

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: Kaitlin Makuski
2. a. Name of Accompanying Relative: _____ **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: September 27, 2025 Return: September 24, 2025
b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Washington, D.C. Destination: Virginia Beach, VA Return City: Washington, D.C.
5. Sponsor(s), Who Paid for the Trip: Congressional Institute
6. Describe Meetings and Events Attended: Meetings addressed how chiefs could or should handle crisis commms situations, ethics rules and guidance to be aware of, how Chiefs and personal offices can work better with committees and leadership, and networking credits.
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: Kaitlin Makuski Date: 10/6/25

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: Speaker Mike Johnson Date: 10/6/25

Signature of Supervising Member: MIKE JOHNSON

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: Congressional Institute

2. Travel Destination(s): Virginia Beach, VA

3. Date of Departure: September 22, 2025 Date of Return: September 24, 2025

4. Name(s) of Traveler(s): See attached list

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	\$0	\$363	\$192	\$754 - Room Rental
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: October 1, 2025

Name: Dan Meyer Title: Interim President & CEO

Organization: Congressional Institute

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

Address: 1700 Diagonal Road #300, Alexandria, VA 22314

Telephone: 703-837-8812 Email: amym@conginst.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: Kaitlin Makuski
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Congressional Institute
3. City and State **OR** Foreign Country of Travel: ~~Cambridge, MD~~ Virginia Beach, VA
4. a. Date of Departure: ~~from~~ September 22, 2025 Date of Return: September 24, 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.**

As Coalitions Coordinator in the Speaker's Office, it's important for us to know how Chiefs of Staff engage with outside organizations and what their experience is when building their Members brand, shepherding legislative priorities, and working with outside partners to amplify their key message

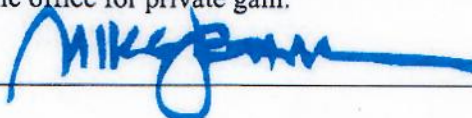
9. Yes No **Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, or arranging the trip?**

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: August 25, 2025

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.

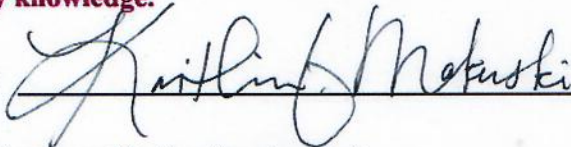
This form and any attachments may be submitted at 1015 Longworth House Office Building or travel.requests@mail.house.gov.

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: Kaitlin Matuski

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): Speaker Mike Johnson

Office Address: H-232, U.S. Capitol, Washington, D.C. 20515

Telephone Number: 616-901-4537

Email Address of Contact Person: kaitlin.matuski@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

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:

Congressional 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 addendum & attached invitation list

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

6. Date of Departure: September 22, 2025 Date of Return: September 24, 2025

7. a. City of departure: Washington, DC

b. Destination(s): Virginia Beach, VA

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:
See addendum

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): _____
Day 1 - \$50, Day 2 - \$88, Day 3 - \$26
 - 2) Provide the reason for selecting the location of the event or trip: _____
Relative proximity to DC and capacity to handle a large event

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

Hotel Name: Marriott Virginia Beach Oceanfront City: Virginia Beach, VA Cost Per Night: \$124 +taxes
 Reason(s) for Selecting: proximity to DC, availability, security & facility size

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	\$122	\$363	\$184
For each Accompanying Family Member	\$122	n/a	\$184

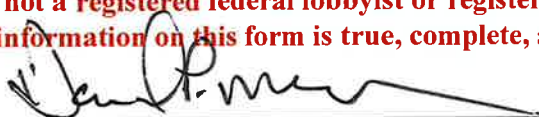
	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	\$782	Room Rental
For each Accompanying Family Member	\$782	Room Rental

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: 8/8/25
 Name: Dan Meyer Title: Interim CEO & President
 Organization: Congressional Institute
 Address: 1700 Diagonal Road #300, Alexandria, VA 22314
 Email: amym@conginst.org Telephone: 703-837-8812

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

PRIMARY TRIP SPONSOR FORM ADDENDUM

Question 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 invitation list. This Congressional Institute sponsored conference focuses on the important role of the Chief of Staff in congressional offices. Therefore, the invitation to this conference is being extended to Chiefs of Staff in House Majority personal offices, the Staff Directors in House Majority committee offices, select leadership staff, and any House staff who will present at the conference.

Question 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 purpose of the Congressional Institute (a 501(c)4 organization) is to promote public education about Congress and to hold educational conferences for Members of Congress, staff and others. The Congressional Institute is the sole organizer and conductor of this event. The Congressional Institute is dedicated to helping Congressional offices better serve their constituents and to otherwise support and further the Member's legislative and representational roles. Chiefs of Staffs play essential parts in these, and other important aspects and functions, of personal, committee, and leadership offices. This conference is designed to strengthen professional relationships among Chiefs of Staff, senior leadership and committee staff, educate them on policy issues and best practices, and encourage the exchange of ideas with colleagues.

Question 18: Total expenses for each participant:

The estimated lodging rate and per participant food/refreshment expense figure for this event (and provided on this form) does not include the separate costs to the Congressional Institute to rent conference/banquet space large enough to accommodate this large event with appropriate security and audio/visual capabilities necessary to conduct our program. Dividing these conference and facility rental costs by the number of participants estimated to attend this event, the estimated figure would be \$782 as disclosed on the sponsor form.



CONGRESSIONALINSTITUTE



2025 Chiefs of Staff Conference

YOU'RE INVITED

2025 Chiefs of Staff Conference

Monday, September 22 to Wednesday, September
24, 2025

[Marriott Virginia Beach Oceanfront](#)

REGISTER NOW

If you are unable to attend, please use the following link to [decline the invitation](#)

DOWNLOAD ETHICS FORMS

Ethics Forms are due August 25, 2025

Instructions: Complete the first two pages of the traveler form and email to travel.requests@mail.house.gov.

If you think there is even a possibility you will attend, file your travel pre-authorization with Ethics. You may always withdraw your paperwork.

DOWNLOAD DRAFT AGENDA

Please contact [Katie Hrkman](#) with any questions or call the



2025 CHIEFS OF STAFF CONFERENCE

DRAFT AGENDA

DAY 1

Hotel Check-in is at 4:00 pm.

MONDAY

September 22,
2025

9:30 am	BUSES DEPART CAPITOL HILL <i>Boxed meal will be provided</i>
1:30 pm	BUSES ARRIVE AT THE MARRIOTT 4201 Atlantic Avenue, Virginia Beach, VA 23451
1:00 pm - 6:30 pm	CONFERENCE REGISTRATION
1:00 pm- 3:00 pm	<i>WORK THE ROOM!</i> A pre-conference kick-off gathering, where Chiefs share successes and seek advice from fellow Chiefs ~ with food and refreshments.
3:00 pm- 4:00 pm	KICKOFF & WELCOME
4:00 pm- 5:00 pm	REFLECTIONS ON HILL SERVICE How serving as Chief can be the best J-O-B you'll ever have!
5:00 pm - 6:30 pm	BREAK For Your Official Responsibilities
6:30 pm - 9:00 pm	A COASTAL DINNER WITH FAMILY & FRIENDS

DAY 2

TUESDAY

September 23,
2025

7:30 am - 9:00 am	BREAKFAST ON THE BOARDWALK
8:00 am - 6:30 pm	CONGRESSIONAL INSTITUTE HELP DESK

9:00 am - 10:00 am	IN THE ADMIN NOW Former House Chiefs breakdown the differences between Chief'ing in the House and the Admin
10:00 am- 11:00 am	FROM CONFLICT TO PARTNERSHIP: THE BOSS, YOUR STAFF & LEADERSHIP Executive level coaching on how to "manage" the Hill
11:00 am- 11:15 am	BREAK
11:15 am - 12:00 pm	BRIDGING THE PERSONAL OFFICE GAP WITH COMMITTEE AND LEADERSHIP Personal Office Chiefs of Chairmen and Leadership Share and Listen to you
12:00 pm - 1:15 pm	LUNCH WITH KEYNOTE SPEAKER
1:15 pm - 1:30 pm	BREAK
1:30 pm - 4:30 pm	BREAKOUT SESSIONS <i>Whether you're seasoned or newer in your role, it's your opportunity to ask questions and see advice from Top Talent!</i>
4:30 pm - 6:30 pm	BREAK For Your Official Responsibilities
6:30 pm - 9:00 pm	DINNER ON THE LAWN

DAY 3

Hotel checkout is at 11:00 am.

WEDNESDAY
September 24,
2025

7:30 am - 9:00 am	BREAKFAST ON THE BOARDWALK
8:00 am - 11:30 am	CONGRESSIONAL INSTITUTE HELP DESK
9:00 am - 10:00 am	COACHING THE GENERATIONS - THROUGH MY BURNOUT... AND THEIR ENTITLEMENT <i>Understanding generations as colleagues and as managers</i>
10:00 am - 11:00 am	CHIEFS TURNED CEOS An inspirational message and advice from Chiefs turned CEOs
11:00 am	HOTEL CHECK-OUT
11:00 am	CONFERENCE CONCLUDES

11:15 am	BUSES DEPART THE HOTEL Boxed lunches will be available
3:15 pm	BUSES ARRIVE AT CAPITOL HILL

First Name	Last Name	Company Name	Title
Emily	Ackerman	Office of Majority Whip Emmer	Deputy Floor Director
Sarabrooks	Adams	Office of Majority Leader Scalise	Scheduler
Robert	Adkerson	Office of Rep. Loudermilk (GA-11)	Chief of Staff
Rick	Adkins	Office of Rep. Biggs (SC-03)	Chief of Staff
Nolan	Ahern	Office of Majority Whip Emmer	Deputy Policy Director
Amy	Albro	Office of Rep. Bice (OK-05)	Chief of Staff (OK)
Terry	Allen	Office of Rep. Palmer (AL-06)	Chief of Staff
Alyssa	Anderson Becker	Office of Rep. Mackenzie (PA-07)	Chief of Staff
TrinaJae	Apatang	Office of Rep. Moylan (GU-AL)	Chief of Staff
Cyrus	Artz	Office of Speaker Johnson	Senior Policy Advisor
Amanda	Baldwin	Office of Rep. Nathaniel Moran (TX-26)	Chief of Staff
Bill	Ball	Office of Speaker Johnson	Senior Policy Advisor
Joe	Barry	Republican Policy Cmte	Executive Director
Jason	Bauknecht	Office of Rep. Tiffany (WI-07)	Chief of Staff
Cliff	Bayer	Office of Rep. Fulcher (ID-01)	Chief of Staff
Nick	Bayer	Office of Rep. Hurd (CO-03)	Chief of Staff
Curt	Beaulieu	Office of Speaker Johnson	Senior Policy Advisor
Megan	Bel Miller	Office of Rep. Scalise (LA-01)	Chief of Staff
Josh	Bell	Office of Rep. Estes (KS-04)	Chief of Staff
Emily	Benavides	Office of Rep. Latta (OH-05)	Chief of Staff
A. Brooke	Bennett	Office of Rep. Hill (AR-02)	Chief of Staff
Chris	Bien	Office of Speaker Johnson	Director of Floor Operations
Claire	Bienvenu	Office of Speaker Johnson	Legislative Assistant
Jeff	Bishop	Office of Rep. Shreve (IN-06)	Chief of Staff
Alex	Blair	Office of Rep. Steube (FL-17)	Chief of Staff
Luke	Blanchat	Office of Rep. Hudson (NC-09)	Chief of Staff
Robert	Boland	Office of Majority Whip Emmer	Chief of Staff
Lorissa	Bounds	Office of Rep. Obernolte (CA-23)	Chief of Staff
Parish	Braden	Committee on Agriculture	Staff Director
Jenifer	Bradley	Office of Rep. Rutherford (FL-05)	Chief of Staff
Philippa	Bradley	Office of Rep. Moore (NC-14)	Chief of Staff
Matt	Brennan	Office of Rep. Thompson (PA-15)	Chief of Staff
Noelle	Britton	Office of Rep. Smucker (PA-11)	Chief of Staff
Annie	Brody	Office of Majority Whip Emmer	Downtown Coalitions Director
Greg	Brooks	Office of Rep. Murphy (NC-03)	Chief of Staff
Nick	Brown	Office of Rep. Clyde (GA-09)	Chief of Staff
Ed	Buckham	Office of Rep. Greene (GA-14)	Chief of Staff
Courtney	Butcher	Office of Speaker Johnson	Director of Member Services
John	Byers	Office of Rep. Pfluger (TX-11)	Chief of Staff
Brian	Calabrese	Office of Rep. Crank (CO-05)	Chief of Staff
Spencer	Carr	Office of Rep. Tenney (NY-24)	Chief of Staff
Bob	Carretta	Office of Rep. Ellzey (TX-06)	Chief of Staff
Caroline	Cash	Office of Rep. Comer (KY-01)	Chief of Staff
Nick	Christensen	Committee on Transportation & Infrastructure	Staff Director
William	Christian	Office of Rep. Luna (FL-13)	Chief of Staff
Andrew	Christianson	Office of Rep. Johnson (SD-AL)	Chief of Staff
Jon	Clark	Committee on Veterans' Affairs	Staff Director
Ken	Clifford	Office of Rep. Miller-Meeks (IA-01)	Chief of Staff
Frank	Collins	Office of Rep. Patronis (FL-01)	Chief of Staff
Briana	Connolly	Main Street Caucus	Policy Director

Will	Courtney	Office of Rep. Kustoff (TN-08)	Chief of Staff
Chris	Crawford	Office of Rep. Carter (GA-01)	Chief of Staff
Brian	Cress	Office of Speaker Johnson	Deputy Director of Member Services
Jamie	Cummins	Office of Majority Leader Scalise	Counsel
Michael	Curcio	Office of Rep. Messmer (IN-08)	Chief of Staff
Dante	Cutrona	Office of Rep. Joyce (PA-13)	Chief of Staff
Molly	Cutrona	Office of Rep. Amodei (NV-02)	Chief of Staff
Mike	D'orazio	Office of Rep. Reschenthaler (PA-14)	Chief of Staff
Reid	Dagul	Office of Rep. Cline (VA-06)	Chief of Staff
Jared	Dallin	Office of Rep. Kennedy (UT-03)	Chief of Staff
Andrew	David	Office of Rep. Higgins (LA-03)	Chief of Staff
Kevin	Dawson	Office of Rep. Kelly (PA-16)	Chief of Staff (PA)
Corinne	Day	Office of Speaker Johnson	Director of Media Affairs
Griffin	Decker	Committee on Intelligence	Staff Director
James	Decker	Office of Rep. Griffith (VA-09)	Chief of Staff
Jackie	Del Bonis	Office of Majority Whip Emmer	Member Services Director
Regan	Delaney	Republican Governance Group (RG2)	Executive Director
Kris	Denzel	Office of Rep. Knott (NC-13)	Chief of Staff
Kenneth	Depew	Office of Rep. Crenshaw (TX-02)	Chief of Staff
Ryan	Dilworth	Office of Rep. Van Dwyne (TX-24)	Chief of Staff
Matthew	Donnellan	Office of Rep. Miller (WV-01)	Chief of Staff
Toby	Douthat	Office of Rep. Edwards (NC-11)	Chief of Staff
Jordan	Downs	Ethics	Chief of Staff
Mark	Dreiling	Office of Rep. Bacon (NE-02)	Chief of Staff
William "Bill"	Duhnke	Office of Speaker Johnson	Policy Director
Jake	Dumas	Office of Rep. Flood (NE-01)	Chief of Staff
Katie	Dwyer	Office of Rep. Carey (OH-15)	Chief of Staff
Kevin	Eichinger	Office of Rep. Jordan (OH-04)	Chief of Staff
Brenna	Elliott	Office of Majority Leader Scalise	Senior Floor Assistant
Jaryn	Emhof	Office of Rep. Webster (FL-11)	Chief of Staff
Laura	Enquist	Office of Rep. Balderson (OH-12)	Chief of Staff
Alyssa	Erdel	House Republican Conference	Member Services Director
Matt	Esguerra	Office of Rep. Gooden (TX-05)	Chief of Staff
Ben	Falkowski	Office of Rep. Yakym (IN-02)	Chief of Staff
Alex	Ferro	Office of Rep. Gimenez (FL-28)	Chief of Staff
Lauren	Fine	Office of Majority Leader Scalise	Communications Director
Jason	Fischer	Office of Rep. Fine (FL-06)	Chief of Staff
Casey	Fitzpatrick	Office of Leader Scalise	Policy Advisor
David	FitzSimmons	Office of Rep. Finstad (MN-01)	Chief of Staff
Ian	Foley	Office of Majority Whip Emmer	Policy Director
Cameron	Foster	Office of Rep. Hern (OK-01)	Chief of Staff
Leslie	Foti	Office of Rep. Gosar (AZ-09)	Chief of Staff
Sally	Fox	Office of Rep. Emmer (MN-06)	Chief of Staff
Hannah	Fraher	Office of Rep. Haridopolos (FL-08)	Chief of Staff
Pierce	Frauenheim	Office of Rep. Bresnahan (PA-08)	Chief of Staff
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U.S. House of Representatives

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September 19, 2025

Ms. Kaitlin Makuski
Office of the Speaker
H-232, The Capitol
Washington, DC 20515

Dear Ms. Makuski:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Virginia Beach, Virginia, scheduled for September 22 to 24, 2025, sponsored by Congressional Institute.

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