

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: Sophie Lyczek
2. a. Name of Accompanying Relative: _____ **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: 3/12/26 Return: 3/13/26
b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Washington, DC Destination: Cambridge, MD Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: The Heritage Foundation
6. Describe Meetings and Events Attended: Learned communications and policy strategies with real-world experts.
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: 3/26/26

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: Rep. Ralph Norman Date: 3/26/26

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: _____
The Heritage Foundation

2. Travel Destination(s): Cambridge, Maryland

3. Date of Departure: 3/12/2026 Date of Return: 3/13/2026

4. Name(s) of Traveler(s): 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	\$60.16	\$152.25	\$121.22	
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: 3/24/2026

Name: Dan Mauler Title: General Counsel and Secretary

Organization: The Heritage Foundation

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

Address: 214 Massachusetts Ave, NE Washington, DC 20002

Telephone: 202-546-4400 Email: dan.mauler@heritage.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

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.

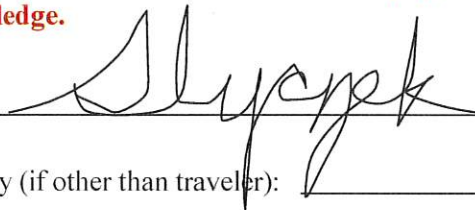
Your completed request must be submitted to the Committee no less than 30 days before your proposed departure date. Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. **You must receive explicit approval from the Committee before you depart on this trip.**

Name of Traveler: Sophie Lyczek

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. Ralph Norman

Office Address: 569 Cannon HOB, Washington, D.C. 20515

Telephone Number: 202-225-5501

Email Address of Contact Person: sophie.lyczek@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

TRAVELER FORM

1. Name of Traveler: Sophie Lyczek
2. Sponsor(s) who will be paying or providing in-kind support for the trip: The Heritage Foundation
3. City and State **OR** Foreign Country of Travel: Cambridge, MD
4. a. Date of Departure: Thursday, March 12, 2026 Date of Return: Friday, March 13, 2026
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 the Communications Director for Rep. Ralph Norman, this conference will be an opportunity to learn and engage the best practices in booking media, expanding social media outreach, and leadership skills to use in a senior role.

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: 2/27/26

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:

The Heritage Foundation

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): _____

Attached

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

6. Date of Departure: Thursday, March 12, 2026 Date of Return: Friday, March 13, 2026

7. a. City of departure: Washington, DC

b. Destination(s): Cambridge, Maryland

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:

The Heritage Foundation is an educational institution whose mission is to formulate and promote conservative public policies. Heritage is hosting and planning this trip as part of an ongoing effort to educate conservative staff.

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): \$74.63 on Thursday, March 12th
\$45.83 on Friday, March 13th

2) Provide the reason for selecting the location of the event or trip: Cambridge, Maryland is within a reasonable drive time frame and has facilities that can accomodate our group size

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

Hotel Name: Hyatt Regency Chesapeake Bay City: Cambridge, MD Cost Per Night: \$145

Reason(s) for Selecting: Reasonable room rates and conference facilities

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	41.41	175.18 *differential due to facility fee and taxes	120.46
For each Accompanying Family Member	n/a	n/a	n/a

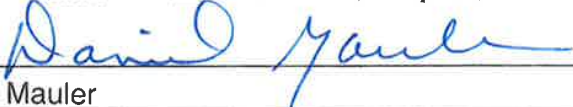
	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee		
For each Accompanying Family Member		

19. **Check only one:**

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

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

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

Signature:  Date: 2/6/2026
 Name: Dan Mauler Title: General Counsel and Secretary
 Organization: The Heritage Foundation
 Address: 214 Massachusetts Ave, NE
 Email: dan.mauler@heritage.org Telephone: 202-608-6183

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



YOU'RE INVITED TO THE
emerging
LEADERS

2026 CONFERENCE

MARCH 12-13, 2026

CHESAPEAKE, MD

PLEASE JOIN US!

- ✓ Engage with leading policy experts on critical issues
- ✓ Workshop solutions with congressional colleagues
- ✓ Strengthen your knowledge of the legislative process, rules, and procedures

NEXT STEPS

Register at events.heritage.org/elc26

invitation only. Limited spots available.

THURSDAY, MARCH 12

8:30-9:00 A.M.	Arrive at The Heritage Foundation
9:00-9:15 A.M.	Bus Boarding & Departure
11:30 A.M.-8:30 P.M.	Programming
8:30 P.M.	Conclusion

FRIDAY, MARCH 13

8:30 A.M.-2:15 P.M.	Programming
2:15-2:30 P.M.	Bus Boarding & Departure
4:30 P.M.	Arrive at The Heritage Foundation

Accommodations and meals included

QUESTIONS

For questions about registration or event logistics, please contact specialevents@heritage.org or (202) 608-1524.



Hyatt Regency Chesapeake Bay Golf Resort | Cambridge, MD
Thursday, March 12 – Friday, March 13, 2026

AGENDA

THURSDAY, MARCH 12

- | | | |
|-------------------------|---|---|
| 8:30 – 9:00 A.M. | REGISTRATION AND BREAKFAST | <i>The Heritage Foundation
214 Massachusetts Ave. NE,
Washington, DC 20002</i> |
| 9:00 – 9:15 A.M. | BUS BOARDING AND DEPARTURE | |
| 11:15 – 11:30 A.M. | ARRIVAL AND LUGGAGE DROP-OFF | <i>Brigantine
Hyatt Regency Chesapeake Bay,
100 Heron Blvd. at Route 50
Cambridge, MD 21613</i> |
| 11:30 A.M. – 12:00 P.M. | OPENING REMARKS AND OVERVIEW OF EVENTS | <i>Galleon</i> |
| | Dani Doane — <i>Director, Congressional Relations,
The Heritage Foundation</i> | |
| 12:00 – 1:15 P.M. | LUNCH AND SESSION I: Emerging Issue —
Protecting America’s Heritage | <i>Galleon</i> |
| | Brenda Hafera — <i>Assistant Director and Senior
Policy Analyst, B. Kenneth Simon Center for
American Studies, The Heritage Foundation</i> | |
| | With America’s 250 th anniversary on the horizon it is
important for Hill staff to understand the importance
of our heritage and how to preserve it. | |
| 1:15 – 2:00 P.M. | INTERACTIVE TEAM PROJECT OVERVIEW | <i>Galleon</i> |
| | One of the key aspects of being a Hill staffer is to be
creative and think strategically. This project will work
on those skills. In this portion, attendees will get an
overview of the project and determine their first
steps. | |

2:00 – 3:00 P.M.

**SESSION II: Emerging Issue — Facing Down
America's Foreign Challenges**

Galleon

Wilson Beaver — *Senior Policy Advisor, Defense Budgeting and NATO Policy, The Heritage Foundation*

Addressing foreign policy challenges has become a defining feature of the second Trump Administration. With U.S. interests tested in every region of the world, this session will provide staffers with a clear overview of the key global challenges and critical American foreign policy issues that must be addressed.

3:00 – 4:00 P.M.

**SESSION III: Emerging Issue — Immigration:
Challenges, Consequences and the Path Forward**

Galleon

Lora Ries — *Director, Border Security and Immigration Center, The Heritage Foundation*

Immigration remains one of the most urgent and high-profile issues facing the country, and addressing it comprehensively is essential for every congressional office. In this session, Lora Ries will break down the current immigration landscape and offer clear, conservative policy solutions.

4:00 – 4:30 P.M.

HOTEL ROOM CHECK-IN

4:30 – 5:30 P.M.

**SESSION IV: Emerging Issue — Why the Family is
the Cornerstone for America's Future**

Galleon

Delano Squires — *Director, Richard and Helen DeVos Center for Human Flourishing, The Heritage Foundation*

The well-being of the family unit is deeply connected to the work of every congressional staffer. Legislative decisions made on Capitol Hill have real and lasting impacts on everyday families across the country. This session will delve into those impacts.

5:30 – 6:30 P.M.

TEAM PROJECT BREAKOUT ACTIVITY

Galleon

At this juncture, the staff will break into teams and start discussing the project in a group setting.

6:30 – 7:00 P.M.

RECEPTION

The Lantern Room

7:00 – 8:30 P.M.

**DINNER AND SESSION V: Young & Conservative:
Navigating Life in DC**

The Lantern Room

Tentative Keynote: Isabel Brown — *Host, The Daily Wire*

Tentative: Mary Margaret Olohan — *White House Correspondent, The Daily Wire*

Being a strong conservative voice in Washington DC is not for the faint of heart, yet Isabel Brown and Mary Margaret Olohan have not only navigated this challenging environment – they've thrived in it. How can conservative staffers make a meaningful impact in such a crowded and competitive landscape? How do you stand out, make a difference, and still maintain a normal life outside the political pressure cooker? Our speakers will dive into these questions and more, offering insights drawn from their own experience on the front lines of the conservative movement.

FRIDAY, MARCH 13

8:30 – 9:00 A.M.

CHECK-OUT AND LUGGAGE DROP-OFF

Brigantine

9:00 – 10:00 A.M.

**BREAKFAST AND TEAM PROJECT BREAKOUT
ACTIVITY**

Galleon

10:00 – 11:15 A.M.

SESSION VI: Getting an Inside Look at Capitol Hill

Galleon

Erin Drummy — *Policy Advisor, Senate Steering Committee*

Will Mascaro — *Director of Coalitions and Legislative Strategy, Republican Study Committee*

***Will joins us as an Emerging Leaders Alumni.*

This session will provide staffers with a look inside the decision making that goes on in both the House and Senate when determining priorities.

11:15 – 11:30 A.M.	BREAK	
11:30 A.M. – 12:30 P.M.	SESSION VII: Messaging with Muscle	<i>Galleon</i>
	<p>Caroline Downey — <i>Editor in Chief, The Conservateur</i></p> <p>In today’s fast-paced media environment, congressional staff must be bold and creative in advancing their boss’s conservative message. Caroline will explore how to effectively push policy priorities across all communications platforms and how to craft compelling narratives.</p>	
12:30 – 1:45 P.M.	LUNCH AND SESSION VIII: Emerging Issue — The American Economy and the Future of Prosperity	<i>Galleon</i>
	<p>Anne Bradley — <i>George and Sally Mayer Fellow for Economic Education and Vice President of Academic Affairs, The Fund for American Studies</i></p> <p>As economic uncertainty continues to shape national discourse, understanding the trajectory of the American economy is more important than ever. Attendees will gain insight into how conservative economic principles can foster innovation, opportunity, and long-term stability in a rapidly changing global landscape.</p>	
1:45 – 2:15 P.M.	TEAM PROJECT PRESENTATIONS AND CONCLUSION	<i>Galleon</i>
2:15 – 2:30 P.M.	BUS BOARDING AND DEPARTURE	
4:30 P.M.	ARRIVAL	

*The Heritage Foundation
214 Massachusetts Ave. NE,
Washington, DC 20002*

Question #4

House attendees were invited to the conference as they are rising policy leaders on Capitol Hill

Invitation List Attached

Jeremy	Bays	Director of Operations	Rep. Mary Miller
Justin	Camp	Legislative Assistant	Rep. Onder
Hannah	Crossman	Director of Operations; Scheduler	Rep. Pat Fallon (R-TX-4)
Rafaello	Carone	Communications Director	Rep. Pete Sessions (R-TX-17)
Daniel	Chung	Press Assistant	House Committee on Foreign Affairs
Marjorie	Daily	Scheduler; Director of Operations	Rep. Harriet Hageman (R-WY-1)
Savannah	Darnell	Staff/Press Assistant	Rep. James Comer
Madison	Engelking	External Operations and Communications Specialist	Rep. Brian Mast
Belen	Gregory	Director of Operations	Rep. Michael Rulli
Tatum	Gressette	Deputy Member Services Director	Republican Study Committee
Caroline	Gomez	Legislative Correspondent/Staff Assistant	Rep. Keith Self
Cassie Rae	Higdon	Communications Director	Rep. Andy Biggs
Nathan	Horne	Defense Fellow	Rep. Tom Cole (R-OK-4)
Will	Hunt	Senior Fellow	House Select Committee on the Strategic Competition B Party
Brogan	Hurd	Legislative Assistant	Rep. Cory Mills
Houston	James	Legislative Aide	Rep. Rich McCormick (R-GA-7)
Emily	Kang	Legislative Correspondent; Staff Assistant	Rep. Mark Alford (R-MO-4)
Henry	Keating	Legislative Correspondent	Rep. Barry Moore
Sophie	Lyzek	Communications Director	Rep. Ralph Norman (R-SC-5)

Sydney	Maingot	Communications Director	Rep. Grothman
Ben	Martin	Communications Director	Rep. Barry Moore (R-AL-1)
Abigail	Matsuyoshi	Scheduler	Kimberly King-Hinds
Brooke	Morgan	Press Secretary	Rep. Onder
Sterling	Mosley	Scheduler	Rep. Brandon Gill (R-TX-26)
Maiu	Mots	Scheduler; Director of Operations	Rep. Carol Miller (R-WV-1)
Ayush	Nallapally	Legislative Aide	Rep. Rich McCormick (R-GA-7)
Griffin	Rabon	Legislative Correspondent	Rep. Ralph Norman (R-SC-5)
Ariel	Ruiz	Communications Director	Rep. Vern Buchanan (R-FL-16)
Madison	Sedwick	Scheduler	Rep. Rich McCormick (R-GA-7)
Neal	Selu	Policy Assistant	House Committee on Science, Space, and Technology
Jack	Silbert	Staff Assistant; Scheduler	Rep. John Carter (R-TX-31)
Connor	Sloan	Legislative Aide	Rep. Paul Gosar
Brandon	Smith	Director of Operations	Rep. Ron Estes
Paulina	Tes	Scheduler	Rep. Beth Van Duyne
Joshua	Walton	Legislative Assistant	Rep. Nick Begich
Amy	Wells	Scheduler	Rep. Marlin Stutzman
Lauren	Williams	Legislative Correspondent	Rep. James Comer
Jordan	Wright	Press Secretary	Rep. Rich McCormick (R-GA-7)
Cole	Adams	Legislative Assistant	Rep. Guy Reschenthaler (R-PA-14)
Sara Brooks	Adams	Scheduler	Leader Steve Scalise (R-LA-1)
Zachary	Affeldt	Staff Assistant	zachary.affeldt@mail.house.gov
Clark	Agnew	Legislative Assistant	Rep. Derrick Van Orden (R-WI-3)
Justin	Ahn	US Army Congressional Fellow	Rep. Joe Wilson (R-SC-2)
Jude	Al-Hmoud	Director of Operations	Rep. Ashley Hinson (R-IA-2)
Haris	Alic	Communications Director	Rep. Brian Mast (R-FL-21)
ChristiannÃ©	Allen	Communications Director	Rep. Russ Fulcher (R-ID-1)
Ashley	Allen	Staff Assistant	ashley.allen@mail.house.gov
Megan	Amen	Executive Assistant; Legislative Aide; Scheduler	Rep. Joe Wilson (R-SC-2)
Jillian	Anderson	Florida Communications Director	Rep. Cory Mills (R-FL-7)
Hayley	Andrews	Legislative Correspondent and Outreach Coordinator	Rep. Joe Wilson (R-SC-2)

Paxton	Antonucci	Communications Director	Rep. Jefferson "Jeff" Van Drew (R-NJ-2)
Arnaud	Armstrong	Communications Director	Rep. Ryan Mackenzie (R-PA-7)
Parker	Armstrong	Communications Director	Rep. Erin Houchin (R-IN-9)
Shields	Armstrong	Scheduler	Rep. Trent Kelly (R-MS-1)
Paige	Ash	Communications Director	Rep. David Valadao (R-CA-22)
Sophie	Attiliis	Scheduler; Executive Assistant; Office Manager	Rep. Morgan Griffith (R-VA-9)
Grant	Auman	Legislative Assistant	Rep. Mike Kelly (R-PA-16)
Joe	Bachar	Legislative Assistant	Rep. Tony Wied (R-WI-8)
Sophia	Baigorría	Legislative Assistant	Rep. Lauren Boebert (R-CO-4)
Jackson	Baker	Deputy Communications Director	Rep. David Schweikert (R-AZ-1)
Zehra	Bakirdan	Scheduler	Rep. Darin LaHood (R-IL-16)
Brent	Balderson	SOTF Fellow	Rep. Ken Calvert (R-CA-41)
Courtney	Ballenger	Scheduler	Rep. Sam Graves (R-MO-6)
Sean	Ballesteros-Perez	US Army Congressional Fellow	Rep. Steve Womack (R-AR-3)
Madeline	Baltz	Scheduler; Press Assistant	Rep. Barry Moore (R-AL-1)
George	Barber	Legislative Assistant	Rep. Warren Davidson (R-OH-8)
Isabel	Barrett	Staff Assistant	isabel.barrett@mail.house.gov
William	Barry	Deputy Chief of Staff; Communications Director	Rep. Mark Alford (R-MO-4)
Caleb	Bartes	Legislative Assistant	Rep. John Moolenaar (R-MI-2)
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March 10, 2026

Ms. Sophie Lyczek
Office of the Honorable Ralph Norman
569 Cannon House Office Building
Washington, DC 20515

Dear Ms. Lyczek:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Maryland, scheduled for March 12 to 13, 2026, sponsored by Heritage Foundation.

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 \$525 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Michael Guest
Chairman

Mark DeSaulnier
Ranking Member

MG/MD:nl