

COMMITTEE ON ETHICS


EMPLOYEE POST-TRAVEL DISCLOSURE FORM Original Amendment

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual *Financial Disclosure Statements* of those employees required to file them. In accordance with House Rule 25, clause 5, **you must complete this form and file it with the Clerk of the House by email at gifttravelreports@mail.house.gov, within 15 days after travel is completed.** Please **do not** file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: Kyle McKay
2. a. Name of Accompanying Relative: _____ **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: April 23, 2025 Return: April 25, 2025
b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Washington DC Destination: Cambridge MD Return City: Washington DC
5. Sponsor(s), Who Paid for the Trip: Conservative Partnership Institute
6. Describe Meetings and Events Attended: See attached retreat agenda.
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: 5/5/2025

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: Eric Burlison Date: 5/5/2025

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: Conservative Partnership Institute
2. Travel Destination(s): Cambridge MD
3. Date of Departure: April 23, 2025 Date of Return: April 25, 2025
4. 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.

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	\$100	\$198	\$128	\$0.00
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: Ed Corrigan Date: 04/29/2025
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 DC 20003

Telephone: 205.240.0705 Email: wsmith@cpi.org

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

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

COMMITTEE ON ETHICS

TRAVELER FORM

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

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

Your completed request must be submitted to the Committee no less than 30 days before your proposed departure date. Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. **You must receive explicit approval from the Committee before you depart on this trip.**

Name of Traveler: Kyle McKay

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. Eric Burlison

Office Address: 1108 Longworth House Office Building

Telephone Number: 318-229-3652

Email Address of Contact Person: kyle.mckay@mail.house.gov

Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, and these forms are being submitted to the Committee less than 30 days before the trip departure date.

NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.

KEEP A COPY OF THIS FORM. Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

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

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Kyle McKay
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: April 23, 2025 Date of Return: April 25, 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 attending this retreat to gain insight from the various speakers on how to be a better Chief of Staff

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: 3.19.2025

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:

Conservative Partnership Institute

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.

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

6. Date of Departure: April 23, 2025 Date of Return: April 25, 2025

7. a. City of departure: Washington DC

b. Destination(s): Cambridge MD

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:

CPI is solely responsible for organizing and conducting this trip. CPI provides regular educational briefings/training sessions to congressional and administration staff. These focus on leadership, management skills, office operations and other skills needed for public service.

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): \$64.00/day

2) Provide the reason for selecting the location of the event or trip: Location is owned by the trip sponsor, economical, and conducive to education training.

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

Hotel Name: Camp Rydin City: Cambridge MD Cost Per Night: \$99.00
Reason(s) for Selecting: _____

Hotel Name: _____ City: _____ Cost Per Night: _____
Reason(s) for Selecting: _____

Hotel Name: _____ City: _____ Cost Per Night: _____
Reason(s) for Selecting: _____

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking the box.*

18. **Total Expenses for each Participant:**

<input type="checkbox"/> Actual Amounts <input checked="" type="checkbox"/> Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$100	\$198	\$128
For each Accompanying Family Member			

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	\$0.00	\$0.00
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: Ed Corrigan Date: 03/14/25
 Name: Ed Corrigan Title: President & CEO
 Organization: Conservative Partnership Institute
 Address: 300 Independence Ave SE Washington DC 20003
 Email: wsmith@cpi.org Telephone: 205.240.0705

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

**Conservative Partnership Magnus Institute's (CPI)
Magnus Fellowship
April 23-25, 2024**

List of House Staff in Attendance:

Russell Dye, Communications Director & Counsel, House Judiciary Committee, (invited as a congressional staffer to learn the skills to be a leader in the conservative movement on or off the Hill.)

Ann Marie Graham-Barnes, Chief of Staff, Office of Representative Brian Mast, (invited as a congressional staffer to learn the skills to be a leader in the conservative movement on or off the Hill.)

Joe Kirby, Chief of Staff, Office of Representative Marlin Stutzman, (invited as a congressional staffer to learn the skills to be a leader in the conservative movement on or off the Hill.)

Marshall Macheledt, Deputy Chief of Staff, Office of Representative Barry Moore, (invited as a congressional staffer to learn the skills to be a leader in the conservative movement on or off the Hill.)

Kyle McKay, Legislative Director, Office of Representative Eric Burlison, (invited as a congressional staffer to learn the skills to be a leader in the conservative movement on or off the Hill.)

Bea Valenti, Legislative Director, Office of Representative Mike Ezell, (invited as a congressional staffer to learn the skills to be a leader in the conservative movement on or off the Hill.)

Daniel West, Legislative Director, Office of Representative Clay Higgins, (invited as a congressional staffer to learn the skills to be a leader in the conservative movement on or off the Hill.)

Conservative Partnership Institute's (CPI)
Magnus Fellowship
April 23-25, 2025

Date

Wednesday, April 23, 2025

- 9:00 am** **Depart from Washington, DC 20003**
- 11:00 am** **Arrive at Cambridge, MD 21613**
- 11:00-12:30 pm** **Check-in and Orientation**
- 12:30-1:30 pm** **Lunch Session: The Landscape of the Conservative Movement.**
Learning about the organizations that comprise the conservative movement and what functions they play. Each organization plays a specific role in conservative policy making.
Speaker: Wade Miller, Citizens for Renewing America
- 1:30-2:30 pm** **Session 1: Use of AI in Government Offices**
Learning the risks and benefits of AI, including security threats, ethical concerns and operational risks. There are management strategies for effective AI use.
Speaker, Jonah Shumate, HPSCI Deputy Staff Director
- 2:30-3:30 pm** **Executive Time**
- 3:00-4:30 pm** **Session 2: Principled Leadership**
Keeping calm during periods of adversity is critical to ensure operational success. Learn best practices for successful leadership in the face of adversity.
Speaker: Bret Benhardt, Former Chief of Staff to Senators Jim DeMint and Don Nickles
- 4:30-6:00 pm** **Session 3: Ethical Leadership in Washington**
Discussion of how leaders can ensure their operations stay compliant with government ethics rules. Creating a culture of compliance is critical for mission success.
Speaker: Alex Lee, Associate, Holtzman Vogel
- 6:00-6:30 pm** **Executive Time**

6:30-8:00 pm **Keynote Dinner: Media Relations**
A conversation about engaging the conservative media to promote the members legislative agenda and ensure organizational message success.
Speaker: Matthew Peterson, Editor in Chief, Blaze Media

Date:

Thursday April 24, 2025

8:30-9:30 am **Breakfast Buffet**

9:30-11:00 am **Sessions 4 Conservative Leadership in the States**
A survey of conservative state-based organizations and the policy priorities they are championing. Understanding the role of conservative state organizations will broaden perspectives of citizens in the states.
Speaker: Andy Roth, State Freedom Caucus Network

11:00-11:30 am **Executive Time**

11:30-12:30 pm **Lunch & Session 5: Leading a Healthy, Long-Term Office**
Getting an organization started is difficult. Learning best practices for starting an organization, effectively running it, and maintaining a good office culture will ensure long lasting success.
Speaker: Wesley Denton, COO of Conservative Partnership Institute

12:30-3:00 pm **Executive Time**

3:00-4:00 pm **Session 6: Administrative Compliance**
An overview of the rules and regulations, including managing the office budget, franking, creating employee handbooks and guidance on constituent services. Understanding what is permissible is critical to mission success.
Speaker: William Smith, Senior Director of Leadership Development, Conservative Partnership Institute.

4:00-4:30 pm **Executive Time**

4:30-5:30 pm **Session 7: Understanding Congress**
Key terms, strategies, and tactics to understand how Congress works. Identifying certain terms will assist in the preparation for future actions.
Speaker: Ed Corrigan, CEO of the Conservative Partnership Institute

6:00-7:30 pm

Keynote Dinner: Federalism and Constitutional Resistance

Constitutional history and theory of the American founding and how it works in practice today, including current controversies surrounding state disputes with the federal government.

Speaker: Dr. Bradley Watson, Associate Professor of Government at Hillsdale College.

Date:

Friday April 25, 2025

8:30-9:30 am

Breakfast & Check Out

9:30 am

Depart from Cambridge, MD 21613

11:00 am

Arrive at Washington DC 20003

Michael Guest, Mississippi
Chairman
Mark DeSaulnier, California
Ranking Member

John H. Rutherford, Florida
Andrew R. Garbarino, New York
Ashley Hinson, Iowa
Nathaniel Moran, Texas

Deborah K. Ross, North Carolina
Glenn F. Ivey, Maryland
Sylvia R. Garcia, Texas
Suhas Subramanyam, Virginia



ONE HUNDRED NINETEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

Jordan Downs
Chief of Staff to the Chairman

David Arrojo
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
<https://Ethics.House.gov>

April 15, 2025

Mr. Kyle McKay
Office of the Honorable Eric Burlison
1108 Longworth House Office Building
Washington, DC 20515

Dear Mr. McKay:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Maryland, scheduled for April 23 to 25, 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:amr