work.*  
**Speaker:** Tyler O'Neil (Managing Editor of the Daily Signal)

**Date: Friday, March 21, 2025**

**8:30 – 9:30 am**      **Breakfast & Check Out**

**9:30 am**              **Depart Cambridge, MD 21613**

**11:30 am**            **Arrive Washington, D.C. 20003**