

LEGISLATIVE RESOURCE CENTER

Original Amendment

2008 APR -8 AM 10:43

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): Kyle Oliver

Name of Accompanying Family Member (if any): _____

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

Date of Departure and Date of Return: _____

Dates at Personal Expense: March 21-March 24

Itinerary (cities of departure – destination – return): Washington, DC-Atlanta, GA-Washington, DC

March 21-25

Sponsor(s) (who paid for the trip): Campaign for Public Health

Describe meetings and events attended (attach additional pages if necessary): attached

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: _____

HALL.

TRAVEL EXPENSES:

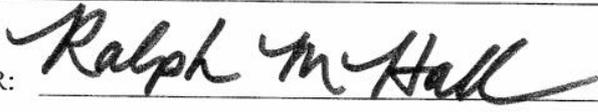
	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses
For employee:	303.02	166.88	77.47
For accompanying family member:			

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

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

SIGNATURE OF EMPLOYEE: 
 DATE: 4-7-08

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: Ralph M. Hall
 SIGNATURE OF SUPERVISING MEMBER: 
 DATE: 4-7-08

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

Congressional Staff Trip to ... - CDC - March 2008
BUDGET

Last Name	First Name	Flight	Train	TOTAL TRANSP.	TOTAL LODGING	Dinner	Breakfast	Lunch +Snacks	TOTAL MEALS
Adams	Todd	\$638.00	\$1.52	\$639.52	\$166.88	\$0.00	\$21.58	\$15.89	\$37.47
Bailey	Joel	\$463.00	\$1.52	\$464.52	\$166.88	\$39.63	\$21.58	\$15.89	\$77.10
Bos	Amy	\$326.00	\$1.52	\$327.52	\$166.88	\$27.83	\$21.58	\$15.89	\$65.30
Coaxum	Theresa	\$523.00	\$1.52	\$524.52	\$166.88	\$0.00	\$21.58	\$15.89	\$37.47
Crespo	Jami	\$463.00	\$1.52	\$464.52	\$166.88	\$39.94	\$21.58	\$15.89	\$77.41
deGravelles	Kate	\$725.00	\$1.52	\$727.52	\$166.88	\$40.00	\$21.58	\$15.89	\$77.47
Fisher	Amy	\$463.00	\$1.52	\$464.52	\$166.88	\$0.00	\$21.58	\$15.89	\$37.47
Foster	Heather	\$602.98	\$1.52	\$604.50	\$166.88	\$40.00	\$21.58	\$15.89	\$62.47
Hite	Allison	\$463.00	\$1.52	\$464.52	\$166.88	\$25.00	\$21.58	\$15.89	\$69.47
Kay	Peter	\$326.00	\$1.52	\$327.52	\$166.88	\$32.00	\$21.58	\$15.89	\$69.47
Kurtz	Olivia	\$326.00	\$1.52	\$327.52	\$166.88	\$40.00	\$21.58	\$15.89	\$77.47
Lee	Noelle	\$326.00	\$1.52	\$327.52	\$166.88	\$40.00	\$21.58	\$15.89	\$77.47
McAllister	Lindsay	\$602.98	\$1.52	\$604.50	\$166.88	\$40.00	\$21.58	\$15.89	\$62.47
Mortler	Jeff	\$463.00	\$1.52	\$464.52	\$166.88	\$40.00	\$21.58	\$15.89	\$77.47
Oliver	Kyle	\$301.50	\$1.52	\$303.02	\$166.88	\$40.00	\$21.58	\$15.89	\$77.47
Post	Rachel	\$463.00	\$1.52	\$464.52	\$166.88	\$40.00	\$21.58	\$15.89	\$77.47
Saito	Blaine	\$463.00	\$1.52	\$464.52	\$166.88	\$34.56	\$21.58	\$15.89	\$72.03
Salemo	Lisa	\$463.00	\$1.52	\$464.52	\$166.88	\$27.46	\$21.58	\$15.89	\$64.93
Stropko	Landon	\$602.98	\$1.52	\$604.50	\$166.88	\$40.00	\$21.58	\$15.89	\$77.47
TOTAL		\$9,005.44	\$28.88	\$9,034.32	\$3,170.72	\$586.42	\$410.02	\$301.91	\$1,298.35

STEPHANIE TUBBS JONES, OHIO
CHAIRWOMAN
ENE GREEN, TEXAS
JUCILLE ROYBAL-ALLARD, CALIFORNIA
MICHAEL F. DOYLE, PENNSYLVANIA
WILLIAM D. DELAHUNT, MASSACHUSETTS
WILLIAM V. O'REILLY,
CHIEF COUNSEL/STAFF DIRECTOR
DAWN KELLY MOBLEY,
COUNSEL TO THE CHAIRWOMAN

ONE HUNDRED TENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON STANDARDS OF
OFFICIAL CONDUCT

Washington, DC 20515-6328

March 18, 2008

DOC HASTINGS, WASHINGTON
RANKING REPUBLICAN MEMBER

JO BONNER, ALABAMA
J. GRESHAM BARRETT, SOUTH CAROLINA
JOHN KLINE, MINNESOTA
MICHAEL T. MCCAUL, TEXAS

TODD UNGERECHT
COUNSEL TO THE RANKING
REPUBLICAN MEMBER

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

Mr. Richard Kyle Oliver
Office of the Honorable Ralph M. Hall
2405 Rayburn House Office Building
Washington, DC 20515

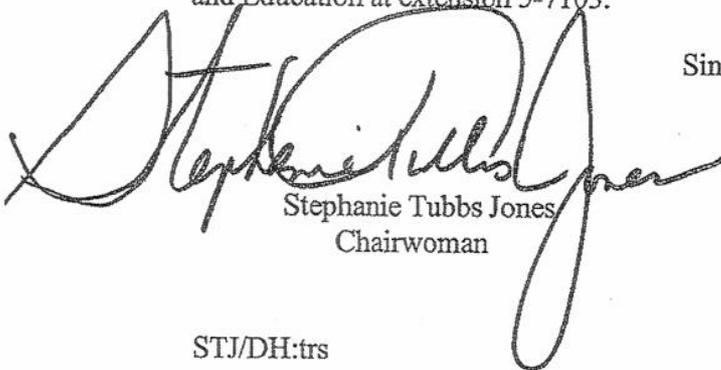
Dear Mr. Oliver:

Pursuant to House Rule XXV, clause 5(d)(2), the Committee on Standards of Official Conduct hereby approves your proposed trip to Atlanta, Georgia scheduled for March 24 to 25, 2008 sponsored by the Campaign for Public Health, of which three days will be at your own personal expense.

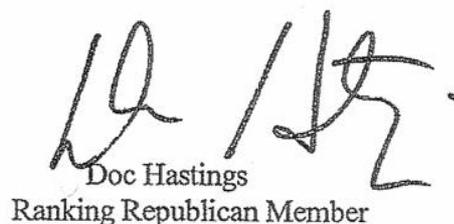
You must complete an Employee Travel Disclosure Form (which your employing Member must also sign) and file it with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are required to attach a copy of this letter and the Private Sponsor Travel Certification Form, including all attachments. You must also include a copy of the Traveler 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 \$335 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:trs

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 Campaign for Public Health (CPH)

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 page.

6. Dates of travel: Monday, March 24 - Tuesday, March 25, 2008

7. Cities of departure - destination - return: Washington, DC - Atlanta, GA - 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: CPH is the sole sponsor of the trip. Our mission is to increase awareness of and federal appropriations for the CDC. As a Health Policy Associate with CPH I will be the staff member in charge of planning and executing the trip.
13. Describe each sponsor's organizational interest in the purpose of the trip: CPH hopes to raise awareness of the vital role the CDC plays in protecting our nation's health. CPH seeks to foster a better understanding among congressional staff of the vast disease prevention and control work of the CDC.
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: Participants will travel by air from Washington, DC to Atlanta, GA and back in coach class. This travel is being offered on a commercial flight.
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*):
- 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
 - 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): Approximately \$45/day. Dinner will be provided on the 24th, as well as breakfast and a box lunch and dinner on the 25th.
17. Reason for selecting the location of the event or trip: The headquarters of the Centers for Disease Control and Prevention are located in Atlanta, GA.
18. Name of hotel or other lodging facility: The Emory Conference Center Hotel
19. Cost per night of hotel or other lodging facility (approximate cost may be provided): Based on previous iterations of this trip, the hotel will cost approximately \$166 per night.
20. Reason(s) for selecting hotel or other lodging facility: The hotel has food and beverage services and is conveniently located across the road from the CDC campus.

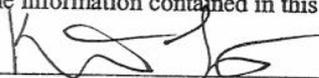
21. TOTAL EXPENSES FOR EACH PARTICIPANT:

<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	\$420	\$170	\$80
For each accompanying family member	n/a	n/a	n/a

	<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	none anticipated	n/a
For each accompanying family member	n/a	n/a

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: Kristen Latona, Health Policy Associate

Organization: Campaign for Public Health

Address: 900 Second Street, NE, Suite 118, Washington, DC 20002

Telephone number: 202-898-9060

Fax number: 202-962-0226

Email Address: KristenL@FundCDC.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

**Campaign for Public Health
Attachment to the Private Sponsor Travel Certificate Form
of the U.S. House of Representatives
Tour of the Centers for Disease Control and Prevention – March 25, 2008**

5. Names and Titles of All House Invitees:

First Name	Last Name	Title	Office
Stefanie	Ackerman	Legislative Assistant	Rep. John Tierney (MA)
Todd	Adams	Legislative Assistant	Rep. James R. Langevin (RI)
Joel	Bailey	Legislative Assistant	Rep. Baron Hill (IN)
Amy	Bos	Legislative Assistant	Rep. F. James Sensenbrenner (WI)
Theresa	Coaxum	Health Liaison	Rep. Stephanie Tubbs Jones (OH)
Jami	Crespo	Legislative Assistant	Rep. Howard L. Berman (CA)
Cara	Dalmolin	Senior Legislative Assistant	Rep. Marsha Blackburn (TN)
Kate	deGravelles	Legislative Assistant	Rep. Charlie Melancon (LA)
Bridgette	DeHart	Legislative Assistant (Healthcare)	Rep. Yvette Clarke (NY)
Jean	Doyle	Legislative Director	Rep. Nita M. Lowey (NY)
Amy	Fisher	Legislative Assistant	Rep. Lois Capps (CA)
Heather	Foster	Legislative Assistant	Rep. Diana DeGette (CO)
Allison	Hite	Legislative Assistant	Rep. Steve Buyer (IN)
Peter	Kay	Legislative Assistant	Rep. Carolyn McCarthy (NY)
Olivia	Kurtz	Senior Legislative Assistant	Rep. Michael N. Castle (DE)
Noelle	Lee	Legislative Assistant	Rep. Hilda L. Solis (CA)
Lindsay	McAllister	Legislative Assistant	Rep. Janice D. Schakowsky (IL)
Jeff	Mortier	Legislative Assistant	Rep. Edward Whitfield (KY)
Kyle	Oliver	Legislative Director	Rep. Ralph Hall (TX)
Rachel	Post	Legislative Assistant	Rep. Vern Ehlers (MI)
Blaine	Saito	Legislative Assistant	Rep. Neil Abercrombie (HI)
Lisa	Salerno	Legislative Assistant	Rep. James P. McGovern (MA)
Landon	Stropko	Senior Legislative Assistant	Rep. Barbara Cubin (WY)

The Campaign for Public Health sent an invitation (attached) to the House of Representatives inviting staff members who work on health matters to attend the trip. Available spots for this tour were filled on a first-come, first-serve basis. This trip provides interested congressional offices with an opportunity to get a firsthand view of the myriad health protection activities the CDC undertakes, all of which are relevant to their work and to the needs of the constituents these offices serve.

8. Detailed Agenda:

Monday, March 24, 2008

NOTE: These are suggested times as there are no official activities planned for the 24th of March. We ask participants to arrive the day before in order to be prepared for a very early start on Tuesday, March 25th.

TIME	ACTIVITY
Between 3:00-8:00 pm	Fly from Washington, DC to Atlanta, GA, Take commuter rail from Atlanta airport to CDC rail stop, take a cab to the Emory Conference Center Hotel.
Between 6:00-9:30 pm	Check-in to Hotel and eat dinner at the Conference Center (Participants may charge dinner to their room if they choose to eat at the Conf. Center.)

Tuesday, March 25, 2008

TIME	ACTIVITY
6:30-7:30 am	Breakfast at Emory Conference Center Hotel and welcome remarks
7:30-7:45 am	Travel by bus from Hotel to CDC Roybal Campus
8:00am - 6:00 pm	Tours and Briefings at the CDC <i>(See attached agenda from the CDC for additional information)</i>
6:00-6:30 pm	Travel by bus from CDC to Atlanta airport
7:30-9:30 pm	Fly from Atlanta, GA back to Washington, DC
9:30 pm	End of day's activities



**Centers for Disease Control and Prevention
Welcomes
Staff of the U.S. House of Representatives**



DRAFT AGENDA

Tuesday, March 25, 2008

Roybal Campus

8:00 – 8:30 a.m.	Arrive & Coffee		Arlen Specter Headquarters, Room
8:30 – 9:00 a.m.	Welcome and Introductions	Dr. Julie Gerberding	Arlen Specter Headquarters, Room



People Prepared For Emerging Health Threats

9:00 – 9:30 a.m.	Terrorism and Natural Disaster Preparedness and Response	Dr. Rich Besser	Building 21 Room
9:30 – 9:40 a.m.			Break and walk to 4 th Floor
9:40 – 10:05 a.m.	Tour of the Director's Emergency Operations Center	Mr. Phil Navin	Building 21, Director's Emergency Operations Center, 4 th floor
10:05 – 10:15 a.m.			Walk to 12 th floor Distribute Lunch
10:15 – 11:30 a.m.	Emerging Infectious Disease	Dr. Anne Schuchat Dr. Martin Cetron Dr. Ray Arthur TBD	Dr. Anne Haddix Dr. Kathleen Toomey Dr. Henry Falk Dr. Mitchell Cohen Working Lunch
11:30 - 11:45 a.m.			Walk to Lab Split into two groups
11:45 – 12:30 p.m. (Group #1 then Group #2)	Tour of Lab	Dr. Tom Ksiazek Dr. Lonnie King Ms. Sarah Wiley	Includes walking time
			Switch groups
12:30 - 1:15 p.m. (Group #2 then Group #1)	Training our Public Health Workforce: Real-life Experiences from the Field	Dr. Denise Koo Dr. Dwayne Jarman Drs. Tom Ksiazek/Eileen Farnon/Jonathan Towner – Ebola & Marburg	Includes walking time
1:15 - 1:30 p.m.			Walk to Building 21
1:30 – 2:00 p.m.	Public Health Informatics (Working Lunch)	Dr. Les Lenert	Building 21



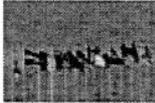
**Centers for Disease Control and Prevention
Welcomes
Staff of the U.S. House of Representatives**



Tuesday, March 25, 2008

Roybal Campus

2:00 – 2:45 p.m.	Health Systems Transformation and The Role of Public Health	Dr. Anne Haddix Dr. Kathleen Toomey Dr. Henry Falk Dr. Mitch Cohen Dr. Steve Solomon	Building 21
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Healthy People in a Healthy World

2:45 – 3:15 p.m.	CDC's Global Field Experiences	Dr. Ali Khan Dr. Deb Birx TBD	Building 21
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3:15 – 4:00 p.m.	Health Marketing	Dr. Jay Bernhardt	Building 19 Studio Tours (includes walking time)
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Healthy People in Healthy Places

4:00 – 4:30 p.m.	Healthy Workplaces	Ms. Diane Porter	Building 19 Room
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4:30 – 5:00 p.m.	Healthy Places	Dr. Howard Frumkin	Building 19 Room
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5:00 – 5:30 p.m.	Laboratory Sciences and Environmental Health	Dr. James Pirkle	Building 19 Room
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5:30 – 6:00 p.m.	Where CDC Funding Goes	Mr. Joseph Henderson Mr. Bill Nichols	Building 19 Room
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6:00 – 6:30 p.m.	Wrap-up in van on way to airport	Mr. Donald Shriber	Depart for Airport
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**U.S. House of Representatives
Committee on Standards of Official Conduct**

**PRIVATELY SPONSORED TRAVEL: TRAVELER 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. 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) 225-7392.

1. Name of Member, officer or employee (traveler): Richard Kyle Oliver

2. Sponsor(s) (who will be paying for the trip): The Campaign for Public Health

3. Travel destination(s): Washington, DC - Atlanta, GA - Washington, DC

4. a. Dates of travel: March 24 - March 25
b. Will you be extending the trip at your personal expense? Yes No
If yes, dates at personal expense: March 21 - March 23

5. a. Name of accompanying family member (if any): none
b. Relationship to Member/Officer: Spouse Child Other (specify): _____

6. a. Did the trip sponsor answer "yes" to Question 9(c) on the Trip Sponsor form (i.e., the travel is being sponsored by an entity that employs a lobbyist)? Yes No
b. If yes, check one of the following:
(1) Approval for one-night's lodging and meals is being requested: or
(2) Approval for two-nights' lodging and meals is being requested:
If "(2)" is checked, explain why the second night is warranted: _____

7. Private Sponsor Travel Certification Form is attached, including agenda, invitee list, and any other attachments (indicate that form is attached by checking box):

8. Explain why participation in the trip is connected to your official or representational duties:
I handle my boss's committee work on Energy and Commerce, Health subcommittee, and i also handle
homeland security issues in the office.

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

Signature: Kyle Oliver

Name of Signatory (if other than traveler): _____

For staff, name of employing Member/Committee: Rep Ralph M. Hall

Office address: 2405 Rayburn

Phone number: 202-225-6673

Email address: kyle.oliver@mail.house.gov

NOTE: You must complete the contact information fields above, as Committee staff may need 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.

Ralph M. Hall
Signature of Employing Member

Date: March 1, 2008

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 (fax)

Version date 9/2007 by Committee on Standards of Official Conduct