

# 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: William Layton
2. a. Name of Accompanying Relative: \_\_\_\_\_ OR  None  
 b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: 08/29/25 Return: 08/29/25  
 b. Dates at Personal Expense, if any: \_\_\_\_\_ OR  None
4. Departure City: Washington, D.C. Destination: Harpers Ferry, WV Return City: Waverly, VA Washington, D.C.
5. Sponsor(s), Who Paid for the Trip: Appalachian Trail Conservancy
6. Describe Meetings and Events Attended: Educational Briefings with Ridge runners from Potomac ATC along the Appalachian trail.
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: 09/26/25

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:  Date: 09/26/25

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: Appalachian Trail Conservancy

2. Travel Destination(s): Harpers Ferry West Virginia & Weverton Cliffs, Maryland

3. Date of Departure: 08/29/2025 Date of Return: 08/29/2025

4. Name(s) of Traveler(s): Carter Forinash, William Layton, Elizabeth Cooper, Kevin Griffen, Rachel Jones, Paul Leoni, Ana Dulskiy,

*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	\$107.36		\$30	
Accompanying Family Member				

6.  All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. Signify statement is true by checking box.

**I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.**

Signature:  Date: 09/02/2025

Name: Sandi Marra Title: President & CEO

Organization: Appalachian Trail Conservancy

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

Address: 799 Washington ST, Harpers Ferry, West Virginia 25425

Telephone: 828.278.9423 Email: smarra@appalachiantrail.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

1. Name of Traveler: William Layton
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Appalachian Trail Conservancy
3. City and State **OR** Foreign Country of Travel: Harpers Ferry and weaverton Cliffs
4. a. Date of Departure: 08/29/25 Date of Return: 08/29/25  
b. Yes  No  Will you be extending the trip at your personal expense?  
If yes, list dates at personal expense: \_\_\_\_\_
5. a. Yes  No  Will you be accompanied by a family member at the sponsor's expense? **If yes:**
  - (1) Name of Accompanying Family Member: \_\_\_\_\_
  - (2) Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
  - (3) Yes  No  Accompanying Family Member is at least 18 years of age?
6. a. Yes  No  Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)?  
b. **If yes**, and you are requesting lodging for two nights, explain why the second night is warranted:  
\_\_\_\_\_  
\_\_\_\_\_
7. Yes  No  *Primary Trip Sponsor Form* is attached, including agenda, invitation, invitee list, and any other attachments and Additional Sponsor Forms.  
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.  
I am a legislative assistant for Congressman Lawler who is co-chair of the Appalachian Trail caucus. I handle the environment portfolio and manage the caucus's work.
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: \_\_\_\_\_

08/27/25

# 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](http://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:

Appalachian Trail Conservancy

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): \_\_\_\_\_

Find attached at the end of this document a full list, all are Office, Committee, or Leadership staff with environmental portfolio

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

6. Date of Departure: 08/29/2025 Date of Return: 08/29/2025

7. a. City of departure: Washington, D.C.

b. Destination(s): Harpers Ferry WV & Weverton Cliffs, Maryland

c. City of return: Washington, D.C.

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.**
- I checked 8(a) or (b) above; **OR**
  - I checked 8(c) above but am not offering any lodging; **OR**
  - I checked 8(c) above and am offering lodging and meals for one night; **OR**
  - 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.**
- 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*
  - 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:  
**See attachment.** \_\_\_\_\_
- 
13. **Answer parts a and b. Answer part c if necessary:**
- Mode of travel: Air  Rail  Bus  Car  Other  (specify: \_\_\_\_\_)
  - Class of travel: Coach  Business  First  Charter  Other  (specify: \_\_\_\_\_)
  - 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:
- 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**
  - The trip involves events that are arranged specifically *with regard* to congressional participation. If "b" is checked:
    - Detail the cost *per day* of meals (approximate cost may be provided): **\$30 (Breakfast and Lunch) per person.** \_\_\_\_\_
    - 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: N/A City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_  
 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 <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	30	0	30
For each Accompanying Family Member			


	<b>Other</b> Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (c.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee		
For each Accompanying Family Member		

19. **Check only one:**

- a.  I certify that I am an officer of the organization listed below; **OR**
- b.  *Not Applicable.* Trip sponsor is an individual or a U.S. institution of higher education.

20. **I certify by my signature that**

- a. **I read and understand the Committee's Travel Regulations;**
- b. **I am not a registered federal lobbyist or registered foreign agent; and**
- c. **The information on this form is true, complete, and correct to the best of my knowledge.**

Signature:  Date: 08/19/2025  
 Name: Sandra Marra Title: President & CEO  
 Organization: Appalachian Trail Conservancy  
 Address: 799 Washington ST, Harpers Ferry, West Virginia 25425  
 Email: smarra@appalachiantrail.org Telephone: 828.278.9423

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

Invitee	Role	Reason
Lisa Pahel	Policy Advisor	A.T. Trail Delegation
Eric Kanter	Legislative Director	A.T. Trail Delegation
Kate Gorund	Legislative Assistant	A.T. Trail Delegation
Xitlali Pacheco	Legislative Correspondent	A.T. Trail Delegation
Paige Henderson	Legislative Assistant	A.T. Trail Delegation
Heather Painter	Legislative Director	A.T. Trail Delegation
Ana Dulskiy	Legislative Assistant	A.T. Trail Delegation
Ben Wohl	Legislative Assistant	A.T. Trail Delegation
John Swords	Senior Legislative Assistant	A.T. Trail Delegation
Domonique Jackson	Legislative Assistant	A.T. Trail Delegation
William Layton	Legislative Assistant	A.T. Trail Delegation
Callie Lucia	Legislative Assistant	A.T. Trail Delegation
Michelle Schein	Legislative Director	A.T. Trail Delegation
Oliver McIntosh	Legislative Assistant	A.T. Trail Delegation
Matthew Clarkin	Senior Legislative Assistant	A.T. Trail Delegation
Sarah Jacobs	Legislative Director	A.T. Trail Delegation
Tevye Johnson	Legislative Assistant	A.T. Trail Delegation
Nick Urbin	Legislative Correspondent	A.T. Trail Delegation
Daniel Horning	Legislative Director	A.T. Trail Delegation
Nicholas Norce	Legislative Assistant	A.T. Trail Delegation
Patrick Schilling	Legislative Director	A.T. Trail Delegation
Tyler Mortier	Legislative Assistant	A.T. Trail Delegation
Andrew Donlon	Legislative Counsel	A.T. Trail Delegation
Diane Adamson	Legislative Director	A.T. Trail Delegation
Addison Porter	Legislative Assistant	A.T. Trail Delegation
William Newman	Legislative Assistant	A.T. Trail Delegation
Bri Simon	Legislative Assistant	A.T. Trail Delegation
Doxey Loupassi	Legislative Assistant	A.T. Trail Delegation
Fabiana Corsi Mend	Legislative Assistant	A.T. Trail Delegation
Carter Forinash	Legislative Assistant; Legisla	A.T. Trail Delegation
JR Walker	Senior Policy Advisor	A.T. Trail Delegation
Elizabeth Cooper	Legislative Correspondent	A.T. Trail Delegation
Julia Block	Legislative Staffer	A.T. Trail Delegation
Kelsey Wolfgram	Chief of Staff	A.T. Trail Delegation
Noah Hooton	Legislative Assistant	A.T. Trail Delegation
Huston Wallace	Legislative Director	A.T. Trail Delegation
Jason Harvery	Legislative Assisant	A.T. Trail Delegation
Sydney Branton	Legislative Director	A.T. Trail Delegation
Chase Starr	Legislative Director	A.T. Trail Delegation
Julian Fraser	Legislative Assistant	A.T. Trail Delegation
Matt Brady	Legislative Assistant ;	A.T. Trail Delegation
Sam Dunford	Climate Caucus Fellow	A.T. Trail Delegation
Molly Martin,	Legislative Director;	A.T. Trail Delegation

Anne Lawless	Legislative Assistant	A.T. Trail Delegation
Nate Zimpher	Legislative Director	A.T. Trail Delegation
Tiffany Smeal	Legislative Assistant	A.T. State Delegation
Hans Bjontegard	Legislative Assistant	A.T. State Delegation
Elizabeth Newhart	Senior Legislative Assistant	A.T. Trail Delegation
Houston James	Legislative Correspondent	A.T. Trail Delegation
Nicole Saitta	Legislative Assistant	Proximity to A.T.
Kevin Griffen	Senior Policy Advisor	Proximity to A.T.
Andrew Heineman	Legislative Director	A.T. State Delegation
Matthew Golden	Legislative Assistant	A.T. State Delegation
Jack Harrigan	Legislative Director	Proximity to A.T./Support of A.T.
Kate Schisler	Legislative Director	A.T. Delegation
Invitee	Role	Reason

Brandon Bragato	Staff Director	HNRC
Rachel Jones	Legislative Operations Manager	HNRC
Qay-liwh Ammon	Professional Staff	HNRC
Colen Morrow	Professional Staff	HNRC
Aniela Butler	Staff Director	HNRC
Brandon Miller	Professional Staff	HNRC
Andrew Bambrick	Professional Staff	HNRC
William Kelleher	Professional Staff	HNRC

Invitee	Role	Reason
William Ball	Senior Policy Advisor	House Leadership w/ environmental p
Matthew Palmer	Legislative Assistant	House Leadership w/ environmental p
Luke Sandlin	Legislative Assistant	House Leadership w/ environmental p
Josephine Amusa	Policy Advisor	House Leadership w/ environmental p
Shelby Prettiman	Energy and Environment Adv	House Leadership w/ environmental p
Elisa Sugarman	Legislative Director	House Leadership w/ environmental p
Ana Dulskiy	Legislative Assistant	A.T Delegation
Megan Rune	Legislative Assistant	A.T Delegation
Colby Edwards	Legislative Correspondent	Proximity to A.T.

### The Itinerary

08:30 – 08:45AM Meet at Spirit of Justice Park for transportation to Appalachian Trail Conservancy's Headquarters in Harpers Ferry.

08:45 – 10:30 AM Travel from Spirit of Justice Park to Harper's Ferry, Appalachian Trail Conservancy Headquarters, 799 Washington St, Harpers Ferry WV 25425

10:30 – 11:00 AM Visit to ATC Headquarters for Cooperative Management Briefing - Participants will visit the Appalachian Trail Conservancy's headquarters in Harpers Ferry for a guided exploration of historical displays, interpretive exhibits, models, and artifacts that trace the history of the Appalachian Trail and the movement that built it. This session will offer a deeper understanding of the Trail's origins, the founding and evolution of the ATC, and the development of the Cooperative Management System - a first-of-its-kind model in public lands stewardship that remains a cornerstone of A.T. management today.

ATC staff will present on the Trail's legacy as one of America's earliest and most ambitious conservation projects, built not only to protect a footpath but also to preserve an interconnected corridor of public lands through the most densely populated part of the country. The A.T. remains one of the most visible and successful examples of what can be achieved when federal, state, local, and nonprofit partners share responsibility for stewarding a nationally significant resource. Presenters will be David Tarasevich, Visitors Services Lead, and Melanie Spencer, Visitor Center Supervisor.

11:00 – 11:15 AM Travel to Weverton Cliffs.

11:15 AM – 01:45 PM Educational Briefing with Ridge Runner from the Potomac Appalachian Trail Club- Following our visit to ATC headquarters, we'll head to a nearby section of the Appalachian Trail for a field-based educational briefing led by a Ridge Runner from the Potomac Appalachian Trail Club (PATC). Ridge Runners serve as front-line stewards of the Trail, and this session will offer an opportunity to see the A.T. through their eyes.

The briefing will highlight local trail conditions, ecological features, and the ongoing stewardship challenges faced along this segment of the Trail. Topics may include native flora and fauna, habitat pressures, and the importance of protecting the Trail's physical treadway and its surrounding corridor from erosion, overuse, invasive species, and encroachment.

Ridge Runners also serve a vital educational role - interacting directly with hikers to promote Leave No Trace principles, build awareness of land management policies, and foster a shared sense of responsibility among visitors. As increasing visitation, climate-related impacts, and aging infrastructure place new strains on public lands, Ridge Runners represent a proactive, people-centered approach to conservation. This stop underscores the Appalachian Trail's role as a living landscape that must be actively cared for, and highlights how volunteers, nonprofit partners, and federal land managers work together to sustain its ecological and recreational values for the long term. Lunch will be provided.

1:45 PM Depart Weverton Cliffs, Maryland.

4:00 PM arrive at Spirit of Justice Park, Washington, D.C.

### **Details**

Small breakfast snacks and a picnic lunch and transportation will be provided, per Rules. Please RSVP by **Wednesday, July 30** (coinciding with the 30-day lead time the House and Senate Ethics Committees require for your travel forms) to Max Raphaelson at [mraphaelson@appalachiantrail.org](mailto:mraphaelson@appalachiantrail.org). Questions? Call: (828) 278- 9423 SPACE IS LIMITED. Attendees should feel free to provide their own transportation if more convenient.

**#12 “For each sponsor required to submit a sponsor form, describe the sponsor’s interest in the subject matter of the trip and its role in organizing and/or conducting the trip”**

The Appalachian Trail Conservancy (ATC) is the 501(c)(3) dedicated to working with agency partners to protect and manage the Appalachian National Scenic Trail (ANST); All House employees invited to this event work for a Member with connections to the ANST, such as by being part of the ANST House Caucus, having the Trail in or near their District, serving on a committee with jurisdiction to the ANST, or otherwise being a trail ally.

1. Educate congressional staff on the Cooperative Management System (CMS), the unique public-private partnership by which the National Park Service, ATC, 30 volunteer-led Trail Clubs, and local land managers (other federal agencies, states, municipalities, and private landowners) co-manage America's most famous national trail. The CMS sets the ANST and National Trails System as a whole apart from other types of federal land, and understanding the way that this collaboration plays out on the ground is critical context for Congress' consideration of a host of issues affecting the ANST and other national trails.
2. Spread the message that the Appalachian Trail Corridor is one of the most important open spaces in the Eastern United States! (Including recreation, protection of natural resources, preservation of cultural resources, scenic value, etc.)

The Appalachian Trail Conservancy was the sole organizer of this trip.

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  
Suhlas 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 Arroyo  
*Counsel to the Ranking Member*

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

August 28, 2025

Mr. William Layton  
Office of the Honorable Michael Lawler  
324 Cannon House Office Building  
Washington, DC 20515

Dear Mr. Layton:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Weverton Cliffs, Maryland, and Harper's Ferry, West Virginia, scheduled for August 29, 2025, sponsored by Appalachian Trail Conservancy. We remind you that, because the trip sponsor employs a federal lobbyist, you may participate in officially-connected activity on one calendar day only.

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:nl