

COMMITTEE ON ETHICS

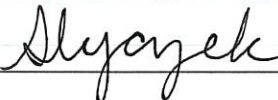
EMPLOYEE POST-TRAVEL DISCLOSURE FORM Original Amendment

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: April 30, 2026 Return: May 3, 2026
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: Conservative Partnership Institute
6. Describe Meetings and Events Attended: Communications professionals met with real world experts to gain insight into better media engagement and strategy.
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: 5/8/26

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: Ralph Norman Date: 5/8/26

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: Conservative Partnership Institute

2. Travel Destination(s): Cambridge, MD

3. Date of Departure: April 30 Date of Return: May 3, 2026

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	\$297	\$182	\$0.00
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: 5/7/2026

Name: Ed Corrigan Title: President and 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, D.C., 20003

Telephone: _____ Email: cdavis@compasslegal.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, DC 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: SophieLyczek
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Conservative Partnership Institutue
3. City and State **OR** Foreign Country of Travel: Cambridge, MD
4. a. Date of Departure: 4/30/26 Date of Return: 5/3/26
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.**
Learn and engage with real world media experts to better prepare for office duties.

As Communications director, learning from these experts will allow me to better facilitate media formalities throughout the district.

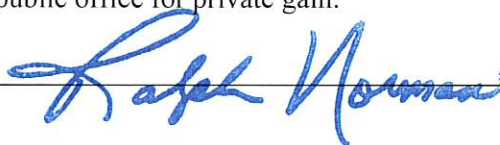
9. **Yes No Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, or arranging the trip?**

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: 3/26/26

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:
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: April 30 Date of Return: May 3
7. a. City of departure: Washington, D.C
b. Destination(s): Cambridge, MD
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: _____)
 - 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): \$64.00
 - 2) Provide the reason for selecting the location of the event or trip: proximity to D.C., economical, and conducive to education and training

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Camp Rydin City: Cambridge, MD Cost Per Night: \$99
 Reason(s) for Selecting: _____
- 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	\$297	\$182
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	\$0.00
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: 3/25/26
 Name: Ed Corrigan Title: President and CEO
 Organization: Conservative Partnership Institute
 Address: 300 Independence
 Email: cdavis@compasslegal.org Telephone: _____

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

1. Sophie Lyczek – Communications Director, Rep. Ralph Norman (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
2. Lauren Ridinger – Communications Director, Rep. Riley Moore, (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
3. Mac Stephen Malloy – Communications Director, Rep. Clay Higgins, (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
4. Sheridan Bass – Deputy Press Secretary, Rep. Tom Emmer, (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
5. Davis Mullvain – Press Assistant, Rep. Andrew Clyde, (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
6. JJ Carola – Deputy Digital Director, House Judiciary Committee, (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
7. Michella Carter – Press and Digital Assistant, Rep. Andy Harris, (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
8. Emma Gibson – Director of Communications, Rep. Mike Collins, (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
9. Kate Robinson – Press Assistant, Rep. Andy Biggs, (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
10. Madelon Clark – Press Secretary, Rep. August Pfluger, (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
11. Coleton Cristiani – Press Secretary, Rep. Brandon Gill, (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
12. Symphony Rojas – Communications Director, Rep. Randy Weber, (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
13. Colby Walker – Communications Director, Rep. Burgess Owens, (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
14. Madison Weber – Press Secretary, Rep. Blake Moore, (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
15. Preston Romanov – Digital Assistant/Press Assistant, Republican Study Committee, (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
16. Arielle Dumalac – Press Assistant, House Judiciary Committee, (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
17. Kate Bryan – Communications Director, Rep. Josh Brecheen, (Invited as a Congressional staffer with interest in improving Congressional communications strategy)
18. Melia Ross – Press Assistant, Rep. Mark Harris, (Invited as a Congressional staffer with interest in improving Congressional communications strategy)

**Conservative Partnership Institute's (CPI)
Veritas Fellowship Symposium
April 30 – May 3, 2026**

Date: Thursday, April 30th

- 12:00 pm** **Depart from Washington, D.C. 20003**
- 1:30 pm** **Arrive at Cambridge, MD 21613**
- 1:30 – 3:00 pm** **Introduction and Welcome**
CPI Fellows will give a brief overview of the symposium programming and a presentation of 2026 Congressional communications trends and examples so the attendees are aware of the current landscape of American political communications and media.
Speaker: Scooter Schaefer, CPI Fellow, and Sondra Clark, CPI Fellow
- 3:00 – 5:00 pm** **SESSION 1: Social Media Strategy**
Fellows will learn about the algorithms of the different social media outlets and will review strategies on how to leverage the channels for the benefit of their boss.
Speakers: Sondra Clark, CPI Fellow, and Scooter Schaefer, CPI Fellow
- 5:00 – 6:30 pm** **Executive Time**
- 6:30 – 8:00 pm** **DINNER and SESSION 2: Understanding the Editorial Cycle and Podcasting**
Katrina Trinko, Editor in Chief of the Daily Signal and a podcast host, discusses trends in podcasting and how the news and editorial process work so that the attendees are aware of this type of communications medium and are up to date on the latest trends with it.
Speaker: Katrina Trinko, Editor in Chief of the Daily Signal

Date: Friday, May 1, 2026

8:30 – 9:30 am Breakfast Buffet

9:30 – 11:00 am SESSION 3: Video Production and Short Form Editing

Fellows will learn to evaluate, script and produce compelling videos for their members of Congress. Session will instruct on lighting, audio, editing, scripting and promotion strategies.

Speakers: Scooter Schaefer, CPI Fellow

11:00 – 12:30 pm SESSION 4: Op-ed and Speech Writing

Fellows will gain an understanding of the format, structure, and pitching process for successfully writing and placing op-eds and speeches. These skills will assist the attendees in promoting Congressmen and Senators and their congressional work.

Speakers: Billy Gribbin, Communications Director, Senator Mike Lee

12:30 - 1:30 pm Break for Lunch

1:30 - 2:30 pm SESSION 5: Politics in Focus: Professional Etiquette

Fellows will learn the art and science of professional etiquette and protocol in order to best represent their boss at political events. Table manners, how to address dignitaries, proper flag display, and the rules of conduct for ceremonial events will be discussed.

Speakers: Sondra Clark, CPI Fellow

2:30 – 4:30 pm SESSION 6: Media Booking and Pitching

Fellows will learn how to properly build reporter relationships, and the skills to write the perfect media pitch to ensure their boss maximizes TV and Radio hits. These skills will assist the attendees in promoting Congressmen and Senators and their congressional work.

Speakers: Alexei Woltornist, CEO Athos PR

4:30 – 6:00 pm Executive Time

6:00 – 7:30 pm DINNER and SESSION 7: Conservative Media Landscape

Fellows will learn from journalist, podcaster and host Emily Jashinsky about the media landscape, building a personal political brand for a member of Congress and how to build a media brand around an individual.

Speaker: Bradley Jaye, Journalist and Wesley Denton, COO CPI

Date: Saturday, May 2, 2026

- 8:30 – 9:30 am** **Breakfast Buffet**
- 9:30 – 12:00 pm** **Executive Time**
- 12:00 – 2:00 pm** **Lunch & Session 8: Short Form Video**
Using real life case studies, fellows will review and analyze political short form videos, identifying trends, books, and strategies to create compelling short form video content.
Speaker: *Sondra Clark, CPI Fellow*
- 2:00 – 3:00pm** **Executive Time**
- 3:00 – 5:00 pm** **SESSION 9: Dinner and Keynote Speaker: Understanding Congress**
This session goes through the key terms, legislative procedures, and strategies to know in order to fully understand how Congress works. Identifying terms and common legislative procedures and tactics will assist the attendees in the preparation for future congressional action.
Speakers: *Ed Corrigan, President and CEO, Conservative Partnership Institute & Rachel Bovard, VP of Programs, Conservative Partnership Institute*
- 5:00 – 5:30 pm** **Executive Time**
- 5:30 – 7:30 pm** **SESSION 10: The Landscape of the Conservative Movement**
This informative lecture gives a historical overview of the people, events, and actions that have shaped the conservative movement, and gives an overview of the current organizations that comprise the conservative movement and what functions they play in policymaking in order to help attendees be more familiar with the historical and current landscape of a policy movement.
Speaker: *Ed Corrigan, President and CEO, Conservative Partnership Institute and Rachel Bovard, Vice President of Programs, Conservative Partnership Institute*

Date: Sunday, May 3, 2026

- 8:00 – 9:00am** **Breakfast Buffet**
- 9:00 am** **Depart Cambridge, MD 21613**
- 10:30 am** **Arrive Washington, D.C. 20003**

12. The Conservative Partnership Institute's mission includes educating and training Members of Congress, congressional staff, conservative leaders and activists to enhance their ability to articulate and advance conservative principles and to become more effective public servants and citizens. The retreat offers an opportunity to educate and equip congressional staff with effective skills, develop professional relationships among other staff, and share best practices and strategies. CPI is the sole planner, sponsor, and organizer of this trip.

Michael Guest, Mississippi
Chairman
Mark DeSaulnier, California
Ranking Member

Andrew R. Garbarino, New York
Ashley Hinson, Iowa
Nathaniel Moran, Texas
Brad Knott, North Carolina

Deborah K. Ross, North Carolina
Glenn F. Ivey, Maryland
Sylvia R. Garcia, Texas
Suhas 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>

April 29, 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 April 30 to May 3, 2026, 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 \$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