

RE-2 Employee Post Travel Disclosure of Travel Expenses

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.

Date/Time Stamp

RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS

2026 APR 14 PM 1:43

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:
03/30/2026 to 04/02/2026

Name of accompanying family member (if any):

Relationship to Traveler:

Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
\$100.00	\$297.00	\$182.00	\$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.

4-14-2026

Date

AUSTIN CROMACK
Printed Name of Traveler

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.

4-14-2026

Date

Signature of Supervising Senator/Officer

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

There were no changes to pre-approved travel expenses.

Were there any changes to the pre-approved itinerary?

☒ Yes ☐ No

Explanation: Rachel Bovard, Vice President of Programs at CPI, was added as a co-speaker to the first two sessions. Our AI speaker was unable to attend due to illness. This is the replacement description and speaker: An expert in artificial intelligence and emerging technology will address the effective uses of AI in driving productivity and efficiency so that attendees can implement AI into their offices. Speaker: Matthew Burtell, Senior Policy Analyst, AI and Emerging Technology

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

☐ Yes ☒ No

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

Thursday, February 19, 2026 at 9:50:57 AM Eastern Standard Time

Subject: 2026 CPI Magnus Fellowship Symposium Invite & Ethics Paperwork
Date: Wednesday, February 18, 2026 at 4:30:59 PM Eastern Standard Time
From: Hugh Fike
To: Sean Dougherty

Good Afternoon,

CPI invites you to attend the 2026 Magnus Fellowship Symposium from March 30 - April 2, 2026, at Camp Rydin, in Cambridge, MD.

You will soon receive a link from the Senate Ethics Committee that will guide you through the process of submitting your ethics paperwork. The Senate Ethics Committee requires that you file all the attached paperwork at least 30 days in advance of the retreat start date; **you must submit your paperwork by Monday, March 2, 2026.**

Upon submitting your ethics paperwork **please email me confirming it's been completed** so I can mark you down as attending.

Please note that this invitation is non-transferable.

Feel free to reach out if you have any questions.

Hugh

RE-1 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.

Date/Time Stamp

Name of Traveler:

AUSTIN CROMACK

Employing Office/Committee:

JUSTICE, JIM

Private Sponsor(s):

Conservative Partnership Institute

Destination(s):

Cambridge, Maryland

Travel Dates:

03/30/2026 to 04/02/2026

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.

Leadership development to better serve in a supervisory role in Senator Justice's office and to better serve West Virginia constituents.

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.

2-25-2026

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)

JIM JUSTICE

(Print Senator's/Officer's Name)

hereby authorize

AUSTIN CROMACK

(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)

2-25-2026

Date



Signature of Supervising Senator/Officer

Conservative Partnership Institute: Conservative Partnership Institute Magnus Fellowship Symposium

AUSTIN CROMACK

Title:

None

Employing Office/Committee:

JUSTICE, JIM

Duty Station:

WASHINGTON, DC

Destination(s):

Cambridge, Maryland

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

Leadership development to better serve in a supervisory role in Senator Justice's office and to better serve West Virginia constituents.

Name of accompanying family member (if any):

Not Entered

Name and Relationship to Traveler:

None

Organization Information**Organization Name**

Conservative Partnership Institute

§501(c)(3) Organization Type

Public Charity

Address 2 (Optional)**Phone Number**

2028162353

Is your organization classified as a §501(c)(3)?

☒ Yes

☐ No

Address

300 Independence Ave SE

City, State Zip

Washington, District Of Columbia 20003 United States

Organization URL

History of Congressional Travel

The Conservative Partnership Institute (CPI) has regularly sponsored retreats for congressional staff at its lodge in Cambridge, MD. CPI recently sponsored travel for congressional staffers to the lodge for their participation in the Magnus, Veritas, and Intrepidus Fellowship retreats in the spring and early summer of 2025. These trips provided congressional office staff with the opportunity to engage with and learn from seasoned leaders and professionals and to be informed on issues, policy, and skills related to their positions.

Educational Activities

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 train congressional staff about leadership and legislative operations and to assist them in succeeding in their roles as staffers with management responsibilities.

Lobbyist and Foreign Agent Registration Information

Lobbyist Registration Status: *I certify that the sponsor is not a federally registered lobbyist and does 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

Signature Page

The signature page is below.

Purpose and Details

Provide a brief description of the trip.

The 2026 Magnus Fellowship Symposium offers an opportunity to educate and train congressional staff about leadership and operations and to assist them in succeeding in their roles as staffers with management responsibilities.

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 train congressional staff about leadership and operations and to assist them in succeeding in their roles as staffers with management responsibilities.

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) 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

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

- i Members and staff from the House of Representatives **will** receive invitations.

The list of invitees is below.

Travel Details

Trip Start Date/Time:
03/30/2026 @ 12:00 PM

Trip End Date/Time:
04/02/2026 @ 10:30 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

round trip, CPI owned shuttle bus

Lodging (Per Member/Officer/Employee: \$297.00)

Check-In	Check-Out	Facility	City	State	Country	Nights	Cost/Night	Cost Exceed Per Diem
03/30/2026	04/02/2026	Camp Rydin	Cambridge	Maryland	United States	3	\$99.00	No

Meals (Per Member/Officer/Employee: \$182.00)

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem
03/30/2026	\$0.00	\$0.00	\$44.00	\$0.00	\$44.00	Cambridge	Maryland	United States	No
03/31/2026	\$10.00	\$10.00	\$44.00	\$0.00	\$64.00	Cambridge	Maryland	United States	No
04/01/2026	\$10.00	\$10.00	\$44.00	\$0.00	\$64.00	Cambridge	Maryland	United States	No
04/02/2026	\$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.

PRIVATELY SPONSORED TRAVEL

SPONSOR SIGNATURE PAGE

I hereby certify that the information submitted in connection with the trip listed below is true, complete, and correct to the best of my knowledge and belief.

Trip Name: Conservative Partnership Institute Magnus Symposium
Travel Date(s): March 30 - April 2, 2026
Travel Destination(s): Cambridge, M.D.

Sponsor: ConservativePartnershipInstitute

Ed Corrigan

(printed name of sponsor representative)

President and CEO

(title)



(signature of sponsor representative)

2/18/2026

(date)

1. Austin Cromack – Senior Counsel, Sen. Jim Justice (Invited as a Congressional staffer to learn the skills to be a leader in the conservative movement on or off the hill)
2. Gavin Profitt – Health Policy Advisor, Sen. Ron Johnson (Invited as a Congressional staffer to learn the skills to be a leader in the conservative movement on or off the hill)
3. Victoria Ellington – Deputy Chief of Staff, Sen. Ted Cruz (Invited as a Congressional staffer to teach the skills to be a leader in the conservative movement on or off the hill)

**Conservative Partnership Institute's (CPI)
Magnus Fellowship Symposium
March 30-April 2, 2026**

Date: Monday, March 30, 2026

- 12:00 pm** **Depart from Washington, D.C. 20003**
- 1:30 pm** **Arrive at Cambridge, MD 21613**
- 1:30 - 3:00 pm** **Check-in and Orientation**
- 3:00 - 5:00 pm** **SESSION 1: The Landscape of the Conservative Movement**
This informative lecture gives a historical overview of the people, events, and actions that have shaped the conservative movement, and gives an overview of the current organizations that comprise the conservative movement and what functions they play in policymaking in order to help attendees be more familiar with the historical and current landscape of a policy movement.
Speaker: Ed Corrigan, President and CEO, Conservative Partnership Institute
- 5:00 - 5:30 pm** **Executive Time**
- 5:30 - 7:30 pm** **Dinner and Keynote Speaker: Understanding Congress**
This session goes through the key terms, legislative procedures, and strategies to know in order to fully understand how Congress works. Identifying terms and common legislative procedures and tactics will assist the attendees in the preparation for future congressional action.
Speaker: Ed Corrigan, President and CEO, Conservative Partnership Institute

Date: Tuesday, March 31, 2026

- 8:00 - 9:00 am** **Breakfast Buffet**
- 9:00 - 11:00 am** **Session 2: The Theory of Management**
This session, taught by a retired top ranking military official, gives an overview of management models, practices, and strategies for various organization types and management structures in order to help attendees be able to better manage their congressional offices or organizations.
Speaker: John Teichert, Brigadier General
- 11:00 - 11:30 am** **Executive Time**
- 11:30 - 12:30 pm** **Lunch & Speaker Panel: Managing Coalitions**
This panel, filled with two former and one current caucus director, will address the key ways to effectively manage coalitions and common interest groups.
Speakers: Tim Reitz, Executive Director, House Freedom Caucus; Rachel

Bovard, former Executive Director of the Senate Steering Committee; and Ed Corrigan, former Executive Director of the Senate Steering Committee

12:30 – 3:00 pm **Executive Time**

3:00 – 5:00 pm **Session 3: Official and Unofficial Lines: How to Remain Ethical**

This session features a long-time House Chief of Staff and Senate Administrative Director who will address how to manage congressional office or nonprofit organization budgets and remain ethical while wearing multiple hats.

Speakers: Mark Kelly, former House Chief of Staff and Holly Hyers, Administrative Director, Sen. Cynthia Lummis

5:00 – 6:00 pm **Executive Time**

6:00 – 7:30 pm **Dinner & Keynote Speaker: Chief's Chief**

Speaker Mark Meadows, a former White House Chief of Staff, will talk about how to navigate difficult political situations in his address.

Speaker: Hon. Mark Meadows, Former White House Chief of Staff

Date: Wednesday, April 1, 2026

8:00 – 9:00 am **Breakfast**

9:00 – 11:00 am **Session 4: Best Practices for Hiring Staff**

A former long-time House Chief of Staff will give insights on the best methods for identifying and hiring qualified staff in order to help attendees hone their recruitment and hiring skills.

Speaker: William Smith, Senior Fellow, Conservative Partnership Institute

11:00 - 11:30 am **Executive Time**

11:30 - 12:30 pm **Lunch & Keynote Speaker: Use of AI in Leadership Positions**

A CPI Fellow will address the effective uses of Artificial Intelligence in driving productivity and efficiency so that attendees can implement AI into their offices.

Speaker: JC Garrett, Senior AI Fellow, Conservative Partnership Institute

12:30 - 3:00 pm **Executive Time**

3:00 – 5:00 pm **Session 5: Leading a Healthy, Long-Term Office**

This session, led by a former House, Senate, and OMB staffer, will outline the best practices for organizing, managing, and maintaining a strong office culture in a congressional office, nonprofit organization, or the administration.

Speaker: Wesley Denton, COO, Conservative Partnership Institute

5:00 – 6:00 pm **Executive Time**

6:00 – 7:30 pm **Dinner & Keynote Speaker: Strong Leadership Matters**

Former Senator Jim DeMint will discuss the challenges of being a leader and how to succeed.

Speaker: Hon. Jim DeMint, former Representative, Senator, and current Chairman of the Conservative Partnership Institute

Date: Thursday, April 2, 2026

8:00 – 9:00 am **Breakfast & Check Out**

9:00 am **Depart from Cambridge, MD 21613**

10:30 am **Arrive in Washington, D.C. 20003**