

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: William J Kirby
2. a. Name of Accompanying Relative: _____ **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: August 21, 2025 Return: August 22, 2025
b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Washington DC Destination: Gettysburg PA Return City: Washington DC
5. Sponsor(s), Who Paid for the Trip: Conservative Partnership Institute
6. Describe Meetings and Events Attended: See attached
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: 8/28/2025

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: Marlin Stutzman Date: 8/28/2025

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): Gettysburg PA

3. Date of Departure: August 21, 2025 Date of Return: August 22, 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	\$155	\$118	\$545 Speaker Fees
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: August 25, 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

1. Name of Traveler: Joe Kirby
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: Gettysburg PA
4. a. Date of Departure: August 21, 2025 Date of Return: August 22, 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 a ^{Chief of Staff} ~~congressional staffer~~ the lessons from Gettysburg will teach strategic leadership and decision making
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: 7/17/25

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) 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: August 21, 2025 Date of Return: August 22, 2025

7. a. City of departure: Washington DC

b. Destination(s): Gettysburg PA

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.**
- 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:
- 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.
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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): \$59.00/day
 - Provide the reason for selecting the location of the event or trip: Gettysburg provides an appropriate setting for teaching strategic leadership and decision making.
-
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Wyndham Gettysburg City: Gettysburg PA Cost Per Night: \$155.00
 Reason(s) for Selecting: Proximity to Gettysburg battlefield
- 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	\$155	\$118
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 \$45	\$0.00 Speaking fees
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: 7/11/25
 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)
Gettysburg Staff Retreat
August 21-22, 2025**

List of House Staff in Attendance:

Russell Dye, Communications Director & Counsel, House Judiciary Committee, (invited as a congressional staffer who desires to lead a congressional office to learn leadership skills related to critical decision making, managing personalities, and building long term organizational success as a leader on or off the Hill.)

Joe Kirby, Chief of Staff, Office of Representative Marlin Stutzman, (invited as a congressional staffer who desires to lead a congressional office to learn leadership skills related to critical decision making, managing personalities, and building long term organizational success as a leader on or off the Hill.)

Bea Valenti, Legislative Director, Office of Representative Mike Ezell, (invited as a congressional staffer who desires to lead a congressional office to learn leadership skills related to critical decision making, managing personalities, and building long term organizational success as a leader on or off the Hill.)

Jason Pena, Legislative Assistant, Office of Representative Chip Roy, (invited as a congressional staffer who desires to lead a congressional office to learn leadership skills related to critical decision making, managing personalities, and building long term organizational success as a leader on or off the Hill.)

Peter Vicenzi, Communications Director, Office of Representative Pat Fallon, (invited as a congressional staffer who desires to lead a congressional office to learn leadership skills related to critical decision making, managing personalities, and building long term organizational success as a leader on or off the Hill.)

James Hodges, Legislative Assistant, Office of Representative Rick Crawford, (invited as a congressional staffer who desires to lead a congressional office to learn leadership skills related to critical decision making, managing personalities, and building long term organizational success as a leader on or off the Hill.)

**Conservative Partnership Institute's
Gettysburg Staff Retreat Schedule
August 21-22, 2025**

Overview: Congressional staff will learn how to build a congressional team to drive the overall legislative agenda of a Congressional office, with strategic planning, including decision-making in various political environments, and framing and solving problems for long term operational success.

Date:

Thursday, August 21, 2025

- | | |
|--------------|--|
| 3:30 pm | Depart from Washington DC |
| 5:30-6:00 pm | Arrive/Check-in at Wyndham Gettysburg Hotel, Gettysburg PA |
| 6:00-6:30 pm | Executive Time |
| 6:30-8:00 pm | Dinner/Strategic Overview of the Gettysburg Campaign. Congressional staff will learn leadership tactics and strategies to help lead a congressional office. [Lecture at the Wyndham Gettysburg Hotel.] |
| 8:00-9:00 pm | Congressional staff will learn from introductions to significant leaders of the Civil War how to frame problems, communicate decisions and develop strategic objectives, in addition to understanding the political, economic, and cultural factors around the outbreak of the Civil War. [Lecture at the Wyndham Gettysburg Hotel.] |

Date:

Friday, August 22, 2025

- | | |
|---------------|--|
| 7:00-8:00 am | Breakfast Buffet |
| 8:15-8:45am | Check-out/Travel to Gettysburg National Military Park |
| 9:00-10:00 am | Congressional staff will develop an understanding of cognitive biases and their impact on decision-making. They will learn about barriers to group-level communication and decision-making and reviewing speed of process versus speed of trust to develop trust throughout a team. [This lecture will be at the McMillan Ridge/Railroad Cut. There is an engagement where the armies "stumble into each other." In the meeting Senior Union officer |

on the field, MG Reynolds, is killed. The decisions leading to this engagement cost a life.]

- 10:00-11:00 am Congressional staff will learn various leadership styles and see the benefits and detriments of working with toxic and immature leaders and the short- and long-term costs to the team. They will also learn how new leaders can be developed formally and informally, which will help in training young staffers. [This lecture will be at Oak Hill. Here Union XI Corps arrives and takes positions just before Confederates under LTG Ewell arrive from the north. Mistakes by Col O'Neal and BG Iverson (CSA) cost lives and hampered progress. A single mistake by BG Barlow (USA) lost the XI Corps position while forward thinking by MG Howard led to establishing a strong defensive position (in advance) on Cemetery Hill, halting the panicked retreat of the XI Corps. Leadership decisions change the nature of the operation and provide an opportunity for informal mentoring/developing new leaders.]
- 11:00 am-12:00 pm Congressional staff will learn how to define the vision, values, strategy and alignment of an operation, and how to communicate them. [This lecture will be at the NC Monument area. There is an early morning Day 2 conversation between Gen Lee and LTG Longstreet which reveals they are not aligned on strategy, which plays into communicating vision and strategy.]
- 12:00 pm-1:00 pm Lunch
- 1:00-2:00 pm Through discussing the danger of inner circles and the value of trusted agents, congressional staff will develop an understanding of what makes a legislative team agile and how to maintain focus as a leader with accountability. [This lecture will be at Peach Orchard. Here, a poor personal relationship between MG Sickles and MG Meade (USA) sets the stage for MG Sickles to move his III Corps well out in front of the Union line, badly exposed. This leads Gen Lee and LTG Longstreet (CSA) to pivot on short notice to a different tactical approach than they had agreed upon that morning. This lends itself to agility and accountability on leadership decisions.]
- 2:00-3:00 pm Congressional staff will learn how to define a team narrative, recognize a team narrative, and develop an understanding of when there is a need to potentially change the team narrative. [This lecture will be at Little Round

Top. Here Union troops are placed upon Little Round Top only moments before Confederate troops arrive, leading to harsh, pitched fighting. The heroic story of 20th Maine regiment and COL Chamberlain is well-known, while the attempt by COL Oates of the 15th Alabama regiment to change the narrative after the war is not. On the front face of LRT, there was equally fierce fighting, yet that is much less known due to the focus on the 20th Maine by the novel *Killer Angels* and the subsequent movie *Gettysburg*. This lends itself to defining and adjusting a team narrative and shows the impact of narrative. In the process of defining the narrative COL Chamberlin modified his lines to meet a changing threat and this has lasting impact even after the war to show how each troop is thought of.]

3:00-4:00 pm

Congressional staff will learn the personal cost of leadership and the value of team unity. [This lecture is centered on the 1st Minnesota Infantry and will take place at the main monument to the 1st Minnesota Infantry at Hancock and Humphreys Ave. The Union reaction to Gen Lee's Day 2 attack created a large gap in their lines. MG Hancock (USA) recognized an impending assault on this gap and sent the 1st MN regiment alone to attack eight Confederate regiments to slow their assault until he could find reinforcements. Leadership decisions come at a cost, and the teams are impacted by their leaders' directives. Leaders need to develop team unity and motivate team members to sacrifice. Sacrifice is clear from close-quarter fighting.]

4:00-5:00 pm

Congressional staff will learn that leadership involves taking authority, being accountable, and maintaining ownership and delegation of tasks. They will also learn what leads team members to be willing to sacrifice. [This lecture is in front of Meade statue. The discussion will center on the multiple failures on both sides of the second day's battle, and how Gen Lee's attack plan ultimately failed due to a process being followed to the letter when the circumstances clearly called for innovation. Leaders must be accountable for their actions and delegate authority to others as part of being a strong leader.]

5:00-6:00 pm

Observing the strategic within the tactical or the mundane – maintaining focus in every situation. Congressional staff will learn how to lead through various political terrains. [This lecture will be centered around Pickett's Charge and be at the Soldiers Cemetery. With Pickett's Charge, there are vast preparations Gen Lee assembled to mitigate the risks for his third day assault against the Union center, but because of a lack of direct

supervision by LTG Longstreet the outcome was not as intended. In one instance, BG Pendleton (CSA) incompetently hindered the pre-attack artillery barrage. Leaders must recognize the dangers of incompetence and how to mitigate damages and well as when to take gambles. The second part addresses how various leaders come to take roles in cleaning up the battlefield and establishing the cemetery. One leadership decision involved denying President Lincoln, even though he sought it, an invitation as a keynote speaker, yet his remarks which brought a strategic focus to a tactical action are passed down from generation to generation.]

6:00-7:00 pm	Dinner
7:00 pm	Depart from Gettysburg PA
9:00 pm	Arrive at Washington DC

Speaker for all sessions: Harry Leach, Col, USAF (Ret), Leadership Development Director, Army War College Foundation.

**Conservative Partnership Magnus Institute's (CPI)
Gettysburg Staff Retreat
August 21-22, 2025**

List of House Staff Invited:

Russell Dye, Communications Director & Counsel, House Judiciary Committee, (invited as a congressional staffer who desires to lead a congressional office to learn leadership skills related to critical decision making, managing personalities, and building long term organizational success as a leader on or off the Hill.)

Joe Kirby, Chief of Staff, Office of Representative Marlin Stutzman, (invited as a congressional staffer who desires to lead a congressional office to learn leadership skills related to critical decision making, managing personalities, and building long term organizational success as a leader on or off the Hill.)

Dominic Namias, Deputy Director of Coalitions, House Committee on Veterans' Affairs, (invited as a congressional staffer who desires to lead a congressional office to learn leadership skills related to critical decision making, managing personalities, and building long term organizational success as a leader on or off the Hill.)

Bea Valenti, Legislative Director, Office of Representative Mike Ezell, (invited as a congressional staffer who desires to lead a congressional office to learn leadership skills related to critical decision making, managing personalities, and building long term organizational success as a leader on or off the Hill.)

Jason Pena, Legislative Assistant, Office of Representative Chip Roy, (invited as a congressional staffer who desires to lead a congressional office to learn leadership skills related to critical decision making, managing personalities, and building long term organizational success as a leader on or off the Hill.)

Peter Vicenzi, Legislative Assistant, Office of Representative Pat Fallon, (invited as a congressional staffer who desires to lead a congressional office to learn leadership skills related to critical decision making, managing personalities, and building long term organizational success as a leader on or off the Hill.)

James Hodges, Legislative Assistant, Office of Representative Rick Crawford, (invited as a congressional staffer who desires to lead a congressional office to learn leadership skills related to critical decision making, managing personalities, and building long term organizational success as a leader on or off the Hill.)

Will Mascaro, Director of Coalitions and Legislative Strategy, Republican Study Committee, (invited as a congressional staffer who desires to lead a congressional office to learn leadership skills related to critical decision making, managing personalities, and building long term organizational success as a leader on or off the Hill.)

Michael Guest, Mississippi
Chairman
Mark DeSaulnier, California
Ranking Member

John H. Rutherford, Florida
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Ashley Hinson, Iowa
Nathaniel Moran, Texas

Deborah K. Ross, North Carolina
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Sylvia R. Garcia, Texas
Suhas Subramanyam, Virginia



ONE HUNDRED NINETEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

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August 21, 2025

Mr. William Kirby
Office of the Honorable Marlin Stutzman
404 Cannon House Office Building
Washington, DC 20515

Dear Mr. Kirby:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Gettysburg, Pennsylvania, scheduled for August 21 to 22, 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:rp