

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: Paula Nicole Manley
2. a. Name of Accompanying Relative: _____ **OR** ☒ None
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: June 6, 2026 Return: June 7, 2026
b. Dates at Personal Expense, if any: _____ **OR** ☒ None
4. Departure City: Washington, DC Destination: Savannah, GA Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: The Recording Academy
6. Describe Meetings and Events Attended: We participated in a panel discussion with local music leaders in Savannah to learn about the impact to the community, a site visit to a recording studio and toured a guitar manufacturer, and finally dinner with local musicians.
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: 6-17-26

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: Ben Cline Date: 6-17-26

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 Recording Academy paid for the trip.

2. Travel Destination(s): Savannah, GA

3. Date of Departure: Saturday, 6/6/26 Date of Return: Sunday, 6/7/26

4. Name(s) of Traveler(s): Nicole Manley

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	\$510.76	\$329.00	\$74.95	N/A
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: Wayne J. Zahner Date: 6/16/2026

Name: Wayne Zahner Title: Chief Finance Officer

Organization: The Recording Academy

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

Address: 3030 Olympic Blvd, Santa Monica, CA 90404

Telephone: _____ Email: wayne.zahner@grammy.com

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: Paula Nicole Manley
2. Sponsor(s) who will be paying or providing in-kind support for the trip: The Recording Academy
3. City and State OR Foreign Country of Travel: Savannah, GA
4. a. Date of Departure: June 6, 2026 Date of Return: June 7, 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:
N/A
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 Trip will include a visit to a local performance venue for a panel discussion with leaders in the music community. I handle IP and the Songwriters Caucus for my boss, so I will gain valuable insight from this trip. Deputy Chief / Legislative Director-
PM
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: Ben Clu Date: 4-14-26

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 Recording Academy

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 addendum.

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

6. Date of Departure: June 6, 2026

Date of Return: June 7, 2026

7. a. City of departure: Washington, DC

b. Destination(s): Savannah, GA

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 Recording Academy exists to promote the importance of music to our culture and to advance the well being of music creators. The Academy is planning the itinerary, utilizing its local members to conduct programming.

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): \$80

2) Provide the reason for selecting the location of the event or trip: Showcase the growth of music economies beyond traditional music industry cities.

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

Hotel Name: The Drayton Hotel City: Savannah, GA Cost Per Night: \$329

Reason(s) for Selecting: The Drayton Hotel is centrally located to the activities included in the trip's itinerary.

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:**

☐ Actual Amounts ☒ Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$210.75	\$329 (confirming tax/fees)	\$80
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	\$165.00	Shuttle bus between locations
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: Joanie O'Sullivan Date: 4/13/2026
Name: Joanie O'Sullivan Title: Senior Manager, Strategic Initiatives
Organization: The Recording Academy
Address: 3030 Olympic Blvd, Santa Monica, CA 90404
Email: joanie.osullivan@grammy.com Telephone: 310-415-2224

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

First Name	Last Name	Title	Office
Ella	Yates	Senior Advisor & Director of External Relations	House Judiciary Majority
Diana	Rudd	Senior Counsel	Minority Whip (K. Clark)
Moh	Sharma	Director of Member Services	Minority Leader (Jeffries)
Zachary	Lobel	Legislative Director & Policy Advisor	Minority Leader (Jeffries)
Claire	Trokey	Policy Advisor	Majority Leader (Scalise)
Ian	Foley	Policy Director	Majority Whip (Emmer)
Daniel	Ziegler	Director of Policy	Speaker Mike Johnson
Megan	Miller	Chief of Staff	Rep. Scalise (R-LA-001)
John	Lee	Chief Counsel IP	House Judiciary Majority
Aaron	Hiller	Chief Counsel/ Staff Director	House Judiciary Minority
Jacqui	Kappler	Chief Counsel	House Judiciary Minority
Emily	Goldman	Policy Staff - Judiciary	Rep. Hank Johnson
Nicole	Manley	Legislative Director	Rep. Ben Cline
Zoe	Oreck	Policy Director	Rep. Hakeem Jeffries
Joe	Zanoni	Legislative Counsel	Rep. Zoe Oreck
Chris	Crawford	Chief of Staff	Rep. Buddy Carter
Thomas	Blanford	Legislative Director	Rep. Scott Fitzgerald
Nick	Adams	Legislative Director	Rep. Laurel Lee
Gabrielle	Howard	Legislative Director	Rep. Sydney Kamlager Dove
Jackson	Long	Legislative Director	Rep. Russell Fry
Christopher	Jennings	Legislative Director	Rep. Michael Baumgartner
Bardia	Asefnia	Legislative Director	Rep. Deborah Ross
Leah	Uhrig	Legislative Director	Rep. Ted Lieu

Reason for Invitation
HJC Staff Invited for their role on the House Judiciary Committee and its work on key music policy so they can learn about the economic impact of music on local communities beyond industry cities like Nashville and Los Angeles.
Leadership Staff Invited for their role in a House Leadership Office and proximity to key music policy so they can learn about the economic impact of music on local communities beyond industry cities like Nashville and Los Angeles.
Rep. Buddy Carter Staff Invited for his role as Chief of Staff for Congressman Buddy Carter, who represents Savannah Georgia so they he can learn about the economic impact of music on local communities in his congressional district.

Recording Academy Staff Delegation Trip Itinerary

Savannah, Georgia

June 6 – 7, 2026

Saturday, June 6:

Morning arrivals (DC – SAV)

1:00pm – 2:30pm: Panel Discussion with Local Music Community Leaders & Venue Tour

Location: District Live, Plant Riverside

Lunch provided

3:00pm – 4:00pm: Site visit - Local Recording Studio

Location:

4:30pm – 5:30pm: Tour – Historic Guitar Factory

Location: Benedetto Guitars

7:00pm – 8:30pm: Dinner

Location: TBA

9:00pm – 10:30pm: Songwriter Showcase & Reception

Location: Suntone Recording Studio

Sunday, June 7:

Departures (SAV – DC)

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>

June 4, 2026

Ms. Paula Nicole Manley
Office of the Honorable Ben Cline
2443 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Manley:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Savannah, Georgia, scheduled for June 6 to 7, 2026, sponsored by the Recording Academy. We remind you that, because the trip sponsor employs a federal lobbyist, you may participate in officially-connected activity on one calendar day only.

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

MG/MD:eme

Mark DeSaulnier
Ranking Member