

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: _____
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): _____
5. Yes ☐ No ☐ Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of Departure: _____ Date of Return: _____
7. a. City of departure: _____
b. Destination(s): _____
c. City of return: _____
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:

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

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

Hotel Name: _____ City: _____ Cost Per Night: _____

Reason(s) for Selecting: _____

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			
For each Accompanying Family Member			

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee		
For each Accompanying Family Member		

19. **Check only one:**

- a. ☐ I certify that I am an officer of the organization listed below; **OR**
b. ☐ *Not Applicable.* Trip sponsor is an individual or a U.S. institution of higher education.

20. **I certify by my signature that**

- a. **I read and understand the Committee's Travel Regulations;**
b. **I am not a registered federal lobbyist or registered foreign agent; and**
c. **The information on this form is true, complete, and correct to the best of my knowledge.**

Signature: Max Frankel Date: 06/29/26

Name: _____ Title: _____

Organization: _____

Address: _____

Email: _____ Telephone: _____

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 Additional Pages: Kentucky Delegation

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):

Steffanie Bezruki, Rep. Dave Min
Abby Carter, Rep. Suhas Subramanyam
Jim Cho, Rep. Sydney Kamlager-Dove
Aaron Harawa, Rep. Glenn Ivey
Ata Khan, Rep. George Whitesides
Yujin Lee, Rep. Rob Menendez
Sheron Luk, SEEC Caucus
Christina Mahoney, Rep. Emanuel Cleaver
Connor McNutt, Rep. Ilhan Omar
Faith Palguta, Rep. Chris Deluzio
Nicole Saitta, Rep. Morgan McGarvey

This group was invited because they are senior congressional staff whose official responsibilities relate directly to the trip's focus areas, including energy and environmental policy, agriculture, rural economic development, water quality, disaster recovery, and community resilience.

The trip will provide firsthand educational exposure to how Kentucky communities, local officials, businesses, farms and food stakeholders, nonprofit organizations, and energy sector partners are addressing issues that regularly come before Congress. Through site visits and discussions, participants will examine clean energy development, former mine land reclamation, agricultural resilience, watershed restoration, rural economic transition, flood recovery, public health, and infrastructure needs.

The information gained will support participants' official duties, including policy development, legislative research, constituent issue analysis, and advising Members on relevant federal programs and policy decisions. The invitation is based on the relevance of the trip's subject matter to their congressional responsibilities and the educational value of direct engagement with local stakeholders and practitioners in Kentucky.

10. Agenda

Address	Time	Activity and Details
Sunday, Aug. 2 — Arrival in Lexington, Kentucky		
DCA / LEX	9:05– 10:41 PM	DCA to LEX nonstop flight. Arrive this night to allow for full-day programming Monday.
Lexington Marriott City Center, 121 W. Vine St., Lexington, KY 40507	10:45– 11:15 PM	Transit to Lexington Marriott City Center.
Lexington Marriott City Center, 121 W. Vine St., Lexington, KY 40507	11:15 PM	Hotel check-in and end of night.
Monday, Aug. 3 — Agriculture, Climate & Rural Economies		
Lexington Marriott City Center, 121 W. Vine St., Lexington, KY 40507	8:15– 9:00 AM	Depart hotel by bus for Paris, Kentucky.
Claiborne Farm, 703 Winchester Rd., Paris, KY 40361	9:00– 10:45 AM	Claiborne Farm Tour — A look at one of Kentucky's most storied thoroughbred farms, with a focus on the land and long-term stewardship that underpin the racing industry. This visit will frame the role of horse farms in preserving open space, shaping rural economies, and adapting to changing climate conditions.
Claiborne Farm to Denali Stud Farm	10:45– 11:00 AM	Transit to Denali Stud Farm.
Denali Stud Farm, 1700 Georgetown Rd., Paris, KY 40361	11:00 AM– 12:30 PM	Denali Stud Farm Tour — A visit to Denali Stud Farm focused on sustainability and renewable energy in Kentucky's thoroughbred industry. Denali is home to one of the most extensive solar installations in the state's equine sector, offering a concrete example of how farms can reduce energy costs, invest in long-term resilience, and model climate-conscious operations within a traditional industry.
Denali Stud Farm to Holly Hill Inn	12:30– 1:00 PM	Transit to Holly Hill Inn.
Holly Hill Inn, 426 N. Winter St., Midway, KY 40347	1:00– 3:00 PM	Holly Hill Inn Tour, Garden Visit, and Lunch Roundtable — Tour the Holly Hill Inn space and gardens with a focus on their sustainability practices, followed by a lunch conversation with Chef Ouita Michel and local food systems leaders. This visit will connect Kentucky's culinary culture to

		the farmers, producers, and supply chains that sustain it, while exploring how local food economies can support small farms and strengthen rural resilience.
Holly Hill Inn to Lexington	3:00–3:30 PM	Transit back to Lexington.
Lexington Marriott City Center, 121 W. Vine St., Lexington, KY 40507	3:30–3:50 PM	Brief hotel refresh stop, schedule permitting. Alternative: proceed directly to the afternoon discussion if timing is tight.
TBD	3:50–4:00 PM	Transit.
TBD, Lexington	4:00–6:00 PM	Culture x Climate Changemakers Discussion — A moderated conversation with Kentucky-based writers, artists, cultural leaders, and organizers exploring how storytelling, music, literature, and place-based culture can shape public understanding of climate change. This session will bring together voices working at the intersection of art, rural identity, environmental change, and civic imagination.
Dudley’s on Short, 259 W. Short St., Lexington, KY 40507	6:00–7:30 PM	Dinner at Dudley’s Restaurant in Lexington.
Tuesday, Aug. 4 — Ohio River Restoration, Water Systems & Bourbon Sustainability		
Lexington Marriott City Center, 121 W. Vine St., Lexington, KY 40507	8:30 AM	Depart Lexington for Louisville.
TBD, Louisville / Ohio River site	9:30 AM–12:00 PM	Ohio River Restoration and Watershed Visit — Site visit on the Ohio River, exact location TBD, and discussion with experts focused on river restoration, water quality, climate impacts, public health, and community resilience. Potential speakers: Kentucky Waterways Alliance, University of Louisville Water Institute, Envirome, and the Ohio River Basin Alliance.
TBD, Louisville	12:00–1:00 PM	Lunch conversation with stakeholders continuing the morning’s themes, with emphasis on how climate, health, water quality, infrastructure, and community well-being intersect in Louisville and along the Ohio River.
Louisville to Frankfort area	1:00–2:00 PM	Transit.

Castle & Key Distillery, 4445 McCracken Pike, Frankfort, KY 40601 <i>TENTATIVELY ALSO: Buffalo Trace Distillery, 113 Great Buffalo Trace, Frankfort, KY 40601</i>	2:15– 5:15 PM	Distillery Sustainability Visit — Visit focused on how Kentucky’s bourbon industry is responding to climate, energy, waste, and resource-use challenges. Conversation with distillery leadership and sustainability staff on operational changes, climate goals, renewable energy, waste reduction, and the broader role of bourbon in Kentucky’s climate and economic story. Tentative visits to one or both: Castle & Key Distillery — renewable energy / solar; Buffalo Trace Distillery — waste upcycling / circular systems.
Frankfort area to Lexington	5:15– 6:00 PM	Travel back to Lexington.
TBD, Lexington	6:00– 7:00 PM	Dinner in Lexington.
Wednesday, Aug. 5 — Clean Energy and Community Resilience in Eastern Kentucky		
Lexington Marriott City Center, 121 W. Vine St., Lexington, KY 40507	8:00– 10:00 AM	Depart Lexington and travel to Hazard, Kentucky.
Lost Mountain Project site, Hazard area — exact meeting point TBD	10:00 AM– 12:30 PM	Lost Mountain Project Site Visit — Tour one of the largest former surface mine sites in the country. View areas where active mining is visible nearby. See where the clean energy redevelopment project began and where it is headed. Discuss the scale of the project: approximately 7,000 acres at full buildout. Discuss projected energy generation: up to 820 MW at peak. One of the largest solar projects in the eastern U.S. and one of the most significant coal-to-solar redevelopment projects in the country.
The Grand, 434 N Main St, Hazard, KY	12:30– 1:30 PM	Lunch at The Grand in Downtown Hazard, with presentations at the adjacent green space. Discussion of work around economic revitalization, reclamation, and clean energy; downtown Hazard revitalization efforts; and solar installations on local government buildings. Tentative speakers: Mayor of Hazard; County Executive; city commissioners; local and state elected officials; other regional organizations and project partners; Mountain Association solar representatives; Appalachian Voices; The Nature Conservancy.

Housing Development Alliance / community rebuilding site, Hazard area — exact address TBD	1:30–2:30 PM	Hazard Housing Visit with Housing Development Alliance and Community Rebuilding Partners — See new clean energy and resilient housing development in areas impacted by flooding in 2022 on reclaimed mine land. Learn how communities are rebuilding in ways that account for future climate risk.
Hazard area to Knoxville	2:30 PM	Depart Hazard area for Knoxville.
McGhee Tyson Airport, 2055 Alcoa Hwy., Alcoa, TN 37701	Timing TBD	Depart on flight from Knoxville to DC.

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:

SEEC Institute’s interest in the subject matter of the trip is rooted in our mission to advance congressional education around climate, clean energy, environmental resilience, and economic opportunity. The Kentucky trip is designed to help participants better understand how climate and energy issues intersect with agriculture, rural economies, reclamation, water quality, cultural storytelling, and community resilience across the state.

SEEC Institute is serving as the sponsor and organizer of the trip, responsible for developing the trip agenda, identifying and coordinating site visits, inviting and preparing participants and speakers, managing trip logistics, and facilitating discussions throughout the program. SEEC Institute’s role is educational and convening in nature: the organization is bringing participants into direct conversation with local leaders, practitioners, experts, and community representatives so they can learn firsthand about Kentucky’s climate, energy, and economic transition work.

Invitation

Hi all,

Thanks for your interest in joining SEEC Institute’s Kentucky Delegation. We're happy to formally invite you to participate in the trip, which will take place August 2nd-5th with programming across Central and Eastern Kentucky.

The attached agenda includes the current schedule, including visits related to Kentucky’s thoroughbred and food economies, Ohio River restoration, bourbon industry sustainability, and clean energy development.

Please RSVP by EOD next Friday 06/26. We'll send paperwork for the Committee on Ethics on Monday 06/29 and it will be due to the Committee on Thursday 07/02. Following that, we'll share logistics information and an updated agenda.

Hope to have you along on what will be a fun and insightful trip to Kentucky!

Best,
Max

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Max Frankel
Executive Director
SEEC Institute

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: _____

2. Travel Destination(s): _____

3. Date of Departure: _____ Date of Return: _____

4. Name(s) of Traveler(s): _____

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				
Accompanying Family Member				

6. ☐ All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment.
Signify statement is true by checking box.

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Mae Finkel Date: _____

Name: _____ Title: _____

Organization: _____

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

Address: _____

Telephone: _____ Email: _____

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

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: _____
2. a. Name of Accompanying Relative: _____ **OR** ☐ None
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: _____ Return: _____
b. Dates at Personal Expense, if any: _____ **OR** ☐ None
4. Departure City: _____ Destination: _____ Return City: _____
5. Sponsor(s), Who Paid for the Trip: _____
6. Describe Meetings and Events Attended: _____

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: Sharon Luk Date: _____

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: _____ Date: _____

Signature of Supervising Member: Paul J. Tonko

Michael Guest, Mississippi
Chairman
Mark DeSaulnier, California
Ranking Member

Andrew R. Garbarino, New York
Ashley Hinson, Iowa
Nathaniel Moran, Texas
Brad Knott, North Carolina

Deborah K. Ross, North Carolina
Glenn F. Ivey, Maryland
Sylvia R. Garcia, Texas
Suhas Subramanyam, Virginia



ONE HUNDRED NINETEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

Jordan Downs
Chief of Staff to the Chairman

David Arrojo
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
<https://Ethics.House.gov>

July 29, 2026

Ms. Sheron Luk
Sustainable Energy & Environment Coalition
2269 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Luk:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Lexington, Kentucky, scheduled for August 2 to 5, 2026, sponsored by Sustainable Energy and Environment Coalition (SEEC) 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:amr

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: _____ 

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): _____

Office Address: _____

Telephone Number: _____

Email Address of Contact Person: _____

☐ 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: _____

3. City and State **OR** Foreign Country of Travel: _____
4. a. Date of Departure: _____ Date of Return: _____
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.**

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: _____