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: Grace White
2. a. Name of Accompanying Relative: _____ ***OR*** ☒ None
   b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: June 22, 2026 Return: June 23, 2026
   b. Dates at Personal Expense, if any: _____ ***OR*** ☒ None
4. Departure City: _____ Destination: _____ Return City: _____
5. Sponsor(s), Who Paid for the Trip: Congressional Institute
6. Describe Meetings and Events Attended: Panels discussing Ethics, AI in the workplace, building a coalition to move a piece of legislation across the finish line
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: Grace White **Date:** 7/7/2024

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. Bryan Steil **Date:** 7/7/2024

Signature of Supervising Member: Bryan Steil

last updated 7/2023

COMMITTEE ON ETHICS

SPONSOR POST-TRAVEL DISCLOSURE FORM

☒ *Original* ☐ *Amendmen*

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	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: Brenda L 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.

last updated 7/2023

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: Grace White

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: Grace White

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): Representative Bryan Steil

Office Address: 1526 Longworth House Office Building

Telephone Number: 202-225-3031

Email Address of Contact Person: grace.white@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*.

last updated 7/2023

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Grace White

2. Sponsor(s) who will be paying or providing in-kind support for the trip: Congressional Institute

3. City and State OR Foreign Country of Travel: Cambridge, MD

4. a. Date of Departure: June 22, 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: _____

   (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 Chief of Staff, this conference will help to enhance my training in management and running a congressional office. I have also been asked to speak on a panel for the conference.

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:** 5/21/2026

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 roles of Legislative Directors and Communications staff in congressional offices. Therefore, the invitation to this conference is being extended to legislative directors and the most senior communications staffer in House Republican personal offices, policy directors and senior communications staffers in committee offices, and policy and communications staff in leadership offices, as well as 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 mission of the Congressional Institute (a 501(c)(4) nonprofit organization) is to provide information and educational resources, through conferences such as this one, that are designed to help Members of Congress and House staff best serve their constituents and perform their legislative and representational duties, and to promote public awareness of Congress and the legislative process.

This educational conference is designed for Legislative Directors, Communications Directors, and those serving in similar positions in committees and leadership. Specifically, it will feature outside experts and speakers who will present on a variety of topics relevant to these staff positions and their unique duties, including among others, management techniques, leadership skills, communications strategies, the important role of Article I in our constitutional structure, House rules and procedures, and technology tools to help improve operational efficiency and effectiveness inside their offices and in their positions.

The Congressional Institute is the sole organizer of this event and is solely responsible for organizing and funding the conference.

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	$84.37	$420	$243.80
For each Accompanying Family Member	$84.37	n/a	$243.80

	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	$471.28	Room Rental
For each Accompanying Family Member	$471.28	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 L Becker Date: June 24, 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.

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 L 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.

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** *Attendees may arrive and check in at any time during this open registration period to receive event materials and credentials.*	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 *Rain Location: Choptank Ballroom*

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

9:00 am - 10:15 am	**KICKOFF & WELCOME** Brenda Becker, Chair, Congressional Institute Board of Directors **OPERATING WITHOUT A STRATEGIC PLAN VS. LEADING WITH ONE** Jamie Jones Miller, Dean and CEO, Northeastern University, Arlington Campus, Former House Chief of Staff *Jaryn Emhof, Chief of Staff, Office of the Honorable Daniel Webster, Moderator*	Chesapeake Ballroom
10:15 am - 11:45 am	**BUILD THE CULTURE. BUILD THE TEAM. BUILD WHAT'S NEXT.** Dee Ann Turner, CEO, Dee Ann Turner & Assoc., Former Vice President, Talent, Chick-Fil-A *Blake Nolan, Chief of Staff, Office of the Honorable Vern Buchanan, Moderator for Q and A*	Chesapeake Ballroom
11:45 am - 12:45 pm	**CONGRESSIONAL INSTITUTE LUNCH**	Manor Lawn *Rain Location: Choptank Ballroom*
1:00 pm - 2:15 pm	**AI, CONGRESSIONAL OFFICE OPERATIONS, AND GOVERNANCE** Dean Ball, Senior Fellow, Foundation for American Innovation Melissa Kelly, Chief of Staff, Office of the Honorable Scott Franklin *Lisa Camooso Miller, Congressional Institute, Moderator*	Chesapeake Ballroom
2:15 pm - 3:15 pm	**APPLIED WORKING SESSIONS** 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** Meghan Dorn, Congressional Affairs Lead, OpenAI (ChatGPT) Lauren Oliphant, Solutions Engineering Leader for Government and Education, OpenAI *Lisa Camooso Miller, Congressional Institute, Moderator*	Chesapeake Ballroom
	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 *Jo-Marie St. Martin, Congressional Institute Board of Directors, Moderator*	Galleon (Lobby Level)

	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 *Jake Vreeburg, Fierce Government Relations, Former Policy Director and Staff Director, Moderator*	Schooner (Lobby Level)
3:30 pm - 4:30 pm	**APPLIED WORKING SESSIONS** 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) *Lisa Camooso Miller, Congressional Institute, Moderator*	Chesapeake Ballroom
	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 *Jo-Marie St. Martin, Congressional Institute Board of Directors, Moderator*	Galleon (Lobby Level)
	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 *Jake Vreeburg, Fierce Government Relations, Former Policy Director and Staff Director, Moderator*	Schooner (Lobby Level)
4:30 pm - 7:00 pm	**BREAK** *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.*	
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 *Parker Poling, Congressional Institute Board of Directors, Moderator*	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

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

Clara	Cargile	Office of Majority Leader Scalise	Policy Advisor
Spencer	Carr	Office of Rep. Tenney (NY-24)	Chief of Staff
Bob	Carretta	Office of Rep. Ellzey (TX-06)	Chief of Staff
Claire	Case	Office of Rep. Van Orden (WI-03)	Chief of Staff
Caroline	Cash	Office of Rep. Comer (KY-01)	Chief of Staff
Dylan	Chandler	Office of Rep. Smith (MO-08)	Chief of Staff
Nick	Christensen	Committee on Transportation & Infrastructure	Staff Director
Bill	Christian	Office of Rep. Luna (FL-13)	Chief of Staff
Andrew	Christianson	Office of Rep. Johnson (SD-AL)	Chief of Staff
Jon	Clark	Committee on Veterans' Affairs	Staff Director
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U.S. House of Representatives

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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 17, 2026

Ms. Grace White
Office of the Honorable Bryan Steil
1526 Longworth House Office Building
Washington, DC 20515

Dear Ms. White:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Maryland, scheduled for June 22 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:ac