

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.

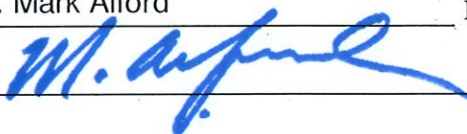
1. Name of Traveler: Michael Martin
2. a. Name of Accompanying Relative: Kelly Riley **OR** ☐ None
b. Relationship to Traveler: ☒ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: June 21, 2026 Return: June 23, 2026
b. Dates at Personal Expense, if any: _____ **OR** ☐ None
4. Departure City: Washington, DC Destination: Cambridge, MD Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: The Congressional Institute
6. Describe Meetings and Events Attended: The meetings were all greatly comprised to better grow the skill: Chiefs by teaching us how to build and effectuate the culture and strategy that leads us to success.
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: 7/1/26

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. Mark Alford Date: 7/1/26

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: Congressional Institute

2. Travel Destination(s): Cambridge, MD

3. Date of Departure: June 21, 2026 Date of Return: June 23, 2026

4. Name(s) of Traveler(s): See attached list

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	n/a	\$383.64	\$220.63	\$416.39 - Room Rental
Accompanying Family Member	n/a	n/a	\$220.63	\$416.39 - Room Rental

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: Brenda Z. Becker Date: June 29, 2026

Name: Brenda Becker Title: Chair

Organization: Congressional Institute

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

Address: 1700 Diagonal Road #300, Alexandria, VA 22314

Telephone: 703-837-8812 Email: amym@conginst.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

1. Name of Traveler: Mike Martin
2. Sponsor(s) who will be paying or providing in-kind support for the trip: The Congressional Institute
3. City and State **OR** Foreign Country of Travel: Cambridge, MD
4. a. Date of Departure: June 21, 2026 Date of Return: June 23, 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: Kelly Riley
(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:

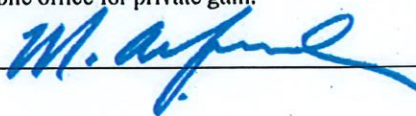
7. Yes ☒ No ☐ *Primary Trip Sponsor Form* is attached, including agenda, invitation, invitee list, and any other attachments and Additional Sponsor Forms.
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the 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 a Chief of Staff, this trip will allow me to network with other Chiefs of Staff, and it will allow me to attend presentations that will inform me on best practices to carry out my role and support our team

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: _____

5/21/26

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:
Congressional 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 addendum & 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 21, 2026 Date of Return: June 23, 2026
7. a. City of departure: Washington, DC
b. Destination(s): Cambridge, MD
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:

See addendum

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): _____

Day 1 - \$67, Day 2 - \$119, Day 3 - \$36

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

Relative proximity to DC and capacity to handle a large event

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: \$192

Reason(s) for Selecting: proximity to DC, availability & facility size

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	\$118	\$384	\$222
For each Accompanying Family Member	\$118	n/a	\$222

	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	\$442	Room Rental
For each Accompanying Family Member	\$442	Room Rental

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: Brenda Z. Becker Date: April 22, 2026
Name: Brenda Becker Title: Chair
Organization: Congressional Institute
Address: 1700 Diagonal Road #300, Alexandria, VA 22314
Email: amym@conginst.org Telephone: 703-837-8812

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

PRIMARY TRIP SPONSOR FORM ADDENDUM

Question 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 invitation list. This Congressional Institute sponsored conference focuses on the important role of the Chief of Staff in congressional offices. Therefore, the invitation to this conference is being extended to Chiefs of Staff in House Majority personal offices, the Staff Directors in House Majority committee offices, select leadership staff, and any House staff who will present at the conference.

Question 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 purpose of the Congressional Institute (a 501(c)4 organization) is to promote public education about Congress and to hold educational conferences for Members of Congress, staff and others. The Congressional Institute is the sole organizer and conductor of this event. The Congressional Institute is dedicated to helping Congressional offices better serve their constituents and to otherwise support and further the Member's legislative and representational roles. Chiefs of Staffs play essential parts in these, and other important aspects and functions, of personal, committee, and leadership offices. This conference is designed to strengthen professional relationships among Chiefs of Staff, senior leadership and committee staff, educate them on policy issues and best practices, and encourage the exchange of ideas with colleagues. The Congressional Institute is fully responsible for organizing and funding the conference.

Chiefs of Staff Conference - Participant List

First Name	Last Name	Company Name	Title
Emily	Ackerman	Office of Majority Whip Emmer	Floor Director
Sara Brooks	Adams	Office of Majority Leader Scalise	Deputy Operations Director
Nolan	Ahern	Office of Majority Whip Emmer	Deputy Policy Director
Aidan	Aldridge	House Republican Conference	Member Services Coordinator
Amanda	Baldwin	Office of Rep. Moran (TX-01)	Chief of Staff
Bill	Ball	Office of Speaker Johnson	Senior Policy Advisor
Katie	Bankert	Office of Rep. Williams (TX-25)	Chief of Staff
Blaire	Bartlett	Office of Rep. Knott (NC-13)	Chief of Staff
Curt	Beaulieu	Office of Speaker Johnson	Senior Policy Advisor
Lyssa	Bell	Republican Study Committee	Executive Director
Caroline	Bender	Office of Rep. Houchin (IN-09)	Chief of Staff
Chris	Bien	Office of Speaker Johnson	Deputy Chief of Staff
Claire	Bienvenu	Office of Speaker Johnson	Legislative Assistant
Jeff	Bishop	Office of Rep. Shreve (IN-06)	Chief of Staff
Robert	Boland	Office of Majority Whip Emmer	Chief of Staff
Aaron	Bonnaure	Office of Rep. Reschenthaler (PA-14)	Chief of Staff to the House Chief Deputy Republican Whip
Lorissa	Bounds	Office of Rep. Obernolte (CA-23)	Chief of Staff
Gable	Brady	Office of Majority Leader Scalise	Policy Advisor
Greg	Brooks	Office of Speaker Johnson	House Operations Director
Daniel	Bucheli	House Commission on Communication Standards	Director
Jackie	Burke	Office of Majority Whip Emmer	Member Services Director
Courtney	Butcher	Office of Speaker Johnson	Deputy Chief of Staff
Brian	Calabrese	Office of Rep. Crank (CO-05)	Chief of Staff
Jerry	Calengor	Office of Majority Leader Scalise	Deputy Communications Director
Clara	Cargile	Office of Majority Leader Scalise	Policy Advisor
Spencer	Carr	Office of Rep. Tenney (NY-24)	Chief of Staff
Jon	Clark	Committee on Veterans' Affairs	Staff Director
Ken	Clifford	Office of Rep. Miller-Meeks (IA-01)	Chief of Staff
Briana	Connolly	Main Street Caucus	Executive Director
Brian	Cress	Office of Speaker Johnson	Deputy Director of Member Services
Jamie	Cummins	Office of Majority Leader Scalise	Counsel
Reid	Dagul	Office of Rep. Cline (VA-06)	Chief of Staff
Sean	Dillon	Committee on Small Business	Staff Director
Bill	Duhnke	Office of Speaker Johnson	Deputy Chief of Staff
Daniel	Dziadon	Office of Rep. Lucas (OK-03)	Chief of Staff
Brenna	Elliott	Office of Majority Leader Scalise	Deputy Floor Director
Jaryn	Emhof	Office of Rep. Webster (FL-11)	Chief of Staff
Laura	Engquist	Office of Rep. Balderson (OH-12)	Chief of Staff
Alyssa	Erdel	House Republican Conference	Member Services Director
Allie	Esau	Office of Rep. Stauber (MN-08)	Chief of Staff
Matt	Esguerra	Office of Rep. Gooden (TX-05)	Chief of Staff
Casey	Fitzpatrick	Office of Majority Leader Scalise	Policy Advisor
Ian	Foley	Office of Majority Whip Emmer	Policy Director
Garrett	Fultz	Office of Speaker Johnson	Chief of Staff
Cesar	Gonzalez	Office of Rep. Diaz-Balart (FL-26)	Chief of Staff
Ella	Gunn	Office of Speaker Johnson	Cloakroom Floor Director
Christopher	Hall	Office of Rep. McGuire (VA-05)	Chief of Staff
Jonathan	Harder	Office of Rep. McClain (MI-09)	Deputy Chief of Staff
Taylor	Haulsee	Office of Speaker Johnson	Deputy Communications Director
Nick	Hawatmeh	House Republican Conference	Chief of Staff

Emily	Hebein	Office of Rep. Latta (OH-05)	Chief of Staff
Bryson	Henriott	Office of Majority Leader Scalise	Senior Floor Assistant
Jake	Hilkin	Office of Majority Leader Scalise	Member Services Director
Christopher	Hixon	Committee on Judiciary	Staff Director
Landon	Hoffman	Office of Rep. Lee (FL-15)	Chief of Staff
Bob	Holste	Office of Rep. Kiley (CA-03)	Chief of Staff
Quentin	Hout	Office of Majority Leader Scalise	Policy Advisor
Matt	Hutson	Office of Rep. Harris (MD-01)	Chief of Staff
Dylan	Jacobs	House Republican Conference	Member Services Coordinator
Alice	Johnson	Office of Rep. Scott (GA-08)	Chief of Staff
Sofia	Jones	Committee on Agriculture	Member Services Director
Jon	Jones	Office of Rep. Brecheen (OK-02)	Chief of Staff
Melissa	Kelly	Office of Rep. Franklin (FL-18)	Chief of Staff
Erik	Kinney	House Republican Conference	Policy Director
Katherine	Koohmaraie	Office of Rep. Dunn (FL-02)	Chief of Staff
BJ	Koohmaraie	Office of Majority Leader Scalise	Policy Director
Meghan	Lake	Office of Majority Leader Scalise	Policy Advisor
John	Lanning	Office of Speaker Johnson	Assistant Director of Member Services
Andrew	Leppert	Office of Rep. Gill (TX-26)	Chief of Staff
Lee	Lonsberry	Office of Rep. Owens (UT-04)	Chief of Staff
Nick	Lunneborg	Office of Rep. Taylor (OH-02)	Chief of Staff
Michael	Martin	Office of Rep. Alford (MO-04)	Chief of Staff
Sean	McCabe	Office of Rep. Harrigan (NC-10)	Chief of Staff
Tim	Medeiros	Office of Rep. Feenstra (IA-04)	Chief of Staff
Carson	Middleton	Office of Rep. Foxx (NC-05)/Committee on Rules	Chief of Staff/Policy Director
Megan	Miller	Office of Rep. Scalise (LA-01)	Chief of Staff
Tom	Moran	Office of Rep. Salazar (FL-27)	Chief of Staff
Jeff	Morehouse	Office of Rep. Hudson (NC-09)	Leadership Chief of Staff
Cullen	Murphy	Office of Speaker Johnson	Deputy Director of Floor Operations
Emilio	Navarrete	Office of Rep. Fallon (TX-04)	Chief of Staff
Griffin	Neal	Office of Speaker Johnson	Press Secretary
Blake	Nolan	Office of Rep. Buchanan (FL-16)	Chief of Staff
James	Norton	Office of Rep. Boebert (CO-04)	Chief of Staff
Brooke	Oliver	Office of Rep. Pfluger (TX-11)	Chief of Staff
Ashleigh	Padgett	Office of Rep. Loudermilk (GA-11)	Chief of Staff
Hillary	Parkinson	Office of Rep. Self (TX-03)	Chief of Staff
Krisann	Pearce	Office of Rep. Schmidt (KS-02)	Chief of Staff
Phil	Poe	Office of Rep. Miller (OH-07)	Chief of Staff
Garrett	Puckett	House Republican Conference	Directors of Coalitions
Taylor	Reaves	Office of Rep. Emmer (MN-06)	Chief of Staff
Shelbie	Rogers	Office of Majority Whip Emmer	Director of Operations
Jason	Rogers	Office of Majority Whip Emmer	General Counsel
Mike	Rorke	Office of Rep. Walberg (MI-05)	Chief of Staff
Mary	Rosado	Office of Rep. Barr (KY-06)	Chief of Staff
Alex	Rosemond	Office of Rep. Hudson (NC-09)	Chief of Staff
Lindsay	Ryan	Office of Rep. Moolenaar (MI-02)	Chief of Staff
Becca	Salter	Office of Rep. Smith (NE-03)	Chief of Staff
Eric	Schmitz	Office of Speaker Johnson	Director of Coalitions
Katherine	Sears	Office of Rep. Fong (CA-20)	Chief of Staff
Ellen	Seher	Office of Majority Leader Scalise	Scheduler
Justin	Shockey	Office of Majority Whip Emmer	Deputy Floor Director
Phillip	Singleton	Office of Rep. McCormick (GA-07)	Chief of Staff
Gregory	Smith	Office of Rep. Crane (AZ-02)	Chief of Staff

Jessica	Smith	Committee on House Administration	Deputy House Oversight Director
Brittany	Smith	Office of Speaker Johnson	Scheduler
Callie	Strock	Office of Speaker Johnson	Deputy Communications Director for Strategy & Message
Timothy	Svoboda	Office of Rep. Grothman (WI-06)	Chief of Staff
Heather	Swift	Office of Rep. Zinke (MT-01)	Chief of Staff
Daniel	Tidwell	Office of Rep. Fleischmann (TN-03)	Chief of Staff
Lance	Trover	Office of Rep. Johnson (LA-04)	Communications Director
Chris	Tudor	Office of Rep. McClintock (CA-05)	Chief of Staff
Alex	Vargo	Office of Rep. McDowell (NC-06)	Chief of Staff
Jesse	von Stein	Office of Rep. Mills (FL-07)	Chief of Staff
Kyle	VonEnde	Office of Rep. Barrett (MI-07)	Chief of Staff
Robert	Wagener	Office of Rep. Fitzgerald (WI-05)	Chief of Staff
Ruth	Ward	Office of Rep. Johnson (LA-04)	Chief of Staff
Steve	Waskiewicz	Committee on Rules	Staff Director
Heath	Wheat	Office of Rep. Allen (GA-12)	Chief of Staff
Grace	White	Office of Rep. Steil (WI-01)	Chief of Staff
Jordan	Wilson	Committee on House Administration	Director of Member Services, Modernization & Innovation
Yvette	Wissmann	Office of Majority Leader Scalise	Floor Director
Eric	Zulkosky	Office of Majority Leader Scalise	Chief of Staff



2026 CHIEFS OF STAFF CONFERENCE

CONFERENCE AGENDA

DAY 1

The Congressional Institute welcomes you to this year's Chiefs of Staff Conference, grounded in our commitment to strengthen the institution by supporting those who serve within it.

Sunday,
June 21, 2026

3:00 pm	BUSES DEPART CAPITOL HILL	S. Capitol Street (Between Rayburn & Longworth)
3:00 pm - 6:00 pm	CONFERENCE REGISTRATION <i>Attendees may arrive and check in at any time during this open registration period to receive event materials and credentials.</i>	Hotel Lobby
4:00 pm	HOTEL CHECK-IN	
5:00 pm	BUSES ARRIVE AT THE HYATT REGENCY CHESAPEAKE BAY	Hotel Main Entrance (Lower Level)
7:00 pm - 10:00 pm	DINNER	Regatta Pavilion <i>Rain Location: Choptank Ballroom</i>

DAY 2

Monday,
June 22, 2026

7:45 am - 8:45 am	BREAKFAST	Water's Edge Grill
8:00 am - 5:00 pm	CONGRESSIONAL INSTITUTE HELP DESK	Chesapeake Foyer

[illegible]

	TURNING AN IDEA INTO LAW: BUILDING A LEGISLATIVE STRATEGY Yvette Wissmann, Floor Director, Majority Leader Steve Scalise Chris Vieson, Cofounder and Principal, The VM Group DC, Former Committee Staff Director Sofia Jones, Member Services and Coalitions Director, House Committee on Agriculture <i>Jake Vreeburg, Fierce Government Relations, Former Policy Director and Staff Director, Moderator</i>	Schooner (Lobby Level)
3:30 pm - 4:30 pm	<u>APPLIED WORKING SESSIONS</u> Join one of the three applied working sessions offered across two separate breakout periods. AI WORKSHOP: HOW TO MAKE IT WORK FOR YOU AND YOUR OFFICE Macaulay Porter, Civic Outreach Manager, Google (Gemini) <i>Lisa Camooso Miller, Congressional Institute, Moderator</i> ETHICS: TOP QUESTIONS AND BEST PRACTICES Elliot Berke, Managing Partner, Berke Farah LLP Daniel Bucheli, Director, Communications Standards Commission Merrill Weber, Deputy General Counsel, National Republican Congressional Committee <i>Jo-Marie St. Martin, Congressional Institute Board of Directors, Moderator</i> TURNING AN IDEA INTO LAW: BUILDING A LEGISLATIVE STRATEGY Yvette Wissmann, Floor Director, Majority Leader Steve Scalise Chris Vieson, Cofounder and Principal, The VM Group DC, Former Committee Staff Director Sofia Jones, Member Services and Coalitions Director, House Committee on Agriculture <i>Jake Vreeburg, Fierce Government Relations, Former Policy Director and Staff Director, Moderator</i>	Chesapeake Ballroom Galleon (Lobby Level) Schooner (Lobby Level)
4:30 pm - 7:00 pm	BREAK <i>As a reminder, while participating in privately sponsored travel, you may not use this time for official meetings, agenda-setting activities, or campaign-related work. You may check email or briefly communicate with your office as needed.</i>	
7:00 pm - 10:00 pm	THE RIVERSIDE DINNER	Crescent Pool Rain Location: Choptank Ballroom

DAY 3

Hotel checkout is at 11:00 am. Attendees can bring their luggage to Choptank.

Tuesday,
June 23, 2026

8:00 am - 10:00 am	CONGRESSIONAL INSTITUTE HELP DESK	Chesapeake Foyer
8:30 am - 9:30 am	BREAKFAST BRIEFING: POLICY, THE PEOPLE AND THE ROAD AHEAD Robert Blizzard, Founder/CEO, UpONE Insights Patrick Ruffini, Founding Partner, Echelon Insights <i>Parker Poling, Congressional Institute Board of Directors, Moderator</i>	Chesapeake Ballroom
9:30 am	CONFERENCE CONCLUDES	
10:00 am	BUSES DEPART HOTEL	Conference Center Entrance (Lower Level)
11:00 am	HOTEL CHECK-OUT	
12:00 pm	BUSES ARRIVE AT CAPITOL HILL	S. Capitol Street

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

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June 17, 2026

Mr. Michael Martin
Office of the Honorable Mark Alford
328 Cannon House Office Building
Washington, DC 20515

Dear Mr. Martin:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your and your spouse's proposed trip to Cambridge, Maryland, scheduled for June 21 to 23, 2026, sponsored by Congressional Institute.

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:rp