

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM AM 10: 18

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, B-106 Cannon House Office Building, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: Michelle Dorothy
2. a. Name of accompanying relative: _____ or None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates of departure and return: Departure: Feb 7, 2014 Return: Feb 9, 2014
 b. Dates at personal expense (if any): _____ or None
4. Departure city: Washington, DC Destination: Philadelphia, PA Return city: Washington, DC
5. Sponsor(s) (who paid for the trip): Center Forward
6. Describe meetings and events attended: Multiple issue panels covering healthcare, trade, and tax reform
7. Attached to this form are EACH of the following (signify that each item is attached by checking the corresponding box):
 - a. a completed Sponsor Post-Travel Disclosure Form;
 - b. the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms;
 - c. page 2 of the completed Traveler Form submitted by the employee; *and*
 - d. the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda. (Signify that statement is true by checking box):
 b. If not, explain: _____

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

SIGNATURE OF TRAVELER: _____ DATE: _____

I authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel Disclosure 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: Rep. Scott Peters DATE: 2.19.14

SIGNATURE OF SUPERVISING MEMBER: 

**U.S. House of Representatives
Committee on Ethics**

SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. *A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return.* You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Sponsor(s) (who paid for the trip): Center Forward

2. Travel Destination(s): Philadelphia, PA

3. Date of Departure: 2/7/14 Date of Return: 2/9/14

4. Name(s) of Traveler(s): Alison Jaslow, Jennifer Cox, Robin Goracke, Scott Petersen, Morgan Jones, Michelle Dorothy, James Leuschen, Michael Lukso, Katie Grant, Bruce Miller, Elizabeth Hart, Mary Frances Repko

(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)

5. **Actual amount** of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)
Traveler	\$197	\$668	\$225	n/a
Accompanying Relative	\$0	\$0	\$0	n/a

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. (Signify statement is true by checking box):

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

Signature: C. Kramer

Name: Cori Smith Kramer Title: Executive Director

Organization: Center Forward

I am an officer of the above-named organization (signify statement is true by checking box):

Address: 925 15th St, NW, Fourth Floor
Washington, DC 20005

Telephone number: (202) 550-0888

Email Address: cori@center-forward.org

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7103.

U.S. House of Representatives
Committee on Ethics

TRAVELER FORM

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 trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. *Form (and any attachments) may be faxed to the Committee at (202) 225-7392, sent or delivered to the Committee at 1015 Longworth, or e-mailed to travel.requests@mail.house.gov.*

YOUR COMPLETED REQUEST MUST BE SUBMITTED TO THE COMMITTEE NO LESS THAN 30 DAYS BEFORE YOUR PROPOSED DEPARTURE DATE. Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. You must receive explicit approval from the Committee before you depart on this trip.

Name of Traveler: Michelle Dorothy

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

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 or committee: Rep. Scott Peters

Office address: 2410 Rayburn

Telephone number: 5-0508

Email address of contact person: Michelle.Dorothy@mail.house.gov

- Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, and these forms are being submitted to the Committee less than 30 days before the trip departure date.

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

KEEP A COPY OF THIS FORM. Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

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

Committee on Ethics
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (fax)
Travel email: travel.requests@mail.house.gov

U.S. House of Representatives
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Michelle Dorothy
2. Sponsor(s) (who will be paying for the trip): Center Forward
3. Travel destination(s): Philadelphia
4. a. Date of departure Feb 7, 2013 Date of return: Feb 9, 2013
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 relative at the sponsor's expense? Yes No
b. If yes:
(1) Name of accompanying relative: _____
(2) Relationship to traveler: Spouse Child Other (specify): _____
(3) Accompanying relative is at least 18 years of age: Yes No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? Yes No
b. If yes, explain why the second night of lodging is warranted:

7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: Yes No
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.
This is a policy conference and in my role as chief of staff, I advise my boss on policy matters.
9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip? Yes No

10. **FOR STAFF TRAVELERS:
TO BE COMPLETED BY YOUR EMPLOYING MEMBER:**

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

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: 1-7-14



Signature of Employing Member

**U.S. House of Representatives
Committee on Ethics**

PRIMARY TRIP SPONSOR FORM

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 at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor (who will be paying for the trip): _____
Center Forward
2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (signify that the statement is true by checking box):
3. Check only one: I represent that:
 - a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip *or*
 - b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds *or*.
 - c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.If "c" is checked, list the names of the additional sponsors: _____
4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):
Please see attached.
5. Is travel being offered to an accompanying relative of the House invitee(s)? Yes No
6. Date of departure: 2/7/14 Date of return: 2/9/14
7. a. City of departure: Washington, DC
b. Destination(s): Philadelphia, PA
c. City of return: Washington, DC
8. 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.
9. Check one of the following:
 - a. I checked 8(a) or (b) above:
 - b. I checked 8(c) above but am not offering any lodging:
 - c. I checked 8(c) above and am offering lodging and meals for one night: *or*
 - d. I checked 8(c) above and am offering lodging and meals for two nights:If "d" is checked, explain why the second night of lodging is warranted: _____

10. Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees) (indicate agenda is attached by checking box):

11. Check one:

- a. I represent that a registered federal 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 a U.S. institution of higher education.

12. For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:

Please see attached

13. Answer parts a and b. Answer part c if necessary.

- a. Mode of travel: Air Rail Bus Car Other (Specify: _____)
- b. Class of travel: Coach Business First Charter Other (Specify: _____)
- c. If travel will be first class or by chartered or private aircraft, explain 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):

- 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:

1) Detail the cost per day of meals (approximate cost may be provided): _____

2) Provide reason for selecting the location of the event or trip: _____

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel name: Four Seasons City: Philadelphia, PA Cost per night: \$239

Reason(s) for selecting: comprehensive meeting facilities with comprehensive audio-visual capabilities and services to conduct panel discussions, speaker presentations and meals.

Hotel name: _____ City: _____ Cost per night: _____

Reason(s) for selecting: _____

Hotel name: _____ City: _____ Cost per night: _____

Reason(s) for selecting: _____

17. 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):

18. 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	\$130	\$478	\$225
For each accompanying relative	\$130	No additional costs	\$225

	<i>Other</i> Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	0	n/a
For each accompanying relative	0	n/a

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

19. Check one:

- a. I certify that I am an officer of the organization listed below. *or*
 b. N/A – sponsor is an individual or a U.S. institution of higher education.

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.

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

Signature: Cori Smith Kramer

Name: Cori Smith Kramer

Title: Executive Director

Organization: Center Forward

Address: 925 15th Street, NW, 4th Floor, Washington, DC 20005

Telephone number: (202) 550-0888

Email address: cori@center-forward.org

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

Committee on Ethics
 U.S. House of Representatives
 1015 Longworth House Office Building
 Washington, DC 20515
 (202) 225-7103 (phone)
 (202) 225-7392 (general fax)

Private Sponsor Travel Certification Form: Supplemental

4. Name and Title House Invitees:

First	Last	Title	Affiliation	Reason
Robin	Goracke	Legislative Director	Office of Representative Colin Peterson	As Legislative Director for Congressman Peterson, a Member of the Blue Dog Coalition, Ms. Goracke can speak to the policy and legislative priorities of centrist Democrats.
Scott	Petersen	Legislative Director	Office of Representative Jim Costa	As Legislative Director for Congressman Costa, Mr. Petersen offers insight into the priorities of an office that is involved in bipartisan legislation on the agriculture committee as well as an active member of the Center Aisle Caucus.
Morgan	Jones	Legislative Director	Office of Representative Scott Peters	As Legislative Director to Congressman Peters, Mr. Jones can speak to the challenges the freshmen class has faced as they try to forge bipartisan relationships and common legislative ground.
Michelle	Dorothy	Chief of Staff	Office of Representative Scott Peters	Ms. Dorothy is chief of staff for a freshman Member that has been actively engaged in bipartisan problem-solving and she can speak to these efforts.

Tiffany	Muller	Deputy Chief of Staff	Office of Representative Patrick Murphy	As the Deputy Chief of Staff to a freshman Congressman seeking to work across the aisle, Ms. Muller can speak to the solutions their office is seeking to try to end some of the legislative gridlock.
James	Leuschen	Senior Policy Advisor	Office of House Democratic Whip Steny Hoyer	In his role, Mr. Leuschen works on Budget and Appropriation issues and is a respected voice on tax policy fiscal issues.
Chris	Marklund	Legislative Director	Office of Representative David Valadao	Mr. Markland is legislative director for a freshmen Republican Member that has worked with both parties for common sense solutions.
Bruce	Miller	Legislative Director	Office of Representative Mark Amodei	In his role as legislative director for Rep. Amodei, Mr. Miller can speak to the anticipated Republican agenda for the 2014 legislative session.
Elizabeth	Hart	Chief of Staff	Office of Representative John Carney	Ms. Hart will be able to speak to the goals and challenges of a moderate Democratic office.

Mary Frances	Repko	Senior Legislative Aide	Office of House Democratic Whip Steny Hoyer	Ms. Repko has served as Mr. Hoyer's energy assistant and has been actively involved in negotiating complex legislation.
Alexis	Covey-Brandt	Chief of Staff	Office of House Democratic Whip Steny Hoyer	As Mr. Hoyer's chief of staff, Ms. Covey-Brandt will provide insight from a leadership office perspective
Brian	Romick	Senior Advisor	Office of House Democratic Whip Steny Hoyer	Mr. Romick actively engages with moderate Members during legislative negotiations and will speak to the challenges expected in 2014.
David	Bond	Deputy Chief of Staff/Legislative Director	Office of Representative Katherine Clark	Mr. Bond has served in many offices and can currently speak to the challenges of a newly elected Member office in the middle of a legislative session.
Michael	Lukso	Legislative Assistant	Office of Representative Brad Schneider	Mr. Lukso has broad experience in several offices and can speak to the various challenges of the legislative agenda.
Meg	Joseph	Chief of Staff	Office of Representative Jim Matheson	As the chief of staff to the Blue Dog Chair, Ms. Joseph can speak extensively to the roll of moderate

				Democrats in the legislative process.
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12. Sponsor's interest in the subject matter and role in organizing the trip:

Center Forward's Issues Retreat is being convened to bring together centrists from various industries, organizations and the public sector to focus on pragmatic solutions. Center Forward's organizational mission is to provide centrists the information they need to craft common sense solutions and provide support in turning those ideas into results. Center Forward brings together Members of Congress, not-for profits, academic experts, trade associations, corporations and unions to find common ground.

Center Forward is planning the retreat and is responsible for the organization and execution of the event logistics as well as the programming content. Discussion topics will include corporate tax reform, bending the healthcare cost curve and trade, as well as sequestration and deficit reduction. Participants are expected to include policymakers and advocate groups as well as business leaders and some researchers.

K. Michael Conaway, Texas
Chairman
Linda T. Sánchez, California
Ranking Member

Charles W. Dent, Pennsylvania
Patrick Meehan, Pennsylvania
Trey Gowdy, South Carolina
Susan W. Brooks, Indiana

Pedro R. Pierluisi, Puerto Rico
Michael E. Capuano, Massachusetts
Yvette D. Clarke, New York
Ted Deutch, Florida



ONE HUNDRED THIRTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

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Interim Staff Director and Chief Counsel

Joanne White
Administrative Staff Director

Jackie M. Barber
Counsel to the Chairman

Daniel J. Taylor
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
Facsimile: (202) 225-7392

January 29, 2014

Ms. Michelle Dorothy
Office of Congressman Scott Peters
2410 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Dorothy:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Philadelphia, Pennsylvania, scheduled for February 7 to 9, 2014, sponsored by Center Forward.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip.

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

Sincerely,

K. Michael Conaway
Chairman

Linda T. Sánchez
Ranking Member

KMC/LTS:kd



Draft Agenda

2014 Center Forward Issues Conference

Friday, February 7 - Sunday, February 9, 2014

Four Seasons

Philadelphia, PA

Friday, February 7

3:00 pm – 5:00 pm

Registration

5:30 pm – 7:30 pm

Welcome Reception and Evening of Innovation at Comcast Center

Anticipated special guests- Governor Ed Rendell, Senator Robert Casey

Saturday, February 8

9:00 am – 9:30 am

Breakfast

Welcome remarks by former Rep. Bud Cramer

Chairman, Center Forward

9:30 am – 10:45 am

Discussion Panel

Healthcare: Lowering costs while maintaining quality and assuring patient access to care

Panelists include Congressman Jim Matheson, Joel White

10:45 am – 11:00 am

Break

11:00 am – 12:15 pm

Discussion Panel

Trade – Agreements on the Horizon and their Impacts

Panelists include Ed Gerwin, David Thomas

12:15 pm – 12:30pm

Break

12:30 pm – 2:00 pm

Lunch

Keynote Speech: Congressman Steny Hoyer, House Minority Whip

Deficit Reduction and the Need for Fiscal Reform

2:00 pm- 2:15 pm

Break

2:15 pm - 3:30 pm

Discussion Panel

Corporate Tax Reform

Panelists include Kevin Hassett

6:00 pm – 9:00 pm

Dinner

*Keynote Presentation by Tucker Carlson and
Stephanie Cutter – Political and Policy Debates -
Beyond the Sound Bites*

Sunday, February 9

8:00 am – 10:00 am

Continental Breakfast

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