

# 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](mailto: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: Capreece Kelsaw
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR** ☒ None  
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_
3. a. Dates: Departure: June 16, 2026 Return: June 18, 2026  
b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR** ☐ None
4. Departure City: Washington, DC Destination: Boulder, CO Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: NCTA
6. Describe Meetings and Events Attended: To see the cable industry's leading innovation and testing facilities driving spectrum, broadband and cyber development.
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: July 1, 2026

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. Kathy Castor Date: July 1, 2026

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: NCTA - The Internet & Television Association

2. Travel Destination(s): Boulder, CO

3. Date of Departure: June 16, 2026 Date of Return: June 18, 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                   | \$572                         | \$346                  | \$84.23             | \$114.85<br>Ground Transportation                             |
| 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: Nilda Gumbs Date: 6/24/26

Name: Nilda Gumbs Title: Chief of Staff

Organization: NCTA - The Internet & Television Association

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

Address: 25 Massachusetts Ave NW, Suite 100, Washington, DC 20001

Telephone: (202) 222-2320 Email: ngumbs@ncta.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

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: Capreece Hulsaw

**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: [Signature]

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

For Staff (name of employing Member or Committee): Kathy Castor

Office Address: 2188 Rayburn

Telephone Number: (202) 225-3376

Email Address of Contact Person: Capreecehulsaw@gmail.com

☐ 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: Capreece Hetsaw
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Internet and Television Association
3. City and State **OR** Foreign Country of Travel: ~~Denver Colorado~~ Boulder, Colorado
4. a. Date of Departure: June 16, 2026 Date of Return: June 18, 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:
- Attendance requires travel across two time zones and a full day of activities.
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.**
- I am a legislative assistant who handles telecom, broadband and infrastructure issues
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: Ruby Cort

Date: May 19, 2026

# 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:

NCTA - The Internet & Television Association

2. ☒ I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. *Signify that the statement is true by checking box.*

3. **Check only one.** I represent that:

- a. ☒ The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip; **OR**
- b. ☐ The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds; **OR**
- c. ☐ The primary trip sponsor has accepted funds, services, or in-kind assistance from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.

If "c" is checked, list the names of the additional sponsors: \_\_\_\_\_

4. Provide names and titles of ALL House Members *and* employees you are inviting. **For each House invitee, provide an explanation of why the individual was invited** (include additional pages if necessary): \_\_\_\_\_

Please see the attached invitation list

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

6. Date of Departure: June 16, 2026 Date of Return: June 18, 2026

7. a. City of departure: Washington, DC

b. Destination(s): Boulder, CO

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. \_\_\_\_\_

Please see supplemental responses \_\_\_\_\_

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:

Please see supplemental responses \_\_\_\_\_

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): \_\_\_\_\_  
6/16 - \$0; 6/17 - \$80; 6/18 - \$0

2) Provide the reason for selecting the location of the event or trip: \_\_\_\_\_

Please see supplemental responses \_\_\_\_\_

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

Hotel Name: Moxy Boulder University City: Boulder Cost Per Night: \$173

Reason(s) for Selecting: Proximity to tour stops and negotiated block rate within the per diem limit

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 checked="" type="checkbox"/> Actual Amounts<br><input type="checkbox"/> Good Faith Estimates | Total Transportation<br>Expenses per Participant | Total Lodging Expenses<br>per Participant | Total Meal Expenses<br>per Participant |
|-----------------------------------------------------------------------------------------------------|--------------------------------------------------|-------------------------------------------|----------------------------------------|
| For each Member,<br>Officer, or Employee                                                            | \$572                                            | \$346                                     | \$80 (est.)                            |
| For each Accompanying<br>Family Member                                                              |                                                  |                                           |                                        |

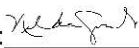
|                                          | Other Expenses<br>(dollar amount per item) | Identify Specific Nature of "Other" Expenses<br>(e.g., taxi, parking, registration fee, etc.) |
|------------------------------------------|--------------------------------------------|-----------------------------------------------------------------------------------------------|
| For each Member,<br>Officer, or Employee | \$100                                      | Ground Transportation<br>Shuttle bus to meetings                                              |
| For each Accompanying<br>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: \_\_\_\_\_  
Name: Nilda Gumbs Title: Chief of Staff  
Organization: NCTA - The Internet & Television Association  
Address: 25 Massachusetts Ave NW, Suite 100, Washington, DC 20001  
Email: ngumbs@ncta.com Telephone: (202) 222 - 2320

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

NCTA Colorado Congressional Staff Trip  
June 16 – 18, 2026  
Primary Trip Sponsor Form  
Supplemental Responses

**9d. 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:**

Attendance at the event will require travel across two time zones—between Washington, DC and Denver, CO—and involves a full day of programming, beginning at 7:45 am and ending at 6 pm (excluding the scheduled dinner). Given the lengthy travel time, an additional night of lodging is necessary to allow the invitees to participate in the full day of programming.

**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:**

NCTA is the principal trade association for the cable television and broadband industry. The cable industry employs at least 300 individuals in each invitee's Congressional district. Attendance by Congressional staff on this trip provides the best opportunity to demonstrate the industry's significance to the U.S. economy, innovation and job growth. In addition, staffers will gain a greater understanding of the importance of radio spectrum to the video, broadband, and wireless services that NCTA members provide millions of Americans.

NCTA is the sole organizer and planner of this trip and all the events associated with the trip. NCTA worked with its member companies to arrange the tours of their facilities and to determine availability of the facilities and staff for tours, presentations, and other planned events.

**15. I represent that either:**

**b. The trip involves events that are arranged specifically with regard to congressional participation.**

**2) Provide the reason for selecting the location of the event or trip:**

Many of NCTA's member companies have tech centers in Denver, allowing us to visit several locations in one day and give staff an in-depth experience with technology we use. Denver is also the location of CableLabs, a cable funded research and testing facility, and will give staff insight into the future technologies and services that cable and broadband providers are seeking to provide.

## **NCTA Colorado Congressional Trip**

June 16 – 18, 2026

### **Tuesday, June 16<sup>th</sup>**

4:13 – 6:25 PM Flight from Ronald Reagan Airport (DCA) to Denver International Airport (DEN)

Transport to hotel in Boulder; Dinner on your own

Overnight stay at **Moxy Boulder University, 1247 Pleasant St, Boulder, CO 80302**

### **Wednesday, June 17<sup>th</sup>**

#### **7:45 – 8:45 AM Breakfast & Conversation with NCTA President & CEO Cory Gardner (1 hr.)**

*Staffers will have an opportunity to speak with NCTA President & CEO Cory Gardner about the cable television and broadband industry.*

8:45 – 9:15 AM Depart Hotel (30 min.) - To Table Mountain – ITS Field Site  
8600 N 39th St, Longmont, CO 80503

#### **9:15 – 10:30 AM Tour of Table Mountain - ITS Field Site (1 hr. 15 min.)**

*Staffers will visit NTIA's Table Mountain Field Site and Radio Quiet Zone, an open-air test facility for research on radio spectrum technologies. During the visit, staffers will observe NTIA's 5G communications testbed, troposcatter measurement systems, radio-wave propagation infrastructure, and mmWave 5G platforms used to advance spectrum access and coexistence. The visit will also include a discussion on advancements in coexistence techniques and approaches, including NTIA's role in coordinating with federal incumbent systems. NTIA will provide an overview of its testing and research activities conducted at Table Mountain.*

10:30 AM – 12:00 PM Travel Time (1.5 hr.) - To Comcast Denver HQs  
8000 East Iliff Avenue, Denver, CO 80231

#### **12:00 – 1:30 PM Lunch \* and Presentation at Comcast Denver HQs (1 hr. 30 min.)**

*Staffers will learn about Comcast's broadband network (Xfinity) and how AI and machine learning are used to automate operations, optimize performance, and enhance the customer experience. These systems improve network efficiency by analyzing data to allocate resources and identify issues more quickly and effectively. The presentation will also cover key elements of network security architecture, including measures to protect both core infrastructure and customer home networks.*

1:30 – 2:00 PM Travel Time (30 min.) - To Charter – Fiddlers Green I  
6399 S Fiddlers Green Circle, Greenwood Village, CO

#### **2:00 – 3:15 PM Inside Charter's Network Evolution (1 hr. 15 min.)**

*Staffers will participate in a discussion on Charter's network evolution, which enables a seamless, converged connectivity experience both in and out of the home, with Wi-Fi serving as the bridge between its wireline and wireless networks. The discussion will also highlight how this approach supports increased competition in the mobile marketplace. Staffers will then take a guided tour of the lab to experience demonstrations, including next-generation multi-gigabit Wi-Fi capabilities made possible by expanded access to unlicensed spectrum and ongoing technology innovations.*

3:15 – 4:15 PM Travel Time (1 hr.) - To CableLabs  
858 Coal Creek Cir, Louisville, CO 80027

\*Meals paid for and provided by NCTA.

**4:15 – 5:30 PM                    Innovation Across the Broadband Ecosystem (1 hr. 15 min.)**

*Staffers will experience several demonstrations and presentations throughout the labs, covering wireless technologies ranging from Wi-Fi to 5G, wired technologies such as HFC/DOCSIS and optical networks, cybersecurity, and the use of AI within the broadband ecosystem. Staffers will learn how spectrum access is critical to cable broadband delivery - both fixed and mobile - and how cable operators leverage their dense wired networks to provide wireless connectivity to consumers through coexistence technologies.*

5:30 – 6:00 PM                    *Travel Time (25 min.) – Moxy Boulder University 1247 Pleasant St, Boulder, CO 80302*

6:00 – 7:00 PM                    Downtime

7:00 – 10:00 PM                    **Dinner\* with Member Company and CableLabs Representatives at Rio Grande Mexican Restaurant.**

*Spectrum Case Studies: Deployment and Efficiency of Shared Models*

*This presentation will explore deployment use cases for the shared-licensed and unlicensed technologies and bands introduced during the day's general information sessions*

Overnight stay at **Moxy Boulder University, 1247 Pleasant St, Boulder, CO 80302**

**Thursday, June 18<sup>th</sup>**

9:30 AM – 2:59 PM                    Flight from Denver International Airport (DEN) to Ronald Reagan Airport (DCA)

\*Meals paid for and provided by NCTA.

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 12, 2026

Ms. Capreece Kelsaw  
Office of the Honorable Jahana Hayes  
2188 Rayburn House Office Building  
Washington, DC 20515

Dear Ms. Kelsaw:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Boulder, Colorado, scheduled for June 16 to 18, 2026, sponsored by NCTA - The Internet and Television Association. We remind you that, because the trip sponsor employs a federal lobbyist, you may participate in officially-connected activity on one calendar day only.

Committee travel regulations require that you submit your complete pre-trip approval request to the Committee at least 30 days before the commencement of the trip or it will not be granted. Despite your failure to do so in this instance, we are approving your current request. However, any future requests must adhere to the 30-day requirement or they will be denied.

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:nl



Mark DeSaulnier  
Ranking Member