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2025 APR 16 AM 11:00

RE-2 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 144 Hart Building. **This form is a public disclosure. The form and all attachments will be made publicly available.**

Certification: In compliance with the Regulations Governing Privately Sponsored Travel, Senate Rule 35, and the Honest Leadership and Open Government Act of 2007, I certify that I accepted the following gift of privately sponsored travel:

Private Sponsor(s):
Conservative Partnership Institute

Travel Dates:
03/19/2025 to 03/21/2025

Name of accompanying family member (if any):

Relationship to Traveler:

Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
\$100.00	\$198.00	\$120.00	\$0.00

I also certify that attached to this form are all required documents for post travel disclosure, including:

- The final **Employee Pre-Travel Authorization** (Form RE-1)
- The final **Private Sponsor Travel Certification Form** with all attachments
- The final invitation
- The final approved itinerary

Finally, I certify that all trip information reflected in the attachments above accurately reflects the travel that I accepted. If there were any changes to the trip after I received approval from the Committee, the changes are described in ATTACHMENT 1.

4/7/25

Date

Madeline Peltzer

Printed Name of Traveler

Madeline Peltzer

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.

4/16/25

Date

John H. ...

Signature of Supervising Senator/Officer

**Conservative Partnership Institute's (CPI)
Veritas Communications Symposium
March 19-21**

Date: Wednesday, March 19, 2025

9:00 am Depart from Washington, D.C. 20003

11:00 am Arrive at Cambridge, MD 21613

11:00 - 12:30 pm Check-in and Orientation

12:30 – 1:30 pm Lunch and Welcome Session

Overview of symposium programming and presentation of 2025 Congressional communications trends and examples.

Speaker: Scooter Schaefer (CPI) Sondra Clark (CPI)

1:30 – 3:30 pm SESSION: Media Booking and Pitching

Fellows will learn how to properly build reporter relationships, and the skills to write the perfect media pitch to ensure their boss maximizes TV and Radio hits.

Speakers: Bobby Donachie (Vice President, Athos Communications)

3:30 – 5:30 pm SESSION: Short Form Video

*Effective social media is key to a good communications strategy. The session will unpack current trends in short form video and evaluate strategies to maximize audience reach. **Speakers:** Sondra Clark (CPI) and Scooter Shaefer (CPI)*

5:30 – 6:30 pm Executive Time

6:30 – 8:00 pm DINNER: Understanding The Editorial Cycle and Podcasting

Katrina Trinko, Editor in Chief of the Daily Signal and a podcast host, discusses

trends in podcasting and how the news and editorial process work.

Speaker: Katrina Trinko (Editor in Chief of the Daily Signal)

Date: Thursday, March 20, 2025

9:00 – 9:30 am Breakfast Buffet

9:30 - 11:30 am SESSION: Op-ed and Speech Writing

Understanding the format, structure, and pitching process for successfully writing and placing op-eds.

Speakers: Michael Connolly (Founder of Inkling Communications)

11:30 - 12:00 pm Executive Time

12:00 - 1:30 pm LUNCH SESSION: Politics in Focus: Professional Etiquette *Learn the art and science of professional etiquette and political protocol to put the best foot forward for your boss and organization in any situation.*
Speakers: Sondra Clark (CPI)

1:30 – 3:00 pm SESSION: Understanding Communications Process - Advocacy Groups and External Operators

Understanding the communications process. How to effectively set up a Congressional office, work with committees and leverage all the resources Congress supplies to ensure constituents are engaged.

Speaker: Mitch Hailstone (Director of Federal and External Affairs at Elevance Health, Former Republican Study Committee)

3:00 – 6:00 pm Executive Time

6:00 – 7:30 pm Dinner: Communications and Policy: How one must work with the other *Students will learn from real life stories and examples how winning policies can't be executed without strong communication strategies. Meadows will pull from his experience in the house and executive branch to help fellows maximize their impact.*

Speaker: The Honorable Mark Meadows (Senior Partner, Conservative Partnership Institute)

Date: Friday, March 21, 2025

8:30 – 9:30 am Breakfast & Check Out

9:00 am Depart Cambridge, MD 21613

11:30 am Arrive Washington, D.C. 20003

Senate Invitees

Madeline Peltzer - Deputy Press Secretary, Sen. Josh Hawley

Lexie Purdy - Press Secretary, Sen. Roger Marshall

Senate Invitees

Madeline Peltzer - Deputy Press Secretary, Sen. Josh Hawley

Lexie Purdy - Press Secretary, Sen. Roger Marshall

ATTACHMENT 1 – CHANGES FROM APPROVED PRE-TRAVEL

Note: Material changes to a trip that occur after the Committee has issued an approval letter may invalidate the Committee's approval. Please contact the Committee with any questions regarding changes to an approved trip.

Were there any changes to the pre-approved travel expenses? (Transportation, Meals, Lodging, Other)?

☐ Yes ☒ No

Expense Change	Revised Amount	Explanation
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There were no changes to pre-approved travel expenses.

Were there any changes to the pre-approved itinerary?

☐ Yes ☒ No

Explanation: There were no changes to the pre-approved itinerary.

Were there any additional changes to the pre-approved trip?

☐ Yes ☒ No

Explanation: There were no additional changes to the pre-approved trip.

Message

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Follow Up

Vertias Invite

Travis Rowland <trrowland@cpi.org>

To: Felicia Valderama (Hawley)

You forwarded this message on 3/10/25, 10:57 AM.

Hi Madeline,

We are excited to officially invite you to the **Vertias Fellowship Communications Symposium on March 19-21**.

If you work in the House or Senate, you will be receiving further instructions and paperwork for the House and Senate ethics process.

We have attached the current draft agenda and look forward to a powerful few days of training and fellowship.

Thanks in advance,

The Vertias Team

Travis Rowland
(c) 502-693-7266
Director, CP Academy

VERTIA FELLOWSHIP COMMUNICATIONS SYMPOSIUM

ACADEMY

Madeline Peltzer Page 7 of 12

Show Forward

Today at 10:57 AM

Conservative Partnership Institute: The Conservative Partnership Institute Veritas trip

 Madeline Peltzer

Title
Deputy Press Secretary

Employing Office/Committee
HAWLEY, JOSH

Duty Station:
WASHINGTON, DC

Destination(s):
Cambridge, Maryland

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

This retreat is part of a communications fellowship for comms professionals in the political sphere to help expand skillset and meet others in the field

Name of accompanying family member (if any):
Not Entered

Name and Relationship to Traveler:
None

Organization Information

Organization Name
Conservative Partnership Institute

Is your organization classified as a §501(c)(3)?
☒ Yes ☐ No

§501(c)(3) Organization Type
Public Charity

Address
300 Independence Ave SE

Address 2 (Optional)
None

City, State Zip
Washington, District Of Columbia 20003 United States

Phone Number
8585197452

Organization URL

History of Congressional Travel

The Conservative Partnership Institute provides regular educational briefings and training sessions to conservative leaders, congressional staff, and activists.

Educational Activities

The educational activities performed by CPI include regular trainings, procedural classes, collaborative sessions, and broad educational programming

Lobbyist and Foreign Agent Registration Information

Lobbyist Registration Status: *I certify that the sponsor is not a federally registered lobbyist and do not retain or employ a federally registered lobbyist.*

Foreign Agent Registration Status: *I certify that the sponsor is not an agent of a foreign principal and do not retain or employ an agent of a foreign principal.*

Foreign Government Involvement

Foreign Agent Registration Status:

- ☒ I certify that the sponsor is not a foreign government.
- ☒ I certify that the sponsor is not an entity that is owned or operated by a foreign government.
- ☒ I certify that the sponsor does not receive funding from a foreign government.

Comments

None Entered

Signature Page

The signature page is below

Madeline Peltzer Page 9 of 12

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Purpose and Details

Provide a brief description of the trip.

This trip will provide an opportunity for Senate communications staff to hear and learn from professional communicators and legislative experts on how to improve communications with their constituents and the media.

Explain how the purpose of the trip relates to your organization's mission.

The Conservative Partnership Institute's mission includes educating and training Members of Congress, congressional staff, conservative leaders and activists to enhance their ability to articulate and advance conservative principles and to become more effective public servants and citizens. The retreat offers an opportunity to educate and equip congressional staff with effective skills, develop professional relationships among other staff, and share best practices and strategies.

Is your organization the only sponsor for this trip?

☒ Yes ☐ No

Grantmaking Organizations (Optional)

There are no grantmaking organizations.

With or Without Regard for Congressional Participation

The trip is arranged or organized specifically with regard to congressional participation.

Lobbyist/Foreign Agent Involvement in Planning, Organizing, Requesting or Arranging

- ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal, other than de minimis involvement.

Lobbyist/Foreign Agent Financing

- ☒ The trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- ☒ No funds or in-kind contributions were 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.

Lobbyist/Foreign Agent Accompaniment

Complete if all sponsors are §501(c)(3) organizations.

- ☒ The trip is limited to three days (for trips inside the continental United States) or seven days (for trips outside the continental United States), and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
- ☐ The trip is limited to 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.
- ☐ The trip is limited to 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.

Complete if any of the sponsors is not a §501(c)(3) organization.

- ☐ The trip is limited to three days (for trips inside the continental United States) or seven days (for trips outside the continental United States), and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
- ☐ The trip is limited to 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.
- ☐ The trip is limited to 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.

Certification of No Recreational Activity and No Alcohol

- ☒ Travel expenses paid for will not include expenditures for recreational activities.
- ☒ Travel expenses paid for will not include expenditures for alcohol, except as permitted by the Regulations Governing Privately Sponsored Travel.

Invitees

☒ Members and staff from the House of Representatives will receive invitations

The list of invitees is below.

Travel Details

Trip Start Date/Time:
03/19/2025 @ 09:00 AM



Trip End Date/Time:
03/21/2025 @ 11:30 AM

Will the traveler be accompanied by a family member for whom the sponsor will pay travel expenses?

☐ Yes ☒ No

Itinerary

The itinerary is below.

Transportation (Per Member/Officer/Employee: \$100.00 | Accompanying Family Member: \$0.00)

Transportation Type	Class	Amount
Ground Transportation	Coach	\$100.00

Note

Coach class van is owned by CPI

Lodging (Per Member/Officer/Employee: \$198.00)

Check-In	Check-Out	Facility	City	State	Country	Nights	Cost/Night	Cost Exceed Per Diem
03/19/2025	03/21/2025	Camp Rydin	Cambridge	Maryland	United States	2	\$99.00	No

Meals (Per Member/Officer/Employee: \$120.00)

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem
03/19/2025	\$0.00	\$10.00	\$40.00	\$0.00	\$50.00	Cambridge	Maryland	United States	No
03/20/2025	\$10.00	\$10.00	\$40.00	\$0.00	\$60.00	Cambridge	Maryland	United States	No
03/21/2025	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00	Cambridge	Maryland	United States	No

Reasonable Miscellaneous Expenses (Per Member/Officer/Employee: \$0.00)

Expense Type	Amount	Notes
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There are no miscellaneous expenses.

Additional Attachments

Document Name

There are no additional attachments.

RE-1 Employee Pre-Travel Authorization

Date/Time Stamp

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.

Name of Traveler:
Madeline Peltzer

Employing Office/Committee:
HAWLEY, JOSH

Private Sponsor(s):
Conservative Partnership Institute

Destination(s):
Cambridge, Maryland

Travel Dates:
03/19/2025 to 03/21/2025

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

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

This retreat is part of a communications fellowship for comms professionals in the political sphere to help expand skillset and meet others in the field.

Do you have an accompanying family member or spouse on this trip?
No

Name and Relationship to Traveler:
N/A

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

2/18/25

Date



Signature of Employee

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



(Print Senator's/Officer's Name)

hereby authorize



(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)

02/16/2025

Date



Signature of Supervising Senator/Officer