

# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

RECEIVED  
SECRETARY OF THE SENATE  
PUBLIC RECORDS  
2022 OCT 17 PM 2:17

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**  
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Faith and Law Project

Private Sponsor(s) (list all):

Travel date(s): October 14-16, 2022

Name of accompanying family member (if any): None

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

|                                                                                                   | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses (Amount & Description) |
|---------------------------------------------------------------------------------------------------|-------------------------|------------------|---------------|---------------------------------------|
| <input checked="" type="checkbox"/> Good Faith Estimate<br><input type="checkbox"/> Actual Amount | \$62.50                 | \$470.00         | \$310.00      | None                                  |

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

|                                                                                        | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses (Amount & Description) |
|----------------------------------------------------------------------------------------|-------------------------|------------------|---------------|---------------------------------------|
| <input type="checkbox"/> Good Faith Estimate<br><input type="checkbox"/> Actual Amount |                         |                  |               |                                       |

Provide a description of all meetings and events attended. *See Senate Rule 35.2(c)(6).* (Attach additional pages if necessary.): Engaged in group thought exercises focused on how to improve engagement with constituents and peers on policy issues and listened to lectures intended to prompt thinking and conversation on what traits policymakers should practice as they author policy.

10/17/2022  
(Date)

Maakon Santaella  
(Printed name of traveler)

[Signature]  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

10/17/2022  
(Date)

[Signature]  
(Signature of Supervising Senator/Officer)

Date/Time Stamp:

**EMPLOYEE PRE-TRAVEL AUTHORIZATION**

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Haakon Santaella

Employing Office/Committee: Senator Mike Lee

Private Sponsor(s) (list all): Faith and Law Project

Travel date(s): October 14-16, 2022

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Airlie Hotel and Conference Center in Warrenton, VA

Explain how this trip is specifically connected to the traveler's official or representational duties:

My work responsibilities range from drafting policy memos for the Senator to meeting with constituents to learn about the issues they face. At this conference I will learn how faith impacts public policy and discuss strategies of best practice when engaging with the various policy issues in my portfolio.

Name of accompanying family member (if any): None

Relationship to Employee: ☐ Spouse ☐ Child

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

10/14/2022  
(Date)

  
(Signature of Employee)

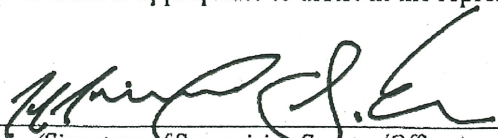
TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Mike Lee hereby authorize Haakon Santaella  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

10/14/2022  
(Date)

  
(Signature of Supervising Senator/Officer)



## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): The Faith and Law Project
2. Description of the trip: A three-day seminar for thought-leaders that explores how a Christian worldview impacts public policy and a vocation in the public square.
3. Dates of travel: October 14 - October 16, 2022
4. Place of travel: Airlie Hotel and Conference Center, Warrenton, VA
5. Name and title of Senate invitees: Attached.
6. I *certify* that the trip fits one of the following categories:
  - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
  - OR –
  - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
  - AND –
  - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
  - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
  - AND –
  - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

**9. USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

**10. USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Faith and Law is responsible for all of the logistics of the conference, including inviting

participants, for organizing the programming of the conference, and for communication with Airlie Hotel.

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13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:  
**See attachment.**

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14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Faith and Law has previously sponsored similar retreats between 2001 and 2015 for Hill staff,

and most recently sponsored a retreat for Hill staff in October 2021.

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Faith and Law convenes several distinguished thought-leaders to address contemporary political and

cultural issues to the public interested in issues at the intersection of faith and the public square. They

also host forums, a mentoring program, seminars, and film discussions.

16. Total Expenses for Each Participant:

|                                                            | Transportation<br>Expenses | Lodging<br>Expenses | Meal<br>Expenses | Other<br>Expenses |
|------------------------------------------------------------|----------------------------|---------------------|------------------|-------------------|
| <input checked="" type="checkbox"/> Good Faith<br>estimate | \$62.50                    | \$470               | \$310            | None              |
| <input type="checkbox"/> Actual<br>Amounts                 |                            |                     |                  |                   |

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip is without regard to congressional participation.

18. Reason for selecting the location of the event or trip

The location (Warrenton, VA) was chosen because of its easy driving distance. It is also far enough

away to encourage attendees to be fully present for all trip activities.

19. Name and location of hotel or other lodging facility:

Airlie Hotel and Conference Center

6809 Airlie Road, Warrenton, VA 20187

20. Reason(s) for selecting hotel or other lodging facility:

The Airlie hotel was chosen because its size can accommodate all attendees and because it has

meeting spaces that allows all activities, including lodging and meals, to be held in one place.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The cost of the lodging and meals will exceed the per diem rates for Warrenton, VA.

Lodging and meal costs are the same for all the attendees, and the catering cost is preset.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

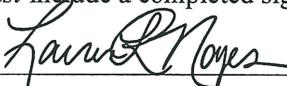
The sponsor will reimburse staff for gas mileage for their privately owned vehicle.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None.

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: 

Lauren Noyes, Executive Director

Name and Title:

The Faith and Law Project

Name of Organization:

PO Box 7585 Arlington, VA 22207

Address:

(202) 643-7685

Telephone Number:

Fax Number:

Inoyes@faithandlaw.org

E-mail Address:



## Senate PSTF Attachment

**13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to the mission:**

Faith and Law's mission is to encourage and equip thought leaders and policymakers to understand how a Biblical worldview applies to and effects their public square vocation. The purpose of this trip is to convene and foster conversation among Christian thought leaders and other attendees so that they can apply lessons learned to their work in the public square. This purpose relates to Faith and Law's mission because this retreat provides an opportunity for attendees to learn how to apply a Biblical framework to their work.

**FAITH AND LAW**  
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**Faith and Law Leadership Conference 2022**

***Christian Faithfulness in Public Service:  
Essential characteristics of a Christ-follower on Capitol Hill***

**October 14-16, 2022**

**Airlie Conference Center  
Warrenton, VA**

**FRIDAY, October 14**

**4:30 Arrival / Check-in**

**Location: Airlie House**

**6:00 – 7:15pm Dinner & Opening Program**

**Location: Airlie Dining Room**

**Dinner Table Exercise:**

1. American society is more polarized than it has been for decades, perhaps since the Civil War. Some have said that Christians need to be more winsome in this context (Tim Keller), offering a respite from the cultural warfare, others have said that we need to be more bold in our confrontation with the culture as it becomes more hostile to traditional Christian values (Eric Metaxas). Is it possible to do both?
2. As we enter the next election cycle, what are your concerns about the role/visibility/perception of Evangelicals and politics?
3. When you think down the road and the direction of the culture, other than Jesus's second coming, where do you have hope for the nation in how we might be able to reduce the polarization/conflict?

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**7:30pm – 9:00pm Evening Program**

**Location: The Federal Room**

**7:30 to 7:40pm Welcome and Faith and Law overview** – What kind of community do we seek to be? Lauren Noyes, Executive Director, Faith and Law

**7:40 to 7:55pm. Why we founded Faith and Law and introduction of the keynote speaker** John Palafoutas, co-founder and Chairman of the Board, Faith and Law

**7:55-8:30pm What to expect this weekend. Why are we here?** Paul McNulty, President of Grove City College and Co-founder of Faith and Law.

**8:30-9:00p.m. Table Group Discussion**

- What are some of the ways your theology and faith journey affect how you think about Christianity and the political arena?
- Evangelicals in the past differed significantly on public policy matters (e.g., national defense, social programs) but shared a foundational biblical worldview. Is there anyone with whom you enjoy a similar relationship? Who do you consider to be a role model as a Christian in public life and why?
- What has helped you in the context of your work to pursue faithfully your calling to be a partaker of the divine nature?

SATURDAY, OCT. 15 --

**8:00 – 9:00am Breakfast**

**Location: Airlie Dining Room**

**9:15-9:30 – Introductions of the Conference Guests**

**9:30 – 10:15am Essential Characteristic #1 Truth:** concern for facts, accuracy, knowledge; watchful for politically beneficial assumptions;



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commitment to speaking truthfully. Paul McNulty, President of Grove City College and Co-founder of Faith and Law.

### **10:15 – 11:30am Table Group Discussion**

- Where do you get your information on the issues of the day and how well do these sources support your responsibility for learning the truth?
- Does truth even matter in political debates? Have you experienced any encouragement in this regard?
- What are some of the challenges (especially external forces) you face in trying to communicate truthfully?

### **12:00 – 1:00pm Lunch**

**Location: Airlie Dining Room**

### **1:00 – 2:00pm Break**

### **2:00 – 5:00pm Afternoon Program**

**Location: The Federal Room**

**2:00 – 3:30pm Essential Characteristic #2 Justice:** more about wisdom than knowledge; what is right? Paul McNulty, President of Grove City College and Co-founder of Faith and Law.

### **Table Group Discussion**

- To what extent does your general view on the virtues of government align with God's purposes as revealed in the Scriptures?
- Do considerations of justice play a significant role in the formation of federal public policy? If not, why not?
- Are there any areas of agreement between conservatives and liberals when it comes to social justice? Do Christians bring a

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different set of considerations to this debate? If so, what are they?

**3:30 – 5:00pm Essential Characteristic #3 Peace:** politics v. peacemaking – what does this look like for the Christ-follower who must be a peacemaker? Paul McNulty, President of Grove City College and Co-founder of Faith and Law.

### **Table Group Discussion**

- What are some ways you have seen the call to peacemaking work successfully in the political arena?
- Is it even possible to promote peace while engaging effectively on social media platforms? If so, how has this been done? What are some of the common pitfalls in your experience when this hasn't happened?
- How can a highly contested political campaign remain faithful to Rom 12:18?

### **5:15 – 6:00pm Happy Hour (bar located below dining room)**

- o Guests invited to gather before dinner for drinks in the bar (*cash bar/individually billed*) with breakout sessions according to job role.

### **6:00 – 7:15pm Dinner – table assignments by job role**

**Location: Airlie Dining Room**

### **6:30pm Table Exercise Optional:**

1. Where do you feel your Christian convictions/ethics are in conflict with the expectations/duties of your job?
2. In what ways does your job's interaction with people allow you to bear witness to the Gospel? What are the opportunities/liabilities of being known as a Christian in your workplace?

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3. From your vocational platform, what are ways that you can work to advance the Kingdom of God beyond doing your job with excellence?

**7:30-9:00pm Evening Session**

**Location: The Federal Room**

**7:30 – 9:00pm Essential Characteristic #4 Love:** an enormous challenge in our highly divisive political climate. Paul McNulty, President of Grove City College and Co-founder of Faith and Law.

**Table Group Discussion**

- Where have you seen or experienced a biblical understanding of love demonstrated in the political arena?
- How does Jesus's command to love one another get misused in policymaking? Is there a proper place for its consideration, and if so, where?
- To what extent is the current divisiveness in public life compromising the advancement of the gospel? What can we do to remedy this problem?

**9:30 – 11:00pm Fireside Dialogue**

- o Led by Faith and Law Board Members who were former senior staffers on Capitol Hill. They will share stories from the trenches about ways their faith impacted their work in public policy during their lengthy careers and engage in dialogue with current policy makers about the application of lessons learned.

SUNDAY, OCTOBER 16–

**8:00 – 9:00am Breakfast**

**Location: Airlie Dining Room**

**9:00 – 11:30am Morning Program**

**Location: The Federal Room**



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**9:00 – 10:00am The history and role of the chaplaincy, House**  
Chaplain Margaret Kibben

**10:00 – 11:30am Unpacking the weekend. Where do we go from here?**  
Share your Great Object, Mark Rodgers

**12:00pm Departure**

- o Participants will be offered a bag lunch on the go.

## 2022 Faith and Law Leadership Conference Senate Invitation List

| First Name  | Last Name   | Office               | Title                    |
|-------------|-------------|----------------------|--------------------------|
| Charles     | Adams       | Senator Risch        | LD                       |
| Michelle    | Altman      | Senator Lankford     | Chief of Staff           |
| Wendy       | Baig        | Senator Lee          | General Counsel          |
| Wendy       | Baig        | Senator Lee          | General Counsel          |
| Barry       | Black       | U.S. Senate          | Senate Chaplain          |
| Joshua      | Bowlen      | Sen. Richard M. Burr | Sr. Policy Advisor       |
| Stephen     | Boyd        | Senator Lankford     | LA                       |
| Caroline    | Broom       | Senator Mark Warner  | Correspondence Assistant |
| Caroline    | Bryant      | Senator Sasse        | National Security Fellow |
| Alyssa      | Burleson    | Senator Lummis       | Administrative Director  |
| Larry       | Burton      | Senator Sullivan     | COS                      |
| Aaron       | Cummings    | Senator Grassley     | COS                      |
| Douglas     | Davis       | Senator Hydesmith    | COS                      |
| Jennifer    | Decasper    | Senator Tim Scott    | COS                      |
| Madison     | Eckels      | Senator McConnell    | Staff Assistant          |
| Alaura      | Ervin       | LA                   | Cornyn                   |
| Sally       | Farrington  | Senator Wicker       | LA                       |
| Courtney    | Fellows     | Lankford             | LA                       |
| Jon         | Foltz       | Senator Rick Scott   | LD                       |
| Lisa        | Goeas       | Senator Ernst        | COS                      |
| Paul        | Guaglianone | Senator Blunt        | LA                       |
| Andrew      | Guernsey    | Senator Daines       | Policy Advisor           |
| Jamal       | Halley      | Senator Warnock      | LC                       |
| Riley       | Hambrick    | Senator Sasse        | Staff Assistant          |
| Clark       | Hedrick     | HSGAC                | Senior Counsel           |
| Toni-Marie  | Higgins     | Senator Boozman      | COS                      |
| Ben         | Hobbs       | Aging                | Congressional Staffer    |
| Luke        | Holland     | Senator Inhofe       | COS                      |
| Christopher | Jaarda      | Senator Cruz         | LD                       |
| Zack        | Jones       | Senator Rick Scott   | Communications Director  |
| James       | Kelly       | Senator Moran        | COS                      |
| Brian       | Kennedy     | HSGAC                | Deputy Chief Of Staff    |
| Kaytlin     | Lane        | Senator Blackburn    | Chief Counsel            |
| Emily       | Leviner     | Senator Deb Fischer  | COS                      |
| Neri        | Martinez    | Aging                | Minority Staff Director  |
| Patrick     | McCormick   | Energy               | Special Counsel          |
| Dominique   | McKay       | Senator Tim Scott    | Communications Director  |

|          |            |                        |                         |
|----------|------------|------------------------|-------------------------|
| Mark     | Meador     | Judiciary - Mike Lee   | Deputy Chief Counsel    |
| Justin   | Memmott    | EPW                    | deputy staff director   |
| Vijay    | Menon      | Senator Hawley         | LA                      |
| Darin    | Miller     | Senator Lummis         | Communications Director |
| Jessica  | Newman     | Senator Tuberville     | Administrative Director |
| Stephen  | Newton     | Senator Romney         | Sr. Policy Advisor      |
| Maria    | Reynolds   | Senator Cruz           | Communications Director |
| James    | Rice       | Senator Grassley       | LD                      |
| Annie    | Richardson | Senator Chuck Grassley | Digital Director        |
| Michelle | Richardson | Senator Wicker         | COS                     |
| Micah    | Robertson  | Senator Daines         | Staff Assistant         |
| Haakon   | Santaella  | Senator Lee            | LC                      |
| Lisa     | Schultz    | Senate Chaplain        | COS                     |
| Caleb    | Seibert    | Senator Rubio          | LA                      |
| Sarah    | Seitz      | Senator Lankford       | LA                      |
| Collin   | Slowey     | Senator Rubio          | Deputy Speech Writer    |
| Sharon   | Soderstrom | Senator McConnell      | COS                     |
| Erica    | Suares     | Senator McConnell      | Sr. Policy Advisor      |
| Eric     | Teetsel    | Senator Hawley         | COS                     |
| Jason    | Thielman   | Senator Daines         | COS                     |
| Mimi     | Vance      | Senator Sasse          | Sr. Staff Assistant     |
| James    | Wegmann    | Senator Sasse          | CD                      |



FAITH AND LAW  
WASHINGTON • DC2022 FAITH AND LAW ANNUAL  
LEADERSHIP CONFERENCEOCTOBER 14 - 16, 2022  
WARRENTON, VA

Dear Friends,

I would like to invite you to be a part of Faith and Law's Annual Leadership Conference which will take place on October 14-16 at Airlie Hotel and Conference Center in Warrenton, VA, 50 miles west of Capitol Hill. This year's conference theme is "Christian Faithfulness in Public Service: Essential characteristics of a Christ-follower on Capitol Hill" and will feature Faith and Law Co-Founder and President of Grove City College, Paul McNulty as our keynote speaker.

This conference is intended for current and alumni Hill staff and their spouses with one of the primary goals to deepen relationships in our Faith and Law community. Staffers who have attended past conferences still talk about the lifelong friendships formed, legislative collaboration that followed, and the impact it had on their spouses' understanding of their unique role in the call to Capitol Hill.

As a guest, Faith and Law will provide accommodations, meals, and a standard mileage reimbursement for your personal vehicle. We invite spouses to fully participate in all aspects of the conference.

To comply with Senate and House Ethics rules, you will need pre-authorization from your respective Committee on Ethics. Instructions and documentation is available for download online at our conference website. All completed forms MUST be submitted to Ethics no later than September 14, 2022.

Please visit to our conference website at <https://www.faithandlaw.org/2022-leadership-conference> for details on accommodation, schedule, and to RSVP.

I hope you can join us,



CLICK HERE TO RSVP

VISIT OUR CONFERENCE WEBSITE