

Original  Amendment

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

LEGISLATIVE RESOURCE CENTER

2009 FEB 13 AM 11:20

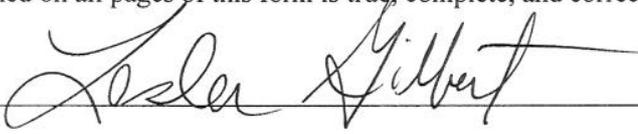
OFFICE OF THE CLERK  
U.S. HOUSE OF REPRESENTATIVES

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): Leslee Gilbert

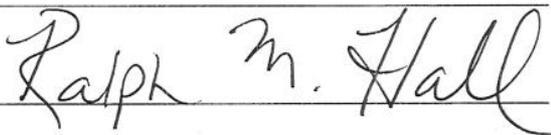
I certify that the information contained on all pages of this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER: 

DATE: February 13, 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: Ralph M. Hall

SIGNATURE OF SUPERVISING MEMBER: 

DATE: February 13, 2009

HALL.

**EMPLOYEE  
POST-TRAVEL DISCLOSURE FORM**

1. Name of Traveler (print or type): Leslee Gilbert
  
2. a. Name of Accompanying Family Member (if any): \_\_\_\_\_  
 b. Relationship to Employee:  Spouse  Child  Other (specify): \_\_\_\_\_
  
3. a. Date of Departure and Date of Return: Jan. 29-31, 2009  
 b. Dates at personal expense (if any): \_\_\_\_\_
  
4. Itinerary (cities of departure – destination – return): Washington, DC--Hot Springs, VA--Washington, DC
  
5. Sponsor(s) (who paid for the trip): Congressional Institute
  
6. Describe meetings and events attended (attach additional pages if necessary): Variety of panels on new technologies, health care issues, economic issues, and foreign relations.
  
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: I did not attend the Social Values Session as I was in a separate meeting with Ranking Member Hall.
  
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:	\$81.27	\$733.54 (Lodging and meals)	Including in lodging numbers
For accompanying family member:			

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



**MEMO TO:** House Staff Members who attended the House Congress of Tomorrow Retreat,  
January 29-31, 2009 at The Homestead

**FROM:** Mark Strand

**DATE:** February 10, 2009

**RE:** Information for Your Travel Disclosure

In order to assist you in complying with the House rules that require you to file a travel disclosure form for the House Congress of Tomorrow Retreat at The Homestead (January 29-31, 2009), below are the event expenses for your participation broken down into typical reporting categories:

**For staff member:**

Total transportation expenses:	\$81.27
Total lodging & meal expenses:	\$733.54
Total of all other expenses:	N/A

**For accompanying spouse:**

Total transportation expenses:	\$81.27
Total lodging & meal expenses:	\$330.46
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 or take the provided transportation, you may prorate the cost accordingly.

The House Ethics Committee has requested that, in addition to the attached Employee Post-Travel Disclosure Form, you resubmit our Private Sponsor Travel Certification Form with the final agenda and staff invitation list (also attached).

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

1001 North Fairfax Street  
Suite 410  
Alexandria, VA 22314  
[www.conginst.org](http://www.conginst.org)  
Phone: 703-837-8812  
Fax: 703-837-8817  
Email: [info@conginst.org](mailto:info@conginst.org)

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  
See attached
  
6. Dates of travel: January 29-31, 2009
  
7. Cities of departure – destination – return: Washington D.C. - Hot Springs, VA - Washington D.C.
  
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:
- 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*
  - 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.):  
Coach 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*):
- 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 *specifically with regard* to congressional participation:   
 If "b" is checked, detail the cost per day of meals (approximate cost may be provided): Meals are part of a negotiated a package rate to minimize expenses. See number 18.
16. Reason for selecting the location of the event or trip: Relative proximity to Washington DC, security, capacity and capability to handle large event.
17. Name of hotel or other lodging facility: The Homestead, Hot Springs, VA
18. Cost per night of hotel or other lodging facility (approximate cost may be provided): Lodging and meals are a package rate - \$810.20 for two nights. Additional \$367.70 for two nights for double occupancy.
19. Reason(s) for selecting hotel or other lodging facility: Relative proximity to Washington DC, security for the Members, capacity and capability to handle large event, off-season dates result in significantly lower rates, and a history of holding a successful event there in 2003.

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	79.16	\$810.20 lodging and meals	
For each accompanying family member	\$79.16	\$367.70 lodging and meals	

	<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: Mark Strand, President

Organization: The Congressional Institute

Address: 1001 N. Fairfax Street, STE 410, 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 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*

**Thursday, January 29, 2009**

**4:00 PM**

*Grand Ballroom East*

**Opening Session**

Welcome: Mark Strand, President of the Congressional Institute, Rep. Bob Goodlatte & Chairman Mike Pence

**4:05 PM**

*Grand Ballroom East*

**Conference Communications Overview for 2009**

Chairman Mike Pence

**4:15 PM**

*Grand Ballroom East*

**Economy Panel**

Steve Moore, Wall Street Journal  
Andy Laperriere, International Strategy & Investment Group

**5:15 PM**

*Grand Ballroom East*

**Open Microphone with Members**

**6:15 PM**

*Grand Ballroom Foyer*

**Reception with Congressional Institute Guests**

**7:00 PM**

*Grand Ballroom West*

**Dinner with Congressional Institute Guests**

Welcome: Mike Johnson, Chairman of the Congressional Institute  
Remarks: Leader John Boehner  
**The Future of the Party I:**  
Hon. Newt Gingrich

**Friday, January 30, 2009**

**Media Training Sessions will occur all day. Sign up in the Staff Office.**

*Madison Room*

**Facebook 101**

Rich Thau & Auren Hoffman

*Wilson Room*

**Presentation Skills**

Terri Sjodin

**7:00 AM**

*Hunt Room*

**Catholic Mass**

**7:00 AM**

*Crystal Room*

**Bible Study**

Chuck Colson, Prison Fellowship

**7:30 AM**

*Grand Ballroom West*

**Breakfast: The Future of the Party II**

Gov. Mitch Daniels of Indiana

**8:30 AM**

*Grand Ballroom East*

**Messaging Session**

Frank Luntz, Luntz Maslansky Research

**9:30 AM**

*Grand Ballroom East*

**Social Values Session**

Chuck Colson, Prison Fellowship

**10:30 AM**

*Grand Ballroom East*

**Landscape Session**

David Winston, The Winston Group  
Linda DiVall, American Viewpoints

**11:30 AM**

*Various Locations (see below)*

**Breakout Sessions**

**War on Terror**

Dr. Frederick Kagan, American Enterprise Institute  
*Georgian*

Dr. Kimberly Kagan, The Institute for the Study of War

**Healthcare**

Regina E. Herzlinger, Harvard Business School  
*Blue Ridge*

**Suburban Agenda**

Hon. Mark Kirk  
*Piedmont*

**Entitlements**

Dr. Stuart Butler, The Heritage Foundation  
*Empire*

**Middle East**

TBA  
*Appalachian*

**12:30 PM**

*Grand Ballroom West*

**Lunch: The Future of the Party III**

Gov. Mitt Romney of Massachusetts

**2:30 PM**

*Grand Ballroom East*

**Capitol Hill Media Panel**

Jonathan Karl, ABC  
Mike Allen, Politico

**Saturday, January 31, 2009**

**3:30 PM**  
*Grand Ballroom East*

**New Media Session**  
David Winston, The Winston Group  
Rich Thau, Presentation Testing  
Auren Hoffman, Rappleaf

**7:00 AM**  
*Hunt Room*

**Catholic Mass**

**7:30 AM**  
*Grand Ballroom West*

**Breakfast**  
Bill Kristol, The Weekly Standard

**4:30 PM**  
*Grand Ballroom East*

**Leadership Retreat Review**  
Led by Elected Leadership

**9:00 AM**  
*Grand Ballroom East*

**How to Win the War on Terror:  
What I Saw on the Ground**  
Oliver North, Fox News Correspondent

**5:00 PM**  
*Grand Ballroom East*

**Plenary Session**  
Chairman Pete Sessions

**6:15 PM**  
*Grand Ballroom Foyer*

**Reception**

**7:00 PM**  
*Grand Ballroom West*

**Dinner**  
Remarks: Whip Eric Cantor  
**The Future of the Party IV:**  
Gov. Tim Pawlenty of Minnesota

**10:00 AM**  
*Various Locations (see below)*

**Breakout Sessions**  
**Facebook Study** *Stratford*  
Rich Thau, Presentation Testing  
**Ethics Primer** *Piedmont*  
Jan Baran, Wiley Rein LLP  
Rob Walker, Former Chief Counsel Ethics Cmte.  
**Using Procedure to Drive Your Message** *Blue Ridge*  
Hugh Halpern, House Rules Cmte.  
Kyle Nevins, Office of the Whip  
Jo-Marie St. Martin, Office of the Leader  
Anne Thorsen, Office of the Leader

**11:15 AM**  
*Grand Ballroom West*

**Buffet Lunch**  
Open Microphone with Entire Conference

**12:30 - 4:30 PM**  
*Main Entrance*

**Return to Washington**



***Agenda***

---

**Congress of  
Tomorrow  
2009**

---

January 29-31, 2009  
The Homestead

## Congress of Tomorrow | Invitation List

	Name		Institution	Reason for Invitation
1	Andy	Anuzis	House Policy Cmte.	Leadership Staff
2	Brendan	Belair	House Republican Conference	Leadership Staff
3	Neil	Bradley	Office of the Whip	Leadership Staff
4	Larry	Brady	Oversight & Govt Reform Cmte.	Committee Staff Director
5	Jeff	Burton	Office of the Whip	Leadership Staff
6	Ed	Cassidy	Office of the Leader	Leadership Staff
7	David	Cavicke	Energy & Commerce Cmte.	Committee Staff Director
8	Joe	Cella	House Policy Cmte.	Leadership Staff
9	Rob	Collins	Office of the Whip	Leadership Staff
10	Jim	Coon	Transportation & Infrastructure	Committee Staff Director
11	Father Dan	Coughlin	Office of the Chaplain	Chaplain
12	Brad	Dayspring	Office of the Whip	Leadership Staff
13	Jeremy	Deutsch	House Republican Conference Vice	Leadership Staff
14	Kate	Dickens	Tuesday Group	Committee Staff Director
15	Bill	Dolbow	Office of the Whip	Leadership Staff
16	Antonia	Ferrier	Office of the Leader	Leadership Staff
17	Kevin	Fitzpatrick	Small Business Cmte.	Committee Staff Director
18	Chris	Fluhr	Natural Resources Cmte.	Committee Staff Director
19	Brian	Gaston	Office of Cong. Blunt	Leadership Staff
20	Leslee	Gilbert	Science & Technology Cmte.	Committee Staff Director
21	Ramiro	Guterrez	Office of the Attending Physician	Doctor
22	Karen	Haas	House Republican Conference	Leadership Staff
23	Hugh	Halpern	Rules Cmte.	Committee Staff Director
24	Courtney	Kolb	House Republican Conference	Leadership Staff
25	Trevor	Kolego	Office of the Leader	Leadership Staff
26	Mick	Krieger	Office of Cong. Boehner	Leadership Staff
27	Larry	Lavender	Financial Services Cmte.	Committee Staff Director
28	James	Lewis	Intelligence Cmte.	Committee Staff Director

Congress of Tomorrow | Invitation List

	Name		Institution	Reason for Invitation
29	Matt	Lira	Office of the Whip	Leadership Staff
30	Matt	Lloyd	House Republican Conference	Leadership Staff
31	Melanie	Looney	House Republican Conference	Leadership Staff
32	Amy	Lozupone	Office of the Leader	Leadership Staff
33	Danielle	Maurer	Office of the Leader	Leadership Staff
34	Matt	McGinley	Republican Study Cmte.	Leadership Staff
35	Sean	McLaughlin	Judiciary Cmte.	Committee Staff Director
36	James	Min	Office of the Deputy Whip	Leadership Staff
37	Brian	Monahan	Office of the Attending Physician	Doctor
38	John	Murray	Office of the Whip	Leadership Staff
39	Valerie	Nelson	Office of the Whip	Leadership Staff
40	Kyle	Nevins	Office of the Whip	Leadership Staff
41	Paula	Nowakowski	Office of the Leader	Leadership Staff
42	Robert	O'Connor	Homeland Security Cmte.	Committee Staff Director
43	Josh	Pitcock	House Republican Conference	Leadership Staff
44	Will	Plaster	House Administration Cmte.	Committee Staff Director
45	Yleem	Poblete	Foreign Affairs Cmte.	Committee Staff Director
46	Patrick	Rothwell	House Policy Cmte.	Leadership Staff
47	Josh	Saltzman	Office of Cong. Sessions	Leadership Staff
48	Dave	Schnittger	Office of the Leader	Leadership Staff
49	Nicole	Scott	Agriculture Cmte.	Committee Staff Director
50	Emily	Seidel	House Republican Conference	Leadership Staff
51	Jeff	Shockey	Appropriations Cmte.	Committee Staff Director
52	Marc	Short	House Republican Conference	Leadership Staff
53	Bob	Simmons	Armed Services Cmte.	Committee Staff Director
54	Bill	Smith	House Republican Conference	Leadership Staff
55	Kevin	Smith	Office of the Leader	Leadership Staff
56	Kingston	Smith	Veterans Affairs Cmte.	Committee Staff Director

## Congress of Tomorrow | Invitation List

	Name	Institution	Reason for Invitation
57	Austin Smythe	Budget Cmte.	Committee Staff Director
58	Mike Sommers	Office of the Leader	Leadership Staff
59	Jo-Marie St. Martin	Office of the Leader	Leadership Staff
60	Mike Steel	Office of the Leader	Leadership Staff
61	Steve Stombres	Office of the Whip	Leadership Staff
62	Katie Strand	House Republican Conference	Leadership Staff
63	Sally Stroup	Ed & Labor Cmte.	Committee Staff Director
64	Paul Teller	Republican Study Cmte.	Committee Staff Director
65	Anne Thorsen	Office of the Leader	Leadership Staff
66	Jon Traub	Ways & Means Cmte.	Committee Staff Director
67	Todd Ungerecht	Ethics Cmte.	Committee Staff Director
68	Russ Vought	House Republican Conference	Leadership Staff
69	John Walker	House Republican Conference	Leadership Staff
70	Kristi Way	Office of Cong. Cantor	Leadership Staff
71	Seth Webb	Financial Services Cmte.	Committee Staff Director
72	Todd Young	Natural Resources Cmte.	Committee Staff Director

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

**PRIVATELY SPONSORED TRAVEL: TRAVELER FORM  
For Members, Officers, and Employees**

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 25, 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 and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. *Please type form. Form (and any attachments) may be faxed to the Committee at (202) 225-7392.*

**YOUR COMPLETED REQUEST MUST BE SUBMITTED TO THE COMMITTEE NO LESS THAN 14 DAYS BEFORE YOUR PROPOSED DEPARTURE DATE.** Absent exceptional circumstances, permission will not be granted for requests received less than 14 days before the trip commences.

Name of Traveler: Leslee Gilbert

**I certify that the information contained on both pages of 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: Committee on Science and Technology

Office address: 394 Ford House Office Building/Washington DC 20515

Phone number: 202-225-9816

Email address of contact person: leslee.gilbert@mail.house.gov

- Check this box if the sponsoring entity is a media outlet and the traveler is a Member traveling to make a media appearance sponsored by that entity and these forms are being submitted to the Committee less than 14 days before the trip departure date.

**NOTE: You must complete the contact information fields above, as Committee staff may need to contact you if additional information is required.**

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)

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

**PRIVATELY SPONSORED TRAVEL: TRAVELER FORM**

1. Name of Traveler: Leslee Gilbert
2. Sponsor(s) (who will be paying for the trip): The Congressional Institute
3. Travel destination(s): Hot Springs, VA
4. a. Date of Departure and Date of Return: January 29-31, 2009
- b. Will you be extending the trip at your personal expense?  Yes  No
- If yes, dates at personal expense: \_\_\_\_\_
5. a. Will you be accompanied by a family member at the sponsor's expense?  Yes  No
- b. If yes, name of accompanying family member: \_\_\_\_\_
- c. Relationship to traveler:  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:  N/A – Sponsor checked 9(a) or 9(b)
- (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 individual official or representational duties:  
I will be staffing the Ranking Member of the Science and Technology Committee at the retreat as well as participating in meetings and sessions.

9. **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.

Date: 1-14-09

Ralph M. Hall  
Signature of Employing Member

**NOTE:** This page must be submitted with your post-travel disclosure form within 15 days of your return, so you should maintain a photocopy of the completed form for your records.

# U.S. House of Representatives

COMMITTEE ON STANDARDS OF  
OFFICIAL CONDUCT

Washington, DC 20515

January 16, 2009

Ms. Leslee Gilbert  
Committee on Science and Technology  
394 Ford House Office Building  
Washington, DC 20515

Dear Ms. Gilbert:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Standards of Official Conduct hereby approves your proposed trip to Hot Springs, Virginia scheduled for January 29 to 31, 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  
Chairwoman

ZL/JB:slo



Jo Bonner  
Ranking Republican Member