

U.S. House of Representatives
110th Congress

2008 JAN 16 PM 1:24

OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES

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): Robert Head

Name of Accompanying Family Member (if any): Brenna Head and Robert Head, Jr. (14 months old)

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

Date of Departure and Date of Return: November 1 - November 2

Dates at Personal Expense: N/A

Itinerary (cities of departure – destination – return): Washington, D.C. to Cambridge, MD to Washington, D.C.

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

Describe meetings and events attended (attach additional pages if necessary): GOP Bicameral Chief of

Staff Retreat.

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

- the Private Sponsor Travel Certification Form completed by trip sponsor, including all attachments; - *Agenda attached, other documents included with original filing*
- the Privately-Sponsored Travel Approval Form completed by the employee; and - *Included with original*
- the Committee on Standards' letter approving my participation on this trip. - *Included with original*

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

If not, explain: I participated in all of the events until about 2:30pm on Friday. My wife and I had to depart early

to get back to Washington, D.C.

Granger

TRAVEL EXPENSES:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses
For employee:	0.00	137.25	209.65
For accompanying family member:	0.00	0.00	209.65

	Other Expenses (dollar amount)	Specific Nature of Expenses (e.g., taxi, parking, registration fee, etc.)
For employee:	0.00	0.00
For accompanying family member:	0.00	0.00

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

SIGNATURE OF EMPLOYEE: *Robert Head*

DATE: 1-16-08

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: *Kay Granger*

SIGNATURE OF SUPERVISING MEMBER: *Kay Granger*

DATE: 1-16-08

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



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, Senior Advisor and Floor Assistant, House Republican 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 Petraeus' 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

Richard Thau, Presentation Testing

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