

Original  Amendment

CLERK'S RESOURCE CENTER

U.S. House of Representatives  
110<sup>th</sup> Congress

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OFFICE OF THE CLERK  
U.S. HOUSE OF REPRESENTATIVES

MEMBER / OFFICER  
POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from a private source for meetings, speaking engagements, fact-finding trips or similar events in connection with official duties. You need not disclose government-funded or political travel on this form, or travel that is unrelated to official duties. This form does not eliminate the need to report all privately-funded travel on the Member or officer's annual Financial Disclosure Statement. In accordance with clause 5 of House Rule 25, complete this form and file it with the Clerk of the House of Representatives, B-106 Cannon House Office Building, within **15 days** after travel is completed. The Clerk is to make these forms available to the public as soon as possible after they are received.

1. Name of Traveler: Kevin Brady
2. a. Name of Accompanying Family Member (if any): \_\_\_\_\_  
b. Relationship to Member/Officer:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Date of Departure and Date of Return: 2/5/09-2/6/09  
b. Dates at personal expense (if any): \_\_\_\_\_
4. Itinerary (cities of departure – destination – return): Washington DC, Baltimore, MD left out of BWI on 2/6/09  
\_\_\_\_\_
5. Sponsor(s) (who paid for the trip): Heritage Foundation  
\_\_\_\_\_
6. Describe meetings and events attended (attach additional pages if necessary): This was an education conference  
with the purpose of discussing policy issues.  
\_\_\_\_\_
7. Attached to this form are EACH of the following (*signify that each item is attached by checking the corresponding box*):
  - a.  the Private Sponsor Travel Certification Form completed by trip sponsor, including all attachments;
  - b.  the Traveler Form completed by the Member or officer; *and*
  - c.  the Committee on Standards' letter approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the sponsor's agenda. (*Signify that statement is true by checking box*):   
b. If not, explain: \_\_\_\_\_  
\_\_\_\_\_

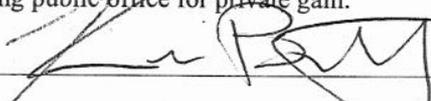
9. **TRIP EXPENSES:** Obtain actual dollar amounts from the sponsor. If exact dollar amounts are unavailable by the due date, provide a good faith estimate and file an amended form once the correct amounts are received.

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses
For Member or Officer:	\$45.00	\$249	\$243.25
For accompanying family member:			

	Other Expenses (dollar amount)	Specific Nature of Expenses (e.g., taxi, parking, registration fee, etc.)
For Member or Officer:	\$35.00	Conference Materials for Members
For accompanying family member:		

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge. I have determined that all of the expenses listed above were necessary and that the travel was in connection with my duties as a Member or Officer of the U.S. House of Representatives and would not create the appearance that I am using public office for private gain.

SIGNATURE OF MEMBER:

  
 DATE: 2/18/09

Version date 9/2008 by Committee on Standards of Official Conduct

# U.S. House of Representatives

COMMITTEE ON STANDARDS OF  
OFFICIAL CONDUCT

Washington, DC 20515

January 26, 2009

The Honorable Kevin Brady  
U.S. House of Representatives  
301 Cannon House Office Building  
Washington, DC 20515

Dear Colleague:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Standards of Official Conduct hereby approves your proposed trip to Baltimore, Maryland scheduled for February 5 to 7, 2009 sponsored by the Heritage Foundation.

You must complete a Member Travel Disclosure Form and file it with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are required to attach a copy of this letter and both the Private Sponsor Travel Certification Form (including attachments) and Member travel approval form you previously submitted to the Committee. You must also report all travel expenses totaling more than \$335 from a single source on Schedule VII of your annual Financial Disclosure Statement.

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

Sincerely,



Zoe Lofgren  
Chairwoman



Jo Bonner  
Ranking Republican Member

ZL/JB:slo



## MEMO

**TO:** Conservative Member Schedulers  
**FROM:** Emily Sankot Kayrish, Assistant Director, Special Events  
**RE:** Financial Disclosure for Conservative Members Retreat

In order to assist you in complying with the House rules that require you to file a travel disclosure form for the retreat, below is a list of the itemized expense estimates for the Conservative Members Retreat, hosted by The Heritage Foundation. The retreat was held February 5-7, 2009, at the InterContinental Harbor Court Hotel (550 Light Street, Baltimore, MD.)

We did not take attendance at each meal, so you will have to check with your Member to see which he or she attended. Also, I have included the costs for the bus to and from the retreat as well as the cost for parking. Please be sure to tally up the transportation costs as they pertain to your Member's usage.

The purpose of the trip was educational.

If you have any questions, I can be reached at 202.608.6021 or [emily.kayrish@heritage.org](mailto:emily.kayrish@heritage.org).

<b>Lodging:</b>		<b>Transportation:</b>	
For Member:	\$249/night	Bus from DC to Baltimore:	\$45.00/person
For Spouse:	no extra cost	Bus from Baltimore to DC:	\$45.00/person
<b>Meals:</b>		<b>Parking:</b>	\$32/day Valet \$21/day Self Park
Total for Member:	\$395.25	<b>Miscellaneous:</b>	\$35.00
Total for Spouse:	\$395.25	(Conference Materials for Members)	
<b>Individual Meals:</b>			
Lunch 2/5:	\$36.00		
Afternoon Break 2/5:	\$12.25		
Reception 2/5:	\$28.00		
Dinner 2/5:	\$73.00		
Movie Screening 2/5:	\$16.00		
Breakfast 2/6:	\$26.00		
Lunch 2/6:	\$41.00		
Afternoon Break 2/6:	\$11.00		
Reception 2/6:	\$21.00		
Dinner 2/6:	\$79.00		
Breakfast 2/7:	\$29.00		
Box Lunch 2/7 (on bus):	\$23.00		

### About The Heritage Foundation:

Founded in 1973, The Heritage Foundation is a research and educational institute - a think tank - whose mission is to formulate and promote conservative public policies based on the principles of free enterprise, limited government, individual freedom, traditional American values, and a strong national defense.

The Heritage Foundation is a 501(c)(3) non-profit organization.

U.S. House of Representatives  
Committee on Standards of Official Conduct

**PRIVATE SPONSOR TRAVEL CERTIFICATION FORM**  
(provide directly to each House invitee)

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. The trip sponsor should NOT submit the form directly to the Committee. *You must answer every question on the form.*

1. Sponsor(s) (who will be paying for the trip): The Heritage Foundation
  
2. I represent that the trip will not be financed (in whole or in part) by a federally-registered lobbyist or a registered foreign agent (Signify that the statement is true by checking box):
  
3. I represent that the trip sponsor(s) has not accepted from any other source funds earmarked directly or indirectly to finance any aspect of the trip (Signify that the statement is true by checking box):
  
4. Is travel being offered to an accompanying family member of the House invitee(s)?  Yes  No
  
5. Provide names and titles of ALL House invitees; for each invitee, provide explanation of why the individual was invited (include additional pages if necessary): See Attached List.  
See Attached List.
  
6. Dates of travel: Thursday, February 5, 2009-Saturday, February 7, 2009
  
7. Cities of departure - destination - return: Washington, DC--Baltimore, MD--Washington, DC
  
8. Attached is a detailed agenda of the activities taking place during the travel (i.e., an hourly description of planned activities) (Signify "yes" by checking box):
  
9. I represent that (check one of the following):
  - 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.
  
10. If travel is for participation in a one-day event (i.e., if you checked Question 9(c)), check one of the following:
  - a. N/A - I checked 9(a) or (b) above:
  - b. One-night's lodging and meals are being offered:  or
  - c. Two-nights' lodging and meals are being offered:   
If "c" is checked, explain why the second night is warranted: \_\_\_\_\_

11. Check one:
- a. I represent that a federally-registered lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (*Signify that the statement is true by checking box*):  *or*
  - b. N/A – trip sponsor is an institution of higher education.
12. Private sponsors must have a direct and immediate relationship to the purpose of the trip or location being visited. Describe the purpose of the trip and the role of each sponsor in organizing and conducting the trip:  
The Heritage Foundation is organizing all aspects of this conference. This is an educational conference with the purpose of discussing policy issues.
- 
13. a. Describe the mode of travel (air, rail, bus, etc.). For air travel, also indicate the type of aircraft (commercial, charter, or privately owned) and class of travel (coach, business class, first class, etc.):  
Members will be transported to and from Baltimore on a bus.
- 
- b. If travel will be first class or by chartered or private aircraft, provide an explanation describing 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. I represent that either (*check one of the following*):
- 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, detail the cost per day of meals (approximate cost may be provided): \$112/day
- 
16. Reason for selecting the location of the event or trip: It is convenient to DC and BWI for both members and speakers.
- 
17. Name of hotel or other lodging facility: InterContinental Harbor Court Hotel, Baltimore, MD
18. Cost per night of hotel or other lodging facility (approximate cost may be provided): \$249/night
- 
19. Reason(s) for selecting hotel or other lodging facility: Location, facilities and availability.
-

20. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total <i>Transportation</i> Expenses per Participant	Total <i>Lodging</i> Expenses per Participant	Total <i>Meal</i> Expenses per Participant
For each Member, Officer, or employee	Bus \$90/round trip	\$249/night (\$498 total)	\$112/Day (\$336 total)
For each accompanying family member	Bus \$90/round trip	\$0	\$112/Day (\$336 total)

	<i>Other</i> Expenses (dollar amount)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee		
For each accompanying family member		

21. 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 box):

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

Signature: \_\_\_\_\_

Name and title: Emily Sankot Kayrish, Assistant Director of Special Events

Organization: The Heritage Foundation

Address: 214 Massachusetts Ave, NE, Washington, DC 20002

Telephone number: (202) 608-6021

Fax number: (202) 675-1778

Email Address: emily.kayrish@heritage.org

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

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Standards of Official Conduct  
 U.S. House of Representatives  
 HT-2, The Capitol  
 Washington, DC 20515  
 (202) 225-7103 (phone)  
 (202) 225-7392 (general fax)

Version date 8/2008 by Committee on Standards of Official Conduct