

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.

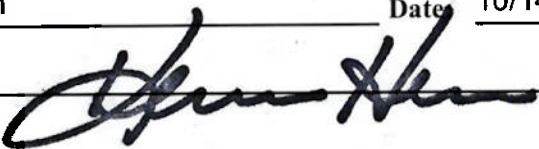
1. Name of Traveler: Margaret Maykoski
2. a. Name of Accompanying Relative: OR ☐ None
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: October 5, 2026 Return: October 7, 2026
b. Dates at Personal Expense, if any: OR ☐ None
4. Departure City: Washington DC Destination: Charlottesville VA Return City: Washington DC
5. Sponsor(s), Who Paid for the Trip: The Commonwealth Fund and UVA Batten School
6. Describe Meetings and Events Attended: Bipartisan Staff Health Policy Retreat included policy and leader development, hands-on health care training experiences, and tours of UVA Health and Monticello.
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: 10/14/2026

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: Kevin Hern Date: 10/14/2026

Signature of Supervising Member: 

COMMITTEE ON ETHICS

SPONSOR POST-TRAVEL DISCLOSURE FORM

☒ Original ☐ Amendment

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. **A completed copy of the form must be provided to each House Member, officer, or employee who participated in the trip within 10 days of their return.** You must answer all questions, and check all boxes, on this form for your submission to comply with House Rules and the Committee's Travel Regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Sponsor(s) who paid or provided in-kind support for the trip: The Commonwealth Fund and UVA Batten School

2. Travel Destination(s): Charlottesville, VA

3. Date of Departure: October 5, 2026 Date of Return: October 7, 2026

4. Name(s) of Traveler(s): Please see attached list of travelers

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	\$104.10	\$272	\$296.65	\$45 Monticello Tour
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:  Date: 10/13/26

Name: Kathleen Regan Title: EVP-COO

Organization: The Commonwealth Fund

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

Address: 1 East 75th Street, New York, NY 10021

Telephone: 212-606-3830 Email: kr@cmwf.org

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Margaret Maykoski
2. Sponsor(s) who will be paying or providing in-kind support for the trip: UVA Batten School of Leadership and Public Policy; The Commonwealth Fund
3. City and State **OR** Foreign Country of Travel: Charlottesville, VA
4. a. Date of Departure: October 5, 2026 Date of Return: October 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 senior legislative assistant who handles
healthcare and would like to learn more about
the areas of healthcare that will be discussed.
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: 9/23/2026

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:

University of Virginia, Frank Batten School of Leadership and Public Policy

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: The Commonwealth Fund

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): Congressional staff w invited because they are the health policy staff member for their office. Attached list of invited Con

5. Yes ☐ No ☒ Is travel being offered to an accompanying family member of the House invitee(s)?

6. Date of Departure: October 5, 2026 Date of Return: October 7, 2026

7. a. City of departure: Washington, DC

b. Destination(s): Charlottesville, VA

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:

UVA Batten School's mission is to develop leaders to solve the most pressing public policy challenges (e.g., health policy). UVA lead development of the retreat, secured funding, invited participants, arranged logistics, contracted with vendors, & developed the agenda.

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: The retreat is being hosted by UVA Batten School on the university's campus in Charlottesville.

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

Hotel Name: The Graduate Hotel City: Charlottesville, VA Cost Per Night: 136

Reason(s) for Selecting: Walking distance to UVA campus

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	\$90	\$272	\$249
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	\$45	Tour fee for Monticello
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:  Date: 19 August 2026
Name: Melanie Anne Egorin Title: Professor
Organization: UVA Batten School of Leadership and Public Policy
Address: 235 McCormick Road, Charlottesville, VA
Email: melanie.egorin@virginia.edu Telephone: 202-215-7520

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>

September 30, 2026

Ms. Margaret Maykoski
Office of the Honorable Kevin Hern
171 Cannon House Office Building
Washington, DC 20515

Dear Ms. Maykoski:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Charlottesville, Virginia, scheduled for October 5 to 7, 2026, sponsored by the Commonwealth Fund.

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



UNIVERSITY
of VIRGINIA

FRANK BATTEN SCHOOL
of LEADERSHIP *and* PUBLIC POLICY

2026 Bipartisan Congressional Staff Retreat

Monday, October 5th – Wednesday October 7th
University of Virginia

Monday, October 5th

- | | |
|-----------------------|--|
| 10:00 a.m. | Chartered Bus leaves Washington, DC |
| 12:30 p.m. | Bus arrives to UVA |
| 1:00 p.m. -2:00 p.m. | Lunch and orientation to UVA Grounds |
| 2:00 p.m. -4:00 p.m. | Participant Selected Activity <ul style="list-style-type: none">• UVA First Medical School History Installation• Contemplative Commons Exploration• UVA Simulation Collaborative (School of Medicine/School of Nursing) |
| 4:00 p.m. -6:00 p.m. | Hotel Check-In |
| 6:00 p.m. – 6:45 p.m. | Welcome Reception with UVA Leadership and Faculty |
| 7:00 p.m.-9:00 p.m. | Dinner & Opening Discussion <p>Dinner Discussion: Leadership Journeys and the Role of Clinical and Research Insights in Policymaking</p> |
-

Tuesday, October 6

- | | |
|-------------------------|--|
| 8:00 a.m.-9:00 a.m. | Breakfast at Garrett Hall |
| 9:00 a.m. – 9:15 a.m. | Welcome and Charge for the Day |
| 9:15 a.m. -10:30 a.m. | Session 1: Negotiation |
| 10:30 a.m. – 10:45 a.m. | Break |
| 10:45 a.m. – 12:00 p.m. | Session 2: Rural Health: Federal, State and Local Efforts to Expand Access to High Quality, Cost Effective Care |
| 12:15 p.m.-1:30 p.m. | Session 3: Lunch Keynote: AI & Technology Tools to Improve Patient Care, Improve Access, and Lower Costs |

2026 Bipartisan Congressional Staff Health Policy Retreat

Monday, October 5th – Wednesday October 7th

University of Virginia

Name	Title	Office/Committee
Shibani Chettri	Legislative Assistant	Maxine Dexter (OR-3)
Alexandra Davis	Legislative Director	August Pfluger (TX-11)
Leigh Ann Fairley	Legislative Director	Richard Hudson (NC-9)
Lucie Flowers	Health Legislative Assistant	Troy Balderson (OH-12)
Carter Forinash	Legislative Assistant	Don Beyer (VA-8)
Julia Grabo	Senior Policy Advisor	Suzan DelBene (WA-1)
Annabelle Huffman	Policy Analyst	Committee on Energy & Commerce
Madison Hughes	Legislative Director	Steven Horsford (NV-4)
Kriti Korula	Legislative Assistant	Jennifer McClellan (VA-4)
Meg Maykoski	Senior Legislative Assistant	Kevin Hern (OK-1)
Cameron Morra	Health Legislative Assistant	Morgan Griffith (VA-9)
Cruz Perez	Legislative Director	Nathaniel Moran (TX-1)
Sarah Skirmont	Legislative Director	Linda Sanchez (CA-38)

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: University of Virginia, Batten School of Leadership and Public Policy
2. Name of your organization: The Commonwealth Fund
3. Yes ☒ No ☐ Is your organization designated a § 501(c)(3) charitable organization by the Internal Revenue Service?
4. Yes ☐ No ☒ Does your organization receive funding from any foreign government or multinational organization?
5. **Check one.** I certify that my organization:
 - a. ☒ 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. ☒ 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: rachel nuzum Date: 8/11/2026
Name: Rachel Nuzum Title: SVP Policy
Organization: The Commonwealth Fund
Address: One East 75th Street
Telephone: 2023602519 Email: rn@cmwf.org

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