

2007 NOV 16 PM 3:08

OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES

U.S. House of Representatives
110th Congress

EMPLOYEE
POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from private sources 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 annual Financial Disclosure Statements of those persons required to file them. 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 publicly available as soon as possible after they are received. Obtain the dollar amounts from the sponsor; if exact dollar amounts are unavailable, provide a good faith estimate.

Name of Employee (print or type): Jeff Burton

Name of Accompanying Family Member (if any): Amber Burton

Relationship to Employee: Spouse Child Other (specify): _____

Date of Departure and Date of Return: 11/1 - 11/3

Dates at Personal Expense: Ø

Itinerary (cities of departure - destination - return): DC - Cambridge, MD - Alexandria, VA

Sponsor(s) (who paid for the trip): Congressional Institute

Describe meetings and events attended (attach additional pages if necessary): Full program of classes and meeting

Attached to this form are EACH of the following (signify "yes" for each item by checking the corresponding box):

- 1. the Private Sponsor Travel Certification Form completed by trip sponsor, including all attachments;
- 2. the Privately-Sponsored Travel Approval Form completed by the employee; and
- 3. the Committee on Standards' letter approving my participation on this trip.

I represent that I participated in each of the activities reflected in the sponsor's agenda (signify "yes" by checking box):

If not, explain: _____

Coroway

TRAVEL EXPENSES:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses
For employee:	0	274.50	310.70 356.70
For accompanying family member:	0	0	310.70

	Other Expenses (dollar amount)	Specific Nature of Expenses (e.g., taxi, parking, registration fee, etc.)
For employee:	0	
For accompanying family member:	0	

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

SIGNATURE OF EMPLOYEE: 

DATE: 11-16-07

I authorized this travel in advance. I have determined that all of the expenses listed above 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: K. Michael Conway

SIGNATURE OF SUPERVISING MEMBER: K. Michael Conway

DATE: 11-16-07

Version date 4/2007 by Committee on Standards of Official Conduct

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 XXV, 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. The trip sponsor should NOT submit the form directly to the Committee.

Private sponsors are urged to submit this form to each House invitee at least 30 days before travel is scheduled to begin. The failure to provide the Committee with adequate time to review the form and attachments may result in the invitee not receiving approval for the trip. The submission of an incomplete form will delay the review process. Before completing this form, sponsors are urged to carefully review the Committee's private travel guidelines and advisory memoranda detailing the rules and restrictions for private travel, as well as the instructions for completing this form. Sponsors should call the Committee with any questions prior to submitting the form. Please type form.

1. Sponsor(s) (who will be paying for the trip): The Congressional Institute
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 "yes" 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 "yes" 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
6. Dates of travel: November 1-3, 2007
7. Cities of departure - destination - return: Washington DC - Cambridge, 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 federally registered lobbyist or registered foreign agent: or
 - c. The trip is for attendance at a one-day event and lobbyist 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. One-night's lodging and meals are being offered: or
 - b. Two-nights' lodging and meals are being offered:If "b" is checked, explain why the second night is warranted: _____

11. If the trip is not sponsored by an institution of higher education, I represent that a federally-registered lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify "yes" by checking box):
12. Private sponsors must have a direct and immediate relationship to the purpose of the trip or location being visited. Describe the role of each sponsor in organizing and conducting the trip: _____
 The Congressional Institute President and staff organize, manage and control the event.

13. Describe each sponsor's organizational interest in the purpose of the trip: _____
 The purpose of the Congressional Institute, a 501(c)(4) organization, is to promote public education about Congress and to hold educational conferences including retreats for Members of Congress, staff and others.

14. Describe the type and class of the transportation being provided. Indicate whether coach, business-class or first-class transportation will be provided. In addition, for travel via aircraft, please indicate if travel is being offered on a commercial flight, chartered flight or on an aircraft operated or paid for by a carrier not licensed by the Federal Aviation Administration to operate for compensation or hire (i.e., a private aircraft). If first-class fare is being provided, or if travel is via chartered or private aircraft, please provide an explanation describing why such travel is warranted: _____
 None

15. 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 "yes" by checking box):
16. 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 or organized *specifically with regard* to congressional participation:
 If "b" is checked, detail the cost per day of meals (approximate cost may be provided): _____
 Thursday, 11/1: \$157, Friday 11/2: \$206, Saturday 11/3 \$22.50
17. Reason for selecting the location of the event or trip: _____
 Proximity to Washington DC and convenience of the participants
18. Name of hotel or other lodging facility: _____
 Chesapeake Hyatt, Cambridge, MD
19. Cost per night of hotel or other lodging facility (approximate cost may be provided): _____
 \$122 room rate and 12.5% taxes
20. Reason(s) for selecting hotel or other lodging facility: _____
 Proximity to Washington DC and convenience of the participants

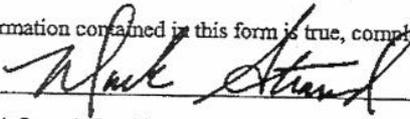
21. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	\$0	\$274.50	\$386
For each accompanying family member	\$0	\$0	spouse \$344 or child \$233

	Other Expenses (dollar amount)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	\$0	
For each accompanying family member	\$0	

22. I represent that reimbursement for miscellaneous travel expenses for the trip, such as travel to and from airports, security costs, interpreter fees, visa application fees, and similar expenses, will be for actual costs incurred and are necessary for the purpose of the trip (signify "yes" by checking box):

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

Signature: 

Name and title: Mark Strand, President

Organization: The Congressional Institute

Address: 1001 N. Fairfax Street, STE 420, Alexandria, VA 22134

Telephone number: 703-837-8812

Fax number: 703-837-8817

Email Address: strand@conginst.org

The Committee staff may contact the above individual above 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)
 (202) 226-7172 (fax for travel approvals)

Version date 4/2007 by Committee on Standards of Official Conduct

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

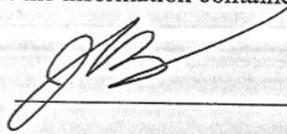
PRIVATELY-SPONSORED TRAVEL APPROVAL FORM
For Members, Officers and Employees
(submit directly to the Committee)

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 XXV, 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 Private Sponsor Travel Certification Form.

Members, officers and employees seeking approval for travel are urged to submit all forms to the Committee at least 30 days before travel is scheduled to begin. The failure to provide the Committee with adequate time to review the form and attachments may result in the invitee not receiving approval for the trip. The submission of an incomplete form will delay the review process. A copy of this form will be made available for public inspection. Please type form. Form (and any attachments) may be faxed to the Committee at (202) 226-7172.

1. Name of Member, officer or employee (traveler): Jeff Burton
2. Sponsor(s) (who will be paying for the trip): Congressional Institute
3. a. Dates of travel: Nov. 2-4
b. Will you be extending the trip at your personal expense? Yes No
If yes, dates at personal expense: Nov. 4
4. If travel is for participation a one-day event (per trip sponsor question 10), check one of the following:
 - a. Approval for one-night's lodging and meals is being requested: or
 - b. Approval for two-nights' lodging and meals is being requested:
If "b" is checked, explain why the second night is warranted: The continuation of the conference.
5. Travel destination(s): Cambridge, MD
6. Explain why participation in the trip is connected to your official or representational duties:
it is a bicameral Chief of Staff conference that will be very educational
7. Private Sponsor Travel Certification Form is attached, including agenda, invitee list, and any other attachments (signify "yes" by checking box):

8. I certify that the information contained in 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/Committee: Conaway

Office address: 511 Cannon

Phone number: 202-225-3605

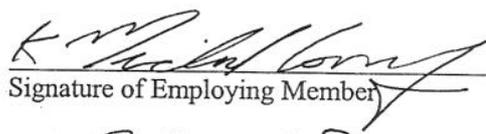
Email address: jeff.j.burton@mail.house.gov

Committee staff may contact you if additional information is required.

FOR STAFF:

TO BE COMPLETED BY YOUR EMPLOYING MEMBER:

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: 9-20-07

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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)
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Version date 4/2007 by Committee on Standards of Official Conduct



Congressional Institute

Bicameral Chiefs of Staff Retreat
Thursday, November 1st – Saturday, November 3rd
The Hyatt Regency Chesapeake Bay, Cambridge, Maryland

TENTATIVE AGENDA

Thursday, November 1, 2007

12:00 - 1:45 Luncheon Meeting

Mark Strand, Congressional Institute President
Republican Leader John Boehner

- Discussion of Retreat format and goals
- Opening address

2:00 - 3:00 New Ethics Rules: Managing your Member, Staff and External Relationships to Ensure Compliance

Jan Baran, Partner, Wiley Rein LLP
Ed Cassidy, Counsel, House Minority Leader

Legal and Congressional experts will provide an overview of the new rules and answer participants' questions. Attendees will then split into smaller groups where they will be asked to resolve hypothetical situations where new ethics rules apply.

3:00 - 4:30 Tele-Townhalls

Richard Thau, Presentation Testing

Presentation of survey data on tele-townhall meetings. Followed by a "best practices" panel discussion by chiefs of staff whose offices have done numerous tele-townhall meetings. The presentation will be followed by a soup-to-nuts demonstration of a tele-townhall meeting.

4:30 - 4:45 Break

4:45 - 5:45 General Petreus' Report: What Next for Iraq?

Guest speaker from the Administration

Speaker followed by panel discussion by outside experts on possible scenarios in the year ahead.

6:30 - 7:15 Reception

7:15 Dinner

Former Speaker Newt Gingrich

Working for a new and better future through freedom and security

Friday, November 2, 2007

8:00 - 9:00 Breakfast

9:00 - 10:00 Current Landscape

Dave Winston, The Winston Group

Richard Thau, Presentation Testing

Linda DiVall, American Viewpoint

Panel discussion by panel of public opinion experts of what the current mood of the country is, what their expectations are, how do they see the current Congress.

10:00 - 10:15 Break

10:15 - 11:15 Branding: Every Organization Has One, Deliberately or Not

Richard Costello, Former Director of Marketing for GE

Every organization has a brand – or an essence. Its success depends on how well the public believes in that brand and its promise. Mr. Costello will review the branding process and what its implications are for Congressional action. Dave Winston will participate.

11:15 - 12:00 Breakout Discussion Groups

- Immigration
- Defense Policy
- Economic Security
- Tax Policy
- Health Care

12:00 - 12:45 Lunch

12:45 - 1:30 General Session

Speaker to be announced.

1:45 - 2:45 Communicating with the White House

Candi Wolff, Assistant to the President for Legislative Affairs

Dan Meyer, Deputy Assistant to the President for Legislative Affairs

How the White House is functioning with the Democrat Majority and what will the remaining year of the Bush presidency will look like.

2:45 - 4:00 House and Senate Breakout Groups

4:00 - 4:15 Break

4:15 - 5:15 Congressional Websites

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Most Congressional website and e-newsletter programs fall short in the eyes of constituents. The problem with HIR templates are that they don't provide what constituents really want from a website. Find out what survey show constituents want that they are not getting, how to design and implement an effective e-newsletter program, and whether or not paper mail such as postal patrons are still worth sending.

5:15 - 5:30 **Best Practice for E-Newsletter Program**
Chiefs of Staff panel discussion.

5:30 - 6:30 **The Congressional Website of the Future**
DJ Smith, Capital Idea Ventures & Former
Live demonstration of the Congressional website of the future with an interactive component that will show chiefs how easy it is to add constituent favorites such as blogs, video – and how a search function that makes it easy to find positions and votes on issues would work. Presented by former IT Hill staffer D.J. Smith.

6:30 - 7:00 **Reception**

7:00 **Dinner**
Guest speaker to be announced.

Saturday, November 3, 2007

8:00-9:30 **Breakfast**

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

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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 "yes" 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
6. Dates of travel: November 1-3, 2007
7. Cities of departure - destination - return: Washington DC - Cambridge, 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 federally registered lobbyist or registered foreign agent: or
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10. If travel is for participation in a one-day event (i.e., if you checked Question 9(c)), check one of the following:
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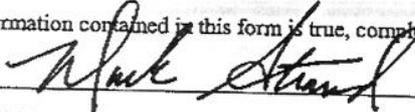
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 The Congressional Institute President and staff organize, manage and control the event.
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the Congressional Institute, a 501(c)(4) organization, is to promote public education about Congress and to hold
educational conferences including retreats for Members of Congress, staff and others.
14. Describe the type and class of the transportation being provided. Indicate whether coach, business-class or first-class transportation will be provided. In addition, for travel via aircraft, please indicate if travel is being offered on a commercial flight, chartered flight or on an aircraft operated or paid for by a carrier not licensed by the Federal Aviation Administration to operate for compensation or hire (i.e., a private aircraft). If first-class fare is being provided, or if travel is via chartered or private aircraft, please provide an explanation describing why such travel is warranted: None
15. 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 "yes" by checking box):
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 If "b" is checked, detail the cost per day of meals (approximate cost may be provided): Thursday,
11/1: \$157, Friday 11/2: \$206, Saturday 11/3 \$22.50
17. Reason for selecting the location of the event or trip: Proximity to Washington DC and convenience of the
participants
18. Name of hotel or other lodging facility: Chesapeake Hyatt, Cambridge, MD
19. Cost per night of hotel or other lodging facility (approximate cost may be provided): \$122 room rate
and 12.5% taxes
20. Reason(s) for selecting hotel or other lodging facility: Proximity to Washington DC and convenience of the
participants

21. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
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Name and title: Mark Strand, President

Organization: The Congressional Institute

Address: 1001 N. Fairfax Street, STE 420, Alexandria, VA 22134

Telephone number: 703-837-8812

Fax number: 703-837-8817

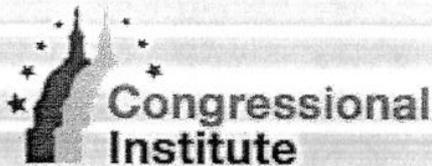
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U.S. House of Representatives
Committee on Standards of Official Conduct

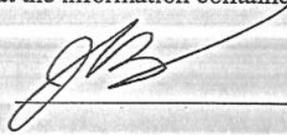
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2. Sponsor(s) (who will be paying for the trip): Congressional Institute
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b. Will you be extending the trip at your personal expense? Yes No
If yes, dates at personal expense: Nov. 4
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it is a bicameral Chief of Staff conference that will be very educational
7. Private Sponsor Travel Certification Form is attached, including agenda, invitee list, and any other attachments (signify "yes" by checking box):

8. I certify that the information contained in 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/Committee: Conaway

Office address: 511 Cannon

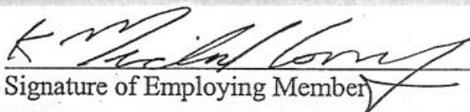
Phone number: 202-225-3605

Email address: jeff.j.burton@mail.house.gov

Committee staff may contact you if additional information is required.

**FOR STAFF:
TO BE COMPLETED BY YOUR EMPLOYING MEMBER:**

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.

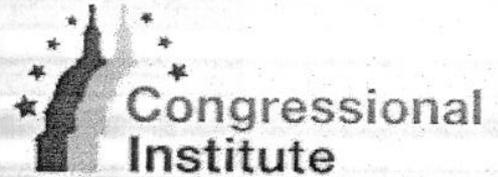

Signature of Employing Member

Date: 9-20-07

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

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)
(202) 226-7172 (fax for travel approvals)

Version date 4/2007 by Committee on Standards of Official Conduct



MEMO TO: House/Senate Staff Members who attended the Bicameral Chiefs of Staff Retreat, November 1-3, 2007 at The Hyatt Regency Chesapeake Bay

FROM: Mark Strand

DATE: November 14, 2007

RE: Information for Your Travel Disclosure

In order to assist you in complying with the House and Senate rules that require you to file a travel disclosure form for the Bicameral Chiefs of Staff Retreat at The Hyatt Regency Chesapeake Bay (November 1-3, 2007), below are those expenses for the event broken down into typical reporting categories:

For staff member:

Total transportation expenses:	N/A
Total lodging expenses:	\$274.50
Total meal expenses:	\$356.70
Total of all other expenses:	N/A

For accompanying spouse:

Total transportation expenses:	N/A
Total lodging expenses:	\$0.00
Total meal expenses:	\$310.70
Total of all other expenses:	N/A

These figures cover the full 2 night/3 day conference. If you did not attend the entire event, please see the enclosed form for a breakdown of costs.

If you brought more than one family member, you are required to pay for their expenses personally. Please submit the enclosed form with payment to the Congressional Institute.

If you have any questions, please don't hesitate to contact me at 703-837-8812 or strand@conginst.org.

1001 North Fairfax Street
Suite 410
Arlington, VA 22204
www.conginst.org
Phone: 703-837-8812
Fax: 703-837-8812
Email: info@conginst.org

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TODD UNGERECHT
COUNSEL TO THE RANKING
REPUBLICAN MEMBER

SUITE HT-2, THE CAPITOL
(202) 225-7103

ONE HUNDRED TENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON STANDARDS OF
OFFICIAL CONDUCT

Washington, DC 20515-6328

September 28, 2007

Mr. Jeff Burton
Office of the Honorable Michael K. Conaway
511 Cannon House Office Building
Washington, DC 20515

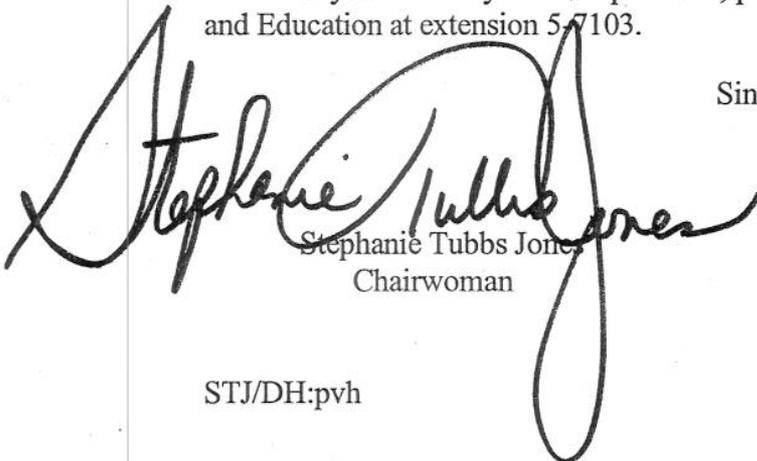
Dear Mr. Burton:

Pursuant to House Rule XXV, clause 5(d)(2), the Committee on Standards of Official Conduct hereby approves your proposed trip to Cambridge, Maryland scheduled for November 1 to 3, 2007 sponsored by the Congressional Institute.

You must complete an Employee Travel Disclosure Form (which your employing Member must also sign) 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 the Private Sponsor Travel Certification Form, including all attachments. You must also include a copy of the Privately-Sponsored Travel Approval Form completed by you and signed by your employing Member. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$305 from a single source on Schedule VII of that statement.

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

Sincerely,



Stephanie Tubbs Jones
Chairwoman



Doc Hastings
Ranking Republican Member

STJ/DH:pvh