

# 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](mailto: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: BRADLEY NEAL HOWARD

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

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

Signature: 

Name of Signatory (if other than traveler): \_\_\_\_\_

For Staff (name of employing Member or Committee): REP. GREG STANTON

Office Address: 207 CANNON HOB

Telephone Number: 202.225.9888

Email Address of Contact Person: brad.howard@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](mailto:travel.requests@mail.house.gov).

# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: BRADLEY NEAL HOWARD
2. Sponsor(s) who will be paying or providing in-kind support for the trip: The Pew Charitable Trusts
3. City and State **OR** Foreign Country of Travel: Gettysburg, Pennsylvania
4. a. Date of Departure: 10/24/25 Date of Return: 10/25/25  
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.

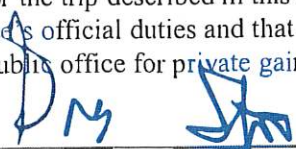
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. **Staff should include their job title and how the activities on the itinerary relate to their duties.**  
The Battle of Gettysburg offers a robust case for the study of leadership: the complexity of battle, the size of the opposing armies, and the wide spectrum of personalities represented by military leadership and civilians. Chiefs of staffs' unique roles mirror many of the challenges that leaders in Gettysburg face--managing leaders and staff, while handling complex and dynamic situations. The leadership programming provides staff with perspective and new ideas to act effectively and lead with confidence. Additionally, the open discussion forum creates a safe space to candidly share areas of growth and strengths, encouraging self reflection. As Rep. Stanton's chief of staff, it is these experiences and trainings that will make me a more effective leader and public servant as I incorporate leadership lessons in my advocacy of his priorities

**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: 9/11/25

# 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:

The Pew Charitable Trusts

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

All House Chiefs of Staff (see attached)

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

6. Date of Departure: 10/24/25 Date of Return: 10/25/25

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.**

- 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:

Pew is the sole sponsor of the trip. Through both its research and advocacy work, Pew seeks to advance the development of sound public policy at home and abroad, as well as strengthen the institutions that form the foundation of our democracy. The ~~Biannual Bipartisan Leadership Conference~~ advances these goals by creating a space for House Chiefs of Staff to meet, exchange ideas, learn from each other, and build and strengthen relationships across the aisle. The program thereby also enhances Pew's reputation among senior government leaders as a trusted source of nonpartisan, data-driven information.

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): 135

2) Provide the reason for selecting the location of the event or trip: Gettysburg was selected for its interest and historical significance  
The group will be there for a one-day conference on leadership and management. A complete itinerary is attached.

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

Hotel Name: Wyndham City: Gettysburg, PA Cost Per Night: 169

Reason(s) for Selecting: Location and price

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	130	169	135
For each Accompanying Family Member	130	0	135

	<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	9	Admission to Beyond the Battle Musuem
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: Sarah Senno Date: 7/3/2025  
 Name: Sarah Senno Title: Vice President, Finance and Treasurer  
 Organization: The Pew Charitable Trusts  
 Address: 901 E Street NW Washington, DC 20004  
 Email: ssenno@pewtrusts.org Telephone: 215-575-4841

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

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## DRAFT AGENDA

### Bipartisan House Chiefs of Staff Leadership Conference

*Gettysburg, Pennsylvania | October 24-25, 2025*

#### Summary

We're excited to host you at America's most revered battlefield and help facilitate experiential teaching and effective leadership development.

During the summer of 1863, America faced a turning point in its history—the survival of our young country was in question. Its fate was determined by the actions of those who led 165,000 Confederate and Union soldiers during one of the most decisive struggles in American history.

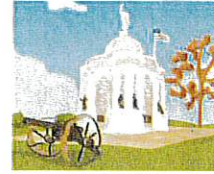
The Battle of Gettysburg offers a robust case for the study of leadership: the complexity of battle, the size of the opposing armies, and the wide spectrum of personalities represented by military leadership and civilians.

Humility, accountability, resilience, strategic thinking, and problem solving under pressure are a few of the many lessons for which experiential learning at Gettysburg is effective.

#### Friday, October 24, 2025

- 7:30 a.m. Bus departure. Check in for buses outside Capitol Hill Club, First & C Streets, SE (Across from South Capitol Metro). Boxed breakfast provided at departure. Brief programming including trivia about Gettysburg on the bus. *(Exact time and location for departure is tentative).*
- 9:30 a.m. Buses arrive at Lutheran Theological Seminary-Valentine Hall, Room 206 Introduction to the program and staff. Light breakfast, fruit, pastries, coffee, and tea provided during introduction.
- 10 a.m. On-field Leadership Program begins, led by Licensed Battlefield Guide and Facilitator.
- 10:10 a.m. Stop 1: McPherson's Ridge. Battlefield Guide to give information on the history and events that unfolded at McPherson's Ridge (~10 mins). Facilitator to discuss leadership topics and lead discussion (~25 mins).

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- 10:50 a.m. Stop 2: Oak Hill. Battlefield Guide to give information on the history and events that unfolded at Oak Hill (~10 mins). Facilitator to discuss leadership topics and lead discussion (~25 mins).
- 11:25 a.m. Stop 3: Seminary Ridge. Battlefield Guide to give information on the history and events that unfolded at Seminary Ridge (~10 mins). Facilitator to discuss leadership topics and lead discussion (~25 mins).
- 12:30 p.m. Catered buffet lunch at the Barn at Sachs Bridge. The barn at Sachs Bridge is a modernized facility located at the confluence of Gettysburg National Military Park, Eisenhower National Historic Site, and filming sites for the 1993 movie *Gettysburg*. (*Time is flexible to accommodate travel between stops and length of discussions*).
- 1:30 p.m. Battlefield Program continues, travel to next stop.
- 1:45 p.m. Stop 4: The Peach Orchard. Battlefield Guide to give information on the history and events that unfolded at The Peach Orchard (~10 mins). Facilitator to discuss leadership topics and lead discussion (~25 mins).
- 2:25 p.m. Stop 5: Little Round Top. Battlefield Guide to give information on the history and events that unfolded at Little Round Top (~10 mins). Facilitator to discuss leadership topics and lead discussion (~25 mins).
- 2:35 p.m. Stop 6: Cemetery Ridge (tentative). Battlefield Guide to give information on the history and events that unfolded at Cemetery Ridge (~10 mins). Facilitator to discuss leadership topics and lead discussion (~25 mins).
- 3:10 p.m. End of Battlefield program. Shuttles transport back to Gettysburg National Military Park Museum & Visitor Center.
- 3:25 p.m. Buses leave Visitor Center for Wyndham Gettysburg Hotel & Conference Center.
- 4 p.m. Check-in to Wyndham Gettysburg Hotel & Conference Center. 95 Presidential Cir, Gettysburg, PA 17325.
- 6 p.m. Transportation to Gettysburg National Military Park Museum. 1195 Baltimore Pike Gettysburg, PA 17325.
- 6:15 p.m. A look at rare artifacts from the Philadelphia Collection. The Civil War Museum of Philadelphia Collection is one of the most significant collections of Civil War



artifacts in the country, in fact the largest collection of significant artifacts and archival material outside of government hands.

- 6:45 p.m. Cocktail reception and guest speaker Ret. Lieutenant General Benjamin C. Freakley will discuss leadership and his experiences commissioned as an infantry officer in 1975, including his service in Operation Desert Storm, Operation Iraqi Freedom, and Operation Enduring Freedom.
- 7 p.m. Dinner at the National Military Park Museum.  
Gettysburg Exhibit open during reception/dinner.
- 8 p.m. “Lights Up” viewing of the Gettysburg Cyclorama.  
The cyclorama is the largest oil-on-canvas painting in North America, painted in 1884, depicting the climactic attack of the battle, Pickett’s Charge.
- 8:30 p.m. Evening concludes. Take buses back to the hotel.

## Saturday, October 25, 2025

- 8-9:30 a.m. Breakfast at hotel.
- 9:30 a.m. Bus departs Gettysburg for D.C.
- 11 a.m. Bus returns to First & C Streets, SE (Across from South Capitol Metro).

# Pew



The Pew Charitable Trusts  
invites you and a guest to the

## House Chiefs of Staff Leadership Conference

Gettysburg, Pennsylvania  
October 24-25, 2025

[REGISTER WITH .GOV EMAIL](#)

The Pew Charitable Trusts will host a leadership conference for House Chiefs of Staff October 24-25 in Gettysburg, Pennsylvania.

During the conference, experts will use lessons from one of the most pivotal and costly conflict in American history to foster strong leadership development. The conference will include a viewing of the Gettysburg Cyclorama, a private dinner at the National Military Park Museum, and a look at rare artifacts from the Philadelphia Collection—one of the most significant collections of Civil War artifacts in the country.

You can view a copy of the working agenda [here](#).

Expenses for you and your spouse are covered by The Pew Charitable Trusts, as permitted, excluding alcohol.

#### **Ethics paperwork:**

**[Click here to download your paperwork.](#)**

The Committee on Ethics **must receive your pre-travel paperwork by September 22, 2025** to ensure processing by the legal deadline. You may submit the paperwork to [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov) or deliver it to 1015 Longworth.

Since the Committee will bar attendance for staff who submit late, **we recommend you submit your forms immediately, even if you're not sure you'll attend**, as there is no penalty if you're approved but later decide you can't attend.

If you're unable to attend, please let us know here, and kindly note that this invitation is non-transferable.

We look forward to seeing you in historic Gettysburg this fall!

The Pew Charitable Trusts makes every effort to comply with federal, state, and local government ethics rules, including when hosting events. Please make sure that your participation is consistent with applicable ethics rules.

This email was sent to [acalbos@pewtrusts.org](mailto:acalbos@pewtrusts.org)

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