

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.

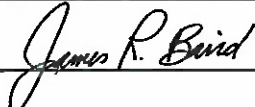
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: Sara Hasselbring
2. a. Name of Accompanying Relative: _____ **OR** ☒ None
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: 8/25/2025 Return: 8/29/2025
b. Dates at Personal Expense, if any: _____ **OR** ☒ None
4. Departure City: Washington, DC Destination: Boise, ID Return City: Cincinnati, OH
5. Sponsor(s), Who Paid for the Trip: Idaho Agriculture Leadership Foundation
6. Describe Meetings and Events Attended: We went to many specialty crop farms and agribusinesses to learn about Idaho's unique agriculture industry.
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: 9/15/2025

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: Rep. James Baird Date: 9/15/2025
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: Leadership Idaho Agriculture Foundation

2. Travel Destination(s): Boise, ID

3. Date of Departure: 8/25/25 Date of Return: 8/29/25

4. Name(s) of Traveler(s): Sara Hasslebring

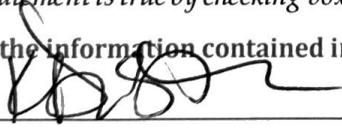
Note: You may list more than one traveler on a form only if *all* information is *identical* for each person listed.

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	\$630.36- Air	703.11	\$196.00	\$136 - Bus Snacks/ Drinks
Accompanying Family Member	n/a	n/a	n/a	n/a

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: 10/9/25 9/9/25

Name: Kendra Dustin Title: Development Director

Organization: Leadership Idaho Agriculture

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

Address: 55 SW 5th Avenue Suite 100 Meridian, ID 83642

Telephone: 208-859-6780 Email: kendra@amgidaho.com

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.

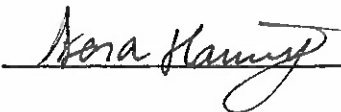
This form and any attachments may be submitted at 1015 Longworth House Office Building or travel.requests@mail.house.gov.

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: Sara Hasselbring

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. Baird

Office Address: 2303 Rayburn House Office Building, Washington, DC 20515

Telephone Number: 812-662-6317

Email Address of Contact Person: sara.hasselbring@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

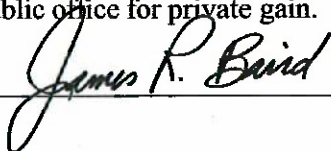
1. Name of Traveler: Sara Hasselbring
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Leadership Idaho Agriculture Foundation
3. City and State **OR** Foreign Country of Travel: Boise, Idaho
4. a. Date of Departure: 8/25/2025 Date of Return: 8/29/2025
b. Yes ☐ No ☒ Will you 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 Legislative Assistant dealing with agriculture for Congressman Baird. This trip relates to my duties because it will help me learn about agriculture in different states which will allow me to have an understanding with how the industry works in different parts of the country.
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: 7/21/2025

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:

Leadership Idaho Agriculture 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 attached list

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

6. Date of Departure: 8/25/25 Date of Return: 8/29/25

7. a. City of departure: Washington DC

b. Destination(s): Boise, ID

c. City of return: Cincinnati, OH

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.

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:**

☐ Actual Amounts ☒ Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$900	\$750	\$300
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	\$150	Bottled water, snacks on bus, taxi parking
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: 7/23/25
Name: Kendra Dustin Title: Development Director
Organization: LIA Foundation
Address: 55 SW 5th Avenue Suite 100 Meridian ID 83642
Email: kendra@amgidaho.com Telephone: 208-859-6780

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

From: [Hasselbring, Sara](#)
To: [GiftTravelReports](#)
Subject: Re: Idaho Ag Leadership - post travel documents
Date: Monday, September 15, 2025 1:00:53 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[Outlook-wdbuiwto.png](#)
[Outlook-ucwttrntt.png](#)
[Outlook-eido2ae.png](#)
[Outlook-yasicovi.png](#)

Attendees List:

McKenzie	Dallas	Representative	Austin	Scott	(Georgia)	mckenzie.dallas@mail.house.gov	(770) 680-6174
Faith	Dynneson	Representative	Mark	Messmer	(Indiana)	Faith.Dynneson@mail.house.gov	(573) 382-3637
Sara	Hasselbring	Representative	Jim	Baird	(Indiana)	hasselbring.in04@mail.house.gov	(812) 662-6317
John	Hendrix	House	Ag	Committee	(Majority)	john.hendrix@mail.house.gov	(979) 530-6328
Westin	Jablonowski	Representative	Michael	Cloud	(Texas)	Westin.Jablonowski@mail.house.gov	(979) 255-1932
Clark	Ogilvie	House	Ag	Committee	(Minority)	clark.ogilvie@mail.house.gov	(202) 579-1518
Grace	Rickman	Representative	Doug	LaMalfa	(California)	grace.rickman@mail.house.gov	(202) 503-7906
Elizabeth	Trombley	Representative	Kristen	McDonald	(Michigan)	liz.trombley@mail.house.gov	(810) 516-3855

Sara Hasselbring
Legislative Assistant
2303 Rayburn HOB | (202) 225-5037



From: GiftTravelReports <GiftTravelReports@mail.house.gov>
Sent: Monday, September 15, 2025 12:58 PM
To: Hasselbring, Sara <Hasselbring.in04@mail.house.gov>; GiftTravelReports <GiftTravelReports@mail.house.gov>
Subject: RE: Idaho Ag Leadership - post travel documents

Thank you for the gift travel submission. Please submit the following to complete the filing:

- Attendees List

All the best,

Brandon Doan
Public Information Specialist | Legislative Resource Center
202-225-8075 | clerk.house.gov

From: Hasselbring, Sara <Hasselbring.in04@mail.house.gov>
Sent: Monday, September 15, 2025 12:54 PM
To: GiftTravelReports <GiftTravelReports@mail.house.gov>
Subject: Idaho Ag Leadership - post travel documents

Sara Hasselbring
Legislative Assistant
2303 Rayburn HOB | (202) 225-5037





Leadership Idaho Agriculture Foundation

2025 Congressional Aides Fact Finding Tour Agenda Boise, ID- August 25-29, 2025

Monday, August 25

11:59pm Congressional Staff Arrive

Tuesday, August 26

7:30 am Welcome to Idaho Breakfast
Chanel Tewalt, Director - Idaho State Department of Ag Director
"We have a lot to Offer in Idaho Agriculture"

9:30 am Bus departs hotel

10:00 am ***"Water - Idaho's Lifeblood"***
Ridenbaugh Canal Headworks and New York Canal
Paul Arrington, Idaho Water Users

12:30 pm Lunch at Idaho State Department of Agriculture (ISDA) Conference Room
Tour participants will be joined by invited ISDA staff

1:15 pm Idaho State Department of Agriculture
"Federal Issues Impacting Idaho Agriculture"
Brucellosis Discussion – Scott Leibsle
Marketing Orders - Jared Stuart
Food Safety Modernization Act – Casey Monn

3:00 pm The Teff Company
Introduction of Gluten Intolerant Grains, one of the newest crops for Idaho Agriculture
Royd Carlson

5:15 pm Bus departs for BBQ
6:15 pm Dinner @ Lorell and Janet Skogsberg
6424 Elm Ln, Nampa

Adjourn

Wednesday, August 27

Breakfast at hotel/available each morning for those staying at hotel

7:30 am Bus Departs Hotel

9:00 am J and S Farms
Potatoes, Onions, Drip Irrigation Systems
Jarom Jemmett

- 10:45 am** **The Hops Industry in Idaho**
Michelle Gooding, Gooding Farms
- 1:00 pm** Alejandra's for lunch
- 2:00 pm** Wilder Cattle Feeders, LLC
Cow Calf Operation, Feedlot, and using Hop byproducts for Feed
John Hepton
- 3:30 pm** Valley Wide Cooperative
2114 N 20th St Suite B, Nampa, ID 83687
"The Reality of How the Immigration System is Impacting Agriculture"
Jen Uranga, Micaela Swall, Kelly Henggeler
- 5:30 pm** ***How Farmers Markets impact Local Producers***
Lakeview Market – Jen Uranga, hosting
Catered by Grubbin' BBQ
Young Farmer/Rancher Panel - ***"The Challenges We Face"***
Miguel Villafana, Mike Siegersma Jr., Terry Walton, Derrick Wanders
- Adjourn

Thursday August 28th

- 7:30 am** Bus Departs Hotel
- 8:45 am** Sunridge Dairies
Dairy – Idaho's largest cash commodity
Ryan Kroes
- 10:00 am** Rasgorshek Farms
Sugarbeets and Alfalfa Seed
Paul Rasgorshek and Leland Tiegs
- 12:30 pm** Lunch @ Idaho Pizza Company
Homedale
- 1:30 pm** McIntyre Farms – Making the Change from Traditional to Organic Farming, Cover Crops
and the impact of direct to consumer sales in agriculture
Brad McIntyre
- 4:00 pm** Marsing Boat Inspection Station
Invasive Aquatic Species and their impact to Idaho Agriculture
- 5:15 pm** Return to hotel
- 6:15 pm** Graduation & Farewell Dinner – Cottonwood Grille
Special Guest: Governor Brad Little
913 W River St, Boise, ID 83702
Adjourn

Friday, August 29th

- 5:45am Congressional Staff Depart

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>

August 21, 2025

Ms. Sara Hasselbring
Office of the Honorable James R. Baird
2303 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Hasselbring:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Boise, Idaho, scheduled for August 25 to 29, 2025, sponsored by Leadership Idaho Agriculture Foundation.

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:tn