

# 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: Center Forward

2. Travel Destination(s): Keswick, VA

3. Date of Departure: Wednesday, September 24, 2025 Date of Return: Friday, September 26, 2025

4. Name(s) of Traveler(s): Cyrus Artz, Jamie Fleet, Tiffany Guarascio, John Piazza


*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                           | \$340                  | \$375               | \$250 (waived registration fee)                               |
| 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: Monday, September 29, 2025

Name: Riley Kilburg Title: Executive Director

Organization: Center Forward

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

Address: 1214A Ingleside Avenue, McLean, VA 22101

Telephone: (563) 542-6821 Email: riley@center-forward.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: Jamie Fleet
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Center Forward
3. City and State **OR** Foreign Country of Travel: Charlottesville, VA
4. a. Date of Departure: 9/24/2025 Date of Return: 9/26/2025  
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 Staff Director, it is helpful to build bipartisan policy making relationships. Furthermore, the specific topics on the agenda, especially around the changing electorate and voter access, directly related to the Committee's responsibilities.
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: \_\_\_\_\_

*Joseph A. Marcella*

Date: 8/25/25

# 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:

Center Forward

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): Please see attachment

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

6. Date of Departure: Wednesday, September 24, 2025 Date of Return: Friday, September 26, 2025

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

b. Destination(s): Keswick, VA

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.**

- 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 attached.

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: Car or mini bus)
- 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): \_\_\_\_\_

2) 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: Keswick Hall City: Keswick, VA Cost Per Night: \$250

Reason(s) for Selecting: Ample meeting space with necessary A/V near Washington D.C.

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<br><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   | \$100.00   | \$500.00                                      | \$375.00                                   |
| For each Accompanying Family Member   | \$100.00   | \$0.00  | \$375.00                                   |

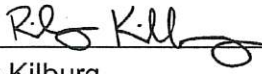
|                                       | <b>Other</b> Expenses (dollar amount per item) | Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.) |
|---------------------------------------|--|--|
| For each Member, Officer, or Employee | \$250.00                                       | Waived registration fee  |
| For each Accompanying Family Member   | \$0.00   |  |

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: Thursday, July 31, 2025  
 Name: Riley Kilburg Title: Executive Director  
 Organization: Center Forward  
 Address: 1214A Ingleside Avenue, McLean, Virginia 22101  
 Email: riley@center-forward.org Telephone: (563) 542-6821

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



2025 Center Forward Fall Issues Conference  
Keswick Hall, Charlottesville, VA  
Wednesday, September 24th, 2025 – Friday, September 26th, 2025

**Wednesday, September 24th, 2025**

***Recommended Attire: Casual***

**2:00 pm** Congressional Staff Shuttle departs from Capitol South Metro station en route to Keswick Hall

Capitol South Metro Station  
355 First Street SE  
Washington, D.C. 20003

**4:00 pm - 6:00 pm** Conference Registration – Hardie Boardroom, Keswick Hall

*Note: If you arrive after registration is closed, please join us at the pavilion for a welcome reception. Conference registration will reopen at 8:00 am on Thursday.*

**4:30 pm** Shuttle arrives at Keswick Hall

Keswick Hall  
701 Club Drive  
Keswick, VA 22947

**7:00 pm - 8:30 pm** Conference Welcome Reception and Opening Remarks

The Pavilion | Keswick Hall

*Note: The pavilion is a short walk from the lobby.*

Center Forward Executive Leadership team will welcome participants to the second annual Center Forward Fall Issues Conference. Remarks will include a review of the bipartisan legislation passed

during the 118th Congress, and highlight opportunities for consensus in the 119th Congress and beyond, including legislation related to trade, innovation, energy, and more. Q&A included.

- Ava Bowman Thomas, Senior Program Manager, Center Forward
- Riley Kilburg, Executive Director, Center Forward
- Cori Kramer, Chief Executive Officer, Center Forward

**Thursday, September 25th, 2025**

**Conference Program**

All sessions take place in the Keswick Ballroom unless otherwise specified

**Recommended Attire: Casual**

- 8:00 am - 9:00 am**      Conference Registration – Hardie Boardroom
- 8:00 am - 9:00 am**      Breakfast Buffet – Garden Room
- 9:00 am - 9:15 am**      Welcome Remarks and Introduction – Keswick Ballroom
- Cori Kramer, Chief Executive Officer, Center Forward
- 9:15 am - 9:45 am**      Opening Conversation – Shaping the Future of U.S. Trade in the Asia-Pacific
- Wendy Cutler, Vice President at the Asia Society Policy Institute and former Acting Deputy U.S. Trade Representative, offers insights on the evolving landscape of U.S. trade with the Asia-Pacific, a region that accounts for some of the world’s fastest-growing and most vital markets. Drawing on decades of experience, she will reflect on recent shifts in trade policy and explore what may lie ahead for U.S. economic engagement in the region.
- Wendy Culter, Vice President, Asia Society Policy Institute
  - Moderated by Cori Kramer, Chief Executive Officer, Center Forward
- 9:45 am - 10:45 am**      Panel Discussion – Reducing Bottlenecks and Improving Program Administration
- This panel explores the real-world implementation of major federal initiatives, using the CHIPS and BEAD programs as case studies. Panelists will examine how policy translates into on-the-ground outcomes, highlighting both challenges and successes in execution. Through these examples, attendees will gain insight into how policy can be designed to get shovels in the ground and projects moving more efficiently.
- Ben Bain, Director, Niskanen Center State Capacity Initiative
  - Dr. Tamarah Holmes, Director, Virginia State Office of Broadband

- Moderated by Nicole Vasilaros, Advisory Board, Center Forward

**10:45 am - 11:30 am** Panel Discussion – Demystifying the Next Generation of Voters

A bipartisan duo of leading pollsters joins us to unpack the attitudes, motivations, and behaviors shaping Gen Z’s political engagement. This conversation will explore the issues that mobilize young voters, their perceptions of Congress and government, and how policy choices can influence turnout.

- Kai Chen Yeo, Partner, Echelon Insights
- John Della Volpe, Founder and Chief Executive Officer, SocialSphere, Inc.
- Moderated by Cori Kramer, Chief Executive Officer, Center Forward

**11:30 am - 12:30 pm** Working Lunch – Garden Room

This discussion will place today’s contemporary political dynamics and policy challenges within the broader context of U.S. history, providing valuable insights into the ongoing evolution of American governance.

- *Dr. Doris Kearns Goodwin (invited)*

**12:30 pm - 2:00 pm** Breakout Session #1 – Balancing Competing Legislative Priorities

Conference participants will engage in small group discussions facilitated by subject matter experts. These sessions will allow participants to evaluate a diverse set of legislative priorities and identify bipartisan consensus on policies that align with shared objectives.

- Amy Andryszak, President & Chief Executive Officer, Interstate Natural Gas Association of America Foundation
- Daniel Silverberg, Managing Director and Co-Lead, National Security Team, Capstone, U.S.-China Competition Breakout
- Brad Watts, Former Chief Counsel, Senate Judiciary Committee, Intellectual Property Breakout

**2:00 pm - 3:30 pm** Breakout Session #2 – Balancing Competing Legislative Priorities

Conference participants will have a second opportunity to work in small groups to have meaningful dialogue on some of the most important issues facing the 119th Congress.

- Amy Andryszak, President & Chief Executive Officer, Interstate Natural Gas Association of America Foundation
- Daniel Silverberg, Managing Director and Co-Lead, National Security Team, Capstone, U.S.-China Competition Breakout
- Brad Watts, Former Chief Counsel, Senate Judiciary Committee, Intellectual Property Breakout

**3:30 pm - 4:30 pm** Policy Roundtable Discussions – Crawford’s

Perspectives from House Committees on legislative progress made during the 118th Congress and opportunities for further collaboration in the 119th Congress.

**4:30 pm - 6:00 pm** Break

**Conference Closing Reception and Dinner**

**Recommended Attire: Business Casual**

**6:00 pm - 7:00 pm** Reception – Great Lawn

Conference attendees will have the opportunity to reflect on the day’s programming and how attendees can incorporate what they have learned into their work in Congress.

**7:00 pm - 8:30 pm** Dinner – Keswick Ballroom

Marc Short, former Director of Legislative Affairs, will deliver the closing keynote dinner address, focusing on how Congress can build stronger, more effective relationships with the White House. Drawing from his time working directly with both legislative and executive branches, Short will share lessons on how to bridge divides and foster constructive communication. Attendees will gain practical advice on navigating the challenges of working with the executive branch to achieve tangible policy outcomes.

- Marc Short, Former White House Director of Legislative Affairs

**8:30 pm - 8:45 pm**

**Conference Closing Remarks**

Cori Kramer shares her key takeaways from the 2025 Fall Issues Conference and discusses the importance of continued bipartisan collaboration to promote a healthy and productive Congress.

- Cori Kramer, Chief Executive Officer, Center Forward

**Friday, September 26th, 2025**

**Recommended Attire: Casual**

- 8:00 am - 10:00 am**      Breakfast Buffet – Garden Room
- 10:00 am**                Congressional Staff Shuttle departs from Keswick Hall en route to  
Capitol South Metro station
- 11:00 am**                Keswick Hall Checkout
- 12:30 pm**                Shuttle arrives at Capitol South Metro Station
- Capitol South Metro Station  
355 First Street SE  
Washington, D.C. 20003

**Private Sponsor Travel Certification Form: Supplemental**

| <b>First</b> | <b>Last</b> | <b>Title</b>                   | <b>Affiliation</b>                          | <b>Reason</b>  |
|--------------|-------------|--------------------------------|---|--|
| Cyrus        | Artz        | Senior Policy Advisor          | Office of Speaker of the House Mike Johnson | As the Senior Policy Advisor to Speaker of the House Mike Johnson, Mr. Artz can provide insights on the Speaker's priorities related to energy policy in the 119th Congress.   |
| Parish       | Braden      | Majority Staff Director        | House Agriculture Committee                 | As the Majority Staff Director for the House Agriculture Committee, Mr. Braden can provide insights on the energy needs associated with rural development.   |
| Patrick      | Dumas       | Majority Staff Director        | House Ways and Means Subcommittee on Health | As the Majority Staff Director for the House Ways and Means Subcommittee on Health, Mr. Dumas can speak to the importance of intellectual property laws to innovation in the healthcare space.   |
| Jamie        | Fleet       | Minority Staff Director        | House Administration Committee              | As the Minority Staff Director for the House Administration Committee, Mr. Fleet can provide insight on bipartisan initiatives to modernize House operations and improve staff experience and retention.   |
| Sajit        | Gandhi      | Minority Staff Director        | House Foreign Affairs Committee             | As the Minority Staff Director for the House Foreign Affairs Committee, Mr. Gandhi can speak to how U.S. trade policy impacts U.S. relations with countries in the Asia-Pacific region.  |
| Joshua       | Grogis      | Senior Advisor to the Chairman | House Appropriations Committee              | As the Senior Advisor to the Chairman for the House Appropriations Committee, Mr. Grogis can share his thoughts on how the Congressional appropriations process impacts the administration of appropriations packages by the federal government. |
| Andrew       | Grossman    | Minority Staff Director        | House Ways and Means Subcommittee on Tax    | As the Minority Staff Director for the House Ways and Means Subcommittee on Tax, Mr. Grossman can provide insights on tax policies that keep the U.S. globally competitive against China.  |

**Private Sponsor Travel Certification Form: Supplemental**

| <b>First</b> | <b>Last</b> | <b>Title</b>            | <b>Affiliation</b>                                   | <b>Reason</b>   |
|--------------|-------------|-------------------------|--|---|
| Tiffany      | Guarascio   | Minority Staff Director | House Energy and Commerce Committee                  | As the Minority Staff Director for the House Energy and Commerce Committee, Ms. Guarascio can speak to the role intellectual property protections play in innovative technologies that drive economic growth.                                 |
| Melissa      | Jung        | Minority Staff Director | House Committee on Small Business                    | As the Minority Staff Director for the House Committee on Small Business, Ms. Jung can provide insight on how U.S.-Pacific trade impacts the bottom line of America's small businesses.   |
| Carson       | Middleton   | Majority Staff Director | House Committee on Rules                             | As the Majority Staff Director for the House Committee on Rules, Mr. Middleton can perspectives on how parliamentary procedure will impact the legislative outcomes of the policy solutions discussed at the Fall Issues Conference.          |
| Vivian       | Moeglein    | Majority Staff Director | House Committee on Natural Resources                 | As the Majority Staff Director for the House Committee on Natural Resources, Ms. Moeglein can provide insights on how American oil, gas, and renewable resources factor into an "all of the above" energy strategy.                           |
| Matthew      | Reel        | Minority Staff Director | House Committee on Veterans' Affairs                 | As the Minority Staff Director for the House Committee on Veterans' Affairs, Mr. Reel can share his perspective on how improvements to the implementation of federal programs would impact America's veterans.                                |
| Alexandra    | Whittaker   | Minority Staff Director | House Ways and Means Committee Subcommittee on Trade | As the Minority Staff Director for the House Ways and Means Subcommittee on Trade, Ms. Whittaker can share her thoughts on opportunities for bipartisan cooperation in expanding global market access for U.S. exports in the Pacific region. |

**Private Sponsor Travel Certification Form: Supplemental**

| <b>First</b> | <b>Last</b> | <b>Title</b> | <b>Affiliation</b> | <b>Reason</b> |
|--------------|-------------|--------------|--------------------|---------------|
|--------------|-------------|--------------|--------------------|---------------|

12. Sponsor's interest in the subject matter and role in organizing the trip:

Center Forward Fall Issues Conference is being convened to bring together pragmatic policy influencers from various industries, organizations, and the public sector. Center Forward's organizational mission is to provide centrists the information they need to craft common-sense solutions and provide support in turning those ideas into results. Center Forward brings together Members of Congress, not-for profits, academic experts, trade associations, corporations, and unions to find common ground.

Center Forward is the sole organizer of the trip. Center Forward is planning the conference and is responsible for the organization and execution of the event logistics as well as the programming content. Discussion topics will include: the future of U.S. trade policy with the Asia-Pacific region, improving the implementation and administration of funding appropriated by Congress, young voters and their policy preferences, building relationships and effectively working with the White House, and the importance of finding ways to put aside partisan differences and work together to solve America's challenges. Participants are expected to include policymakers and advocacy groups as well as business leaders, academic researchers, and a member of the press.

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  
Suhaz 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>

September 23, 2025

Mr. James Fleet  
Committee on House Administration  
1216 Longworth House Office Building  
Washington, DC 20515

Dear Mr. Fleet:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Keswick, Virginia, scheduled for September 24 to 26, 2025, sponsored by Center Forward.

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:eme