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: Keegan Bittner

2. a. Name of Accompanying Relative: _____ ***OR*** ☒ None

   b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____

3. a. Dates: Departure: 08/10/2026 Return: 08/12/2026

   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: Congressional Institute

6. Describe Meetings and Events Attended: Variety of Communications Directors breakout sessions with a range of speakers and conference wide programming with CI leadership

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:** 08/18/2026

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. Troy Downing **Date:** 08/18/2026

Signature of Supervising Member: _____

Troy Downing
Member of Congress

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: _____

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: Keegan Bittner

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): Rep. Troy Downing (MT-02)

Office Address: 1529 Longworth House Office Building Washington DC 20515 United States

Telephone Number: 8435348213

Email Address of Contact Person: keegan.bittner@mail.house.gov

☐ Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, *and* these forms are being submitted to the Committee less than 30 days before the trip departure date.

NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.

KEEP A COPY OF THIS FORM. Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

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

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: _____

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 Maryland

4. a. Date of Departure: August 10th Date of Return: August 12th

   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 Communications Director, I oversee the Congressman's messaging and media strategy. The conference directly supports those duties through training on communications, leadership, and management.

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: _____ Troy Downing, Member of Congress _____ **Date:** 7/24/26

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: August 10, 2026 Date of Return: August 12, 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- $89, Day 2 - $118.80, 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: $210
   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	$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.

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.

CONGRESSIONAL INSTITUTE

YOU'RE INVITED

2026 Legislative and Communications Directors Conference

Monday, August 10 - Wednesday, August 12

Hyatt Regency Chesapeake Bay
Cambridge, Maryland

This invitation is non-transferable.
House Ethics strictly prohibits the solicitation of travel for you or anyone else.

If you are no longer with this office, no longer serving as Legislative Director or Communications Director, or need to update your contact information, please contact us.

REGISTER NOW

If you are unable to attend, please use the following link to decline the invitation.

DOWNLOAD ETHICS FORMS

ETHICS FORMS ARE DUE JULY 13, 2026.

Instructions: Complete the first two pages of the traveler form, attach a copy of this invitation and email to travel.requests@mail.house.gov.

If you think there is even a possibility you will attend,
we suggest filing your travel forms with the Ethics Committee.
You may always withdraw your paperwork.

DOWNLOAD DRAFT AGENDA

Please contact Katie Hrkman with any questions or call the
Congressional Institute at 703-837-8812.

2026 LEGISLATIVE AND COMMUNICATIONS DIRECTORS CONFERENCE

DRAFT AGENDA

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DAY 1	*The Congressional Institute welcomes you to this year's Legislative and Communications Directors Conference, grounded in our commitment to strengthening the institution by supporting those who serve within it. The conference will provide information and best practices through discussions with outside speakers and experts on topics including leadership, management, communications strategies, and policy to help staff best serve Members of Congress, their constituents, and the American people.*		
Monday, August 10, 2026	**10:00 am**	**BUSES DEPART CAPITOL HILL**	S. Capitol Street (Between Rayburn & Longworth)
	11:00 am-5:00 pm	**CONFERENCE REGISTRATION** *Attendees may arrive and check in at any time during this open registration period to receive event materials and credentials.*	
	12:00 pm	**BUSES ARRIVE AT THE HYATT REGENCY CHESAPEAKE BAY**	
	12:30 pm – 2:30 pm	**CONGRESS CONNECTED: RESOURCE FAIR**	
	2:30 pm – 3:30 pm	**AI WORKSHOPS** *Attendees will learn about specific AI tools and potential applications in their work.*	
	3:45 pm – 4:45 pm	**AI WORKSHOPS** *Attendees will learn about specific AI tools and potential applications in their work.*	
	6:00 pm – 9:00 pm	**DINNER**	

DAY 2

Tuesday, August 11, 2026	**7:45 am – 8:45 am**	**BREAKFAST**
	9:00 am – 10:30 am	**WELCOME AND CONFERENCE KICK-OFF** Brenda Becker, Chair, Congressional Institute Board of Directors **LEADING IN THE ATTENTION AGE; HOW POLICY, TRUST, AND COMMUNICATION BREAK THROUGH** *This session will feature a keynote speaker who will provide attendees with insights into what resonates with today's audiences and how congressional offices can effectively connect ideas, messaging, and impact.*
	10:30 am – 11:30 am	**THE SKILLS THAT MATTER MOST: MANAGING UP, MANAGING ACROSS AND MANAGING A TEAM** *Panel discussion on best practices for team management and effective leadership.*
	11:45 pm – 1:00 pm	**LUNCH**
		COMMUNICATIONS DIRECTORS PROGRAMING
	1:30 pm – 2:30 pm	**WHERE ATTENTION LIVES: REACHING PEOPLE FROM THE DISTRICT TO THE NATIONAL STAGE** *This panel discussion will examine how Americans consume information today, how it differs across various age groups, geographic regions, and communities, and what Communications Directors should be paying attention to as they develop communications strategies.*
	2:30 pm – 3:30 pm	**STOP REACTING, START LEADING** *This session will explore how to build and execute a modern communications plan that drives audience growth, amplifies key messages, and aligns with office priorities.*
	3:30 pm – 4:30 pm	**DON'T CHASE THE NEWS. MAKE THE NEWS.** *This session will explore how information moves through newsrooms, podcasts, newsletters, social media, and digital platforms, and how that momentum translates into coverage, interviews, appearances, and audience growth.*
	4:30 pm – 5:30 pm	**EARNING TRUST IN THE INFORMATION AGE** *This panel discussion will focus on how to build trust and constituent engagement in an era of increasing media content, information skepticism, and competing voices and platforms.*
		LEGISLATIVE DIRECTORS PROGRAMMING
	1:30 pm – 2:30 pm	**ARTICLE 1: THE FIRST BRANCH** *This panel will discuss the important role and duties of Congress in our constitutional structure.*

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2:30 pm – 3:30 pm	**THE PEOPLE'S CHAMBER: HOW THE HOUSE WORKS** *This panel discussion will explore the House's unique structures, processes, and traditions that have developed over generations and determine how the institution functions.*	
3:30 pm – 4:30 pm	**BEYOND GOOD POLICY: WHAT MOVES IN CONGRESS** *This session will discuss tactics and strategies for translating policy ideas into legislation and shepherding a bill through the legislative process.*	
4:30 pm – 5:30 pm	**WHAT EVERY LD NEEDS TO KNOW: IMPORTANT LEGISLATIVE PROCESSES** *This panel discussion will explore and discuss what policy staff should know and understand about recurring and/or annual legislative initiatives such as the NDAA, appropriations, the Farm Bill, and others.*	
6:00 pm – 9:00 pm	**DINNER**	

DAY 3

Wednesday, August 12, 2026

7:45 am – 8:45 am	**BREAKFAST**	
9:00 am – 10:00 am	**PURPOSE, PERFORMANCE, AND PRODUCVITY** *The panel will provide tips and skills for maximizing performance, productivity, and focus while managing competing priorities.*	
10:00 am – 11:00 am	**GOING BACK TO THE BEGINNING, TO LEAD THE NATION FORWARD: AMERICA AT 250** *A conversation with Jonathan Turley (invited)* *Through the lens of American history and constitutional principles, Professor Turley will explore the enduring ideas that shape the American experiment and the vital institutions that sustain it.*	
11:30 am	**CONFERENCE CONCLUDES**	
12:00 pm	**BUSES DEPART HOTEL**	
2:00 pm	**BUSES ARRIVE AT CAPITOL HILL**	S. Capitol Street

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First Name	Last Name	Company Name	Title
Tim	Achinger	Office of Rep. Patronis (FL-01)	Legislative Director
Emily	Ackerman	Office of Majority Whip Emmer	Floor Director
Steve	Ackerman	Office of Rep. Fulcher (ID-01)	Legislative Director
Anna	Adamian	Office of Rep. Harris (MD-01)	Communications Director
Sara Brooks	Adams	Office of Majority Leader Scalise	Deputy Operations Director
Harley	Adsit	Office of Rep. Carter (GA-01)	Communications Director
Nolan	Ahern	Office of Majority Whip Emmer	Deputy Policy Director
Eric	Akers	Office of Rep. Baird (IN-04)	Legislative Director
Aidan	Aldridge	House Republican Conference	Member Services Coordinator
Christianne	Allen	Office of Rep. Fulcher (ID-01)	Communications Director (Interim)
Amelia	Allert	Office of Rep. Hill (AR-02)	Legislative Director
Matt	Alvero	Office of Rep. Alford (MO-04)	Legislative Director
Madison	Anders	Office of Rep. Strong (AL-05)	Communications Director
Joseph	Arbie	Office of Rep. Meuser (PA-09)	Legislative Director
Parker	Armstrong	Office of Rep. Houchin (IN-09)	Communications Director
Arnaud	Armstrong	Office of Rep. Mackenzie (PA-07)	Communications Director
Sarah	Arnold	Office of Rep. Mills (FL-07)	Communications Director
Hannah	Arvey	Office of Rep. Roy (TX-21)	Legislative Director
Kadin	Asbery	Office of Rep. Bost (IL-12)	Communications Director
Paige	Ash	Office of Rep. Valadao (CA-22)	Communications Director
Grady	Austin	Office of Rep. Moore (NC-14)	Legislative Director
Juan	Ayala	Office of Rep. Newhouse (WA-04)	Communications Director
Chase	Babair	Office of Rep. Buchanan (FL-16)	Legislative Director
Nick	Baker	House Republican Conference	Digital Director
Carlie	Baker	Office of Rep. Mace (SC-01)	Communications Director
Jackson	Baker	Office of Rep. Schweikert (AZ-01)	Communications Director
Bill	Ball	Office of Speaker Johnson	Senior Policy Advisor
Nathan	Barker	Office of Rep. Crawford (AR-01)	Legislative Director
Edgar	Barrios	Office of Speaker Johnson	Rapid Response Director
Curt	Beaulieu	Office of Speaker Johnson	Senior Policy Advisor
Arian	Beckwith	Office of Rep. James (MI-10)	Legislative Director
Jim	Beley	Office of Rep. Burlison (MO-07)	Legislative Director
Alex	Bellizzi	Office of Rep. Barr (KY-06)	Communications Director
Shawn	Bengali	Office of Rep. Arrington (TX-19)	Legislative Director
Taylor	Bentley	Office of Rep. Maloy (UT-02)	Communications Director
Jason	Berardo	Office of Rep. Turner (OH-10)	Legislative Director
Max	Berry	Office of Rep. McCormick (GA-07)	Legislative Director
Ariana	Bhambhani	Office of Rep. Allen (GA-12)	Legislative Director
Claire	Bienvenu	Office of Speaker Johnson	Legislative Assistant
Hans	Bjontegard	Office of Rep. Collins (GA-10)	Legislative Director
Clint	Blaes	Office of Rep. Schmidt (KS-02)	Legislative Director
Kristen	Blakely	Office of Rep. Johnson (SD-AL)	Communications Director
Thomas	Blanford	Office of Rep. Fitzgerald (WI-05)	Legislative Director
Summer	Blevins	Office of Rep. Bilirakis (FL-12)	Deputy Chief of Staff/Press Secretary
Anna Marian	Block	Office of Rep. Yakym (IN-02)	Communications Director
Andrew	Bohn	Office of Rep. Fallon (TX-04)	Legislative Director
Robert	Boland	Office of Majority Whip Emmer	Chief of Staff
Savannah	Bolender	Office of Rep. Fischbach (MN-07)	Legislative Director
Jackie	Bossman	Office of Rep. Nunn (IA-03)	LD/Counsel

Lacey	Bowersox	Office of Rep. Bost (IL-12)	Legislative Director
Nick	Bowser	Office of Rep. Hinson (IA-02)	Legislative Director
Nicholas	Boyd	Office of Majority Whip Emmer	Deputy Press Secretary
Gable	Brady	Office of Majority Leader Scalise	Policy Advisor
Danny	Brescia	Office of Rep. Grothman (WI-06)	Legislative Director
Caroline	Briscoe	Office of Rep. Tiffany (WI-07)	Communications Director
Sean	Brislin	Office of Rep. Mace (SC-01)	Legislative Director
Annie	Brody	Office of Majority Whip Emmer	Downtown Coalitions Director
Beau	Brooks	Office of Rep. Downing (MT-02)	Communications Director
Garrett	Brown	Office of Rep. Zinke (MT-01)	Communications Director
Regan	Bruno	Office of Rep. McCormick (GA-07)	Communications Director
Kate	Bryan	Office of Rep. Brecheen (OK-02)	Communications Director
Sam	Bryant	Office of Rep. Babin (TX-36)	Legislative Director
Arthur	Bryant	Office of Rep. Wagner (MO-02)	Communications Director
Stetson	Bryson	Office of Rep. Jackson (TX-13)	Legislative Director
Joe	Buccino	Office of Rep. McClain (MI-09)	Communications Director
Davis	Bunn	Office of Rep. Moore (AL-01)	Legislative Director
Bryan	Burack	Select Committee on China	Policy Director
Jackie	Burke	Office of Majority Whip Emmer	Member Services Director
Courtney	Butcher	Office of Speaker Johnson	Deputy Chief of Staff
Daniel	Butler	Office of Rep. Kean (NJ-07)	Legislative Director
Lesley	Byers	Office of Rep. Crawford (AR-01)	Communications Director
Jerry	Calengor	Office of Majority Leader Scalise	Deputy Communications Director
Blayne	Callas	Office of Rep. Downing (MT-02)	Legislative Director
Thomas	Calvo	Office of Rep. Moylan (GU-AL)	Communications Director
Clara	Cargile	Office of Majority Leader Scalise	Policy Advisor
Rafaello	Carone	Office of Rep. Sessions (TX-17)	Communications Director
Claire	Case	Office of Rep. Van Orden (WI-03)	Legislative Director
Daniella	Cassano	Office of Rep. Fitzgerald (WI-05)	Communications Director
Emily	Cassil	Office of Rep. McCaul (TX-10)	Communications Director
John	Castillo	Office of Rep. McGuire (VA-05)	Legislative Director
Luke	Catanzaro	Office of Majority Leader Scalise	Membership Services Coordinator
Matthew	Cernicky	Office of Rep. Schweikert (AZ-01)	Legislative Director
Jack	Chambers	Office of Rep. Carey (OH-15)	Director of Communications
Kyle	Chance	Office of Rep. Balderson (OH-12)	Communications Director
Connor	Chapinski	Office of Rep. Obernolte (CA-23)	Communications Director
Cooper	Cheetham	Office of Speaker Johnson	Operations Coordinator
Carson	Clark	Office of Rep. Aderholt (AL-04)	Communications Director
Madelon	Clark	Office of Rep. Pfluger (TX-11)	Communications Director
Joseph	Clark	Committee on Financial Services	Deputy Communications Directors
Ian	Clark	Office of Rep. Ezell (MS-04)	Legislative Director
Patricia	Clarke	Office of Rep. Gimenez (FL-28)	Legislative Director
Brandon	Cockerham	Office of Rep. Loudermilk (GA-11)	Communications Director
Sarah	Coffman	Office of Rep. Comer (KY-01)	Legislative Director
Carrie	Cole	Office of Rep. Rogers (AL-03)	Communications Director
Evelyn	Coleman	Office of Rep. Jackson (TX-13)	Communications Director
Nick	Collins	Office of Rep. Miller (OH-07)	Legislative Director
Jessica	Collins	Committee on Oversight & Government Reform	Communications Director
Jack	Colonnetta	Office of Rep. Lucas (OK-03)	Communications Director

Chirs	Concepcion	Office of Rep. King-Hinds (MP-AL)	Communications Director
Elisabeth	Conklin	Office of Rep. Barrett (MI-07)	Legislative Director
Kate	Constantini	Office of Rep. Mast (FL-21)	Communications Director
Lucy	Cox	Office of Majority Leader Scalise	Press Assistant
Alexander	Crane	Office of Rep. Murphy (NC-03)	Communications Director
Hayden	Crawford	Office of Rep. Weber (TX-14)	Legislative Director
Brian	Cress	Office of Speaker Johnson	Deputy Director of Member Services
Jennifer	Cressy	Office of Rep. McClintock (CA-05)	Communications Director
Alexandria	Cullen	Office of Rep. Evans (CO-08)	Communications Director
Ryan	Culross	Office of Rep. Rulli (OH-06)	Legislative Director
Jamie	Cummins	Office of Majority Leader Scalise	Counsel
Jenna	Curiam	Office of Rep. Ciscomani (AZ-06)	Communications Director
McKenzie	Dallas	Office of Rep. Scott (GA-08)	Legislative Director
Meagan	Daly	Office of Rep. Fine (FL-06)	Legislative Director
Mike	Dankler	Office of Rep. Yakym (IN-02)	Legislative Director
Owen	Dankworth	Office of Rep. Gooden (TX-05)	Legislative Director
Juliana	Dauchess	Office of Rep. Smucker (PA-11)	Legislative Director
Isabel	David	Office of Rep. Westerman (AR-04)	Legislative Director
Alexandra	Davis	Office of Rep. Pfluger (TX-11)	Legislative Director
Hope	Dawson	Office of Rep. Palmer (AL-06)	Communications Director
Corinne	Day	Office of Speaker Johnson	Director of Media Affairs
Evan	Dean	Office of Rep. Flood (NE-01)	Legislative Director
Ben	Decatur	Office of Rep. Roy (TX-21)	Communications Director
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Sofia	Deiro	Office of Rep. Cole (OK-04)	Legislative Director
Stephanie	Demarco	Office of Rep. Lee (FL-15)	Legislative Director
Sam	Denham	Committee on Small Business	Communications Director
Clare	Dentner	Office of Rep. Fitzpatrick (PA-01)	Legislative Director
Darren	Dershen	Office of Rep. Fine (FL-06)	Communications Director
Ross	Dietrich	Office of Speaker Johnson	Cloakroom Floor Assistant
Giulia	DiGuglielmo	Office of Rep. Issa (CA-48)	Legislative Director
Jared	Dilley	Office of Rep. Jordan (OH-04)	Legislative Director
Evan	Dixon	Committee on Budget	Communications Director
Michael	Donatello	Office of Rep. Steil (WI-01)	Communications Director
Ryan	Donnelly	Office of Rep. Donalds (FL-19)	Legislative Director
Jacob	Downs	Office of Rep. Kustoff (TN-08)	Communications Director
Matt	Duglin	Office of Rep. Bacon (NE-02)	Legislative Director
Grace	Dunlap	Office of Rep. Ellzey (TX-06)	General Counsel
Katherine	Earle	Committee on Armed Services	Policy Director
Anne	Earthman	Office of Majority Leader Scalise	Deputy Press Secretary
Brenna	Elliott	Office of Majority Leader Scalise	Deputy Floor Director
Kelsey	Emmer	Office of Rep. Stauber (MN-08)	Communications Director
Robert	Emmet	Office of Rep. Stefanik (NY-21)	Legislative Director
Alyssa	Erdel	House Republican Conference	Member Services Director
Cam	Erickson	Office of Rep. Hamadeh (AZ-08)	Legislative Director
JP	Etchison	Office of Rep. Spartz (IN-05)	Communications Director
Travis	Evans	Office of Rep. Hill (AR-02)	Communications Director
Katie	Everett	Office of Rep. Babin (TX-36)	Communications Director
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Leigh Ann	Fairley	Office of Rep. Hudson (NC-09)	Legislative Director

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Kinsey	Featherston	Office of Rep. Westerman (AR-04)	Communications Director
Sarah	Ferrell	Office of Rep. Mann (KS-01)	Legislative Director
Madison	Ferrie	Office of Rep. Donalds (FL-19)	Communications Director
Larry	Feyfried	Office of Rep. Barr (KY-06)	Legislative Director
Cristian	Figueredo	Office of Rep. Bentz (OR-02)	Legislative Director
Alex	Fink	Office of Rep. Mackenzie (PA-07)	Legislative Director
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Mark	Fogelson	Office of Rep. Shreve (IN-06)	Press Secretary
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Caroline	French	Office of Rep. Rouzer (NC-07)	Communications Director
Macayle	Fuchs	Office of Rep. Gosar (AZ-09)	Legislative Director
Taylor	Gage	Office of Rep. Flood (NE-01)	Communications Director
Jason	Gagnon	Office of Rep. Calvert (CA-41)	Senior Advisor/Communications Director
Megan	Gallagher	Office of Rep. Knott (NC-13)	Legislative Director
Teagan	Gambert	Office of Rep. Smith (NJ-04)	Communications Director
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David	Gans	Office of Rep. Wagner (MO-02)	Legislative Director
Allen	Garnes	Office of Rep. Langworthy (NY-23)	Legislative Director
Will	Garrett	Office of Rep. Burchett (TN-02)	Press Secretary
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Eric	Gebhart	Office of Rep. Bresnahan (PA-08)	Legislative Director
Emma	Gibson	Office of Rep. Collins (GA-10)	Director of Communications
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Scott	Gilfillan	Office of Rep. Ellzey (TX-06)	Communications Director
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Abigail	Gost	Office of Rep. Wittman (VA-01)	Communications Director
Lauren	Graham	Office of Rep. Brecheen (OK-02)	Legislative Director
Nicolas	Gray	Office of Rep. Miller (WV-01)	Communications Director
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Ella	Gunn	Office of Speaker Johnson	Cloakroom Floor Director
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Ashley	Haines	Office of Rep. Hern (OK-01)	Communications Director
Lillian	Hale	Office of Rep. Hunt (TX-38)	Communications Director
Riley	Hambrick	Office of Rep. Dunn (FL-02)	Legislative Director
Lexi	Hamel	Office of Rep. Simpson (ID-02)	Communications Director
Alexandra	Hamel	Office of Rep. Feenstra (IA-04)	Communications Director
Caroline	Hamilton	Office of Rep. Moore (UT-01)	Communications Director
Nathan	Hampson	Office of Rep. James (MI-10)	Communications Director
Lauren	Haneman	Office of Rep. Alford (MO-04)	Communications Director
Joel	Hannahs	Office of Rep. Radewagen (AS-AL)	Communications Director

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Peyton	Holliday	Office of Rep. Guest (MS-03)	Communications Director
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Andrew	House	Permanent Select Committee on Intelligence	Policy Director
Sutton	Houser	Office of Rep. Goldman (TX-12)	Communications Director
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Baruch	Humble	Office of Rep. Stauber (MN-08)	Legislative Director
Jacob	Huner	Office of Rep. Moolenaar (MI-02)	Communications Director
Jackie	Hunley	Office of Rep. McDowell (NC-06)	Legislative Director
Lori	Hunnicut	Office of Rep. Hamadeh (AZ-08)	Communications Director
Claire	Hurley	Office of Rep. Ezell (MS-04)	Communications Director
Alex	Ives	Office of Rep. Foxx (NC-05)	Communications Director
Kendall	Ivy	Office of Rep. Williams (TX-25)	Legislative Director
Marjorie	Jackson	Office of Rep. Gill (TX-26)	Communications Director
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Ashley	Juhn	Office of Rep. Latta (OH-05)	Communications Director
Tristan	Justice	Office of Rep. Hageman (WY-AL)	Communications Director
Elizabeth	Kalmbach	Office of Speaker Johnson	Press Secretary

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John	Kennedy	Office of Rep. Massie (KY-04)	Communications Director
Ty	Kennedy	Office of Rep. Fedorchak (ND-AL)	Legislative Director
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Maria	Kim	Office of Rep. Edwards (NC-11)	Communications Director
Grace	Kim	Office of Rep. Van Orden (WI-03)	Communications Director
Riley	King	Office of Rep. Hurd (CO-03)	Communications Director
Hannah	King	Office of Rep. Onder (MO-03)	Legislative Director
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Jake	Kochmansky	Office of Rep. Moolenaar (MI-02)	Legislative Director
Monica	Konrad	Office of Rep. Edwards (NC-11)	Legislative Director
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Carrie	Kwarcinski	Office of Rep. Amodei (NV-02)	Communications Director
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Christina	Lassiter	Office of Rep. Cammack (FL-03)	Legislative Director
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Kaitlyn	Leach	Office of Rep. Fischbach (MN-07)	
David	Leatherwood	Office of Rep. Luna (FL-13)	Communications Director
James	Leavitt	Office of Rep. Maloy (UT-02)	Legislative Director
Shine	Lee	Office of Rep. Kim (CA-40)	Legislative Director
Raymond	Lehman	House Republican Conference	Communications Advisor
Allison	Leonard	Office of Rep. Kean (NJ-07)	Communications Director
Jack	Lincoln	Office of Rep. Calvert (CA-41)	Legislative Director
Solara	Linehan	Office of Rep. Simpson (ID-02)	Legislative Director
Lindsay	Linhares	Office of Rep. Letlow (LA-05)	Legislative Director
Angel	Logan	Office of Majority Leader Scalise	Digital Director
Jackson	Long	Office of Rep. Fry (SC-07)	Legislative Director
Nadgey	Louis-charles	Office of Rep. Jordan (OH-04)	Communications Director
Nate	Lucas	Office of Rep. Burlison (MO-07)	Communications Director
Jenny	Luepke	Office of Rep. Finstad (MN-01)	Communications Director
Roberto	Lugones	Office of Rep. Gimenez (FL-28)	Communications Director/Foreign Policy Advisor
Samuel	Luna	Office of Rep. Luna (FL-13)	Legislative Director
Linoshka	Luna	House Republican Conference	Deputy Communications Director
James	Lundquist	Office of Rep. Begich (AK-AL)	Legislative Director
Michael	Lundquist	Office of Rep. Carey (OH-15)	Legislative Director
Sophie	Lyczek	Office of Rep. Norman (SC-05)	Communications Director

Troy	MacMullan	Office of Rep. Hageman (WY-AL)	Legislative Director/Deputy Chief of Staff
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Mike	Maiale	Office of Rep. Ogles (TN-05)	Legislative Director
Bailey	Mailloux	Committee on Natural Resources	Communications Director
Sydney	Maingot	Office of Rep. Grothman (WI-06)	Communications Director
Molly	Makarewicz	Office of Rep. Walberg (MI-05)	Communications Director
Kaitlin	Makuski	Office of Speaker Johnson	Coalitions Coordinator
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Mac	Malloy	Office of Rep. Higgins (LA-03)	Communications Director
Andrew	Maloney	Office of Rep. Wittman (VA-01)	Legislative Director
Giancarlo	Mandato	Office of Rep. Ogles (TN-05)	Communications Director
Nicole	Manley	Office of Rep. Cline (VA-06)	Legislative Director
James	Marren	Office of Rep. Mann (KS-01)	Communications Director
Molly	Martin	Office of Rep. Guthrie (KY-02)	Legislative Director
Ben	Martin	Office of Rep. Moore (AL-01)	Communications Director
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Emily	Matthews	Office of Rep. Nehls (TX-22)	Communications Director
Matt	McCall	Office of Rep. Crane (AZ-02)	Communications Director
Annie	McCarthy	Office of Rep. Garbarino (NY-02)	Communications Director
Kathleen	McCarthy	Committee on Veterans Affairs	Communications Director
Anna	McCollough	Office of Rep. Houchin (IN-09)	Legislative Director
Ian	McDonald	Office of Rep. Spartz (IN-05)	Legislative Director
John	McDonough	Office of Rep. Smith (NJ-04)	Legislative Director
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Josie	McLaurin	Office of Rep. Newhouse (WA-04)	Legislative Director
Darby	McQueen	Office of Rep. Cloud (TX-27)	Legislative Director
Bryan	McVae	Office of Rep. Foxx (NC-05)	Legislative Director
Eric	Mendoza	Office of Rep. De La Cruz (TX-15)	Legislative Director
Ian	Merritt	Office of Rep. Fleischmann (TN-03)	Legislative Director
Connor	Meyers	Office of Rep. Kennedy (UT-03)	Legislative Director
Davis	Michols	Office of Rep. Griffith (VA-09)	Deputy Chief of Staff/Legislative Director
Josh	Millard	Office of Rep. Taylor (OH-02)	Legislative Director
Hunter	Miller	Office of Rep. Stutzman (IN-03)	Legislative Director
Derrick	Miller	Office of Rep. Crane (AZ-02)	Legislative Director
Ty	Mills	Office of Speaker Johnson	Cloakroom Floor Assistant
Martha	Mills	Office of Majority Leader Scalise	Press Secretary
Connor	Mills	Office of Rep. Carter (GA-01)	Legislative Director
Ben	Monticello	Office of Rep. LaHood (IL-16)	Legislative Director
Griffin	Moore	Office of Rep. Miller (OH-07)	Communications Director
Andrea	Morales	Office of Rep. Diaz-Balart (FL-26)	Communications Director
Brooke	Morgan	Office of Rep. Onder (MO-03)	Communications Director
Tyler	Mortier	Office of Rep. Joyce (PA-13)	Legislative Director
Lindsey	Mosley	Office of Rep. Franklin (FL-18)	Legislative Director
Ashley	Mott	Office of Majority Whip Emmer	National Security Advisor
Jackson	Mountain	Office of Rep. Goldman (TX-12)	Legislative Director
Jason	Moyer	Office of Rep. Hunt (TX-38)	Legislative Director
Jason	Murphy	Office of Rep. Fuller (GA-14)	Legislative Director
Griffin	Neal	Office of Speaker Johnson	Press Secretary
Brigid	Nealon	Office of Rep. De La Cruz (TX-15)	Communications Director
Valerie	Nelson	Office of Rep. Messmer (IN-08)	Communications Director

Bryan	Nichols	Office of Rep. Graves (MO-06)	Communications Director
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Jackie	Olvera	Office of Rep. Luttrell (TX-08)	Legislative Director
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Ashley	Padgett	Office of Rep. Loudermilk (GA-11)	Legislative Director
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Patrick	Paolini	Office of Rep. Obernolte (CA-23)	Legislative Director
Susan	Parker	Office of Rep. Kelly (MS-01)	Communications Director
Brian	Patrick	Office of Rep. Huizenga (MI-04)	Communications Director
Chester	Pelsang	Office of Rep. Miller (IL-15)	Legislative Director
Stephanie	Pendarvis	Office of Rep. Wilson (SC-02)	Legislative Director
Michael	Peppel	Office of Rep. Rulli (OH-06)	Communications Director
Cruz	Perez	Office of Rep. Moran (TX-01)	Legislative Director
Josh	Perschall	Office of Rep. LaHood (IL-16)	Communications Director (district office & DC)
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McLean	Piner	Office of Rep. Murphy (NC-03)	Legislative Director
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Rick	Podliska	Office of Rep. Webster (FL-11)	Legislative Director
Hannah	Pope	Office of Rep. Bresnahan (PA-08)	Communications Director
Olivia	Porcaro	Office of Rep. Cole (OK-04)	Communications Director
Addison	Porter	Office of Rep. Miller (WV-01)	Legislative Director
Reed	Powell	Office of Rep. Steube (FL-17)	Legislative Director
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Maddie	Propp	Office of Rep. Cline (R-VA)	Communications Director
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Trevor	Ray	Office of Rep. Van Drew (NJ-02)	Legislative Director
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Semaj	Redd	Office of Rep. Kelly (MS-01)	Legislative Director
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Christian	Rehder	Office of Rep. Smith (MO-08)	Communications Director
Gisselle	Reynolds	Office of Rep. Diaz-Balart (FL-26)	Legislative Director
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Milton	Robinson	Office of Rep. Guest (MS-03)	Legislative Director

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Charles	Russell	Office of Rep. McDowell (NC-06)	Communications Director
David	Russell	Select Committee on China	Communications Director
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Hannah	Russell	Office of Rep. DesJarlais (TN-04)	Legislative Director
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Collin	Sabine	Office of Rep. Harrigan (NC-10)	Legislative Director
William	Salmon	Office of Rep. Messmer (IN-08)	Legislative Director
Robert	Sar	Office of Rep. Bice (OK-05)	Legislative Director
Tyler	Sawyer	Office of Rep. Sessions (TX-17)	Legislative Director
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Raphael	Schreiber	Office of Rep. Massie (KY-04)	Legislative Director
JR	Schroeder	Office of Rep. Timmons (SC-04)	Legislative Director
Michael	Sciacca	Office of Rep. Moylan (GU-AL)	Legislative Director
Bryce	Segat	Office of Rep. Gooden (TX-05)	Communications Director
Ellen	Seher	Office of Majority Leader Scalise	Scheduler
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Krystina	Skurk	Office of Rep. Van Epps (TN-07)	Communications Director
Brittany	Slaughter	Office of Rep. McGuire (VA-05)	Communications Director
Matt	Smith	Office of Rep. Letlow (LA-05)	Communications Director
Trevor	Smith	Office of Rep. Fong (CA-20)	Legislative Director
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Sean	Smith	Office of Rep. Salazar (FL-27)	Legislative Director
Chandler	Smith	Office of Rep. Reschenthaler (PA-14)	Communications Director
Brittany	Smith	Office of Speaker Johnson	Scheduler
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Danielle	Smoot	Office of Rep. Rogers (KY-05)	Communications Director
David	Snider	Office of Rep. Wilson (SC-02)	Communications Director
Jordan	Sorenson	Office of Rep. Higgins (LA-03)	Legislative Director
MK	Sowers	Office of Rep. Garbarino (NY-02)	Legislative Director

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Gabriel	Spencer	Office of Rep. Miller (IL-15)	Communications Director
Alexia	Spentzas	Office of Rep. Bentz (OR-02)	Communications Director
Reece	Stallman	Office of Rep. Fischbach (MN-07)	Press Secretary
Taylor Bradley	Stanley	Office of Rep. Fry (SC-07)	Communications Director
Richard	Stanton	Office of Rep. Radewagen (AS-AL)	Legislative Director
Chase	Starr	Office of Rep. Clyde (GA-09)	Legislative Director
Leah	States	Office of Rep. Fuller (GA-14)	Communications Director
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U.S. House of Representatives

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August 6, 2026

Mr. Keegan Bittner
Office of the Honorable Troy Downing
1529 Longworth House Office Building
Washington, DC 20515

Dear Mr. Bittner:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Maryland, scheduled for August 10 to 12, 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:nl