☑ *Original* ☐ *Amendment*

LEGISLATIVE RESOURCE CENTER

U.S. House of Representatives
110th Congress

2009 MAR 26 AM 10: 45

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 undertaken in connection with 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 House Rule 25, clause 5, 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 the second page of this form publicly available as soon as possible after it is filed.

Name of Traveler (print or type): Jeanette Whitener

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

SIGNATURE OF TRAVELER: Jeanette Whitener

DATE: March 24, 2009

I authorized this travel in advance. I have determined that all of the expenses listed on this 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: Congressman Randy Neugebauer

SIGNATURE OF SUPERVISING MEMBER: Randy Neugebauer

DATE: March 24, 2009

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

NEUGEBAUER.

☑ *Original* ☐ *Amendment*

EMPLOYEE
POST-TRAVEL DISCLOSURE FORM

1. Name of Traveler (print or type): Jeanette Whitener

2. a. Name of Accompanying Family Member (if any): none

   b. Relationship to Employee: ☐ Spouse ☐ Child ☐ Other (specify): _____

3. a. Date of Departure and Date of Return: March 12 - 14, 2009

   b. Dates at personal expense (if any): none

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

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

6. Describe meetings and events attended (attach additional pages if necessary): Educational meetings for Chiefs of Staff regarding best practices, media and office operations.

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 the trip sponsor, including all attachments;
   b. ☑ the Traveler Form completed by the employee; ***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: Did not attend afternoon/early evening panels on March 12th because of important meetings at the office.

9. TRAVEL 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 employee:	$0	$379	$368
For accompanying family member:	$0	$0	$0

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

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 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 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

6. Dates of travel: March 12-14

7. Cities of departure – destination – return: Washington D.C. - 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 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 Congressional Institute president and staff organize, manage and control the event. The purpose of the Congressional Institute, a 501(c)(4) organization is to promote public education about Congress and to hold educational conferences for Members of Congress, staff and others.

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.):
    Transportation will not be provided

    b. If travel will be first class or by chartered or private aircraft, provide an explanation describing why such travel is warranted: n/a

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): Thursday ($118), Friday ($211), Saturday ($29)

16. Reason for selecting the location of the event or trip: Relative proximity to Washington DC and the capacity and capability to handle large event

17. Name of hotel or other lodging facility: Hyatt Chesapeake Bay, Cambridge, MD

18. Cost per night of hotel or other lodging facility (approximate cost may be provided): $189.50

19. Reason(s) for selecting hotel or other lodging facility: Relative proximity to Washington DC, and the capacity and capability to handle large event, off season dates result in significantly lower rates and history of holding numerous events there - including this event in 2007.

20. 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	$0	$379	$368
For each accompanying family member	$0	$0	$322

	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	

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: Mark Strand

Name and title: Mark Strand, President

Organization: The Congressional Institute

Address: 1001 N. Fairfax St., STE 410, Alexandria, VA 22314

Telephone number: (703) 837-8812

Fax number: (703) 837-8817

Email Address: strand@conginst.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

Attendance List

Bicameral Chiefs of Staff Retreat

3/20/2009
11:09:54

	Name		Institution	Reason Invited:
1	Mac	Abrams	Office of Cong. Heller	Chief of Staff
2	Johnny	Amaral	Office of Cong. Nunes	Chief of Staff
3	Michael	Anderson	Office of Cong. Young (AK)	Chief of Staff
4	Andy	Anuzis	Office of Cong. McCotter	Chief of Staff
5	John	Ariale	Office of Cong. Crenshaw	Chief of Staff
6	Victor	Arnold-Bik	House Adminstration Cmte.	Committee Staff Director
7	Elizabeth	Bartheld	Office of Cong. Sullivan	Chief of Staff
8	Stacy	Barton	Office of Cong. Turner	Chief of Staff
9	Brendan	Belair	Office of Cong. Carter	Chief of Staff
10	Barry	Bennett	Office of Cong. Schmidt	Chief of Staff
11	Chris	Berardini	Office of Cong. Brown	Chief of Staff
12	Eric	Bergren	Office of Cong. Guthrie	Chief of Staff
13	Igor	Birman	Office of Cong. McClintock	Chief of Staff
14	Nick	Bouknight	Office of Cong. McCarthy	Chief of Staff
15	David	Bowser	Office of Cong. Broun	Chief of Staff
16	Neil	Bradley	Office of the House Whip	Leadership Staff
17	Larry	Brady	House Oversight & Govt Reform Cmte.	Committee Staff Director
18	Jim	Brandell	Office of Cong. Camp	Chief of Staff
19	Darryl	Broome	Office of Cong. Barrett	Chief of Staff
20	Steve	Brophy	Office of Cong. Blackburn	Chief of Staff
21	Barry	Brown	Office of Cong. Burgess	Chief of Staff
22	Jennifer	Brown	Office of Cong. Smith (TX)	Chief of Staff
23	Tom	Brown	Office of Cong. Graves	Chief of Staff
24	Joel	Brubaker	Office of Cong. Capito	Chief of Staff
25	Dee	Buchanan	Office of Cong. Hensarling	Chief of Staff
26	Jeff	Burton	Office of the House Whip	Leadership Staff
27	Mark	Busching	Office of Cong. Aderholt	Chief of Staff
28	Mark	Busching	Office of Cong. Aderholt	Chief of Staff
29	Ana	Carbonell	Office of Cong. Diaz-Balart (FL-21)	Chief of Staff
30	Terry	Carmack	Office of Cong. Bilirakis	Chief of Staff
31	James	Carstensen	Office of Cong. Latham	Chief of Staff

Bicameral Chiefs of Staff Retreat

	Name		Institution	Reason Invited:
32	Ed	Cassidy	Office of the House Leader	Leadership Staff
33	Doug	Centilli	Office of Cong. Brady	Chief of Staff
34	Jordan	Clark	Office of Cong. Thompson	Chief of Staff
35	Jerome	Clarke	Office of Cong. Johnson (IL)	Chief of Staff
36	Bob	Cochran	Office of Cong. McKeon	Chief of Staff
37	Jeff	Cohen	Office of Cong. Mack	Chief of Staff
38	Rob	Collins	Office of the House Whip	Leadership Staff
39	Jim	Coon	House Transportation & Infrastructure	Committee Staff Director
40	Charles	Cooper	Office of Cong. Putnam	Chief of Staff
41	Mike	Copher	Office of Cong. Buyer	Chief of Staff
42	Heather	Couri	House Energy & Commerce Cmte.	Deputy Staff Director
43	Michael	Cravens	Office of Cong. Harper	Chief of Staff
44	Brian	Crawford	Office of Cong. Rooney	Chief of Staff
45	Frank	Cullen	Office of Cong. Bono Mack	Chief of Staff
46	Jack	Dail	House Administration Cmte.	Patricipation in Panel
47	Steve	Danon	Office of Cong. Bilbray	Chief of Staff
48	Eric	Dell	Office of Cong. Wilson	Chief of Staff
49	Jeremy	Deutsch	Office of Cong. McMorris Rodgers	Chief of Staff
50	Janet	Diaz-Brown	Office of Cong. Poe	Chief of Staff
51	Kate	Dickens	Tuesday Group	Leadership Staff
52	Jeff	Dobrozsi	Office of Cong. Boustany	Chief of Staff
53	Bill	Dolbow	Office of the House Whip	Leadership Staff
54	Glen	Downs	Office of Cong. Jones	Chief of Staff
55	Andrew	Duke	Office of Cong. Roe	Chief of Staff
56	Rick	Dykema	Office of Cong. Rohrabacher	Chief of Staff
57	Laurie	Esau	Office of Cong. Paulsen	Chief of Staff
58	Tony	Essalih	Office of Cong. Culberson	Chief of Staff
59	Art	Estopinan	Office of Cong. Ros-Lehtinen	Chief of Staff
60	Tucker	Fagan	Office of Cong. Lummis	Chief of Staff
61	Brenna	Findley	Office of Cong. King (IA)	Chief of Staff
62	Lee	Fletcher	Office of Cong. Fleming	Chief of Staff

Bicameral Chiefs of Staff Retreat

	Name		Institution	Reason Invited:
63	Kevin	Fogarty	Office of Cong. King (NY)	Chief of Staff
64	Nancy	Fox	Office of Cong. Frelinghuysen	Chief of Staff
65	Dana	Gartzke	Office of Cong. Posey	Chief of Staff
66	Brian	Gaston	Office of Cong. Blunt	Leadership Staff
67	Debra	Gebhardt	Office of Cong. Petri	Chief of Staff
68	Leslee	Gilbert	House Science & Technology Cmte.	Committee Staff Director
69	Dee	Gilmore	Office of Cong. Forbes	Chief of Staff
70	Stacey	Glasscock	Office of Cong. Lucas	Chief of Staff
71	Jessica	Gleason	Office of Cong. Hastings	Chief of Staff
72	Harry	Glenn	Office of Cong. Young (FL)	Chief of Staff
73	Bob	Griffits	Office of Cong. Duncan	Chief of Staff
74	Joe	Guzzo	Office of Cong. LaTourette	Chief of Staff
75	Karen	Haas	House Small Business Cmte.	Staff Director
76	George	Hadijski	House Adminstration Cmte.	Participation in Panel
77	Sarah	Hale	Office of Cong. Myrick	Chief of Staff
78	Clayton	Hall	Office of Cong. Cao	Chief of Staff
79	Hugh	Halpern	House Rules Cmte.	Committee Staff Director
80	Helen	Hardin	Office of Cong. Wamp	Chief of Staff
81	Justin	Harding	Office of Cong. Chaffetz	Chief of Staff
82	Derek	Harley	Office of Cong. Herger	Chief of Staff
83	Mary	Harper	Office of Cong. LoBiondo	Chief of Staff
84	Bill	Harris	Office of Cong. Thornberry	Chief of Staff
85	Robert	Head	Office of Cong. Granger	Chief of Staff
86	David	Heil	Office of Cong. Johnson (TX)	Chief of Staff
87	Greg	Hill	Office of Cong. McCaul	Chief of Staff
88	Joan	Hillebrands	Office of Cong. Upton	Chief of Staff
89	Jean	Hinz	Office of Cong. Kline	Chief of Staff
90	Renee	Howell	Office of Cong. Souder	Chief of Staff
91	Richard	Hudson	Office of Cong. Conaway	Chief of Staff
92	Eric	Hultman	Office of Cong. Terry	Chief of Staff
93	Shelley	Husband	Office of Cong. Goodlatte	Chief of Staff

Bicameral Chiefs of Staff Retreat

	Name		Institution	Reason Invited:
94	Jeff	Kahrs	Office of Cong. Tiahrt	Chief of Staff
95	Dave	Karvelas	Office of Cong. Buchanan	Chief of Staff
96	Joel	Kassiday	Office of Cong. Gallegly	Chief of Staff
97	Andy	Keiser	Office of Cong. Rogers (MI)	Chief of Staff
98	Margaret	Klessig	Office of Cong. Flake	Chief of Staff
99	Trevor	Kolego	Office of the House Leader	Leadership Staff
100	Mick	Krieger	Office of Cong. Boehner	Chief of Staff
101	Chip	Lake	Office of Cong. Westmoreland	Chief of Staff
102	Larry	Lavender	House Financial Services Cmte.	Committee Staff Director
103	Pat	Leopold	Office of Cong. Jenkins	Chief of Staff
104	James	Lewis	House Intelligence Cmte.	Committee Staff Director
105	Muffy	Lewis	Office of Cong. Campbell	Chief of Staff
106	Matt	Lira	Office of the House Whip	Leadership Staff
107	Tom	Lizardo	Office of Cong. Paul	Chief of Staff
108	Matt	Lloyd	House Republican Conference	Leadership Staff
109	Melanie	Looney	House Republican Conference	Leadership Staff
110	Jeffrey	Loveng	Office of Cong. Shuster	Chief of Staff
111	Matthew	Lundh	House Republican Conference	Leadership Staff
112	Kelly	Lungren-	Office of Cong. Fortenberry	Chief of Staff
113	Kathy	Lydon	Office of Cong. Biggert	Chief of Staff
114	Brian	MacDonald	Office of Cong. Walden	Chief of Staff
115	Marshall	Macomber	Office of Cong. Rogers (AL)	Chief of Staff
116	Adam	Magary	Office of Cong. Manzullo	Chief of Staff
117	Ted	Maness	Office of Cong. Radanovich	Chief of Staff
118	Michelle	Marston	Office of Cong. Bachmann	Chief of Staff
119	Jay	Martin	Office of Cong. Rehberg	Chief of Staff
120	Josh	Mathis	House Cmte. on Agriculture	Deputy Staff Director
121	Danielle	Maurer	Office of the House Leader	Leadership Staff
122	Bill	McBride	Office of Cong. Ehlers	Chief of Staff
123	Robert	McCreary	Office of Cong. Lamborn	Chief of Staff
124	Ed	McDonald	Office of Cong. Coble	Chief of Staff

Bicameral Chiefs of Staff Retreat

	Name		Institution	Reason Invited:
125	George	McElwee	Office of Cong. Dent	Chief of Staff
126	Dan	McFaul	Office of Cong. Miller (FL)	Chief of Staff
127	Matt	McGinley	Office of Cong. Price	Chief of Staff
128	Sean	McLaughlin	House Judiciary Cmte.	Committee Staff Director
129	Pete	Meachum	Office of Cong. Brown-Waite	Chief of Staff
130	Joyce	Meyer	Office of Cong. Ryan	Chief of Staff
131	Vicki	Middleton	Office of Cong. Hunter	Chief of Staff
132	Chris	Miller	Office of Cong. Reichert	Chief of Staff
133	Scott	Miller	Office of Cong. Platts	Chief of Staff
134	James	Min	Office of Cong. McCarthy	Chief of Staff
135	Todd	Mitchell	Office of Cong. Lance	Chief of Staff
136	Steven	Moore	Office of Cong. Roskam	Chief of Staff
137	Susan	Mosychuk	Office of Cong. Murphy	Chief of Staff
138	Jen	Mundy	Office of Cong. McHenry	Chief of Staff
139	Lester	Munson	Office of Cong. Kirk	Chief of Staff
140	Sean	Murphy	Office of Cong. Cole	Chief of Staff
141	John	Murray	Office of the House Whip	Leadership Staff
142	Dale	Neugebauer	Office of Cong. Issa	Chief of Staff
143	Gabe	Neville	Office of Cong. Pitts	Chief of Staff
144	Kyle	Nevins	Office of the House Whip	Leadership Staff
145	Mary	Noonan	Office of Cong. Smith (NJ)	Chief of Staff
146	Todd	Novascone	Office of Cong. Moran	Chief of Staff
147	Paula	Nowakowski	Office of the House Leader	Leadership Staff
148	Robert	O'Connor	House Homeland Security Cmte.	Committee Staff Director
149	Bud	Otis	Office of Cong. Bartlett	Chief of Staff
150	Scott	Parker	Office of Cong. Bishop	Chief of Staff
151	Nilda	Pedrosa	Office of Cong. Diaz-Balart (FL-25)	Chief of Staff
152	Janet	Perry-	Office of Cong. Hall	Chief of Staff
153	Josh	Pitcock	House Republican Conference	Leadership Staff
154	Yleem	Poblete	House Foreign Affairs Cmte.	Committee Staff Director
155	Amy	Poe	Office of Cong. Blunt	Chief of Staff

Bicameral Chiefs of Staff Retreat

	Name		Institution	Reason Invited:
156	Jacque	Ponder	Office of Cong. Coffman	Chief of Staff
157	Todd	Poole	Office of Cong. Foxx	Chief of Staff
158	Amy	Porter	Office of Cong. Royce	Chief of Staff
159	Paul	Protic	Office of Cong. Akin	Chief of Staff
160	Mike	Quaranta	Office of Cong. Castle	Chief of Staff
161	Dave	Ramey	Office of Cong. Calvert	Chief of Staff
162	Chris	Riley	Office of Cong. Deal	Chief of Staff
163	Craig	Roberts	Office of Cong. Shimkus	Chief of Staff
164	Rusty	Roberts	Office of Cong. Mica	Chief of Staff
165	Armstrong	Robinson	Office of Cong. Davis	Chief of Staff
166	Josh	Robinson	Office of Cong. Cassidy	Chief of Staff
167	Jamie	Roe	Office of Cong. Miller (MI)	Chief of Staff
168	Wayne	Roper	Office of Cong. Inglis	Chief of Staff
169	Jerr	Rosenbaum	Office of Cong. Kingston	Chief of Staff
170	John	Rothrock	Office of Cong. Miller (CA)	Chief of Staff
171	Patrick	Rothwell	House Policy Cmte.	Leadership Staff
172	Lynnel	Ruckert	Office of Cong. Scalise	Chief of Staff
173	Matt	Sagely	Office of Cong. Boozman	Chief of Staff
174	Josh	Saltzman	Office of Cong. Sessions	Chief of Staff
175	Daniel	Scandling	Office of Cong. Wolf	Chief of Staff
176	Nick	Schaper	Office of the House Leader	Leadership Staff
177	Dave	Schnittger	Office of the House Leader	Leadership Staff
178	Tom	Schreibel	Office of Cong. Sensenbrenner	Chief of Staff
179	Brian	Schubert	Office of Cong. Lee	Chief of Staff
180	Nicole	Scott	House Agriculture Cmte.	Committee Staff Director
181	Jack	Seum	Office of Cong. Stearns	Chief of Staff
182	Jeff	Shapiro	Office of Cong. Smith (NE)	Chief of Staff
183	Steven	Shearer	Office of Cong. Schock	Chief of Staff
184	Jeff	Shockey	House Appropriations Cmte.	Committee Staff Director
185	Marc	Short	House Republican Conference	Leadership Staff
186	Bob	Simmons	House Armed Services Cmte.	Committee Staff Director

Bicameral Chiefs of Staff Retreat

	Name		Institution	Reason Invited:
187	Lindsay	Slater	Office of Cong. Simpson	Chief of Staff
188	Amy	Smith	Office of Cong. Garrett	Chief of Staff
189	Bill	Smith	Office of Cong. Pence	Chief of Staff
190	Brad	Smith	Office of Cong. Dreier	Chief of Staff
191	Kingston	Smith	House Veterans Affairs Cmte.	Committee Staff Director
192	Lloyd	Smith	Office of Cong. Emerson	Chief of Staff
193	Will	Smith	Office of Cong. Rogers (KY)	Chief of Staff
194	Austin	Smythe	House Budget Cmte.	Committee Staff Director
195	Mike	Sommers	Office of the House Leader	Leadership Staff
196	David	Sours	Office of Cong. Gingrey	Chief of Staff
197	John	Sparkman	Office of Cong. Whitfield	Chief of Staff
198	Alan	Spencer	Office of Cong. Bonner	Chief of Staff
199	Mary	Springer	Office of Cong. Wittman	Chief of Staff
200	Jo-Marie	St. Martin	Office of the House Leader	Leadership Staff
201	Michael	Staley	Office of Cong. Bachus	Chief of Staff
202	Tom	Stallings	Office of Cong. Franks	Chief of Staff
203	Steve	Stombres	Office of the House Whip	Leadership Staff
204	Katie	Strand	House Republican Conference	Leadership Staff
205	Sally	Stroup	House Ed & Labor Cmte.	Committee Staff Director
206	Wayne	Struble	Office of Cong. Austria	Chief of Staff
207	Peter	Tateishi	Office of Cong. Lungren	Chief of Staff
208	Robert	Taub	Office of Cong. McHugh	Chief of Staff
209	Paul	Teller	House Republican Study Cmte.	Leadership Staff
210	Adam	Terry	Office of Cong. Alexander	Chief of Staff
211	Brian	Thomas	Office of Cong. Marchant	Chief of Staff
212	Kristin	Thompson	Office of Cong. Shadegg	Chief of Staff
213	Bill	Tighe	Office of Cong. Gerlach	Chief of Staff
214	Michael	Tomberlin	Office of Cong. Gohmert	Chief of Staff
215	Jon	Traub	House Ways & Means Cmte.	Committee Staff Director
216	Todd	Ungerecht	House Ethics Cmte.	Committee Staff Director
217	Mary	Vought	House Republican Conference	Leadership Staff

Bicameral Chiefs of Staff Retreat

	Name		Institution	Reason Invited:
218	Russ	Vought	House Republican Conference	Leadership Staff
219	John	Walker	House Republican Conference Secretary	Leadership Staff
220	Mark	Walker	Office of Cong. Burton	Chief of Staff
221	Ryan	Walker	Office of Cong. Latta	Chief of Staff
222	Kristi	Way	Office of Cong. Cantor	Chief of Staff
223	Nate	Webb	Office of Cong. Fallin	Chief of Staff
224	Seth	Webb	House Financial Services Cmte.	Committee Staff Director
225	Jeanette	Whitener	Office of Cong. Neugebauer	Chief of Staff
226	Arlene	Willis	Office of Cong. Lewis	Chief of Staff
227	Rob	Woodall	Office of Cong. Linder	Chief of Staff
228	Justin	Wormmeester	Office of Cong. Hoekstra	Chief of Staff
229	Ron	Wright	Office of Cong. Barton	Chief of Staff
230	John	Wyatt	Office of Cong. Olson	Chief of Staff
231	Tonnie	Wybensinger	Office of Cong. Luetkemeyer	Chief of Staff
232	Ray	Yonkura	Office of Cong. Jordan	Chief of Staff
233	Todd	Young	House Natural Resources Cmte.	Committee Staff Director
234	Chris	Zeigler	Office of Cong. Tiberi	Chief of Staff

Thursday, March 12, 2009

4:00 PM
Choptank Ballroom
Welcome
Mark Strand, President of the Congressional Institute

4:05 PM
Choptank Ballroom
The State of the Economy
Stephen Moore, Wall Street Journal
Andy Laperriere, International Strategy & Investment

5:15 PM
Choptank Ballroom
Consumer-Based Health Care
Regina Herzlinger, Harvard Business School
Rich Thau, Presentation Testing

6:30 PM
Chesapeake Foyer
Reception

7:00 PM
Chesapeake EFG
Dinner
Hon. John Boehner, House Republican Leader

Friday, March 13, 2009

7:30-9:00 AM
Chesapeake EFG
Breakfast Buffet

9:00 AM
Choptank Ballroom
New Media Panel
David Winston, The Winston Group
Auren Hoffman, Rapleaf
Mindy Finn, Engage

10:00 AM
Choptank Ballroom
Congressional Use of Facebook
Rich Thau, Presentation Testing

11:00 AM
Choptank Ballroom
The Rules Regarding Online Media
Jan Baran, Wiley Rein
Rob Walker, Wiley Rein

12:00 PM
Chesapeake EFG
Lunch
Hon. Jo Bonner, Member of Congress and Former Chief of Staff

1:30 PM
Choptank Ballroom
Leading Synergistically within the United States Congress
Stephen Covey, Author and Management Expert

3:30 PM
Choptank Foyer
Break

3:45 PM
Choptank Ballroom
Women Constituents in 2009
Randall Gutermuth, American Viewpoint

4:45 PM
Choptank Ballroom
Outreach
Hon. Susan Molinari, Former Member of Congress
Hon. Carlos M. Gutierrez, Former Secretary of Commerce

5:45 PM
Choptank Ballroom
Plenary Session
Review of 2009 Member's Agenda

7:00 PM
Choptank Foyer
Reception

7:30 PM
Choptank Ballroom
Dinner
John Fund, Wall Street Journal

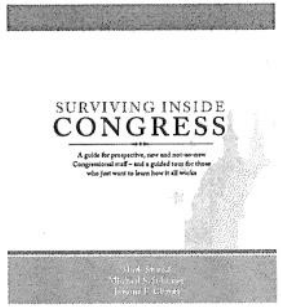
Saturday, March 14, 2009

8:00 AM
Chesapeake EFG
Breakfast Buffet

9:00 AM
Choptank Ballroom
Landscape
David Winston, The Winston Group

10:00 AM
Choptank Ballroom
Talk to Leadership Staff Panel
Paula Nowakowski, Chief of Staff, House Leader
Steve Stombres, Chief of Staff, House Whip
Marc Short, Chief of Staff, House Republican Conference

10:45 AM
Adjourn



Surviving Inside Congress
By Mark Strand, Michael S. Johnson and Jerome F. Climer

A guide for prospective, new and not-so-new Congressional staff – and a guided tour for those who just want to learn how it works.

Order your free copy by email:
book@conginst.org

About *Surviving Inside Congress*:

"What a useful book. If I were new to the Hill or wanted to land my first job, *Surviving Inside Congress* would be the first book I'd pick up. It's an in-depth practical guide to how the Hill operates – from how to get hired to how power and seniority really work for those who've made it."
Ari Fleischer, former White House Press Secretary (2001-2003)

"The book is perhaps most valuable for its understanding of the new challenges that legislative staff must face and its in-depth look into the ever-changing and increasingly rapid realm of Congressional communication."
Roll Call (Elizabeth Kenigsberg, *Staffers' Easy Guide to Weathering Congress*, 4/24/09)

Congressional Institute

Agenda

Bicameral Chiefs of Staff Retreat 2009

March 12-14, 2009
The Hyatt Regency
Chesapeake Bay

U.S. House of Representatives

COMMITTEE ON STANDARDS OF
OFFICIAL CONDUCT

Washington, DC 20515

February 26, 2009

Ms. Jeanette Whitener
Office of the Honorable Randy Neugebauer
1424 Longworth House Office Building
Washington, DC 20515

Dear Ms. Whitener:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Standards of Official Conduct hereby approves your proposed trip to Cambridge, Maryland scheduled for March 12 to 14, 2009 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 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,

Zoe Lofgren
Chair

Jo Bonner
Ranking Republican Member

ZL/JB:slo