# 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: Amaris Beanvidez
2. a. Name of Accompanying Relative: _____ ***OR*** ☒ None
   b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: August 4, 2026 Return: August 7, 2026
   b. Dates at Personal Expense, if any: _____ ***OR*** ☒ None
4. Departure City: Washington, D.C. Destination: Dallas, TX Return City: Washington, D.C.
5. Sponsor(s), Who Paid for the Trip: Postsecondary National Policy Institute
6. Describe Meetings and Events Attended: attend a site visit at Dallas College to learn about their basic needs efforts.
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:** 08/24/2026

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:** Robert C. "Bobby" Scott **Date:** 08/24/2026

**Signature of Supervising Member:** _____

*last updated 7/2023*

Docusign Envelope ID: 4AD6D667-197E-808E-8375-4F122567DC90

# 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: Postsecondary National Policy Institute
2. Travel Destination(s): Dallas, Texas
3. Date of Departure: August 4, 2026 Date of Return: August 7, 2026
4. Name(s) of Traveler(s): Jamie Andrews, Amaris Benavidez, Jannie Kamara, & Samantha Wilkerson

   ***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 | $618.35 | $510 | $165.03 | $0 |
| Accompanying Family Member | N/A | 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:** DocuSigned by: MaryEllen McGuire 4E6B30068EBF41E... **Date:** 8/11/2026 8/11/2026

**Name:** MaryEllen McGuire **Title:** President

**Organization:** Postsecondary National Policy Institute

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

**Address:** 1828 L St, NW, Suite 400-E, Washington, DC 20036

**Telephone:** 202-407-3172 **Email:** pnpi@pnpi.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: Amaris Benavidez

**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): Committee on Education and Workforce - Minority

Office Address: 2101 Rayburn House Office Building

Telephone Number: 202-225-3725

Email Address of Contact Person: amaris.benavidez@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: Amaris Benavidez
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Postsecondary National Policy Institute
3. City and State **OR** Foreign Country of Travel: Dallas, Texas
4. a. Date of Departure: August 4, 2026 Date of Return: August 7, 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.**

   I am a professional staff member covering higher education, including basic needs issues such as parenting students, food/housing insecurity, and means tested benefits for students. This trip will ~~help me better understand how colleges and states support students with basic needs insecurities.~~
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:** 06/30/2026

Docusign Envelope ID: 30E2F9FE-046E-85AF-82EF-AB1D83B1C119

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:

   Postsecondary National Policy 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: Gates Foundation; Kresge Foundation; Lumina Foundation

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.

5. Yes ☐ No ☒ Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of Departure: August 4, 2026 Date of Return: August 7, 2026
7. a. City of departure: Washington, D.C.
   b. Destination(s): Dallas, TX
   c. City of return: Washington, D.C.
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 attached.

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): $80
       2) Provide the reason for selecting the location of the event or trip: Dallas College is one of the country's largest community college systems and is an exemplar of an institution that integrates basic-needs supports across a large and diverse student population.
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

    Hotel Name: Omni Dallas Hotel City: Dallas, TX Cost Per Night: $170
    Reason(s) for Selecting: This hotel is in a convenient location to Dallas College campuses we will be visiting.
    Hotel Name: _____ City: _____ Cost Per Night: _____
    Reason(s) for Selecting: _____
    Hotel Name: _____ City: _____ Cost Per Night: _____
    Reason(s) for Selecting: _____

Docusign Envelope ID: 30E2F9FE-046E-85AF-82EF-AB1D83B1C119

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<br>☒ Good Faith Estimates | Total **Transportation** Expenses per Participant | Total **Lodging** Expenses per Participant | Total **Meal** Expenses per Participant |
|---|---|---|---|
| For each Member, Officer, or Employee | $485 | $510 | $223 |
| For each Accompanying Family Member | N/A | N/A | N/A |

| | **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 | N/A | N/A |
| For each Accompanying Family Member | N/A | N/A |

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: DocuSigned by: MaryEllen McGuire 4E0B30068EBF41E... Date: 6/17/2026

Name: MaryEllen McGuire Title: President

Organization: Postsecondary National Policy Institute

Address: 1828 L St, NW, Suite 400-E, Washington, DC 20036

Email: pnpi@pnpi.org Telephone: 202.407.3172

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

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. Amaris Benavidez
Committee on Education and Workforce
2101 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Benavidez:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Dallas, Texas, scheduled for August 4 to 7, 2026, sponsored by Postsecondary National Policy Institute, Gates Foundation, Lumina Foundation for Education, Inc., and the Kresge Foundation.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than $525 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Michael Guest
Chairman

Mark DeSaulnier
Ranking Member

MG/MD:rp

PNPI

POSTSECONDARY NATIONAL POLICY INSTITUTE

# *Basic Needs Seminar*

***August 4-7, 2026***

**Location:** Dallas, Texas

## AGENDA

### *Tuesday, August 4, 2026*

| | |
|---|---|
| **5:11-7:41pm** | **Travel from Washington, D.C. to Dallas, TX**<br>American Airlines Flight 1414 |
| **7:41pm** | **Arrive at Dallas Fort Worth Airport** |
| **7:41- 8:30pm** | **Travel to Omni Hotel Dallas**<br>555 S Lamar St, Dallas, TX 75202 |
| **8:30-9:00pm** | **Check In at Hotel & Registration** |

### *Wednesday, August 5, 2026*

| | |
|---|---|
| **8:00-9:00am** | **Breakfast at Hotel** |
| **9:00-9:30am** | **Travel to Dallas College Richland Campus**<br>12800 Abrams Rd, Dallas, TX 75243 |

**9:30-10:30am** **Welcome & Overview of Dallas College and Student Wellbeing and Social Supports**

**Speakers:** Chancellor Justin Lonon, Dallas College, Kathryn K. Eggleston, Dallas College, & Carlos E. Cruz, Dallas College

*This session will provide an overview of basic needs supports provided by the Dallas College system, including the Richland campus.*

**10:30-11:30am** **Tour of Richland Campus' Basic Needs Facilities**

*This session will be a tour of the Richland food pantry, clothing closet & childcare center.*

**11:30am-12:30pm** **Student Panel & Lunch**

**Speakers:** Dallas College Students

*Participants will hear directly from Dallas College students to learn about their experiences with basic needs support.*

**12:30-1:00pm** **Travel to Dallas College Eastfield Campus**
3737 Motley Dr, Mesquite, TX 75150

**1:00-2:00pm** **Welcome & Overview of Campus Basic Needs Programs**

**Speakers:** Carlos E. Cruz, Dallas College & Eddie Tealer, Dallas College

*This session will provide an overview of basic needs support provided by the Eastfield campus of Dallas College.*

**2:00-3:00pm** **Tour of Eastfield's Basic Needs Facilities**

*This session will be a tour of the Eastfield food pantry, health clinic, and childcare center.*

**3:00-4:00pm** **Community Partner Panel: Ecosystem of Support**

**Speakers:** Brandon Boling, North Texas Food Bank, Loletha Horton, YMCA, & Sophie Phillips, Child Poverty Action Lab

*This session will feature a panel of community partners who are engaged in the basic needs support systems at Dallas College.*

**4:00-6:00pm** **Return to Hotel & Break**

**6:00-7:30pm** **Dinner at Hurtado BBQ**
900 S Harwood St, Dallas, TX 75201

## *Thursday, August 6, 2026*

---

**8:00-9:00am** **Breakfast at Hotel**

**9:00-9:30am** **Travel to Dallas College Mountain View Campus**
4849 W. Illinois Ave. Dallas, TX 75211

**9:30-11:30am** **Welcome & Overview of Counseling & Health Services**

**Speakers:** Kaitlin Hill, Dallas College & Luz Gonzalez, Dallas College

*This session will provide an overview of counseling and health support provided by the Mountain View campus of Dallas College.*

**11:30am-12:30pm** **Review of Family Care Program & Lunch**

**Speaker:** Stephanie Harris, Dallas College

*Participants will hear about Dallas College's family care program and engage with family care coordinators at a variety of campuses.*

**12:30-2:30pm** **Tour of Mountain View's Basic Needs Facilities**

*This session will be a tour of the Mountain View Welcome Center- including offices that address students' basic needs.*

**2:30-2:45pm** **Break**

**2:45-4:15pm** **Roundtable Discussion with Dallas College Administrators**

**Speakers:** Macario Hernandez, Dallas College; Beatriz Joseph, Dallas College; Josh Skolnick, Dallas College Foundation; & Tetsuya Umebayashi, Dallas College

*This session will include administrators across multiple campuses of Dallas College to discuss systemic basic needs policies and supports.*

**4:15-6:00pm** **Return to Hotel & Break**

**6:00-7:30pm** **Dinner at Rodeo Goat**
1926 Market Center Blvd, Dallas, TX 75207

## *Friday, August 7, 2026*

---

**7:00-8:00am** **Working Breakfast at Hotel & Final Reflection**

**Moderator:** Betsy Prueter, PNPI

*This session will provide an opportunity for staff to formally debrief all sessions, share their final takeaways, and ask any remaining questions they have about basic needs.*

**8:00-8:30am** **Travel to Dallas Fort Worth Airport**

**9:56am-1:59pm** **Travel from Dallas, TX to Washington, D.C.**
American Airlines Flight 1624

**1:59pm** **Arrive at Ronald Reagan National Airport**

June 2026

We are writing to invite you to participate in the Postsecondary National Policy Institute's (PNPI) Basic Needs Seminar August 4-7, 2026. This trip is designed to increase participants' understanding of how individual institutions are supporting students' basic needs. Included with this invitation are the forms necessary for compliance with congressional ethics rules. **By Monday, July 6th, 2026, you must submit these included forms and documents directly to the Ethics Committee by emailing them to** travel.requests@mail.house.gov.

- A Primary Trip Sponsor Form with all attachments, including a list of all House staff invitees and an hour-by-hour itinerary;
- Grantmaking Trip Sponsor Forms; and
- A signed and completed Traveler Form.

After receiving the completed travel package, the Ethics Committee will review it and issue an approval for travel to you or your sponsoring Member. The Ethics Committee advises all House employees to maintain copies of all submitted forms for their own records. After the trip, we will provide you with a post-travel form that you must complete and submit. **If you do not submit the required paperwork by the Committee's deadline of July 6th, you will not have the option to participate. Paperwork submitted to the Ethics Committee after the deadline will not be considered. PNPI cannot submit your paperwork for you.**

Attendance is by invitation only, with no outside observers or lobbyists. Funding is provided solely by grants from established foundations. No government, individual, foreign, corporate or special interest money is accepted. The foundations supporting this programming are the Gates Foundation, Lumina Foundation, and the Kresge Foundation. No funding from these foundations has been earmarked for this specific trip, and PNPI is the trip's sole sponsor, planner, and executor. PNPI maintains autonomy over the agenda, invitations, and event materials.

We will depart for the seminar at 5:11pm on Tuesday, August 4th from Ronald Reagan National Airport. If you have any questions about the trip, please do not hesitate to email or call us directly.

PNPI's Basic Needs Seminar promises to be both educational and productive. We look forward to your participation!

Sincerely,

MaryEllen McGuire

MaryEllen McGuire, President
Postsecondary National Policy Institute (PNPI)
mcguire@pnpi.org

# ATTACHMENT:

# House Private Sponsor Travel Certification Form

**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):**

**Amaris Benavidez**

Professional Staff Member

**Ruben Cedillo**

Legislative Assistant

**Solomon Chen**

Professional Staff Member

**Maren Emmerson**

Staff Assistant

**Sam DeVito**

Legislative Director

**Amy Jones**

Education and Human Services Policy Director

**Isaiah Knox**

Legislative Assistant

**Jannie Kamara**

Legislative Assistant

**John Myron**

Policy Advisor

All staff were invited due to their employment with the House Committee on Education and Workforce, a Member who sits on the House Committee on Education and Workforce, or prior participation in PNPI seminars.

**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:**

PNPI designed this trip to increase participants' understanding of how individual institutions are supporting students' basic needs (including housing, food, and childcare). PNPI created the agenda, developed the invitation list, and is managing all event logistics. None of PNPI's funders, the Gates Foundation, Lumina Foundation, or the Kresge Foundation have played a role in organizing the referenced Congressional trip or in the selection of, or inviting of, travel participants. Decisions regarding travel participants were controlled by and remained under the sole discretion of PNPI at all times.

The Gates Foundation is interested in expanding opportunities for all students to be able to complete a high-quality, affordable postsecondary education that leads to a credential and a sustaining career. Toward that end, it is important to help policymakers better understand basic student needs that impact students' ability to completed these credentials.

The Kresge Foundation is committed to increasing opportunities for low-income students and students of color to access and succeed in postsecondary education. Because challenges such as food insecurity, housing instability, transportation barriers, childcare needs, and limited access to technology can significantly affect students' ability to enroll, persist, and complete their education, a clear understanding of students' basic needs is essential.

Lumina Foundation is interested in increasing postsecondary education attainment, including through the support of activities that ensure students, policymakers and other stakeholders deepen their understanding of students' basic needs.

PNPI

POSTSECONDARY NATIONAL POLICY INSTITUTE

# *Basic Needs Seminar*

***August 4-7, 2026***

**Location:** Dallas, Texas

## AGENDA

### *Tuesday, August 4, 2026*

| | |
|---|---|
| **5:11-7:41pm** | **Travel from Washington, D.C. to Dallas, TX**<br>American Airlines Flight 1414 |
| **7:41pm** | **Arrive at Dallas Fort Worth Airport** |
| **7:41- 8:30pm** | **Travel to Omni Hotel Dallas**<br>555 S Lamar St, Dallas, TX 75202 |
| **8:30-9:00pm** | **Check In at Hotel & Registration** |

### *Wednesday, August 5, 2026*

| | |
|---|---|
| **8:00-9:00am** | **Breakfast at Hotel** |
| **9:00-9:30am** | **Travel to Dallas College Richland Campus**<br>12800 Abrams Rd, Dallas, TX 75243 |

**9:30-10:30am** **Welcome & Overview of Dallas College and Student Wellbeing and Social Supports**

**Speakers:** Chancellor Justin Lonon, Dallas College; Carlos E. Cruz, Dallas College; & Beatriz Joseph, Dallas College

*This session will provide an overview of basic needs supports provided by the Dallas College system, including the Richland campus.*

**10:30-11:30am** **Tour of Richland Campus' Basic Needs Facilities**

*This session will be a tour of the Richland food pantry and clothing closet.*

**11:30am-12:30pm** **Student Panel & Lunch**

**Speakers:** Dallas College Students

*Participants will hear directly from Dallas College students to learn about their experiences with basic needs support.*

**12:30-1:00pm** **Travel to Dallas College Eastfield Campus**
3737 Motley Dr, Mesquite, TX 75150

**1:00-2:00pm** **Welcome & Overview of Campus Basic Needs Programs**

**Speakers:** Carlos E. Cruz, Dallas College & Beatriz Joseph, Dallas College

*This session will provide an overview of basic needs support provided by the Eastfield campus of Dallas College.*

**2:00-3:00pm** **Tour of Eastfield's Basic Needs Facilities**

*This session will be a tour of the Eastfield food pantry, clothing closet, and childcare center.*

**3:00-4:00pm** **Community Partner Panel: Ecosystem of Support**

**Speakers:** Representative from North Texas Food Bank & Representative from Meadows Mental Health Policy Institute

*This session will feature a panel of community partners who are engaged in the basic needs support systems at Dallas College.*

**4:00-6:00pm** **Return to Hotel & Break**

**6:00-7:00pm** **Dinner at Uno Mas Tex Mex**
1525 Main Street Dallas, TX 75201

## *Thursday, August 6, 2026*

---

**8:00-9:00am** **Breakfast at Hotel**

**9:00-9:30am** **Travel to Dallas College Mountain View Campus**
4849 W. Illinois Ave. Dallas, TX 75211

**9:30-11:30am** **Welcome & Overview of Family Care Program**

**Speakers:** Kimberly Blevins, Dallas College & Stephanie Harris, Dallas College

*This session will provide an overview of basic needs support provided by the Mountain View campus of Dallas College, including their family care program.*

**11:30am-12:30pm** **Student Panel & Lunch**

**Speakers:** Dallas College Students

*Participants will hear directly from Dallas College students to learn about their experiences with basic needs support.*

**12:30-2:30pm** **Tour of Mountain View's Basic Needs Facilities**

*This session will be a tour of the Mountain View Welcome Center- including offices that address students' basic needs.*

**2:30-2:45pm** **Break**

**2:45-4:15pm** **Roundtable Discussion with Dallas College Administrators**

**Speakers:** Katherine Doss, Dallas College; Macario Hernandez, Dallas College; Beatriz Joseph, Dallas College; Eddie Tealer, Dallas College; & Tetsuya Umebayashi, Dallas College

*This session will include administrators across multiple campuses of Dallas College to discuss systemic basic needs policies and supports.*

**4:15-6:00pm** **Return to Hotel & Break**

**6:00-7:00pm** **Dinner at Texas Spice**

555 S Lamar St, Dallas, TX 75202

## *Friday, August 7, 2026*

---

**7:00-8:00am** **Working Breakfast at Hotel & Final Reflection**

**Moderator:** Betsy Prueter, PNPI

*This session will provide an opportunity for staff to formally debrief all sessions, share their final takeaways, and ask any remaining questions they have about basic needs.*

**8:00-8:30am** **Travel to Dallas Fort Worth Airport**

**9:56am-1:59pm** **Travel from Dallas, TX to Washington, D.C.**
American Airlines Flight 1624

**1:59pm** **Arrive at Ronald Reagan National Airport**

Docusign Envelope ID: 316C6872-74D0-8874-831B-FDB55927657D

# COMMITTEE ON ETHICS

## ADDITIONAL TRIP SPONSOR FORM

This form should be completed by an organization that provides funds, services, or in-kind assistance to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. **Provide a copy of your completed form to the primary sponsor of the trip.**

**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. Name of Primary Trip Sponsor for this trip: The Postsecondary National Policy Institute
2. Name of your organization: Gates Foundation
3. Yes [X] No [ ] Is your organization designated a § 501(c)(3) charitable organization by the Internal Revenue Service?
4. Yes [ ] No [x] Does your organization receive funding from any foreign government or multinational organization?
5. ***Check one***. I certify that my organization:
   a. [x] Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. **OR**
   b. [ ] Has had a direct role in the organizing, planning, or conducting of a trip to
   Destination: _____ on Date: _____
   that is being organized or arranged by the above-named Primary Trip Sponsor. **OR**
   c. [ ] Has provided in-kind support to the above-named Primary Trip Sponsor (*e.g.*, meeting planning assistance, meeting space and set-up, and paying for expenses related to this trip directly to the service provider).
6. ***Check only one:***
   a. [x] My organization does not employ or retain a registered federal lobbyist or foreign agent **OR**
   b. [ ] My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
7. **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;
   c. I am an officer of this organization and am duly authorized to sign this form; and
   d. The information on this form is true, complete, and correct to the best of my knowledge.

Signature: DocuSigned by: Kathryn Young 724D86038FA044D... Date: 6/5/2026

Name: Kathryn Young Title: Senior Program Officer

Organization: Gates Foundation

Address: 1300 I Street, NW

Telephone: (206) 709-3400 Email: Kathryn.Young@gatesfoundation.org

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

*last updated 7/2023*

Docusign Envelope ID: 953EA198-FC8E-8D28-8285-076CC218FAE3

# COMMITTEE ON ETHICS

## ADDITIONAL TRIP SPONSOR FORM

This form should be completed by an organization that provides funds, services, or in-kind assistance to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. **Provide a copy of your completed form to the primary sponsor of the trip.**

**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. Name of Primary Trip Sponsor for this trip: The Postsecondary National Policy Institute
2. Name of your organization: The Kresge Foundation
3. Yes [X] No [ ] Is your organization designated a § 501(c)(3) charitable organization by the Internal Revenue Service?
4. Yes [ ] No [x] Does your organization receive funding from any foreign government or multinational organization?
5. ***Check one***. I certify that my organization:
   a. [x] Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. **OR**
   b. [ ] Has had a direct role in the organizing, planning, or conducting of a trip to
   Destination: _____ on Date: _____
   that is being organized or arranged by the above-named Primary Trip Sponsor. **OR**
   c. [ ] Has provided in-kind support to the above-named Primary Trip Sponsor (*e.g.*, meeting planning assistance, meeting space and set-up, and paying for expenses related to this trip directly to the service provider).
6. ***Check only one:***
   a. [x] My organization does not employ or retain a registered federal lobbyist or foreign agent **OR**
   b. [ ] My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
7. **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;
   c. I am an officer of this organization and am duly authorized to sign this form; and
   d. The information on this form is true, complete, and correct to the best of my knowledge.

Signature: DocuSigned by: Reuben Kapp 9E947876F16746E... Date: 6/15/2026

Name: Reuben Kapp Title: Program Officer

Organization: The Kresge Foundation

Address: 3215 W Big Beaver Road, Troy, MI

Telephone: 248-643-9630 Email: rckapp@kresge.org

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

*last updated 7/2023*

Docusign Envelope ID: FA7D1B16-F50D-8B0F-8001-8AD5AED2E254

COMMITTEE ON ETHICS

# ADDITIONAL TRIP SPONSOR FORM

This form should be completed by an organization that provides funds, services, or in-kind assistance to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. **Provide a copy of your completed form to the primary sponsor of the trip.**

**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. Name of Primary Trip Sponsor for this trip: The Postsecondary National Policy Institute
2. Name of your organization: Lumina Foundation
3. Yes [X] No [ ] Is your organization designated a § 501(c)(3) charitable organization by the Internal Revenue Service?
4. Yes [ ] No [x] Does your organization receive funding from any foreign government or multinational organization?
5. ***Check one***. I certify that my organization:
   a. [x] Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. **OR**
   b. [ ] Has had a direct role in the organizing, planning, or conducting of a trip to
   Destination: _____ on Date: _____
   that is being organized or arranged by the above-named Primary Trip Sponsor. **OR**
   c. [ ] Has provided in-kind support to the above-named Primary Trip Sponsor (*e.g.*, meeting planning assistance, meeting space and set-up, and paying for expenses related to this trip directly to the service provider).
6. ***Check only one:***
   a. [x] My organization does not employ or retain a registered federal lobbyist or foreign agent **OR**
   b. [ ] My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
7. **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;
   c. I am an officer of this organization and am duly authorized to sign this form; and
   d. The information on this form is true, complete, and correct to the best of my knowledge.

Signature: DocuSigned by: Michelle Asha Cooper 1EECB5201DD441D... Date: 6/18/2026

Name: Michelle Asha Cooper Title: VP of Public Policy and Executive

Organization: Lumina Foundation for Education, Inc.

Address: 1730 M Street NW, Suite 410, Washington DC 20036

Telephone: 317-954-0448 Email: mcooper@luminafoundation.org

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

*last updated 7/2023*