APPENDIX A

Subject to the Nondisclosure Provisions of H. Res. 895 of the 110th Congress as Amended

OFFICE OF CONGRESSIONAL CONDUCT
UNITED STATES HOUSE OF REPRESENTATIVES

REPORT

Review No. 25-7636

The Board of the Office of Congressional Conduct (hereafter "the Board"), by a vote of no less than four members, on September 24, 2025, adopted the following report and ordered it to be transmitted to the Committee on Ethics of the United States House of Representatives (hereafter "the Committee").

SUBJECT: Representative Michael Collins

NATURE OF THE ALLEGED VIOLATION: Rep. Collins may have used congressional resources for unofficial or otherwise unauthorized purposes. If Rep. Collins used congressional resources for unofficial or otherwise unauthorized purposes, then Rep. Collins may have violated federal law, House rules, and standards of conduct.

Rep. Collins may have retained an employee who did not perform duties commensurate with the compensation the employee received. If Rep. Collins retained an employee who did not perform duties commensurate with the compensation the employee received, then Rep. Collins may have violated House rules and standards of conduct.

Rep. Collins may have discriminated unfairly by dispensing special favors or privileges by retaining an employee with whom his Chief of Staff had a personal relationship. If Rep. Collins discriminated unfairly by dispensing special favors or privileges, then Rep. Collins may have violated House rules and standards of conduct.

RECOMMENDATION: The Board recommends that the Committee further review the above allegation concerning Rep. Collins because there is substantial reason to believe that Rep. Collins used congressional resources for unofficial or otherwise unauthorized purposes.

The Board recommends that the Committee further review the above allegation concerning Rep. Collins because there is substantial reason to believe that Rep. Collins retained an employee who did not perform duties commensurate with the compensation the employee received.

The Board recommends that the Committee further review the above allegation concerning Rep. Collins because there is substantial reason to believe that Rep. Collins discriminated unfairly by dispensing special favors or privileges by retaining an employee with whom his Chief of Staff had a personal relationship.

VOTES IN THE AFFIRMATIVE: 6

VOTES IN THE NEGATIVE: 0

ABSTENTIONS: 0

MEMBER OF THE BOARD OR STAFF DESIGNATED TO PRESENT THIS REPORT TO THE COMMITTEE: Omar S. Ashmawy, Staff Director & Chief Counsel.

FINDINGS OF FACT AND CITATIONS TO LAW

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OFFICE OF CONGRESSIONAL CONDUCT
UNITED STATES HOUSE OF REPRESENTATIVES

FINDINGS OF FACT AND CITATIONS TO LAW

Review No. 25-7636

On September 24, 2025, the Board of the Office of Congressional Conduct (hereafter "the Board") adopted the following findings of fact and accompanying citations to law, regulations, rules, and standards of conduct (*in italics*).

I. INTRODUCTION

A. Summary of Allegations

1. Rep. Collins may have used congressional resources for unofficial or otherwise unauthorized purposes. If Rep. Collins used congressional resources for unofficial or otherwise unauthorized purposes, then Rep. Collins may have violated federal law, House rules, and standards of conduct.

2. Rep. Collins may have retained an employee who did not perform duties commensurate with the compensation the employee received. If Rep. Collins retained an employee who did not perform duties commensurate with the compensation the employee received, then Rep. Collins may have violated House rules and standards of conduct.

3. Rep. Collins may have discriminated unfairly by dispensing special favors or privileges by retaining an employee with whom his Chief of Staff had a personal relationship. If Rep. Collins discriminated unfairly by dispensing special favors or privileges, then Rep. Collins may have violated House rules and standards of conduct.

4. The Board recommends that the Committee further review the above allegation concerning Rep. Collins because there is substantial reason to believe that Rep. Collins used congressional resources for unofficial or otherwise unauthorized purposes.

5. The Board recommends that the Committee further review the above allegation concerning Rep. Collins because there is substantial reason to believe that Rep. Collins retained an employee who did not perform duties commensurate with the compensation the employee received.

6. The Board recommends that the Committee further review the above allegation concerning Rep. Collins because there is substantial reason to believe that Rep. Collins discriminated unfairly by dispensing special favors or privileges by retaining an employee with whom his Chief of Staff had a personal relationship.

B. Jurisdictional Statement

7. The allegations that were the subject of this review concern Rep. Collins, a Member of the United States House of Representatives from the 10th Congressional District of Georgia. The Resolution the United States House of Representatives adopted creating the Office of

Congressional Conduct ("OCC") directs that, "[n]o review shall be undertaken … by the [B]oard of any alleged violation that occurred before the date of adoption of this resolution."[1] The House adopted this Resolution on March 11, 2008.

C. Procedural History

8. The OCC received a written request for a preliminary review in this matter signed by at least two members of the Board on May 21, 2025. The preliminary review commenced on May 22, 2025.[2]

9. On May 27, 2025, the OCC notified Rep. Collins of the initiation of the preliminary review, provided him with a statement of the nature of the review, notified him of his right to be represented by counsel in this matter, and notified him that invoking his right to counsel would not be held negatively against him.[3]

10. At least three members of the Board voted to initiate a second-phase review in this matter on June 17, 2025. The second-phase review commenced on June 21, 2025.[4] The second-phase review was scheduled to end on August 4, 2025.

11. On June 23, 2025, the OCC notified Rep. Collins of the initiation of the second-phase review in this matter, and again notified him of his right to be represented by counsel in this matter, and that invoking that right would not be held negatively against him.[5]

12. The Board voted to extend the second-phase review by an additional period of fourteen days on July 22, 2025. The additional period ended on August 18, 2025.

13. The Board voted to refer the matter to the Committee for further review and adopted these findings on September 24, 2025.

14. The report and its findings in this matter were transmitted to the Committee on October 7, 2025.

15. In parallel with its review of this matter, the OCC Board initiated a distinct but factually congruent review focused on the same general allegations as they pertain to Brandon Phillips, Rep. Collins's Chief of Staff.[6] Although the two reviews commenced on the same date, involved the same facts, witnesses and many of the same legal issues, and terminated on the same date, separate reviews were conducted in recognition of the fact that the allegations

[1] H. Res. 895 of the 110th Congress § 1(e) (2008) (as amended) (hereafter the "Resolution").
[2] A preliminary review is "requested" in writing by members of the Board of the OCC. The request for a preliminary review is received by the OCC on a date certain. According to the Resolution, the timeframe for conducting a preliminary review is 30 days from the date of receipt of the Board's request.
[3] Letter from Omar S. Ashmawy, Chief Counsel and Staff Dir., Office of Cong. Conduct, to Rep. Collins (May 27, 2025).
[4] According to the Resolution, the Board must vote (as opposed to make a written authorization) on whether to conduct a second-phase review in a matter before the expiration of the 30-day preliminary review. If the Board votes for a second phase, the second phase commences the day after the preliminary review ends.
[5] Letter from Omar S. Ashmawy, Chief Counsel and Staff Dir., Office of Cong. Conduct, to Rep. Collins (June 23, 2025).
[6] The review of which Brandon Phillips was the subject was designated OCC Rev. No. 25-7735.

received by the OCC Board—if substantiated—involved potential violations of law, House rules, and standards of conduct by both Rep. Collins and Mr. Phillips.

D. Summary of Investigative Activity

16. The OCC requested documentary and/or testimonial information from the following sources:

(1) Rep. Michael Collins;
(2) Brandon Phillips, current Chief of Staff for Rep. Collins;[7]
(3) Kevin Mason, current District Director for Rep. Collins;
(4) John Ferland, former Financial Administrator in the Office of Rep. Collins;[8]
(5) Monica Burton, former Financial Assistant in the Office of Rep. Collins;[9]
(6) The Chief Administrative Officer of the House of Representatives;
(7) Witness 1;
(8) Witness 2;
(9) Witness 3;
(10) Witness 4;
(11) Witness 5;
(12) Witness 6; and
(13) Witness 7.

17. The following individuals refused to cooperate with the OCC's review:

(1) Rep. Michael Collins;
(2) Brandon Phillips;
(3) Kevin Mason;
(4) John Ferland; and
(5) Monica Burton.

18. The OCC Board notes that several witnesses—including current and former House staffers—expressed to the OCC concerns about possible retaliation for their cooperation with this review. Those concerns ranged from moderate concern about professional repercussions to strong fear of personal retaliation from Brandon Phillips, Rep. Collins's Chief of Staff. Multiple witnesses told the OCC that their fears of retaliation from Mr. Phillips stemmed at least in part from their awareness of public reporting of past violent criminal behavior by Mr. Phillips.[10] The OCC Board and staff take the concerns of those witnesses seriously. In light

[7] Pursuant to OCC Rev. No. 25-7735, the OCC sought essentially the same information from Mr. Phillips that it sought from Rep. Collins in connection with this review.
[8] Interview Transcript of Witness 3, July 25, 2025 ("Witness 3 Transcript") at 15:13-14. The Statement of Disbursements of the House for the fourth quarter of 2024 lists John O. Ferland as a "Shared Employee" who was paid by Rep. Collins's Office. *See* Statement of Disbursements of the House (October 1, 2024, to December 31, 2024) at p.754.
[9] Interview Transcript of Witness 1, July 24, 2025 ("Witness 1 Transcript") at 31:14-15. The Statement of Disbursements of the House for the fourth quarter of 2024 lists Monica L. Burton as a "Shared Employee" who was paid by Rep. Collins's Office. *See* Statement of Disbursements of the House (October 1, 2024, to December 31, 2024) at p.753.
[10] *See, e.g.*, Daniel Lippman, *GOP operative who allegedly kicked a dog hired as top aide to new congressman*, POLITICO, https://www.politico.com/news/2022/12/13/gop-operative-brandon-phillips-00073724 ("A veteran

of concerns about retaliation, the OCC has taken measures to anonymize cooperating witnesses in this Referral and Supporting Documentation.

II. REP. COLLINS'S OFFICE APPEARS TO HAVE HIRED AND PAID A DISTRICT INTERN WHO HAD A PREEXISTING PERSONAL ROMANTIC RELATIONSHIP WITH THE OFFICE CHIEF OF STAFF AND WHO DID NOT PERFORM DUTIES COMMENSURATE WITH HER COMPENSATION.

A. Applicable Law, Rules, and Standards of Conduct

19. Federal Statutes

Title 2 U.S.C. § 5341(a) states that "[t]here is established for the House of Representatives a single allowance, to be known as the 'Members' Representational Allowance', which shall be available to support the conduct of the official and representational duties of a Member of the House of Representatives with respect to the district from which the Member is elected."

Title 31 U.S.C. § 1301(a) states that "[a]ppropriations shall be applied only to the objects for which the appropriations were made except as otherwise provided by law."

20. House Rules

House Rule 23, cl. 1 provides, "A Member … or employee of the House shall behave at all times in a manner that shall reflect creditably on the House."[11]

House Rule 23, cl. 8(a) provides, "[a] Member … or officer of the House may not retain an employee who does not perform duties for the offices of the employing authority commensurate with the compensation such employee receives."[12]

21. House Ethics Manual

The House Ethics Manual explains generally that

> *official resources of the House must, as a general rule, be used for the performance of official business of the House, and hence those resources may not be used for*

Georgia Republican operative who is slated to be chief of staff for incoming Rep. Mike Collins was arrested last month for allegedly kicking a dog."); Richard Elliot, *Donald Trump's Georgia campaign executive director resigns*, WSB-TV 2 ATLANTA, https://www.wsbtv.com/news/politics/trumps-executive-director-admits-to-destroying-laptop-slashing-tires/451064406/ (noting that Mr. Phillips "was arrested in 2008" … "on battery and felony criminal damage" charges for "intentionally damag[ing] the property of (someone)" and "caus[ing] visible bodily harm to wit: cuts and bruises to the head and torso of (someone),"—but "before the case went to trial, … [Mr.] Phillips agreed to plead guilty to the lesser charges of criminal trespassing and battery."); Kristen Reed, Ryan Kruger, *Ex-Trump campaign director in Georgia has violent past*, 11 ALIVE, https://www.11alive.com/article/news/local/ex-trump-campaign-director-in-georgia-has-violent-past/85-327423276 ("In November 2008, police were called to his Atlanta home after pulling a gun on a woman. When police arrived, he told them he pointed to gun at the caller after hearing someone bang on his front door. … A few weeks later, he was arrested and charged with simple assault and battery. The charges in that case were dead docketed, a legal term where the charges are essentially put on hold, after Phillips went through pre-trial counseling.").

[11] House Rule XXIII, cl. 1.

[12] House Rule XXIII, cl. 8(a).

> *campaign or political purposes. The laws and rules referenced in this section reflect "the basic principle that government funds should not be spent to help incumbents gain reelection."*
>
> *What are the "official resources" to which this basic rule applies? Certainly the funds appropriated for Member, committee, and other House offices are official resources, as are the goods and services purchased with those funds.*
>
> *…*
>
> *The misuse of the funds and other resources that the House of Representatives entrusts to Members for the conduct of official House business is a very serious matter. Depending on the circumstances, such conduct may result in not only disciplinary action by the House, but also criminal prosecution. Moreover, while any House employee who makes improper use of House resources is subject to disciplinary action by the Standards Committee, each Member should be aware that he or she may be held responsible for any improper use of resources that occurs in the Member's office. The Standards Committee has long taken the position that each Member is responsible for assuring that the Member's employees are aware of and adhere to the rules, and for assuring that House resources are used for proper purposes.*[13]

Further, the House Ethics Manual notes:

> *Goods and Services Paid for With the Members' Representational Allowance or House Committee Funds. All expenditures by a Member from his or her Members' Representational Allowance ('MRA') – including expenditures for staff, travel, and communications – must comply with regulations issued by the Committee on House Administration. Those regulations are set forth in the Members' Handbook issued by that Committee. The Handbook provides that "[o]nly expenses the primary purpose of which [is] official and representational" are reimbursable from the MRA, and that the MRA may not pay for campaign expenses or political expenses (or any personal expenses)."*[14]

The House Ethics Manual states, with respect to compensation of any employee of the House:

> *The regulations of the Committee on House Administration require employing Members to provide monthly salary certifications for their staff. A salary may be disbursed to an employee only upon submission of a signed statement by the appropriate Member certifying that the Office of Human Resources has correctly listed the name and salary of each employee, and that the employees have certified that they have no relationship to any current Member of Congress, unless*

[13] House Committee on Ethics, House Ethics Manual (2022 Print) (hereinafter "House Ethics Manual"), at 133-34 (internal citations omitted).
[14] *Id*. at 135 (internal citations omitted).

specifically noted. Compensation may be received only for duties performed within the preceding month.

The Ethics Reform Act of 1989 amended what is now House Rule 23, clause 8, "to strengthen and broaden [Members' and officers'] accountability for the pay and performance of staff."

…

The underlying standard for the receipt of compensation by an employee of the House is that the employee has regularly performed official duties commensurate with the compensation received. The Code of Ethics for Government Service instructs every employee to "[g]ive a full day's labor for a full day's pay; giving to the performance of his duties his earnest effort and best thought." Employees are paid United States Treasury funds to perform public duties. … Funds appropriated for congressional staff to perform official duties should be used only for assisting a Member in his or her legislative and representational duties, working on committee business, or performing other congressional functions.[15]

…

Standards Committee Actions. *In one case considered by the Standards Committee in the 100th Congress, involving the misuse of clerk hire funds, the Committee found that a Member maintained an employee on the payroll of a subcommittee the Member chaired, while knowing that the employee was not coming to work. The House reprimanded the Member for, among other things, violating the Code of Official Conduct (currently clause 8 of House Rule 23).*[16]

…

Court Actions. *The Department of Justice has on four separate occasions pursued criminal charges, against two then-current and two former Members of the House, for allegedly placing persons on the congressional payroll who did not regularly perform official congressional duties but rather performed personal services or duties for or on behalf of the Members. The charges included fraud, mail fraud, perjury, and embezzlement of government funds. The sitting Members were convicted; the former Members pleaded guilty.*

In one of these cases, the United States Court of Appeals, summarizing the testimony of a House officer, stated that it is "within a congressman's discretion to define the parameters of an employee's responsibilities as long as those responsibilities related to the congressman's 'official and representative duties.'" Nevertheless, the court, in upholding the fraud conviction of the Member of Congress, stated that although the employees had performed some official services for the Member, "only a nominal percentage of [the employees'] responsibilities

[15] *Id*. at 288-89.
[16] *Id*. at 289 (internal citations omitted).

> *were congressionally related," and thus a jury had sufficient evidence to conclude that such employees were paid from clerk hire allowances "with the intention of compensating them for services rendered to the [defendant Member's private business] or the defendant." Thus, while it might have been argued that "it was a matter of [the Member's] discretion to fix their duties and salaries as congressional employees," the "defendant's representations to the House Office of Finance that the [employees] were bona fide congressional employees were fraudulent and material in violation of 18 U.S.C. § 1001."*[17]

The Ethics Manual further states, regarding the prohibition against "special favors" found in the Code of Ethics for Government Service discussed below, that "[t]he prohibition against doing any special favors for anyone in one's official capacity is a fundamental standard of conduct, and it applies to an official's conduct with regard to not only his or her spouse or other family members, but more broadly to any person."[18]

Regarding travel, the House Ethics Manual notes:

> *"Travel. Member and staff travel, including to one's district, may be paid with official funds only if the primary purpose of the trip is the conduct of official business. As a general matter, a Member or staff person, while on official travel may engage in incidental campaign or political activity, provided that no additional travel expenses are incurred as a result. However, when the primary purpose of trip is in fact the conduct of campaign or political activity, then the travel expenses must be paid with campaign funds and cannot be paid with official funds. The Members' Handbook and the Committees' Handbook issued by the Committee on House Administration include provisions on campaign activity in the course of travel paid for with House funds. Thus when a Member or staff person wishes to engage in any such activity in the course of an official trip, he or she should first review the section of the appropriate Handbook on travel and consult with the Committee on House Administration staff as necessary."*[19]

22. Code of Ethics for Government Service

The Code of Ethics for Government Service instructs every employee to

> *[g]ive a full day's labor for a full day's pay; giving to the performance of his duties his earnest effort and best thought to the performance of duties*[20]

and

> *[n]ever discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept for himself or his*

[17] *Id*. at 289-90 (internal citations omitted).
[18] *Id*. at 253-54.
[19] *Id*. at 141 (internal citations omitted).
[20] Code of Ethics for Government Service, ¶ 3.

> *family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of his governmental duties.*[21]

23. Members' Congressional Handbook

The Members' Congressional Handbook provides that:

> *Only expenses, the primary purpose of which are official and representational, and are incurred in accordance with the Handbook are reimbursable. In general: 1. The MRA may not be used to pay for: … b. any expenses related to activities or events that are primarily social in nature (including but not limited to: sporting events, theme park activities, concerts, personal events, etc.); c. any expenses related to a charity or fundraiser; d. personal expenses; e. campaign expenses; f. campaign-related political party expenses … .*[22]

The Handbook provides detailed guidance on what is and is not reimbursable in the category of travel expenses.[23] *Among the various requirements for reimbursement of travel expenses, the Members' Handbook notes that:*

> *Travel must be in support of the Member's official and representational duties to the district from which elected, and the primary purpose of the travel must be official in nature to be deemed "official travel."*
>
> *Ordinary and necessary expenses incurred by the Member, the Member's employees, and in limited circumstances, vendors, while on official travel including transportation, lodging, meals (excluding alcohol), fees (e.g., parking, tolls, ticket change fees, travel insurance, etc.), and incidental expenses are reimbursable.*
>
> *Official travel includes local travel and travel away from home overnight to conduct official and representational duties, within the United States and its territories and possessions, when returning to the duty station or residence is impractical.*
>
> *… An employee's primary duty station is either the employing Member's district or Washington, D.C., which is determined by the employee's primary residence.*[24]
>
> …
>
> *Official travel must originate and terminate in either Washington, D.C., the Member's District, or another location of official business except where otherwise stipulated in the Handbook.*

[21] *Id*., ¶ 5.
[22] *See* House Committee on House Administration, *Members' Congressional Handbook* (adopted April 30, 2024), at 5 (hereinafter "*Members' Handbook*"), available at https://cha.house.gov/_cache/files/1/d/1db10826-1c45-4262-9cc5-3b617ea0ba60/9BB060DA6353C563584F7C384AF76E94.members-congressional-handbook-04-30-24-20-.pdf.
[23] *Id*.
[24] *Members' Handbook* at 39.

> *Transportation expenses to connect to or from another official or officially connected trip is also considered official travel. Any of the connecting/linking travel must occur within the U.S. to be reimbursed with official funds, and the primary purpose of the secondary trip must be official.*
>
> *Commuting expenses (local transportation expenses incurred by the Member or employee while commuting between their residence and duty station) are not reimbursable, except in extraordinary circumstances (e.g., extreme weather conditions, staff working beyond availability of mass transit or rideshare arrangements, etc.) when authorized by the Member.*
>
> *Official travel, paid for with the MRA, may not be for personal, campaign-related political party, campaign, or committee purposes.*[25]

Regarding the compensation of interns, the Members' Congressional Handbook states that "[p]aid interns must perform services for the Member on a temporary basis as part of an educational plan. Examples of an educational plan include, but are not limited to, participation in the Intern Lecture Series, attendance at committee hearings, attendance at CRS internship training programs, etc. Each Member is responsible for determining the activities of the Member's interns consistent with these requirements."[26]

24. House Ethics Committee Guidance: Committee Reports

In July 2020, the Committee published a June 2020 Investigations Subcommittee Report (ISC) explaining: "[t]he ISC is well-aware that Members have demanding schedules that do not afford them the time to tend to the minutiae of every campaign transaction or congressional office task to ensure their campaigns and congressional offices operate in full compliance with relevant rules and laws. Members often delegate such oversight and compliance responsibilities to others … . But Members must be held to account when they know or should know of ethical violations that occur within the organizations they oversee; abdicate their duty to supervise the staff to whom they delegate substantial responsibilities; disregard concerns as they are brought to their attention; and hamstring compliance professionals by not supplying necessary information or providing false information."[27]

B. The OCC Received Multiple Submissions of Information Alleging That an Individual Paid by Rep. Collins's Office as a District Intern Did No Work for the Member's District Office.

25. A submission of information received by the OCC on September 6, 2024, alleged that

> in the final reporting period of the [2023] MRA expenditures, a "District Intern" was paid $5000 for her time as an intern. The district intern in question is Caroline

[25] *Id*. at 40.
[26] *Id*. at 8.
[27] House Committee on Ethics, Investigative Subcommittee Report, *In the Matter of Allegations Relating to Representative Laura Richardson*, 112th Cong. 2d Sess. (2012) at 3.

> Craze (Brandon Phillips [*sic*] girlfriend) and she has never worked a day in the district office; she was paid for work that was not done in the district.[28]

26. A second submission of information from another individual received on September 7, 2024, contained similar allegations. The September 7 submission alleged that

> a "District Intern" named Caroline Craze was never employed in the district office, nor ever present. She was paid $5000, and I am unsure what role she had. She is in a relationship with Brandon Phillips. To my knowledge, she is not a student in any program which would be aligned for rules for an intern.[29]

C. The OCC's Preliminary Review Found Evidence Corroborating Information in the Submissions—Including Evidence that Caroline Craze May Have Been Employed Elsewhere While She Was Being Paid as a District Office Intern for Rep. Collins.

27. An initial review of official Statements of Disbursements of the House for the fourth quarter of 2023 confirmed that an individual named Caroline H. Craze was paid $5,044.00 as a District Office Paid Intern by Rep. Collins's office between November 4, 2023, and December 31, 2023.[30]

28. The official Statements of Disbursements of the House for the fourth quarter of 2024 indicated that Caroline H. Craze was also paid $5,244.44 as a District Office Paid Intern by Rep. Collins's office between October 7, 2024, and December 5, 2024.[31]

29. The OCC's initial review of public sources identified two online profiles believed to belong to the same Caroline Craze who was paid as a District Intern for Rep. Collins. The first, a profile on the professional networking site LinkedIn.com, indicates that Ms. Craze is based in the Atlanta Metropolitan Area and worked at Cox Communications from January 2022 until at least May 28, 2025 (when the OCC last retrieved Ms. Craze's publicly available LinkedIn page).[32]

30. According to her LinkedIn profile, Ms. Craze worked as an "Internal Consultant" for Cox Communications from January 2022 until January 2024—a period that encompasses the two months in late 2023 when she was paid from Rep. Collins's Member Representational Allowance ("MRA"), ostensibly for serving as a District Intern.[33]

31. Similarly, Ms. Craze's LinkedIn profile indicated that she worked as an "Operations Management Analyst" at Cox Communications from December 2023 until at least May 28,

[28] Electronic form submission to OCC dated September 6, 2024 (on file with the OCC).
[29] Electronic form submission to OCC dated September 7, 2024 (on file with the OCC).
[30] Statement of Disbursements of the House (October 1, 2023, to December 31, 2023).
[31] Statement of Disbursements of the House (October 1, 2024, to December 31, 2024).
[32] Caroline Craze, LINKEDIN, https://www.linkedin.com/in/carolinecraze?trk=people-guest_people_search-card (copy saved May 28, 2025) (Exhibit 1 at 25-7636_0002 - 0007).
[33] *Id*.

2025—a period that encompasses the two months in late 2024 when she was paid from Rep. Collins's MRA, ostensibly for serving for a second time as a District Intern.[34]

32. If the dates of employment listed on her LinkedIn profile are accurate, they suggest that at all times during which Ms. Craze was paid for ostensible service as a District Intern, she was—according to the information on her LinkedIn profile—employed elsewhere. Indeed, if the dates are accurate, they suggest that for some period of time in December 2023, while Ms. Craze was being paid for serving for the first time as a District Intern for Rep. Collins, she was simultaneously employed in not one but two other positions at Cox Communications in Atlanta, Georgia (both an "Internal Consultant" and "Operations Management Analyst").[35]

33. The "Experience" section of Ms. Craze's LinkedIn profile did not list any period of employment with Rep. Collins, either in his District Office or his Washington, D.C. Office, in 2023 or 2024.[36] As discussed above, other roles—such as reported employment at Cox Communications—are listed under "Experience" for the time periods when Ms. Craze ostensibly served as a District Intern.

34. As detailed in Section III below, the OCC made multiple good-faith attempts to contact Ms. Craze to confirm the above employment information with her directly, but those attempts were unsuccessful.

35. Ms. Craze's full LinkedIn profile is no longer publicly viewable online, but the OCC has preserved a copy of the public profile as it appeared on May 28, 2025.

[34] *Id*.
[35] *Id*.
[36] *Id*.

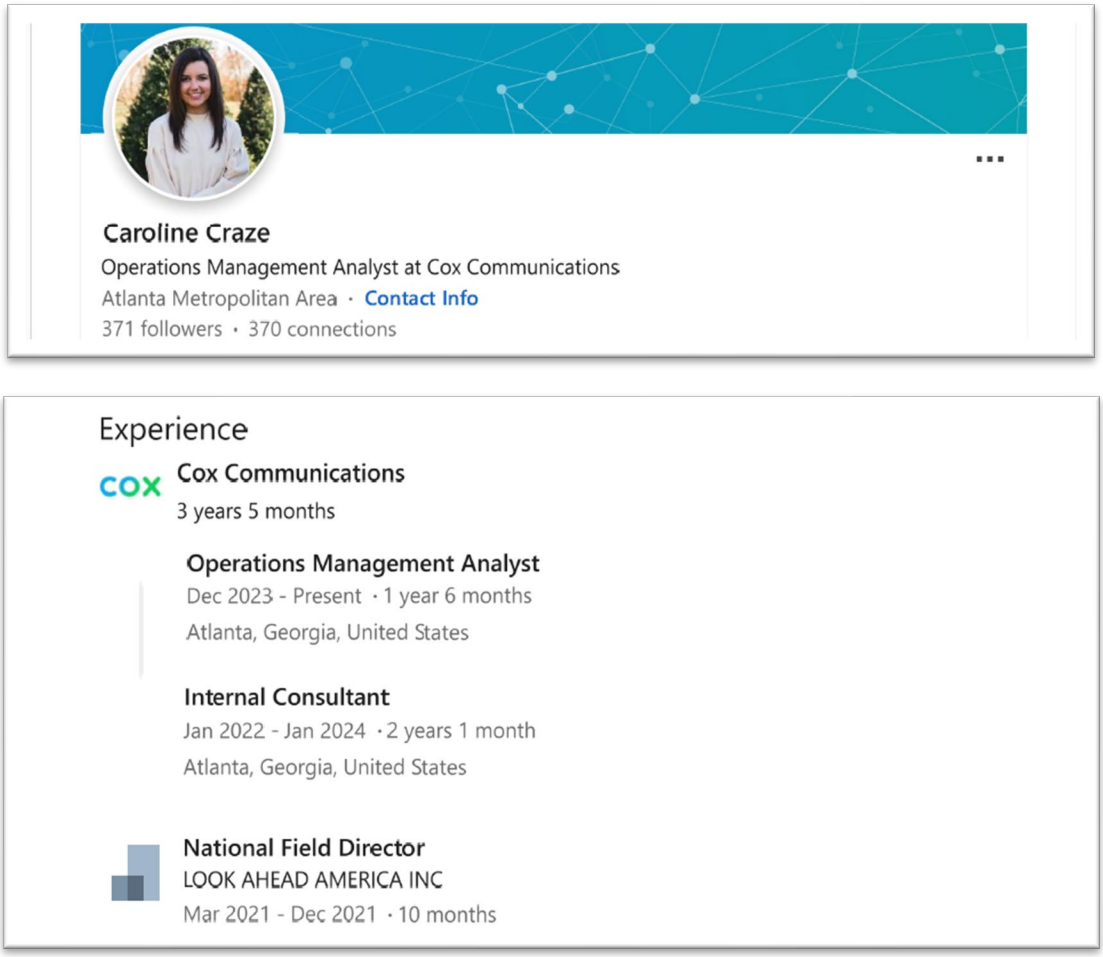


Figure 1. Excerpts of Exhibit 1, Caroline Craze's public LinkedIn profile as it appeared online on May 28, 2025.

36. The second online profile identified by the OCC is a profile on the social media platform Instagram belonging to user "@caroline_craze."[37] As of June 12, 2025, when the page was last retrieved by the OCC, Ms. Craze's Instagram profile included a profile photo consistent with the one on Ms. Craze's LinkedIn profile, as well as a photograph of Ms. Craze and an individual later identified by a witness as Brandon Phillips, Rep. Collins's Chief of Staff.[38]

37. Like Ms. Craze's LinkedIn profile, her Instagram profile is no longer publicly viewable online, but the OCC has preserved a copy of the top portion of the public page as it appeared on June 12, 2025.

[37] "caroline_craze," INSTAGRAM, https://www.instagram.com/caroline_craze/ (copy saved June 12, 2025) (Exhibit 2 at 25-7636_0014 - 0016).
[38] Witness 1 Transcript at 33:3-9.

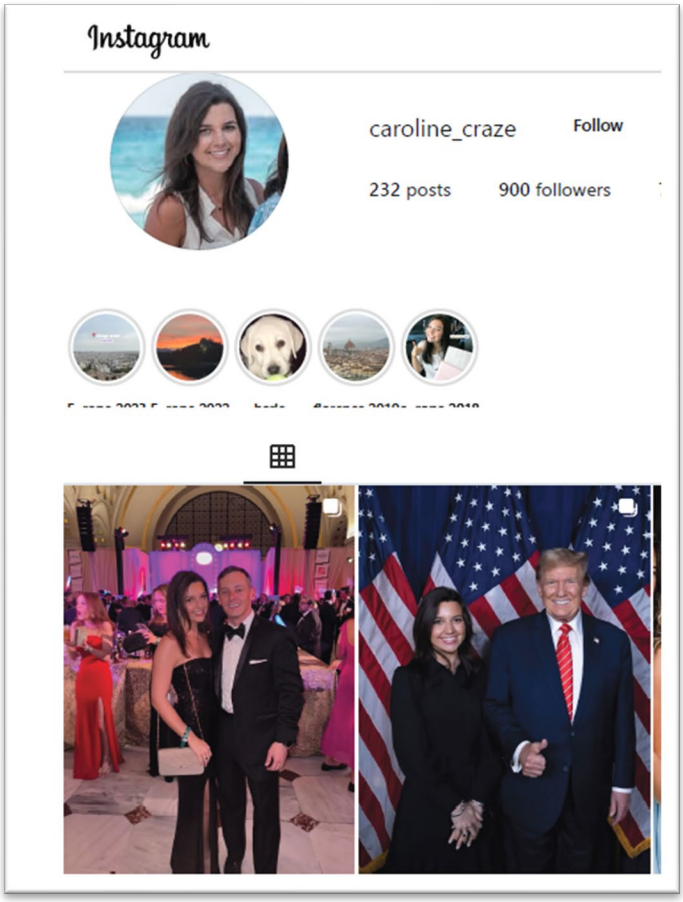


Figure 2. Excerpt of Exhibit 2, Caroline Craze's public Instagram profile as it appeared online on June 12, 2025. The posted photograph appearing in the bottom left corner of Figure 2 is of Caroline Craze and an individual witnesses identified to the OCC as Brandon Phillips, Rep. Collins's Chief of Staff.

D. Several Witnesses Corroborated the Allegation That Caroline Craze Never Worked for Rep. Collins's District Office.

38. As part of the OCC's review, the OCC spoke with seven current and former staffers of Rep. Collins's District and Washington, D.C. Offices.

39. The information provided by those witnesses—including testimony provided in formal, transcribed interviews—corroborates the allegation that Ms. Craze never performed any duties in or for Rep. Collins's District Office in 2023—despite being paid as a District Intern from November 4, 2023, to December 31, 2023.[39] The information provided to the OCC by those witnesses similarly indicates that Ms. Craze did not perform any duties in or for Rep.

[39] Statement of Disbursements of the House (October 1, 2023, to December 31, 2023).

Collins's District Office in 2024—despite being paid for a second time as District Intern from October 7, 2024, to December 5, 2024.[40]

i. Current and Former Members of Rep. Collins's District Staff Told the OCC That Caroline Craze Never Worked in Rep. Collins's District Office.

40. Of the current and former members of Rep. Collins's District Office staff the OCC spoke with, none were aware of Ms. Craze performing any duties for Rep. Collins's District Office.

41. Both Witness 1 and Witness 4 said that they first became aware of Ms. Craze when her name appeared on the Statement of Disbursements of the House for the fourth quarter of 2023.[41] According to Witness 1, the Statement of Disbursements "said she was a [D]istrict [I]ntern. And so right away we started asking questions among the [D]istrict staff. Do we know who this person is?"[42] The conclusion among Rep. Collins's District staff at the time was that "[n]obody had heard of her. And we determined that she had never done a district internship in our office."[43]

42. Witness 4 recalled a similar reaction to encountering Ms. Craze's name listed in the Statement of Disbursement as a paid intern: "… I kind of did some mental digging to remember who had been in the office. … And so I kind of did a mental inventory and tried to remember this person, and I had no recollection."[44] Witness 4 also stated, "I recognized all the other names, and that's why that one stood out."[45]

43. When asked directly if they had ever worked with Ms. Craze in any capacity, Witness 1—who indicated that they routinely interacted with the District Office's interns—said, "No, I did not. I've never met her. … I've never spoken to her. I've never communicated to her. I've never seen her in person."[46] When asked if anyone had ever told them that Ms. Craze came into the District Office to do work there, Witness 1 responded, "She did not come into the [D]istrict [O]ffice to do work."[47] Witness 1 also noted that District Interns "were not remote workers" and that they "came in person."[48]

44. Three other witnesses—who, like Witness 1, worked in Rep. Collins's District Office during the periods in 2023 and 2024 when Ms. Craze was paid as a District Intern—all asserted that they were unaware of Ms. Craze ever working for the Office.

[40] Statement of Disbursements of the House (October 1, 2024, to December 31, 2024).
[41] Witness 1 Transcript at 18:15-19 ("I first heard of her name when I saw her on the members – what is it – disbursement, financial disbursements for the end of the year. And it showed that she was a district intern and getting paid."); Witness 4 Transcript at 16:21 – 17:7 ("I – the first time that I saw the name was on an MRA report, and I did not recognize it at the time … .").
[42] Witness 1 Transcript at 19:21 – 20:1.
[43] *Id*. at 20:17-19.
[44] Witness 4 Transcript at 17:1-7.
[45] *Id*. at 23:15-16.
[46] Witness 1 Transcript at 24:8-14.
[47] *Id*. at 28:12-13.
[48] *Id*. at 18:2-10.

45. Witness 7—who worked in Rep. Collins's District Office during both periods when Ms. Craze was paid as a District Intern—told the OCC that they had never seen Ms. Craze in the District Office, nor had they ever seen Ms. Craze sending, receiving, or being looped into any e-mail messages with other staffers.[49]

46. When Witness 4 was asked if they were "aware of any work that Caroline Craze did" for either Rep. Collins's District Office or his D.C. Office, they said, "No. None in the [D]istrict."[50]

47. When they first spoke with the OCC, Witness 6 said that they had never heard of an intern named Caroline Craze.[51] Witness 6 also noted that the name did not appear on a list of interns maintained by District Office staff.[52]

48. The OCC received and reviewed copies of an Excel spreadsheet that District staff used to track interns hired by the District Office in 2023 and 2024.[53] Witness 1 said that they believed the spreadsheet listed all those who served as interns with Rep. Collins's District Office in 2023 and 2024.[54] Ms. Craze's name does not appear on the list.[55]

ii. <u>According to Current and Former Staffers in Rep. Collins's D.C. Office, Caroline Craze Also Did Not Serve as an Intern in Their Office.</u>

49. Although several witnesses indicated that Ms. Craze may have had a limited role supporting some work carried out by Rep. Collins's staff in 2023 and 2024, current and former staffers who worked in his Washington, D.C. Office while Ms. Craze was on Rep. Collins's payroll told the OCC that she never served as a D.C. intern—which, like the District Intern position, was an in-person position.[56]

50. Witness 2, a former member of Rep. Collins's D.C. staff, told the OCC that they had met Ms. Craze in the Washington D.C. Office, estimated that Ms. Craze had been to that office "five or six times,"[57] and said they recalled meeting Ms. Craze in 2023 when she "came up one

[49] OCC Staff Memorandum of Call with Witness 7 on June 2, 2025 (on file with the OCC).
[50] Interview Transcript of Witness 4, August 1, 2025 ("Witness 4 Transcript") at 22:13-18. Witness 4 went on to note that they had "no information regarding the day-to-day duties of what was happening in … D.C.," but they acknowledged that Ms. Craze was not among the D.C. staff who they knew to expect "would be answering the phone regularly or who to expect an email message from." Witness 4 Transcript at 22:18 – 23:9.
[51] OCC Staff Memorandum of Call with Witness 6 on July 9, 2025 (on file with the OCC).
[52] *Id*. On a subsequent call with the OCC, Witness 6 claimed that the OCC had not asked about "Caroline" Craze but had instead asked about a "Carolyn" Craze. Witness 6 claimed not to know anyone by the latter name, but suggested there was a possibility that "Caroline" Craze might be a person they had met at a dinner. In any event, because Witness 6 did not claim to know of a District Intern by either name, and because the name "Caroline" Craze does not appear on the intern list discussed above, the OCC is inclined to credit Witness 6's statements on their first call with the OCC. OCC Staff Memorandum of Call with Witness 6 on June 22, 2025 (on file with the OCC).
[53] *See* District Intern Spreadsheet (2023 – 2024) (Exhibit 3 at 25-7636_0018).
[54] Witness 1 Transcript at 61:8-22.
[55] *See* District Intern Spreadsheet (2023 – 2024) (Exhibit 3 at 25-7636_0018).
[56] *See* Interview Transcript of Witness 2, July 25, 2025 ("Witness 2 Transcript") at 11:2 (stating regarding Rep. Collins's interns that "they were all in person"); Witness 3 Transcript at 12:13-14 ("In DC, it's an in-person position, yeah.").
[57] Witness 2 Transcript at 12:19.

time to help us when the [C]ongressman was running for the vice chair race, and it was all hands on deck. She came up, helped us stuff some envelopes and things … ."[58] However, Witness 2 then noted that Ms. Craze had been assisting "in her capacity as Brandon Phillips'[s] girlfriend"[59] and that they "only remember her up there, maybe two days."[60] Witness 2 further noted, "I found out significantly later from the [D]eputy [C]hief of [S]taff that she was an intern in the District office."[61]

51. Witness 3, a current member of Rep. Collins's D.C. staff, told the OCC that Mr. Phillips "did mention one time she [Ms. Craze] was helping us out with some communication stuff, so social media content and whatnot."[62] However, when asked where Ms. Craze interned, Witness 3 responded, "I believe it was the District because she didn't intern up here."[63] When asked if they had any interactions with Ms. Craze when she was on Rep. Collins's payroll, Witness 3 stated, "Not in an official capacity, no. I didn't supervise her or give her any work to do."[64]

52. Witness 1—who worked in Rep. Collins's District Office during the periods in 2023 and 2024 when Ms. Craze was paid as a District Intern—said they had been told by Witness 3 that Ms. Craze "did work in the D.C. [O]ffice during the week leading up to the election of House leadership following the domino effect that took place when Speaker Mike Johnson got that position,"[65] and that they heard Ms. Craze "was helping with social media as well."[66] However, Witness 1 also noted that Ms. Craze "was not a regular presence that I'm aware of" in Rep. Collins's D.C. Office.[67] Witness 1 also seemed to cast some doubt on the claim that Ms. Craze was "helping with social media" when they told the OCC that "everybody knew that Brandon [Phillips] very much controls social media. I mean, he's large and in charge with … that [M]ember's tweets."[68]

53. Witness 5, another former member of Rep. Collins's D.C. staff whose tenure included the months in 2023 when Ms. Craze was being paid as a District Intern, told the OCC that they were not aware of any work done by Ms. Craze (and that, to their knowledge, Ms. Craze was not an employee and never received a staff badge).[69]

54. Witness 7 said they thought the first time Ms. Craze was hired, the understanding was that she was helping with a House membership leadership race that Rep. Collins was involved in,

[58] *Id*. at 13:9-13.
[59] *Id*. at 13:13-14.
[60] *Id*. at 14:12-13.
[61] *Id*. at 13:14-17.
[62] Witness 3 Transcript at 16:19-21.
[63] *Id*. at 13:13-14.
[64] *Id*. at 13:21-22.
[65] Witness 1 Transcript at 24:22 – 25:3.
[66] *Id*. at 27:3-4.
[67] *Id*. at 28:22.
[68] *Id*. at 27:4-7.
[69] OCC Staff Memorandum of Call with Witness 5 on June 25, 2025 (on file with the OCC).

and that the second time she was hired, Ms. Craze was supposed to be helping with communications.[70]

iii. Based on Information Provided to the OCC by Current and Former Staffers, Caroline Craze Did Not Fit the Usual Profile of an Intern in Rep. Collins's District or D.C. Offices, and She Does Not Appear to Have Been Hired Through the Usual Process.

55. There appear to be significant differences between Ms. Craze's hiring and that of other interns.

56. First, as discussed above, current and former District staffers told the OCC that Ms. Craze never came to the District Office while she was on Rep. Collins's payroll ostensibly for serving as a District Intern—which was an in-person position.[71] And although several current and former D.C. and District staffers indicated that Ms. Craze may have had a limited role supporting some work that was carried out by Rep. Collins's staff in 2023 and 2024—including work in Washington, D.C.—none indicated that she worked in-person from the D.C. Office, which would have been required of a D.C.-based intern.[72]

57. Second, according to current and former staffers, all of Rep. Collins's District Interns were students,[73] and his D.C. Interns were students or recent graduates.[74] Witness 1 specifically noted that Rep. Collins's District Interns "were normally students at UGA, which is in Athens," near the District Office.[75] According to her LinkedIn profile, Ms. Craze—who was classified as a "District Office Paid Intern" by Rep. Collins's Office—was not a student in 2023 or 2024, having graduated from Auburn University in 2020.[76]

58. Third, according to Witness 1 and Witness 4, District Interns were not paid,[77] whereas Ms. Craze was paid $5,044.00 for serving as a "District Office Paid Intern" for approximately two months in 2023,[78] and another $5,244.44 for serving in that role for approximately two months in 2024.[79]

59. Fourth, according to Witness 1 and Witness 4, Ms. Craze's hiring does not appear to have followed the usual process that the District Office used to hire interns. Witness 1 told the

[70] OCC Staff Memorandum of Call with Witness 7 on June 2, 2025 (on file with the OCC).
[71] *See* Section II.D.i.
[72] *See* Section II.D.ii.
[73] *See* Witness 1 Transcript at 10:19-20 ("I believe they're – they were all students."); Witness 4 Transcript at 13:9 ("They were all students.").
[74] *See* Witness 2 Transcript at 7:17-19 ("Most of them were students, I believe. I think we had a couple that were recent graduates."); Witness 3 Transcript at 8:9-13 ("Interns? Generally speaking, they're college students or someone maybe who just recently graduated potentially, and they're looking for a job on the Hill or they, you know, just have an interest in this area generally.").
[75] Witness 1 Transcript at 10:6-7.
[76] Caroline Craze, LINKEDIN, https://www.linkedin.com/in/carolinecraze?trk=people-guest_people_search-card (copy saved May 28, 2025) (Exhibit 1 at 25-7636_0006).
[77] Witness 1 Transcript at 12:12-13 ("But we did not, to my knowledge, pay any of our [D]istrict [I]nterns during Mike Collin'[s] term."); Witness 4 Transcript at 21:12-13 ("… none of them were paid in our [D]istrict [O]ffice.").
[78] Statement of Disbursements of the House (October 1, 2023, to December 31, 2023).
[79] Statement of Disbursements of the House (October 1, 2024, to December 31, 2024).

OCC that the hiring of District Interns was the responsibility of the then-Deputy District Director, Kevin Mason, and a Staff Assistant who "would work a little bit more closely with those interns," and they "were involved with interviewing and selecting them."[80] As to the hiring process itself, it was up to those two individuals

> whether they communicated with UGA about the need and advertised it among students, or whether those students simply found their way to us through our online application. But prior to the semester that we were seeking internships, they would review those applications, they would reach out to them, they would schedule an interview, and then they would select the ones that they wanted and set up a schedule for them.[81]

60. Witness 4 provided additional detail about the usual hiring process for District Interns:

> There was an application period where they would gather the applicants. Typically, there would be either an in-person interview or a Zoom meeting or a virtual – I don't know if it was Zoom, what platform. But we would often hear we have great prospects; we just finished with this person, you know; we actually have multiple to choose from; we're going to go with these two for this semester.[82]

61. Given that Ms. Craze's name does not appear on the intern list that the District Office maintained, that Witness 1 and Witness 4 told the OCC they first learned her name when they saw it on the Statement of Disbursements of the House in the fourth quarter of 2023, and that none of the District staff "had heard of her"[83] in late 2023 or early 2024[84]—it does not appear that Ms. Craze's hiring went through the usual process (or the individuals responsible for hiring District Interns).

62. Fifth, as detailed in the next sub-section, several current and former staffers told the OCC that Ms. Craze had a personal romantic relationship with Mr. Phillips, Rep. Collins's Chief of Staff, that predated her hiring by Rep. Collins's Office.

iv. Several Witnesses Understood That Caroline Craze Had a Preexisting Personal Romantic Relationship with Brandon Phillips, Rep. Collins's Chief of Staff, Who May Have Been Directly Involved in Her Hiring.

63. When asked how they knew Ms. Craze, Witness 2 said they had been introduced to her as "the Chief of Staff Brandon Phillips'[s] girlfriend."[85] Similarly, Witness 3 said, "I've known her on and off because she's my – our [C]hief of [S]taff's girlfriend. So, I met her early on when we took office, when she was up here, and I've seen her various times … ."[86] Witness 1, who first learned of Ms. Craze when they saw her name listed on the Statement of Disbursements of the House, said, "… months later, I heard through some friends that she

[80] Witness 1 Transcript at 11:20-22.
[81] *Id*. at 13:9-17.
[82] Witness 4 Transcript at 13:19 – 14:5.
[83] Witness 1 Transcript at 20:17.
[84] *See id*. at 21:17-18.
[85] Witness 2 Transcript at 12:4-5.
[86] Witness 3 Transcript at 13:2-5.

was the girlfriend of our [C]hief of [S]taff, Brandon Phillips."[87] Witness 4 told the OCC that they formed their own conclusion that Ms. Craze and Mr. Phillips were in a relationship based on photographs they saw on social media.[88]

64. As noted above, those statements appear to be supported by at least one photograph of Mr. Phillips and Ms. Craze posted to her Instagram profile.[89] Recent public reporting has also described a romantic relationship between Ms. Craze and Mr. Phillips.[90]

65. According to the Employee Handbook for Rep. Collins's Office, "[t]he Deputy Chief of Staff will manage the intern program for the Office of Representative Mike Collins," and although "[d]aily tasks and responsibilities will be coordinated with the interns [*sic*] 'site manager' … [a]ll H.R. responsibilities, hiring, and references will be handled by the Deputy Chief of Staff in conjunction with the interns [*sic*] 'site manager.'"[91]

66. In apparent contrast with that organization structure, information provided by two witnesses suggests that Mr. Phillips may have been directly involved in hiring and supervising Ms. Craze. Witness 1 claimed that they were told by Witness 3 that Ms. Craze "reported to Brandon [Phillips]."[92] When interviewed by the OCC, Witness 3 seemed to acknowledge that Mr. Phillips was involved in hiring Ms. Craze. When asked who would have been involved in Ms. Craze's hiring, Witness 3 said, "I would imagine that if the District [O]ffice was involved, I don't know, but Brandon [Phillips] and whoever filed the paperwork, which was probably our financial advisor at the time or financial administrator, John F[erland]."[93]

67. Rep. Collins and Mr. Phillips declined to respond to formal Requests for Information from the OCC seeking information and documents concerning the hiring of Ms. Craze and any work that she performed for Rep. Collins's District Office in 2023 and 2024.

68. Based on the information described above in Sections II.B through II.D, the Board finds that there is substantial reason to believe each of the allegations outlined above as they pertain to the hiring of Ms. Craze.

[87] Witness 1 Transcript at 19:8-10.
[88] Witness 4 Transcript at 18:3-10 ("I found that on my own, just trying to figure out who she was. … And I Googled her name and came across her social profile and recognized Brandon Phillips in photos with her."); *id*. at 18:13-18 ("I knew he had a girlfriend, because he had mentioned it. He was going to stay with his girlfriend in – in Atlanta at a – at a Christmas lunch. The pictures show them, you know, close together, arm-in-arm, not a typical professional photo.").
[89] "caroline_craze," INSTAGRAM, https://www.instagram.com/caroline_craze/ (copy saved June 12, 2025) (Exhibit 2 at 25-7636_0014).
[90] *See, e.g.*, Jon Michael Raasch, *Scandal rocks Congress as top aide is caught in outrageous plot with his much-younger girlfriend: 'The nerve!'*, DAILY MAIL, July 30, 2025, https://www.dailymail.co.uk/news/article-14952099/Scandal-rocks-Congress-aide.html.
[91] *See* U.S. House of Representatives Employee Handbook for the Office of U.S. Representative Mike Collins Serving Georgia's 10TH District | Updated: January 23, 2023 (Exhibit 4 at 25-7636_0090).
[92] Witness 1 Transcript at 24:1-2.
[93] Witness 3 Transcript at 15:9-14.

69. With regard to Rep. Collins's responsibility in the hiring of Ms. Craze, House Rules and precedent are clear. A member must provide reasonable oversight of their office.[94] Accordingly, either Rep. Collins was aware of Mr. Phillips's actions, or he so thoroughly delegated his authority over the office that he was nevertheless in violation of House Rules, precedent, and Committee on Ethics guidance.[95]

E. The Same Submissions That Made Allegations Regarding the Hiring of Caroline Craze Also Raised Other Questions About the Conduct of Rep. Collins's Chief of Staff.

70. In addition to the allegations concerning the hiring of Ms. Craze, the submissions the OCC received also alleged that Mr. Phillips has misused Rep. Collins's MRA funds.

i. The Submissions Allege That Rep. Collins's Chief of Staff May Have Used MRA Funds for Non-Official Travel-Related Expenses, Including Personal and Campaign-Related Expenses.

71. A submission of information received on September 6, 2024, alleged that Mr. Phillips, Rep. Collins's Chief of Staff,

> has abused the MRA throughout his tenure as CoS [Chief of Staff]. Mr. Phillips does not have a home and uses MRA funds to pay for hotels, meals and travel to and from Georgia and DC, paying for hotels in each location despite his duty station being that of Washington, DC. When he travels to Georgia he is not always traveling in support of the member but for personal or campaign related events. There may be some instances when travel was made in support of the member but overall, Mr. Phillips travels to Georgia for personal or campaign reasons.[96]

72. The second, separate submission of information received on September 7, 2024, contained similar allegations. The September 7 submission alleged that

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[94] *See, e.g.*, House Committee on Ethics, Investigative Subcommittee Report, *In the Matter of Allegations Relating to Representative Laura Richardson*, 112th Cong. 2d Sess. (2012) at 3 ("… Members must be held to account when they know or should know of ethical violations that occur within the organizations they oversee; abdicate their duty to supervise the staff to whom they delegate substantial responsibilities; disregard concerns as they are brought to their attention; and hamstring compliance professionals by not supplying necessary information or providing false information."); s*ee also* House Ethics Manual at 134 ("The misuse of the funds and other resources that the House of Representatives entrusts to Members for the conduct of official House business is a very serious matter. ... The Standards Committee has long taken the position that each Member is responsible for assuring that the Member's employees are aware of and adhere to the rules, and for assuring that House resources are used for proper purposes." (citing House Comm. on Standards of Official Conduct, *In the Matter of Rep. E.G. "Bud" Shuster*, H. Rep. 106-979, 106th Cong., 2d Sess. 31 (2000); House Comm. on Standards of Official Conduct, *Statement Regarding Complaints Against Rep. Newt Gingrich*, 101st Cong., 2d Sess. 60, 165-66 (1990); House Comm. on Standards of Official Conduct, *In the Matter of Rep. Austin J. Murphy*, H. Rep. 100-485, 100th Cong., 1st Sess. 4 (1987))).

[95] Here, House Rule 23, cl. 8(a) in particular provides, "[a] Member … or officer of the House may not retain an employee who does not perform duties for the offices of the employing authority commensurate with the compensation such employee receives."

[96] Electronic form submission to OCC dated September 6, 2024.

> Firstly, this is evident in the quarterly release of the statements of disbursement. His [Mr. Phillips's] home address is listed in Georgia, but it is unknown if he actually resides there. Mr. Phillips spends an exorbitant amount of the MRA on travel expenses that are not in benefit of the member. His duty station is the D.C. office and he has charges from hotels, flights, and other accommodations each week going from D.C. to GA.[97]

ii. Although Relatively High, Mr. Phillips's Reimbursed Travel-Related Expenses Appear to Fall into Allowable Categories.

73. According to records reviewed by the OCC, Rep. Collins's office spent approximately $131,000 in MRA funds on travel in 2023.[98] Of that amount, $70,760.63 was spent on travel by Mr. Phillips.[99] Lodging comprised the majority of Mr. Phillips's travel expenses ($42,654.83), with the next largest amounts spent on airfare ($22,266.20) and taxis or rideshares ($4,713.94).[100]

74. The OCC reviewed official Statements of Disbursements of the House and found that, in the first quarter of calendar year 2023, Mr. Phillips's travel expenses were $7,986.06—or approximately half—of the $16,573.38 total travel expenses of Rep. Collins's office.[101] In the second quarter, Mr. Phillips's travel expenses were $26,400.40 of the $41,232.62 office total.[102] In the third quarter, Mr. Phillips's travel expenses were $14,700.34 of the $31,900.97 office total.[103] In the fourth quarter, Mr. Phillips's travel expenses were $21,673.83 of the $41,692.90 office total.[104]

75. When compared with the travel spending of other Member offices, the approximately $130,000 that Rep. Collins's office spent on travel in 2023 ranked 33rd among all Members. A sample analysis of MRA travel disbursements for five other Members' chiefs of staff in southeastern states—Georgia, South Carolina, Florida, Alabama, and North Carolina—suggests that the approximately $70,000 spent on travel by Mr. Phillips is relatively high. The sampled chiefs of staff for freshmen Members in the same region of the country spent between approximately $3,300 and $8,500 on travel in 2023.

76. For the calendar year 2024, Mr. Phillips's travel expenses were $18,205.10 of the office's $43,010.27 first quarter total;[105] $21,680.39 of the $44,459.33 second quarter total;[106]

[97] Electronic form submission to OCC dated September 7, 2024.
[98] Statements of Disbursements of the House (January 1, 2023, to December 31, 2023).
[99] *Id*.
[100] *Id*.
[101] Statement of Disbursements of the House (January 1, 2023, to March 31, 2023).
[102] Statement of Disbursements of the House (April 1, 2023, to June 30, 2023).
[103] Statement of Disbursements of the House (July 1, 2023, to September 30, 2023).
[104] Statement of Disbursements of the House (October 1, 2023, to December 31, 2023).
[105] Statement of Disbursements of the House (January 1, 2024, to March 31, 2024).
[106] Statement of Disbursements of the House (April 1, 2024, to June 30, 2024).

$10,097.92 of the $24,402.71 third quarter total;[107] and $8,542.29 of the $21,030.99 fourth quarter total[108]—amounts roughly similar to his travel-related expenses in 2023.

77. According to the official Statements of Disbursement reviewed by the OCC, Mr. Phillips's travel expenses included "lodging," "taxi/ride share," "airfare commercial transport," "meals," "wi-fi on travel," and "parking."[109] Such expenses fall within categories that are, at least on their face, reimbursable under the rules, namely, "transportation, lodging, meals (excluding alcohol), fees (e.g., parking, tolls, ticket change fees, travel insurance, etc.), and incidental expenses."[110]

iii. Information Provided by Witnesses Raised Other Questions About the Permissibility of the Chief of Staff's Travel Expense Reimbursements That the OCC Could Not Conclusively Answer Without Cooperation from Mr. Phillips and Rep. Collins.

78. On the other hand, information provided by witnesses and documents reviewed by the OCC raise questions about where Mr. Phillips's official duty station was during 2023 and 2024, whether that designation reflected the reality of his work for Rep. Collins, and, ultimately, whether Mr. Phillips's expensing of travel to and lodging in Washington, D.C. was appropriate.

79. Based on reimbursement records the OCC has reviewed, Mr. Phillips was routinely reimbursed for travel to and lodging in Washington, D.C.[111] That necessarily implies that, contrary to the information in the submissions, Mr. Phillips's duty station was Rep. Collins's District. (Under House rules, an employee can only be reimbursed for travel "away from home"—that is, their residence or duty station—and "[a]n employee's primary duty station is either the employing Member's district or Washington, D.C., which is determined by the employee's primary residence.[112])

80. According to Witness 1, the Employee Handbook in Rep. Collins's Office similarly envisions that "[a]ll staff are D.C. or [D]istrict [staff]. You're assigned a duty station, one of those two."[113] Witness 1 stated that they believed that Mr. Phillips's primary duty station

[107] Statement of Disbursements of the House (July 1, 2024, to September 30, 2024).
[108] Statement of Disbursements of the House (October 1, 2024, to December 31, 2024).
[109] Statements of Disbursements of the House (January 1, 2023, to December 31, 2023).
[110] *Members' Handbook* at 42.
[111] *See, e.g.*, Brandon Phillips Lodging and Uber Sept 6-15 | Expense Report #104457 | Expensed By: Brandon Phillips" (including lodging expenses at the Courtyard by Marriott Washington Capitol Hill Navy Yard (Exhibit 5 at 25-7636_0095).; Brandon Phillips September 18 through 22 | Expense Report #105834 | Expensed By: Brandon Phillips" (including lodging expenses at the Residence Inn Capitol Hill/Navy Yard and AC Hotels by Marriott Capitol Hill/Navy Yard (Exhibit 6 at 25-7636_0104 - 0105); Brandon Phillips - Flights September | Expense Report #107865 | Expensed By: Brandon Phillips (including airfare expenses between Washington, D.C. and Atlanta, Georgia) (Exhibit 7 at 25-7636_0113 - 0116). "Approvers" listed on those expense reports included Mr. Phillips, John Ferland, and Monica Burton.
[112] *Members' Handbook* at 29.
[113] Witness 1 Transcript at 59:3-4. Witness 1 was asked about a section of the Employee Handbook that read in part, "Occasionally, D.C. staff may travel to the district and district staff may travel to Washington, D.C. for official purposes." The Employee Handbook does not seem to allow for any other category of staff. *See* U.S. House of Representatives Employee Handbook for the Office of U.S. Representative Mike Collins Serving Georgia's 10TH

was technically Rep. Collins's District,[114] but when asked where Mr. Phillips was based, Witness 1 told the OCC that Mr. Phillips "always worked out of D.C."[115] When asked if Mr. Phillips "ever" worked out of the District Office, Witness 1 answered simply, "No."[116] It was Witness 1's understanding that Mr. Phillips "would fly each week back and forth [f]rom Georgia to D.C."[117]

81. Although they said they were not aware of the specific purposes of the trips for which Mr. Phillips was reimbursed from Rep. Collins's MRA, Witness 1 suggested it seemed improper for Mr. Phillips to be reimbursed for all of his travel to Washington, D.C. When asked if they were aware of the specific purpose of any trip Mr. Phillips took, Witness 1 said, "No, not specifically. But I guess I'm saying that … when Congress was in session, during the week he was in D.C. And when that week – work week was over, he would fly back to wherever it is he resided."[118] And when asked if they were aware of Mr. Phillips being reimbursed from the MRA for campaign travel, Witness 1 said they were "not privy. … All I know is if you're looking at those financials, there's a lot attributed to his travel and accommodations."[119]

82. Witness 1 and Witness 7 both acknowledged that, in theory, a House chief of staff can live in their Member's district, but they did not think that was the situation with Mr. Phillips. For example, Witness 1 said that although they knew that chiefs of staff can be "district-based," in their experience those chiefs are "very much *in*" their district—whereas Mr. Phillips was rarely in Rep. Collins's District.[120] Witness 7 similarly noted to the OCC that it is not unheard of for a chief of staff to live in a Member's district, but even when Mr. Phillips was in Rep. Collins's District, he rarely came to the office. Witness 7 could recall seeing Mr. Phillips in the District Office only three or four times in 2023 and 2024, and two of those occasions were office Christmas parties.[121]

83. Witness 4 made substantially similar statements to the OCC regarding where Mr. Phillips worked. When asked where Mr. Phillips was based, Witness 4 said, "I have no idea. His primary duties were to D.C., but I don't know where his home of record was."[122] When asked what they based that on, Witness 4 said, "He was there in DC., in the office, managing the D.C. offic[e], and I may have seen him in the office, the [D]istrict [O]ffice, four of five times" between 2023 and 2024.[123]

84. When asked where Mr. Phillips was based, Witness 3, a member of Rep. Collins's D.C. staff, also seemed to indicate that Mr. Phillips worked a majority of the time in Washington, D.C.,

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District | Updated: January 23, 2023. (Exhibit 4 at 25-7636_0042). When asked if there was any other category, Witness 1 said, "Nope." Witness 1 Transcript at 59:6.

[114] OCC Staff Memorandum of Call with Witness 1 on June 24, 2025 (on file with the OCC).

[115] Witness 1 Transcript at 34:7.

[116] Witness 1 Transcript at 34:10.

[117] *Id*. at 34:17-18.

[118] *Id*. at 35:14-18.

[119] *Id*. at 37:10-14.

[120] OCC Staff Memorandum of Call with Witness 1 on June 24, 2025 (on file with the OCC).

[121] OCC Staff Memorandum of Call with Witness 7 on June 2, 2025 (on file with the OCC).

[122] Witness 4 Transcript at 24:6-8.

[123] *Id*. at 24:11-14.

despite not living there. Witness 3 said that Mr. Phillips "comes up to [D.C.] when we're in session" but "lives in Georgia."[124] When asked where Mr. Phillips worked when not in Rep. Collins's D.C. Office—"is he typically working from his place in South Georgia or Florida, or is he in the District primarily?"—Witness 3 said, "I couldn't tell you that. I don't know exactly where he works. He doesn't report to me on where he is."[125]

85. Whereas the statements of Witness 1 and Witness 3, as well as the records of reimbursements that the OCC reviewed, suggest Mr. Phillips's official duty station would have been Rep. Collins's District, Witness 2 said Mr. Phillips was based in Washington, D.C.[126]

86. Witnesses generally seemed to agree that Mr. Phillips did not primarily reside in Washington, D.C., but they differed as to where they thought he might live. Witness 7 said they previously thought Mr. Phillips lived in Washington, D.C., but are now not sure.[127] Witness 1 said, "[h]is residence is, like, in North Florida, I believe, or South Georgia, somewhere down there. Plus, there may be somewhere that he's [staying] in Atlanta."[128] (For reference, Rep. Collins's District is in northeastern Georgia, east of Atlanta.) Witness 3 stated, "I think he's got – I can't remember the name of the town that he's from – but he's got a house somewhere in South Georgia, and then I know he's – I think he might stay with his girlfriend in Atlanta sometimes. But I don't – I don't know exactly where he lives. … I know he's got a house. … I was just saying that I know that he stays in Atlanta, has a house in South Georgia, and from what I understand, maybe a house in Tallahassee as well in Florida. But I don't know how often he spends in each of those places."[129] Witness 4 said they did not know where the Chief of Staff resided when he was not working from Washington, D.C.[130]

87. The OCC has identified property records that appear to be consistent with witness statements that Mr. Phillips may own property in northern Florida[131] and southern Georgia,[132] and Mr. Phillips did seek reimbursement from Rep. Collins's MRA for travel to those areas on multiple occasions. For example, Mr. Phillips was reimbursed for Delta Airlines itineraries between Tallahassee, Florida, and Washington, D.C. (with a connection in Atlanta, Georgia) in June 2023.[133] In another instance, Mr. Phillips was reimbursed for "Private Auto Mileage" for a round trip from his address in Whigham, Georgia, to Rep. Collins's District

[124] Witness 3 Transcript at 19:6-7.
[125] *Id*. at 20:21 – 21:1.
[126] Witness 2 Transcript at 16:1.
[127] OCC Staff Memorandum of Call with Witness 7 on June 2, 2025 (on file with the OCC).
[128] Witness 1 Transcript at 34:13-15.
[129] Witness 3 Transcript at 19:9-14, 19:19, 20:2-7.
[130] Witness 4 Transcript at 26:13.
[131] Leon County, Florida, Property Record (listing owner as "Phillips Brandon C") (Exhibit 8 at 25-7636_0118).
[132] Grady County, Georgia, Property Record (listing owner as "Phillips Brandon C") (Exhibit 9 at 25-7636_0122). The same address in Whigham, Georgia, is listed as Mr. Phillips's address on a lodging receipt from the Ritz Carlton in Pentagon City that Mr. Phillips submitted for reimbursement in early 2024. *See* B. Phillips 1/29 – 2/2 Ubers and lodging | Expense Report #141509 (Exhibit 18 at 25-7636_164).
[133] *See* ("B. Phillips June Flights | Expense Report #90203 | Expensed By: Brandon Phillips" (including airfare expense from Tallahassee, Florida, to Washington, D.C.) (Exhibit 10 at 25-7636_0127); B. Phillips June Flights | Expense Report #88226 | Expensed By: Brandon Phillips" (including airfare expense from Washington, D.C. to Tallahassee, Florida, and from Tallahassee, Florida, to Washington, D.C. (Exhibit 11 at 25-7636_0131).

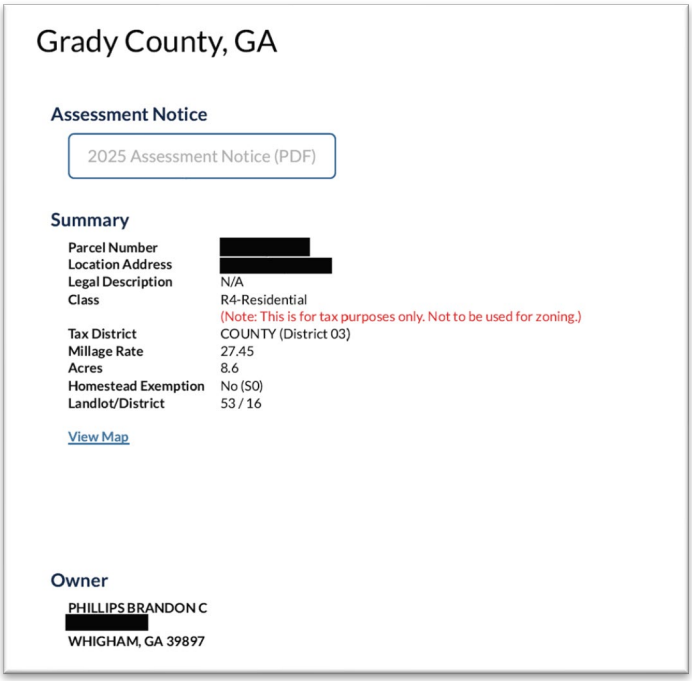
Office in Monroe, Georgia for "[o]fficial meeting with constituents" on December 20, 2023.[134] Shortly thereafter, Mr. Phillips was also reimbursed for a night of hotel lodging in Whigham, Georgia, on December 30, 2023.[135] A subsequent reimbursement for "Private Auto Mileage" for another round trip between Whigham and Monroe did not state an official meeting as its purpose.[136] (As noted in the Members' Congressional Handbook, "[o]fficial travel must originate and terminate in either Washington, D.C., the Member's District, or another location of official business except where otherwise stipulated in the Handbook."[137])


Summary

Parcel ID:
[redacted]
Location:
[redacted]
Subdivision Name:
RUNNYMEDE UNIT NO 2
Owner(s):
PHILLIPS BRANDON C
Property Use:
0100 - SINGLE FAMILY RESIDENTIAL
Tax District:
2 – COUNTY
Mailing Address:
[redacted]
TALLAHASSEE FL 32303
Legal Desc:
RUNNYMEDE UNREC
[redacted]
[redacted]
View All Legal
Acreage:
0.38 ±
Parent Parcel ID:
None

Figure 3. Excerpt of Exhibit 8, a property tax record listing Brandon C. Phillips as the owner of property in northern Florida (Tallahassee), where Witness 1 and Witness 3 indicated Mr. Phillips may have a residence.

[134] *See* Brandon Phillips - Mileage 12/20 | Expense Report #133069 | Expensed By: Brandon Phillips (Exhibit 12 at 25-7636_0135).
[135] *See* Phillips - Hotel 12/30 | Expense Report #137814 | Expensed By: Brandon Phillips (Exhibit 13 at 25-7636_0139).
[136] *See* B. Phillips - Mileage 2/20/24 | Expense Report #163447 | Expensed By: Brandon Phillips (Exhibit 14 at 25-7636_0143 - 0144).
[137] *Members' Handbook* at 40.



Grady County, GA

Assessment Notice

2025 Assessment Notice (PDF)

Summary

Parcel Number	[redacted]
Location Address	[redacted]
Legal Description	N/A
Class	R4-Residential (Note: This is for tax purposes only. Not to be used for zoning.)
Tax District	COUNTY (District 03)
Millage Rate	27.45
Acres	8.6
Homestead Exemption	No (S0)
Landlot/District	53 / 16

View Map

Owner

PHILLIPS BRANDON C [redacted]

WHIGHAM, GA 39897

Figure 4. Excerpt of Exhibit 9, a property tax record listing Brandon C. Phillips as the owner of property in southern Georgia (Whigham), where Witness 1 and Witness 3 indicated Mr. Phillips may also have a residence.

88. As noted above, an "employee's primary duty station is either the employing Member's district or Washington, D.C.,"[138] and "[c]ommuting expenses (local transportation expenses incurred by the … employee while commuting between their residence and duty station) are not reimbursable, except in extraordinary circumstances … ."[139] Not only did Witness 1 and Witness 3 both indicate that Mr. Phillips may reside in northern Florida or southern Georgia, but Mr. Phillips appears to have been reimbursed for travel to and/or from those areas, and for lodging in Washington D.C.,[140] Whigham, Georgia,[141] and Atlanta, Georgia[142]—adjacent to Rep. Collins's District—raising the question whether all of those expenses were properly reimbursable from Rep. Collins's MRA.[143]

89. Because Mr. Phillips was (and is) Rep. Collins's Chief of Staff, other members of Rep. Collins's staff reported to him and did not have visibility into the purposes of his travel. For example, when asked a series of questions about Mr. Phillips's travel and expense reimbursements, Witness 3 said, "… I don't know who, how, what he requests

[138] *Members' Handbook* at 39.
[139] *Id*. at 40.
[140] *See, e.g.*, B. Phillips – Lodging 2/13 – 2/16 | Expense Report #145013 | Expensed By: Brandon Phillips (Exhibit 15 at 25-7636_0148).
[141] *See supra* note 135 and accompanying text.
[142] *See, e.g.*, B. Phillips Uber and lodging 2/13 – 2/16 | Expense Report #144639 | Expensed By: Brandon Phillips (including charges at The Westin Peachtree Plaza in Atlanta, Georgia) (Exhibit 16 at 25-7636_0155).
[143] *See Members' Handbook* at 39; *see supra* text accompanying notes 125-26

reimbursements for, what, you know, when he's going or what the purposes are."[144] Witness 2 said that, with the exception of a single trip they were aware of, they did not know the specific purposes of Mr. Phillips's trips.[145]

90. Multiple witnesses indicated that, as Chief of Staff, Mr. Phillips would have been responsible for reviewing and approving his own expenses. Witness 3 was asked if they had any involvement in that process at all, and they said, "No, I don't approve expense reimbursements. … It goes through Brandon [Phillips] and our financial administrator."[146] Witness 1 noted that, as Chief of Staff, Mr. Phillips would have been solely responsible for approving his own expenses:

    Q. … Did anyone else have to approve reimbursement requests that Mr. Phillips submitted?

    A. No. Pretty much, when you're the chief, you don't answer to anyone other than the [M]ember, and most members aren't paying attention to those details.[147]

91. Like the questions of his primary duty station and residence, the question of the purposes of Mr. Phillips's specific trips is relevant to determining the legitimacy of the reimbursements that Mr. Phillips sought and obtained from Rep. Collins's MRA.

92. Overall, the information described above does not clearly substantiate or clearly disprove the allegation that Mr. Phillips obtained reimbursement from the MRA for non-official travel. Although members of Congress do have some "discretion to define the parameters of an employee's responsibilities as long as those responsibilities related to the congressman's 'official and representative duties,"[148] that discretion is not unlimited, and the reimbursement of expenses from MRA funds must always adhere to certain rules.[149] Practically speaking, Mr. Phillips's position as Rep. Collins's Chief of Staff meant that no other employees of Rep. Collins were necessarily aware of the purpose of any given trip that Mr. Phillips took or were involved in approving his travel expenses.

93. Notwithstanding the repeated and factually similar allegations in the submissions received by the OCC, as well as the witness information outlined above, without any direct cooperation from Mr. Phillips or Rep. Collins, the OCC was not able to reach a determination at this time

[144] Witness 3 Transcript at 22:7-10.
[145] Witness 2 Transcript at 16:22 – 17:5 ("Q. Were you aware of the … specific purposes of trips that he took for work? A. I know he went to the Congressional Institute's Chief of Staff Retreat. Beyond that, I don't know.").
[146] Witness 3 Transcript at 17:18-22. Witness 3 also specifically denied any role in approving staff travel expenses. *See Id*. at 18:5-7.
[147] Witness 1 Transcript at 37:21 – 38:5.
[148] House Ethics Manual at 290 (internal quotation marks omitted).
[149] "Commuting expenses," for example, are generally not reimbursable outside of "extraordinary circumstances." *Members' Handbook* at 40. Although not dispositive, one witness, Witness 2, actually described Mr. Phillips's travel to and from Washington, D.C. as commuting: "So, my recollection is that he commuted back and forth when we were in session and the congressman was here. He was up in [D.C.] when he was not. He split his time between Atlanta and Tallahassee and South Georgia." Witness 2 Transcript at 17:9 – 17:13.

on whether there is a substantial reason to believe the additional allegations concerning Mr. Phillips's travel expenses.

iv. The Submissions Further Allege that Mr. Phillips May Have Received a House Salary at a Time When He Was Not Actually Working for Rep. Collins's Office, and That He May Have Used House Resources for Campaign Activity.

94. The September 6, 2024 submission separately alleges that:

> Mr. Phillips has not been in the DC office the entire month of August. I am unsure if he is getting a full paycheck or took leave, however, he is working full time on campaigns throughout the country. He is a senior staff member making more than the allowed limit.
>
> … In addition, Mr. Phillips blatantly uses office time to work on campaign related initiatives to include fundraising, social media, phone calls, meetings.[150]

95. The September 7, 2024 submission similarly alleges that:

> He also has not physically been in the D.C. office for over 2 months. Now, I am unsure if he has taken leave as required, but he is working on campaign related work and not official. It must be investigated if he is still collecting a full paycheck from the House.[151]

96. The OCC reviewed official Statements of Disbursements of the House and confirmed that Mr. Phillips received a House salary for the third quarter of 2024 (July 1, 2024 to September 30, 2024) of $48,750.00—approximately the same as his salary for the second and fourth quarters of 2024—during a period when the submissions allege Mr. Phillips spent a significant amount of time away from his duty station for campaign work.[152]

97. Information provided by the witnesses the OCC spoke with did not clearly substantiate, but also did not disprove, the above allegations.

98. Witness 2, for example, said they did not know whether Mr. Phillips ever took leave from his job to do campaign work for Rep. Collins or on any other campaign.[153] When asked if they were aware of Mr. Phillips doing campaign work or other outside work when he was working in Rep. Collins's D.C. Office, Witness 2 at first noted, "I believe he was doing some things for the campaign – Mr. Collins's campaign. I know he would go across the street to Capitol Hill Club and stuff for meetings."[154] However, when the OCC clarified that they were asking only about activities when Mr. Phillips was in the office, not if he left the office, Witness 2 said, " … as far as in the office, I don't – I don't know."[155]

[150] Electronic form submission to OCC dated September 6, 2024.
[151] Electronic form submission to OCC dated September 7, 2024.
[152] Statement of Disbursements of the House (July 1, 2023, to September 30, 2023).
[153] Witness 2 Transcript at 20:1-7.
[154] *Id*. at 19:13-16.
[155] *Id*. at 19:21-22.

99. Witness 3 told the OCC that they did not believe Mr. Phillips had taken leave from his job as chief of staff to do outside campaign work.[156] When asked if they were aware of Mr. Phillips doing campaign work while in his House office, Witness 3 said, "I mean, not that I've seen, but I don't, I mean, I can't tell. He's got a door, so I don't – I don't know."[157]

100. Witness 4 said they "did not have access to [Mr. Phillips's] daily calendar, but as far as I know, there was never any extended leave of absences, times when he was not responsible for the duties of chief of staff."[158] When asked if they were aware of Mr. Phillips doing outside campaign work on the occasions when he was in the District Office, Witness 4 said, "I do not know."[159]

101. Witness 7 said that Mr. Phillips's posts on the social media platform Twitter (now known as X) gave them the impression that there were periods of time when Mr. Phillips, while continuing to draw his House salary and not taking leave from his House employment, nevertheless engaged in personal activities or was involved in campaign activities.[160] As an example, Witness 7 cited the period leading up to the 2024 election, when they did not believe Mr. Phillips was in the office for about a month, and noted that his Twitter posts during that time indicated he was taking personal time and had been at a presidential campaign event.[161] Although Witness 7 did not indicate any specific dates or posts, the OCC was able to identify at least one post from July 2024 that may be among the posts Witness 7 was referencing:

[156] *See* Witness 3 Transcript at 23:13-18.
[157] *Id*. at 23:7-9.
[158] Witness 4 Transcript at 26:20 – 27:1.
[159] *Id*. at 27:12.
[160] OCC Staff Memorandum of Call with Witness 7 on June 2, 2025 (on file with the OCC).
[161] *Id*.



Figure 3. Exhibit 17, a post on X by Brandon Phillips dated Thursday, July 11, 2024, which appears to indicate that Mr. Phillips was attending a campaign or political meeting on that date.

102. The testimony of Witness 1 captures the challenge the OCC faced in trying to evaluate the allegations concerning Mr. Phillips's receipt of a House salary while traveling for political activities and/or using House office resources for campaign work. When asked if they were aware of Mr. Phillips taking leave to do campaign work, Witness 1 said, "I'm not aware. If he took leave, he didn't tell us he was going on leave."[162] And when asked about Mr. Phillips doing campaign work in 2023 or 2024, Witness 1 responded,

> It appeared that he was doing some things. I mean, he was definitely doing Congressman Collins' [*sic*] campaign. And at a minimum, he was helping other -- being helpful to other campaigns, ... *But it was never clear when he was doing official versus when he was doing campaign. You know, it was unclear.*[163]

[162] Witness 1 Transcript at 38:9-11.
[163] *Id*. at 38:20 – 39:7 (emphasis added).

103. Overall, the information provided by the above witnesses does not clearly substantiate or clearly disprove the allegations concerning Mr. Phillips's possible use of House resources for campaign purposes. Practically speaking, Mr. Phillips's position as Rep. Collins's Chief of Staff meant that no other employees of Rep. Collins were involved in supervising Mr. Phillips's work or work schedule or approving his expenses. Nor were any other employees necessarily privy to the duration or purpose of any leave he took during the period in question in 2024.

104. Notwithstanding the repeated and factually similar allegations in the submissions received by the OCC, as well as the witness information outlined above, without any direct cooperation from Mr. Phillips or Rep. Collins, the OCC was not able to reach a determination at this time on whether there is a substantial reason to believe the additional allegations concerning Mr. Phillips's possible use of House resources for campaign purposes.

* * *

105. Based on the foregoing information, the Board finds that there is substantial reason to believe that Rep. Collins used congressional resources for unofficial or otherwise unauthorized purposes.

106. Based on the foregoing information, the Board finds that there is substantial reason to believe that Rep. Collins retained an employee who did not perform duties commensurate with the compensation the employee received.

107. Based on the foregoing information, the Board finds that there is substantial reason to believe that Rep. Collins discriminated unfairly by dispensing special favors or privileges by retaining an employee with whom his Chief of Staff had a personal relationship.

III. INDIVIDUALS WHO REFUSED TO COOPERATE WITH THE OCC REVIEW

108. In the course of its review, the OCC issued five formal Requests for Information ("RFIs") and ten formal Requests for Interviews to individuals believed to have information relevant to the review. The five individuals listed in the first paragraph of Section V below declined to provide the information, documents, or testimony sought by the OCC or even acknowledge receipt of the OCC's requests by signing and returning the OCC's standard Acknowledgement forms.

109. The OCC successfully made initial contact with Rep. Collins by telephone on May 27, 2025, and notified him of the OCC Board's initiation of a preliminary review. Following that telephone call, the OCC sent its standard initial notices—including the Statement of the Nature of the Review, a formal RFI, as well as Acknowledgment forms seeking his confirmation of receipt of those two documents—to an e-mail address designated by Rep. Collins. Since the initial telephone call between Rep. Collins and the OCC, Rep. Collins has not responded to any communications or requests from the OCC. When the second-phase review concluded on August 18, 2025, Rep. Collins had not responded to the OCC's initial RFI. Rep. Collins also has not responded to or acknowledged any of the OCC's subsequent notices (including the Second-Phase Review Notices sent on June 23, 2025, the Non-

Cooperation & Negative Inference Letter sent on August 6, 2025, or the Notice of Right to Appear sent on September 9, 2025).

110. As explained above in Section I.C, in parallel with its review of this matter, the OCC Board initiated a distinct but factually congruent review focused on the same general allegations as they pertain to Brandon Phillips, Rep. Collins's Chief of Staff. In connection with that review, the OCC first attempted to make contact with Mr. Phillips using his House e-mail address to notify him of the initiation of a preliminary review. Those attempts, on May 22 and 23, 2025, were unsuccessful. On May 28, 2025, the OCC hand-delivered its standard initial notices—including the Statement of the Nature of the Review, a formal RFI, as well as Acknowledgment forms seeking his confirmation of receipt of those two documents—to Mr. Phillips at Rep. Collins's Washington, D.C. Office, where the notice package was received and signed for by another member of Rep. Collins's staff. To date, the OCC has not received a response or acknowledgement of any kind from Mr. Phillips. When the second-phase review concluded on August 18, 2025, Mr. Phillips had not responded to the OCC's initial RFI. Mr. Phillips also has not responded to or acknowledged any of the OCC's subsequent notices (including the Second-Phase Review Notices sent on June 23, 2025, the Non-Cooperation & Negative Inference Letter sent on August 6, 2025, or the Notice of Right to Appear sent on September 9, 2025).

111. Rep. Collins and Mr. Phillips repeatedly declined to respond to or even acknowledge the OCC's notices, formal requests, and other communications, and in so doing, they refused to cooperate with OCC Rev. No. 25-7636 and OCC Rev. No. 25-7735, respectively.

112. During the review, the OCC also issued formal Requests for Interviews sent to Kevin Mason, who at relevant times served as Deputy District Director for Rep. Collins; John Ferland, a former Financial Administrator in Rep. Collins's Washington, D.C. Office; and Monica Burton, a former Financial Assistant in Rep. Collins's Washington, D.C. Office. All three are believed to have information relevant to the review, in particular to the hiring of Caroline Craze, her classification as a "District Office Paid Intern," and her payment out of Rep. Collins's MRA. None of the three responded to or acknowledged the OCC's formal interview requests, and in so doing, they refused to cooperate with the review.

113. The OCC made multiple good-faith attempts to contact Ms. Craze for the purpose of seeking documents and information in connection with the review. On June 6, 2025, during the preliminary review, the OCC attempted to contact Ms. Craze by sending an e-mail to an address believed to be Ms. Craze's work e-mail address. On August 11, 2025, during the second-phase review, the OCC attempted to contact Ms. Craze by calling and leaving a voicemail message on a telephone line believed to be Ms. Craze's personal mobile telephone. Neither attempt elicited a response from Ms. Craze. Although the OCC does not know whether Ms. Craze received its messages—and is therefore not able to say whether Ms. Craze intentionally did not cooperate with the OCC's review—because she is certain to have information highly relevant to the review, the OCC Board nevertheless recommends that the Committee on Ethics issue a subpoena to Ms. Craze.

IV. CONCLUSION

114. Based on the foregoing information, the Board finds that there is substantial reason to believe that Rep. Collins used congressional resources for unofficial or otherwise unauthorized purposes.

115. Accordingly, the Board recommends that the Committee further review the above allegation that Rep. Collins used congressional resources for unofficial or otherwise unauthorized purposes.

116. Based on the foregoing information, the Board finds that there is substantial reason to believe that Rep. Collins retained an employee who did not perform duties commensurate with the compensation the employee received.

117. Accordingly, the Board recommends that the Committee further review the above allegation that Rep. Collins retained an employee who did not perform duties commensurate with the compensation the employee received.

118. Based on the foregoing information, the Board finds that there is substantial reason to believe that Rep. Collins discriminated unfairly by dispensing special favors or privileges by retaining an employee with whom his Chief of Staff had a personal relationship.

119. Accordingly, the Board recommends that the Committee further review the above allegation that Rep. Collins discriminated unfairly by dispensing special favors or privileges by retaining an employee with whom his Chief of Staff had a personal relationship.

V. INFORMATION THE OCC WAS UNABLE TO OBTAIN AND RECOMMENDATION FOR THE ISSUANCE OF SUBPOENAS

120. The following witnesses, by declining to provide requested information and/or testimony to the OCC, did not cooperate with the OCC review:

a. Rep. Michael Collins;
b. Brandon Phillips;
c. Kevin Mason;
d. John Ferland; and
e. Monica Burton.

121. The Board recommends that the Committee on Ethics issue subpoenas to:

a. Rep. Michael Collins;
b. Brandon Phillips;
c. Caroline Craze;
d. Kevin Mason;
e. John Ferland; and
f. Monica Burton.

EXHIBIT 1

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Caroline Craze

Operations Management Analyst at Cox Communications

Atlanta Metropolitan Area · Contact Info

371 followers · 370 connections



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Join to view profile

Message

Cox Communications

Auburn University

About

I am a recent graduate from Auburn University with a major in Business Analytics. I have internship experience in data analytics and am actively seeking employment. Within internships, I have gained experience in utilizing programs such as SQL, Tableau, and Microsoft Excel to determine valuable insights and ultimately lead to business successes.

Activity

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Liked by Caroline Craze



My past few years working in Congress have been an incredible experience! What I have learned from the Hill is invaluable, and I am so grateful for...

Liked by Caroline Craze



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Experience

Cox Communications

3 years 5 months

Operations Management Analyst
Dec 2023 - Present · 1 year 6 months
Atlanta, Georgia, United States

Internal Consultant
Jan 2022 - Jan 2024 · 2 years 1 month
Atlanta, Georgia, United States

National Field Director

LOOK AHEAD AMERICA INC
Mar 2021 - Dec 2021 · 10 months

Analytics Intern
Take Back Our Republic
Feb 2021 - Apr 2021 · 3 months
Auburn, Alabama, United States

Data Analyst Intern
Steady
May 2020 - Apr 2021 · 1 year
Atlanta, Georgia, United States

- Responsible for building and providing weekly reports to executive management with two reports highlighted in the Atlanta Journal Constitution
- Perform internal data pulls for all sectors of the company utilizing a data warehousing program
- Analyze data points to determine strategic business insights for the team using SQL and Tableau
- Collaborate with the data team to appropriately prioritize business initiatives to drive efficiencies

Football Game Day Host
Auburn University
Sep 2019 - Nov 2019 · 3 months
Auburn, Alabama, United States

- Informed prospects on game day procedures and provided key education to them and their families on student life
- Maintained game day schedules to ensure that each recruit received the best experience possible
- Created a positive environment where recruits were able to visualize themselves as part of the football team

Analytics Intern
LeasePlan
May 2019 - Jul 2019 · 3 months
Greater Atlanta Area

- Practiced key communication and team building skills by collaborating with three interns on a competitive analysis project that was presented to department heads
- Compiled and organized critical data points that were used to generate analysis reports to present to prospective clients

- Developed essential business relationship skills by interviewing three subject matter experts and updated a database used by potential clients

Assistant Leader

North Point Community Church

May 2016 - Aug 2018 · 2 years 4 months

Alpharetta, GA

- Managed twenty students four days a week
- Refined communication and problem-solving skills
- Improved adaptability and flexibleness by moving to different areas as needed
- Organized daily academic and recreation activities.

Education

Auburn University

-

2017 - 2020

Auburn University Harbert College of Business

Bachelor's degree · Business Statistics

2017 - 2020

Licenses & Certifications

Microsoft Office Specialist Excel 2016 Expert
Microsoft
Issued Dec 2019

Honors & Awards

Academic Charter Scholarship
Auburn University

Organizations

Emerge
student
Aug 2017 - May 2018
Participated in weekly team-oriented meetings focused on enhancing leadership skills and values through collaboration and team-building activities. Listened to monthly speaker series and retained training habits and values of what it takes to be an effective leader, including one's purpose and passion. Partnered with Dadeville Elementary School to raise $400 to buy books for students.

Recommendations received

Heather Arentson
“Caroline is a rockstar! I had the pleasure of being her manager at Steady Platform, LLC where she became an essential member of the team almost immediately after joining. Her ability to work independently and get up to speed on tools, business context, and

25-7636_0007

constantly strive for success is supported by her tremendous drive. In addition to being incredibly smart, she is a great communicator with the ability to key in on and deliver valuable business insights to high-level internal and external stakeholders. Her passion for helping others manifests in a willingness to support any project or team that needs it. Caroline would be an asset to any team and has my highest recommendation."

1 person has recommended Caroline

Join now to view

More activity by Caroline

2024 Recap! This year, I stepped into my 2nd rotation in the LEAD program at Cox Enterprises. I was staffed with the Margin Assurance team in Cox...

Liked by Caroline Craze

I'm happy to share that I've kicked off the new year a new certification: Project Management Professional (PMP) from Project Management Institute!

Liked by Caroline Craze

On January 8th, I celebrated my 1-year anniversary with the LEAD Program at Cox, and I have to say, I'm proud of what I've accomplished over the past...

Liked by Caroline Craze

I remember being the only female sitting in one of my 400-level Supply Chain & Information Systems classes and learning about Lean Six Sigma. Our...

Liked by Caroline Craze

Wow! Not living in a Cox Service Market, I participated in Cox Communications 2024 Product Fair Escape Room led by Cecilia Contreras-Peed. Blown away...

Liked by Caroline Craze

View Caroline's full profile

See who you know in common

Get introduced

Contact Caroline directly

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Ayswarya Gopalakrishnan
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Connect

Yuehan Hu
Davis, CA
Connect

Carlos A Aranibar

Chicago, IL

Connect

Kyle Yates

Austin, TX

Connect

Bashir Omar

General Manager at Kettle Health Inc

Greater Minneapolis-St. Paul Area

Connect

Heather Svob

Data Specialists at STP Nuclear Operating Company

Bay City, TX

Connect

Alexa Giuliano

Marketing Analytics @ NBA

New York, NY

Connect

Hyegin Cho

San Francisco Bay Area

Connect

Explore collaborative articles

We're unlocking community knowledge in a new way. Experts add insights directly into each article, started with the help of AI.

Explore More

Others named **Caroline Craze**

Caroline Craze

Owner of Kings Hat Antiques, specialist in Swedish antique furniture

St Albans

Caroline Craze

--

Rock Hill, SC

2 others named Caroline Craze are on LinkedIn

See others named **Caroline Craze**

Add new skills with these courses

1h 39m **Microsoft Project for the Web: Reporting with Power BI**

3h 32m **Machine Learning with Data Reduction in Excel, R, and Power BI**

1h 13m **Hands-On Data Science using SQL, Tableau, Python, and Spark**

See all courses

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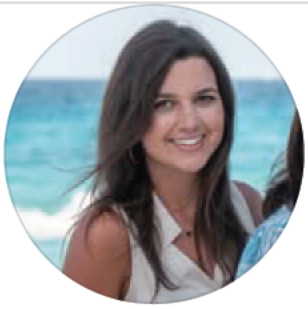
Community Guidelines

Language

EXHIBIT 2

Instagram

Log In Sign Up



caroline_craze Follow •••

232 posts 900 followers 734 following







[illegible] [illegible] [illegible] florence 2019 2019





Instagram

Log In Sign Up








Instagram

Log In Sign Up







EXHIBIT 3

Office	Start Date	End Date	First Name	Last Name	Mailing Address	Personal Email	Phone Number	Semester/ School	Comments
Monroe	6/6/2023	8/9/2024	Emanuel						
Monroe	6/5/2023	8/21/2024	Jacob						
Monroe	6/5/2023	8/2/2024	Caroline	K					
Monroe	2/6/2024	5/2/2024	Ava						
Monroe	6/3/2024	8/10/2024	Jason						
Monroe	6/3/2024	8/13/2024	Rosch						
Monroe	8/19/2024	12/4/2024	Manlapaz						
Monroe			Vaught						
			King						
			Fontinel						
			Keefer						

EXHIBIT 4

U.S. HOUSE OF REPRESENTATIVES
EMPLOYEE HANDBOOK
FOR THE OFFICE OF

U.S. REPRESENTATIVE

MIKE COLLINS

SERVING GEORGIA'S 10TH DISTRICT

Updated: January 23, 2023

ACKNOWLEDGMENT OF RECEIPT OF
EMPLOYEE HANDBOOK FOR THE
OFFICE OF REPRESENTATIVE MIKE COLLINS

I acknowledge that I have received a copy of the Employee Handbook for the Office of Representative Mike Collins ("the Office") and that I have read and understand the contents of the handbook. I understand the handbook is intended to provide me with general information about policies and procedures of the Office that govern my employment.

I acknowledge and understand that employment with the Office is at-will and that all employees serve at the pleasure of the Office. Accordingly, I have the right to resign from my position, at any time, and the Office can terminate my employment relationship, with or without cause, or with or without notice, at any time, except, of course, the Office cannot terminate my employment for discriminatory reasons in violation of applicable federal law or House Rules. I understand that by signing this Acknowledgment I do not waive my rights under applicable federal law or House Rules.

I also understand and acknowledge that the Office may unilaterally change or revise, with or without notice, its policies and practices, and such changes may affect the benefits provided therein. Moreover, I understand and acknowledge that the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time-to-time, or other employment practices, shall not serve to create an actual or implied contract of employment, or to confer any right to remain an employee of the Office, or otherwise to change in any respect the employment-at-will relationship between the Office and myself.

I acknowledge that no one in the Office is authorized to make exceptions to this understanding, except the Chief of Staff, who must do so in writing.

_____
(Signature of Employee)

_____
(Date)

_____
(Member or Designee)

PURPOSE OF THE HANDBOOK

This handbook has been prepared to summarize the personnel policies and procedures that are applicable to employees of the Office of Representative Mike Collins ("the Office"). You should read the information in this handbook promptly and thoroughly so that you understand the policies and procedures of the Office. This handbook, however, cannot anticipate every situation or answer every question about your employment; it can provide only an overview of policies and procedures. It is not an express or implied employment contract or legal document, nor should its contents be considered a strict interpretation of the policies, procedures or benefits that are described in this handbook. This handbook is effective as of January 19, 2023, and it supersedes any and all prior employee handbooks and personnel policies.

To meet changing circumstances, the Office reserves the right to change, revise, or rescind any of the policies, procedures or benefits described in this handbook (other than the at-will nature of the employment relationship) whenever, in its sole discretion, the Office deems it appropriate to do so. Policies and procedures are subject to interpretation by the Office, and exceptions may be made in individual cases at the discretion of the Chief of Staff.

In addition to the policies contained in this handbook, every employee of the Office has a duty to comply with all applicable Federal laws, Rules of the House of Representatives, the mandates of the House Ethics Manual, and Regulations of the Committee on House Administration (including those contained in the Members' or Committees' Congressional Handbook).

All new employees are encouraged to obtain and read the following publications upon commencement of employment with the Office, and all existing employees are encouraged to re-review these publications at least once per year. (This requirement is in addition to any mandated Ethics and other training that employees are required to attend pursuant to House Rules.)
Copies of the House's Rules can be found on the website of the House Rules Committee under the heading "Resources" at https://rules.house.gov/resources;
Copies of the Congressional handbooks can be found on the website of the Committee on House Administration at http://cha.house.gov/member-services/handbooks; and
Copies of the House Ethics Manual can be found on the website of the Committee on Ethics at http://ethics.house.gov/Media/PDF/2008_House_Ethics_Manual.pdf.

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I. POLICIES AND PROCEDURES

Management Rights

The Office strives to serve the Member's constituents with professionalism, quality, and dedication. To achieve its goals, the Office, as an employer, reserves its rights to, at any time without prior notice, establish, administer and change wages, benefits, practices and procedures; direct and discipline the staff; make decisions regarding recruitment, hiring, training, assignment, transfer, promotion, demotion, layoff, recall and retirement of employees; establish the services to be rendered, and who shall perform the work and at what rate; take action to maintain the security of employees, facilities and property, including without limitation, inspections, searches and investigations in accordance with applicable laws; establish starting and quitting times, the number of hours, shifts and overtime to be worked; discontinue or close down any part of or all of the Office; expand, reduce, alter or combine any one or more of the Office operations; and take whatever other action is necessary in the Office's judgment to operate efficiently and effectively.

The failure to exercise these or other management rights shall not waive the Office's right to do so at any time in its discretion or preclude the Office from exercising any management prerogative in ways other than those described above.

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Statement of Equal Employment Opportunity Policy

The Office is an equal employment opportunity employer and consistent with the Congressional Accountability Act ("CAA") and House Rule XXIII, does not discriminate on the basis of an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, disability, military status, age, marital status, parental status, or any other factor or basis prohibited by applicable federal law. This means that these factors will not be the basis for any hiring, discharge, promotion, pay, benefits, or reassignment decision or action, or any other personnel or job action affecting the terms, conditions, and privileges of employment. Consistent with the CAA, the Office may, however, consider party affiliation, domicile, and political compatibility in making employment decisions.

Personnel Records

It is the policy of the Office to keep personnel-related information maintained in confidence to the greatest extent practicable. Information from official employee files will generally be released only as follows:

- to the employee at his or her request
- to third parties, where required by judicial orders, subpoenas, and law enforcement requests.
- to management with a need to know

It is important that this Office and the House's Office of Payroll and Benefits be informed on a timely basis of any change with respect to the following:

- Name
- Address
- Home telephone number
- Employment Eligibility (Form I-9)

It is your responsibility to inform the House's Office of Payroll and Benefits on a timely basis of any change with respect to the following:

- Beneficiary designation (for insurance and other benefit plans)
- Number of dependents (for income tax withholding and insurance status/eligibility purposes)
- Marital status (for income tax withholding and insurance status/eligibility purposes)
- Any change in the number of exemptions you intend to claim on your taxes.

In addition, it is important that the Office maintain an emergency contact for each employee (in the event of injury or illness) and that the employee promptly notify the Office of any changes with respect to the emergency contact.

Detailed information regarding the Office of Payroll and Benefits, as well as links to forms and procedures for making changes to the type of information discussed above, is also available at https://mypaylinks.us.house.gov and https://housenet.house.gov, under the "Office Finances" heading and the "Manage Payroll" subheading.

Nepotism

Members and employees are prohibited by law from appointing, promoting, or recommending for appointment or promotion, their relatives, except as discussed below. Individuals with the following relationship to a Member may not be employed by the Member:

aunt	granddaughter	sister-in-law	uncle
brother	Half-sister	Son	wife
brother-in-law	Half-brother	Son-in-law	
daughter	husband	stepbrother	
daughter-in-law	mother	stepdaughter	
father	mother-in-law	stepfather	
father-in-law	nephew	stepmother	
first cousin	niece	stepsister	
grandson	sister	stepson	

If, however, a House employee becomes related to the employing Member (by marriage), the employee may remain on the Member's personal or committee staff. Similarly, if a Member becomes the employing authority of a relative who was hired by someone else (e.g., the Member ascends to the chairmanship of a Committee or subcommittee for which the relative is already working), the relative may remain on the payroll. However, the Member may not then give that individual further promotions or raises, other than cost-of-living or other across the board adjustments. The statute does not prohibit a Member from employing two individuals who are related to each other, but not to the Member. (See House Ethics Manual at pp. 272-273). Contact the Committee on Ethics for further information at x5-7103.

Every employee must certify relationship to any Member of Congress on a certificate of relationship form, available from the Office of Payroll and Benefits in B215 Longworth HOB or at http://housenet.house.gov. If, at any time, the relationship of an employee to a Member of Congress changes, the employee must file an amended certificate of relationship with the employing office. 5

Payroll

Pay is disbursed on the last business day of each month via direct deposit to the employee's chosen financial institution. Questions regarding direct deposit and possible alternatives should be directed to the Office of Payroll & Benefits at 5-1435.

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Attendance Policy

Attendance and punctuality are essential to the efficient operation of the Office. Although the Office recognizes that there are situations beyond an employee's control that may occasionally create absenteeism or tardiness, the Office cannot tolerate frequent unauthorized absences from work or tardiness in reporting to work, because such actions disrupt schedules and create a burden on fellow employees and the Office. Moreover, a Member may not retain an employee on the payroll who does not perform official duties commensurate with the compensation received. (See House Rule XXIII(8)(a)).

Therefore, if you are absent from or tardy for work for any reason, you must speak with your supervisor (or if the supervisor is unavailable, some other management employee), as early as possible before the beginning of the workday or shift. An employee who arrives more than ten minutes after his or her designated starting time is considered tardy.

If you must leave work early, because of illness or other unavoidable reasons, you are responsible for personally notifying your supervisor and obtaining approval before departure. (In an emergency situation, however, an employee should not delay seeking medical attention, but should attempt to ensure that the Office is notified as soon as practicable of the circumstances of an early departure.) Absenteeism or tardiness that is considered to be excessive, or failure to follow reporting procedures, may subject an employee to appropriate disciplinary action up to and including termination.

Job Abandonment

If you anticipate an absence from work, you should notify the Office as far in advance as possible, so that work schedules and assignments can be adjusted accordingly. If an employee is absent from work for three consecutive work days without notifying or obtaining advance approval from his or her supervisor, the Office will presume that the employee has abandoned his/her position and his or her employment will be terminated, except under extenuating circumstances.

Office Hours

Washington, D.C.

Regular hours of operation are from 9:00a.m. – 6:00p.m., Monday through Friday when the House of Representatives is in session, and 9:00a.m. – 5: 00p.m., when the House of Representatives is in recess.

District Office/Home Duty Stations

Regular hours of operation are from 9:00a.m. – 5:00p.m., Monday through Friday.

Telephones must be fully staffed during Office hours. The Office reserves the right to establish additional or modified hours of operation depending on the schedule of the House.

Employee Classification

Employees are classified into one of the following two categories:

1. Employees who are Exempt from the overtime requirements of the Fair Labor Standards Act, as incorporated by the Congressional Accountability Act, are those who are not required to be paid overtime for all hours worked in excess of 40 hours in one workweek. Exempt employees are expected to work whatever hours are necessary to meet the job responsibilities and needs of the Office.

2. Employees who are Non-Exempt from the overtime requirements of the Fair Labor Standards Act, as incorporated by the Congressional Accountability Act, are those who are required to be compensated for all hours worked in excess of 40 hours per workweek.

The employee classification determination is based on the actual job duties and responsibilities of the employee. See the section below entitled Overtime and Time-off Plan for Non-Exempt Employees, for a detailed discussion of overtime pay and work requirements for non-exempt employees.

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Lunch Period

Lunch periods are established by each employee's immediate supervisor and, in all cases, will be no longer than one hour, without prior approval from the employee's supervisor. Exceptions to this policy will be granted consistent with the Office's leave policy, as discussed later in this handbook, or in cases where a staff member is requested by his or her supervisor to attend a function. Lunch periods for employees are rotated to ensure coverage of the telephones at all times.

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Snow Days and Other Contingencies

Employees are required to be at work whenever the Office is open. When weather conditions or other emergencies make it unsafe to travel to and from work, the Office will generally be closed. This policy goes into effect only when the Office of Personnel Management ("OPM") has determined that federal government offices are completely closed due to inclement weather, or when the Chief of Staff, has determined that the Office will be closed. In such circumstances, paid administrative leave will be granted to those employees. Employees may determine when OPM has made a closure determination by checking "Operating Status" on the OPM website.

However, if OPM has determined that federal government offices are closed, ***but the House is in session***, employees are expected to report to work unless they hear otherwise from the Chief of Staff.

During inclement weather scenarios or other emergencies, employees should keep informed of the Office's operating status by checking email, smartphones, and otherwise staying in contact with the Office.

Time and Attendance Records

Time and attendance records will be kept for each employee. The Deputy Chief of Staff is responsible for maintaining proper records for all categories of leave and ensuring that time and attendance are recorded and reported properly by the employees.

Overtime and Time-off Plan for Non-Exempt Employees

The Office complies with the overtime pay provisions of the Fair Labor Standards Act (FLSA) as required by the Congressional Accountability Act.

The basic workweek will consist of 40 working hours for non-exempt employees. The workweek for the Office begins 12:01 a.m. (midnight) Sunday and ends at midnight 11:59 p.m. Saturday. Absent special arrangements or circumstances, all full-time non-exempt employees are expected to work 40 hours per workweek. In addition, non-exempt employees may be asked to work overtime or to be available for duty other than during normal work hours. (This policy and the overtime pay requirements apply only to non-exempt employees. As noted earlier, exempt employees are required to work whatever hours are needed to complete their tasks and are not entitled to overtime.)

Each non-exempt employee is responsible for monitoring his or her hours worked on a daily basis and, if it appears that the employee may be approaching a situation where he or she will end up working more than 40 hours in a workweek, the employee must immediately notify his or her supervisor. Non-exempt employees may not work over 40 hours in a workweek without explicit approval of their supervisors or other appropriate management personnel. In most cases, an overtime preauthorization request form must be completed prior to working overtime. Failure to secure permission from the appropriate supervisor prior to working overtime may result in disciplinary action, up to and including termination.

Non-exempt employees will be compensated for all hours worked in excess of 40 hours in a workweek, either in overtime pay at the conclusion of the pay period or in time off during the same pay period. Overtime compensation is paid at the rate of one and one-half times the employee's hourly wage. Time off will be granted on an hour-for-hour basis during the work week in which excess time was worked (so as to not exceed 40 hours during the work week), or at the rate of one and one-half times the amount of overtime worked during a subsequent work week in the same pay period. Time off or compensation for overtime worked may not transfer from one pay period to the next. Therefore, at the end of a pay period, if an employee has worked overtime in excess of any time off taken, he or she will be compensated for the excess at a time and one-half rate.

Holidays, annual leave and sick leave are not counted as hours worked for the purpose of calculating overtime compensation. Non-exempt employees must also complete an individual weekly time record and send it to the Deputy Chief of Staff at the end of each workweek.

Conflicts of Interest/Ethics in Government Act

All employees of the Office must strictly comply with the provisions of the Ethics in Government Act, House Rule XXV, and other applicable House Rules regarding outside income, gifts, and personal financial disclosure, if required. Moreover, it is the responsibility of the employee to become familiar with the requirements of House Ethics rules as well as the requirements of House Rule XXIII. Failure to comply may be grounds for dismissal.

The Committee on Ethics has prepared forms for financial disclosure, together with a detailed explanation of requirements of the Ethics in Government Act. Questions regarding financial disclosure may be directed to the Committee on Ethics at extension 5-7103.

Employees of the Office are not to engage in conduct that constitutes a conflict of interest or a potential conflict of interest. In general, a "conflict of interest" is any situation in which an employee's conduct of his or her job conflicts with his or her private economic affairs. In addition, page 186-187 of the House Ethics Manual extends the definition to situations and circumstances which pose a "risk of impairment of impartial judgment."

Generally, acceptance of gifts, other than from family and close personal friends, is prohibited by House Rule XXV. Therefore, you must contact the Deputy Chief of Staff regarding any offers of gifts, money, or other benefits offered by a lobbyist or anyone that has dealings with the Office.

Contact the Committee on Ethics if you have even the slightest concern that particular conduct, including the acceptance of any gift, might constitute a conflict of interest or a violation of House Rules or Federal law.

Employees should err on the side of caution when confronted with a potential conflict of interest and discuss the matter with their supervisor and/or the Committee on Ethics.

Outside Employment

Employees of the Office may not secure employment outside the House that conflicts with the performance of their official duties. Further, House employees who engage in private employment may not do so to the neglect of their Congressional duties, on “official time” for which a salary is received from the United States Treasury, or if the employment is gained through the improper use of their official positions. It is the responsibility of each employee to notify the Chief of Staff of all outside employment.

In addition, certain employees face limitations on outside employment and earned income under House Rule XXV. All employees assume full responsibility for complying with House Rules and federal law. Contact the Committee on Ethics at x5-7103 if you have any questions about outside employment.

Upon separation from employment with the Office, certain employees are prohibited from lobbying certain Members of Congress or their staff for a period of at least one year. For more information contact the Committee on Ethics at x5-7103.

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Political Activities

Employees of the Office may engage in campaign work only on their own time.

Official House property, equipment and resources may not be used for campaign activities. Campaign contributions may not be solicited on, or for delivery to, House property.

The 2/28/96 Congressional Research Service (CRS) publication Campaign Activities by Congressional Employees provides a good summary of regulations that govern the participation of House employees in campaigns and campaign fund-raising.

Domestic/Foreign Gifts and Travel

Rules of the House and the Foreign Gifts and Decorations Act govern your conduct relating to travel to foreign countries and the acceptance of gifts or hospitality from foreign nationals or governments. Staff members are required to consult with the Committee on Ethics at x5-7103 regarding those laws and rules, and to notify the Deputy Chief of Staff, before traveling to foreign countries on House business or accepting gifts from foreign nationals or governments.

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Travel Expense Reimbursement Policy

When performing their official duties, employees may seek reimbursement for travel-related expenses.

D.C. Staff:

- Commuting expenses for travel to and from the U.S. Capitol are not reimbursable.
- Additional travel in personal vehicles for official duties that originate and terminate at the Capitol are eligible for reimbursement.

District Staff:

- Travel to and from the district office is not reimbursable, regardless of duty station.
- Travel in personal vehicles for official duties that originate and terminate from their duty station are eligible for reimbursement.
- For employees whose duty station is the district office, mileage for direct travel from home to official events is reimbursable, less the distance of their standard commute.
    - For example, if an employee's round-trip commute from home to the district office is 20 miles, but the employee's official travel originates from their home, they may request reimbursement for miles in excess 20 miles on that day.
- For employees whose duty station is their home, mileage incurred for official duties beyond a 50-mile radius of their residence is eligible for reimbursement.

Overnight Travel

Occasionally, D.C. staff may travel to the district and district staff may travel to Washington, D.C. for official purposes. Expenses related to this travel are eligible for reimbursement, including:

- Airfare
- Hotel Lodging
- Rental cars
- Rental car fuel
- Food up to $75 per day.

Additional expenses incurred may be reimbursable subject to the approval of the Chief of Staff. Prior to booking travel, employees will provide a cost estimate for all expenses and submit to the Chief of Staff for approval.

Select staff may be assigned a purchase card, for which they are responsible to follow all applicable policies and regulations of the House. Staff with purchase cards must also obtain approval for expenditures from the Chief of Staff.

The Frank

The "frank" is the term applied to the use of the signature of a Member of Congress on mail in lieu of postage.

All staff of the Office should review the publication Regulations on the Use of the Congressional Frank, published by the Commission on Congressional Mailing Standards (Franking Commission), before sending any mail for the Office.

The frank is to be used only for official business. Under no circumstances should the frank or other official resources be used for an employee's personal mail. This rule applies to "inside mail" as well.

The frank cannot be used on mail to foreign countries (other than via APO or FPO boxes). Letters or documents to foreign officials should be sent in care of the country's consulate in the United States. If that is not possible, weigh the letter/document and obtain the proper amount of postage from the Deputy Chief of Staff.

For more information on franked mail, see Official Mail Expenses in the Members' Congressional Handbook as well as the House Ethics Manual's discussion of the topic.

Questions regarding use of the frank, and requests for advisory opinions on the frankability of mail, should be submitted to the Communications Standards Commission.

25-7636_0043

Mass Mailings

The Office is required by House Rule XXIV and 2 U.S.C. § 503(f) to seek an advisory opinion as to whether proposed mass mailings are in compliance with all applicable laws, rules and regulations, from the Communications Standards Commission.

A mass mailing is generally defined as any mailing of 500 items or more of substantially identical content within any session of Congress.

Compliance with these requirements is extremely important because the Office is responsible for complying with all applicable provisions of Federal law, House Rules, and Regulations of the Communications Standards Commission and the Committee on House Administration.

Drug and Alcohol Abuse Policy

The Office strictly prohibits the unlawful manufacture, sale, distribution, dispensation, possession, or use of controlled substances in the workplace, while on paid time, while representing the Member, and/or while performing official duties.

Prohibited drug use under this policy means the possession and/or use of any and all controlled substances except those taken pursuant to a prescription issued for the person taking the drug. Prohibited drug use also includes the medically unauthorized taking of any prescription drug, as well as the use of prescription medications illegally obtained or used in a manner inconsistent with the direction of the prescribing physician. Finally, prohibited drug use includes the abuse of over-the-counter medications used in a manner inconsistent with their intended purpose so as to affect the performance of the employee.

This policy also prohibits the use of alcohol, as well as being under the influence of alcohol, in the workplace, while on paid time, while representing the Member, and/or while performing official duties. On special occasions, the Office may, in its sole discretion, permit staff of legal age to drink alcohol (e.g., holiday parties). However, in such cases, staff who choose to consume alcohol must ensure that they do so reasonably so as not to affect their judgment or professionalism. Staff consuming alcohol to excess or otherwise acting inappropriately during such special occasions are subject to discipline under this policy.

Non-Discrimination Policy

The Office complies with all applicable provisions of the Americans with Disabilities Act ("ADA"). With respect to the Office's interpretation and application of this Drug and Alcohol Abuse Policy, no employee or applicant for employment who is currently drug-free will be denied employment or otherwise discriminated against solely because of the individual's prior abuse of drugs, prior treatment for drug abuse, or status as an alcoholic or a recovering drug addict. However, the ADA does not protect employees who are current users of illegal drugs, nor does it protect employees who violate the Office alcohol abuse policy, as described above.

Voluntary Treatment and Counseling

The Office encourages all employees who need assistance in dealing with alcohol or drug dependency problems to seek counseling through the various private and public agencies and programs that exist in their communities. Employees may also seek assistance by contacting the Office of Employee Assistance, x5-2400. 22

Requests for voluntary treatment and related matters will be kept as confidential as possible, and, in accordance with the law, the Office will reasonably accommodate an employee's attempt to address dependency problems. Employees may not, however, escape discipline by requesting treatment or leave only after having been notified of disciplinary action for violating the Office's Drug and Alcohol Abuse Policy.

Discipline for Violation of This Policy

Employees who violate this Drug and Alcohol Abuse Policy may be disciplined, up to and including immediate termination.

Smoking Policy

To provide a safe and healthy working environment for all employees, smoking is prohibited in the Office. This policy applies to the use of cigarettes, cigars, e-cigarettes and vaping. Employees who violate this policy may be subject to disciplinary action up to and including termination. All employees share responsibility for maintaining a smoke-free workplace.

Employees interested in attending a smoking cessation program should contact the Office of Employee Assistance at (202) 225-2400.

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Firearms Policy

In keeping with the Member's strong support for the Second Amendment, the Office has determined that **staff may carry firearms** – ***in compliance with policies of the House, rules set by Capitol Police, and federal, state, and local laws –*** while performing their official duties for the purpose of enhancing security and safety of staff and visitors **to the district offices and off-campus events.** Anyone who will be carrying a firearm while performing official duties must notify the Chief of Staff and/or District Director and adhere to the following guidelines. He or she must:

- Review the guidance provided by the Office of General Counsel;
- Obtain and maintain a valid Weapons Carry License and provide a copy to the Chief of Staff and/or District Director;
- Comply with all laws pertaining to the restrictions on the type of firearm that may be carried (e.g., with respect to capacity and size) and all laws setting restrictions on carrying a firearm with certain facilities.
- Comply with restrictions on carrying a firearm into any area that might be considered a "Federal court facility" (those who carry a firearm while performing official duties in a federal building must obtain authorization in advance to carry a firearm into the building); and
- Comply with any applicable regulations or rules for carrying a firearm at an event at an off-site location (e.g. military installations, colleges, and universities).

District of Columbia Weapons laws

While the State of Georgia permits its residents to carry, Washington, D.C. has some of the most restrictive weapons laws in the nation. Regardless of the reason, anyone found to be in possession of an illegal weapon in the city is subject to arrest and prosecution. The following weapons may not be legally possessed and/or carried in Washington, D.C.:

- Handguns – Carrying an unregistered handgun without a license in the District of Columbia is a felony. It is illegal to carry a handgun in the city even if the weapon is legally registered elsewhere in the country and/or the person carrying it has a permit to carry and handgun in their home town or state. It is also illegal to have a handgun stored in a vehicle.
- Shotguns/Rifles
- Ammunition
- Other Weapons – Examples of prohibited or partially prohibited weapons include: blackjacks, switchblade knives, metal knuckles, stun guns, or any other dangerous or deadly weapon which is likely to produce death or great bodily injury.

Mace, pepper spray, and other similar chemical sprays are legal in Washington, D.C., when carried for the purpose of personal protection. However, there are restrictions against carrying such devices while inside certain buildings in the city.

Recycling Policy

The Office cooperates fully with the House of Representatives Recycling program. Labeled recycling bins are located throughout the D.C. office. Please take note of the locations of these bins and make every effort to recycle materials accordingly. For more information, please contact the Deputy Chief of Staff.

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Use of Official Stationery

Use of official stationery of the Office by staff members is strictly limited to correspondence relating to the official capacity or responsibilities of the staff member. Use of official stationery for personal business or matters unrelated to the Office is strictly prohibited and subjects such users to appropriate discipline up to and including termination. For guidance on this issue, please speak with the Deputy Chief of Staff, refer to the House Ethics Manual and/or call the Committee on Ethics at x5-7103.

Safety and Security Policy

It is the policy of the Office to maintain safe working conditions for its employees. Accordingly, all employees are expected to abide by applicable safety and security rules and regulations within House facilities. Failure to observe general safety procedures, neglect of the safety of others, or the commission of unsafe acts is unacceptable.

Visitors who are uninvited and unwanted in the D.C. office, in circumstances where an employee of the Office is unable to speak freely, can be removed from the Office by calling the U.S. Capitol Police at x4-5151 and stating “the books are ready to be picked up in room 1725 Longworth. District office staff should call building security or 911.

Bomb threats should be reported immediately to 911. A Bomb Threat Checklist is available from the House Sergeant-at-Arms at x5-2456. District office staff should call building security or 911.
Threats to the physical safety of a Member or employee of the Office should be reported to the House Sergeant-at-Arms at x5-2456.

If you are injured while at work, you must report the injury immediately to the Chief of Staff. You must complete a notice of injury report (Form CA-1), which is available from the Office of Payroll and Benefits, B215 Longworth HOB, x5-1435.

All employees are issued identification cards that allow access to the House office buildings. You must immediately report lost or stolen I.D. cards and keys to the Sergeant-at-Arms Office of Identification Services, 112 Cannon HOB, x5-3820, and a new I.D. card will be issued to you. Because an I.D. card is House property, it must be returned upon termination of employment.

Loaning or sharing of I.D. cards and office keys is a serious safety breach. Employees who engage in such behavior may be subject to discipline, up to and including termination.

The nature of employment on the Hill is such that it may require you to work late hours. In the event that an employee is in a position in which he or she is going to be walking to his or her car or the Metro station alone, the employee is encouraged to contact the Capitol Police for escort. The number for Escort Assistance is x4-5151. 27

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Office Property

All staff members play an important role in the political process and enjoy a relationship of trust and confidence with the Member. Inherent in this relationship is the expectation that staff members understand the need to protect sensitive and confidential information, and work at all times for the good of the Member and his/her constituents.

All staff must be aware of House Rule VII.6(b), which provides that "[r]ecords created, generated, or received by the congressional office of a Member, Delegate, or the Resident Commissioner in the performance of official duties are exclusively the personal property of the individual Member, Delegate, or the Resident Commissioner." Because these records belong to the Member, Office files must not be disclosed to persons outside the Office or removed from the office without the prior approval of the Member. All staff must notify the Member immediately if they receive a request for the disclosure of Office files. Office files include hard-copy and electronic documents, including emails.

To assist the Member in performing his/her duties most effectively and efficiently, it is imperative that the Office have immediate access to all Office physical and electronic files and other property located within the Office and/or on House equipment. For example, in an employee's absence, the Office may need to enter and search an employee's work area to retrieve work-related materials. The Office also must retain its ability to locate missing property promptly and to investigate suspicious activities in the Office. Therefore, the Office reserves the right to inspect and search all areas and property in the Office at any time, for these reasons, or any others within its discretion, without notice or consent.

All inspections and searches must be preauthorized by a supervisor. Inspections, searches and investigations can include, without limitation, the examination of physical files, computer files, Email, voice mail, file cabinets, desks, workstations, closets, storage areas, manuals, equipment, and all other Office property and areas. For these reasons duplicates of all keys issued to the staff are maintained. The Office also reserves the right to search packages and other containers within the Office to investigate suspicious activities.

Employees should leave valuable items at home. The Office cannot be responsible for the loss, theft, damage or privacy of any property brought into the Office. Employees are hereby advised that if they choose to bring personal items to the Office, such items are subject to this policy. Additionally, employees should report any suspicious activity they observe in the Office to a supervisor. As a condition of continued employment, the Office expects each employee to assist with the Office's efforts to maintain the confidentiality of Office activities, and to provide for employee and Office security.

For the reasons described above, employees should not harbor any expectation of privacy in the equipment that is provided to them by the Office, or the materials or property they choose to bring to work.

Emergencies

You will be asked to provide the Office with the name and telephone number of someone to contact on your behalf in the event of an emergency. Should your "emergency contact" person change, please notify the Deputy Chief of Staff immediately.

If a medical emergency occurs during working hours or on the premises, you should immediately contact the Capitol Police at 911 or the Attending Physician's Office at x5-5421. The Physician's Office is open 9:00 a.m. to 5:00 p.m., or until adjournment, Monday through Friday. In the case of a minor injury or illness, go immediately to one of the First Aid Offices, which are in the following locations and are open 9:00 a.m. to 5:00 p.m., Monday through Friday:

- H-166 The Capitol, x5-5421
- 110 Cannon HOB, x5-3470
- 1204 Longworth HOB, x5-2500
- 2050 Rayburn HOB, x5-7131
- H2-145 Ford HOB, x5-2442
- 4160 O'Neill HOB, x6-0800
- HVC 100 CVC x5-5442

It is the duty of the employee to inform the Office of any changes of information concerning persons to contact in case of an emergency.

Computer and E-data Policy

Employees may be assigned personal computers, tablets, and other devices for use in the conduct of their official duties. Specific guidelines and instructions regarding the use of such devices will be provided by the Deputy Chief of Staff.

Under certain circumstances, it may be necessary to access the employee's computer or other devices to recover documents or for other purposes. Therefore, the Office reserves the right of access to any computer or device provided by the Office. The Office further expressly reserves the right to review and access any document, file, text message, and other data on the Office's computer system, on any device provided by the Office, and/or sent, received, or transmitted through any such computer system or device. Accordingly, employees should not harbor any expectation of privacy with respect to any document, file, text message or other data stored, received, sent, or transmitted on or through any equipment provided to them by the Office.

Viruses and malware can be transmitted via software or data files and have negative effects on the Office's computer system. Employees must contact the Office's Deputy Chief of Staff for guidance before retrieving data from any non-House device or storage (e.g., thumb-drives, flash drives, external storage media) or connecting any such storage or non-House devices to any House equipment. if you have any questions or need assistance regarding software.

Employees of the Office may not make unauthorized copies of any software licensed to the House or to the Office and remove it from the Office. Employees are also prohibited from using unlicensed software anywhere on the Office's computer system.

No software or applications (e.g., "apps") can be loaded onto any computer or the system without direct authorization from the Chief of Staff or Deputy Chief of Staff.

Employees who access House computer systems remotely are responsible for maintaining the security and integrity of such systems. Passwords and other means of access must be safeguarded, and each employee is responsible for notifying the Deputy Chief of Staff of any breach, or potential breach, of security or integrity of such systems.

Employees are prohibited from moving computers, printers, or other computer equipment within the Office without first contacting the Deputy Chief of Staff.

Employees are responsible for compliance with all regulations of the Committee on House Administration.

Electronic Communications Policy

Email, text-messaging, instant-messaging, group chats, and all other forms of electronic communication (hereinafter “electronic communications”) should be used with the same rules of professional behavior that apply when using the telephone or writing formal memoranda. Electronic communications may not be used to commit an unlawful act, to harass or annoy another employee, or to advertise or promote outside business or other non-office related activities.

Employees should not read the electronic communications of others. Occasionally, an employee may be assigned to review the electronic communications of another employee for legitimate purposes. However, an employee must have approval from the Chief of Staff, prior to reviewing the electronic communications of another employee.

It is possible that other employees or third parties may inadvertently view your electronic communications. Because there is no guarantee of privacy with respect to your electronic communications on House equipment, it is imperative that all employees use good judgment when using electronic communications.

Management expressly reserves the right to review the electronic communications of any employee, with or without notice, for any reason within its discretion, including but not limited to investigating wrongdoing or security breaches, monitoring compliance, or obtaining work product. Employees have no expectation of privacy with respect to their electronic communications on House-provided equipment or that are sent, received, or transmitted using House resources.

Internet Use Policy

Internet access is a privilege and not a right of employment. Incidental personal use of Office resources to access the Internet is permissible only to the extent that such use is negligible in nature, frequency, time consumed, and otherwise conforms with the regulations of the Committee on House Administration and the Code of Official Conduct (House Rule XXIII). Employees should harbor no expectation of privacy with the use of their computers, including the Internet websites they access, browse or download.

The following guidelines are intended to provide some direction in the use of the Internet.

- This list is not exhaustive, and employees should request guidance from the Deputy Chief of Staff if there is any doubt as to whether a particular use of the Internet violates the policy of the Office.
- Employees are strictly prohibited from using Office equipment for any form of communication or use of the Internet that would discriminate against or harass individuals based on such individuals' race, color, religion, sex, sexual orientation, gender identity, age, military status, disability, or national origin.
- Use of the internet shall be in a manner that represents the Office and/or the House of Representatives creditably.
- Use shall not be for personal profit or gain.
- Use shall not be in a manner to, intentionally or otherwise, cause damage, disruption, or malfunction of Office or House systems or networks.
- Use shall not be to intentionally access or attempt to access information on Office or House systems in an unauthorized manner.
- Use shall not be inconsistent with the mission of the Office; and
- Use shall be in a manner consistent with all applicable laws, rules and regulations.
- Employees should always err on the side of caution when accessing websites that are not related to their official job duties.

Employees who violate this policy may be disciplined, up to and including termination.

Social Networking and Blogging Policy

Consistent with applicable law and the rules of the House, the Office respects the rights of its employees to use social media, personal websites, and social networking as a medium of self-expression for personal use. Increasingly, however, information, postings, and statements a Congressional employee shares on his or her personal social media may be construed by third parties as official activity and/or as representative of the views of the Office. Moreover, in some cases, such social media activity may be considered politically incompatible with the Office. Accordingly, Congressional employees must take particular care to use good judgment when utilizing social media as a personal activity.

Inappropriate Social Media Use

Employees should refrain from posting, maintaining, or otherwise contributing to any personal social media, on-line journals or blogs, tweets, or any other internet-based or electronic communication, document, or site that:

- appears to be any official business of the Office.
- in any way depicts, reveals, or describes confidential, or proprietary information of which the employee is aware as a result of his or her employment with the Office.
- unreasonably interferes with the ability of the Office to perform its functions efficiently and effectively (e.g., posts that contain negative or inflammatory comments regarding persons or entities with whom the Office interacts (constituents, other Members, etc.)).
- has the intent or effect of harassing or intimidating an individual (including, but not limited to, an employee of the Office) or group on the basis of an unlawful factor such as race, color, religion, gender, sexual orientation, gender identity, age, military status, national origin or disability; and/or
- interferes with the employee's work, constitutes the commission of an unlawful act or harasses another employee.

This applies to all postings and use of social media and networking of any sort, whether at work or at home, whether connected with an employee's House employment or not, and whether conducted through House computers and resources or through personal computers and resources (such as a home computer/laptop and/or a personal phone and/or smartphone or blackberry).

An employee who violates this policy is subject to disciplinary action, up to and including immediate termination of employment.

Personal Social Media Use Should Not Be Linked to House Employment

If an employee maintains a website, weblog, or screen name, or uses Facebook, Twitter, MySpace or any other social media, the Office requests that he or she not identify himself or herself as an employee of the Office or utilize any other identifier that would allow readers or viewers to know where the staffer is employed. It is acceptable to identify one's employment with the Office on a LinkedIn or other professional social media account, but, in that case, such accounts should not be used for blogging or social media posts, and should not be linked to an employee's Facebook, Twitter, or other social media websites. (For example, linking your Facebook account -- containing non-work-related information, commentary, and/or pictures -- to your LinkedIn account may result in visitors to your LinkedIn account attributing your purely personal information to your employment with the Office). Additionally,

employees should not use their House email address to identify themselves or register for access to any weblogs.

Finally, employees should make it clear to readers that the views expressed are their own.

Incidental Use

Employees are reminded that incidental personal use of equipment and supplies owned or leased by, or the cost of which is reimbursed by the House, is permitted only when such use is negligible in nature, frequency, time consumed, and expense.

Questions about this policy, including but not limited to, what constitutes confidential, proprietary, or appropriate information to be posted should be brought to the attention of the Chief of Staff, or his or her designee.

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Media Relations

Only the Communications Director, Deputy Chief of Staff, and Chief of Staff, are authorized to communicate with members of the press without direct clearance from the Chief of Staff. Staff members receiving requests or contacts from the media regarding any issue related to their employment should report them to the Communications Director immediately.

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Open Door Policy

The Office recognizes that open communication between employees and management is an essential element of a productive work environment. To that end the Office has adopted an Open-Door Policy. The Open-Door Policy has been established to enable employees to seek resolution of job-related issues. It is intended to create a process whereby employees can raise any questions or concerns with the assurance that these issues will be addressed promptly and effectively.

Employees are encouraged to discuss job-related concerns or questions with their immediate supervisor. If an employee fails to get satisfaction from his/her immediate supervisor, or the supervisor is involved in the issue or concern, the employee may discuss the issue with a higher-level supervisor, including the Chief of Staff, and/or the Member.

It is the responsibility of all management personnel to respond to Open Door Requests in a timely and objective manner. Retaliation is prohibited against any employee because he/she uses the Open-Door Policy, as well as participants in any investigation prompted by any such complaint or inquiry.

25-7636_0059

Confidentiality

During your employment with the Office, you will be exposed to certain information of a sensitive or confidential nature. It is critical that confidentiality be maintained by all employees who work for the Office, that no disclosure of confidential information be made to anyone except as required in the performance of work, and that no use be made of confidential information for personal gain or advantage, or for the harm of others either during or after your employment with the Office.

Examples of sensitive or confidential information may include information designated as classified or secret by the government, matters involving the personal or professional lives of Office employees or the Member, internal legislative or political strategy, personal information regarding constituents, and internal operations of the Office, among others.

Employees of the Office have access to confidential and sensitive information and, as a result, have a fiduciary duty to the Office and the U.S. House of Representatives to hold in confidence such information in accordance with the Code of Ethics in Government Service found in the House Ethics Manual. Under that section, employees are precluded from using information coming to them confidentially in the performance of their governmental duties as a means for making private profit. Accordingly, it is the Office policy that all staff shall not publish any article, book, transcript, or other written piece or grant an interview or act as an advisor on any such publication without the prior approval of Representative Mike Collins or his designee.

Strict observance of this policy by all employees is of great importance to the effective operation of the Office. Violations of this policy may result in discipline, up to and including immediate termination. If you discover a violation of this policy, you have the responsibility to notify your supervisor immediately.

Nothing in this policy affects or limits the rights and responsibilities of employees, interns, of the Office, under any applicable federal law, regulation, or House Rule (including the mandates of the Committee on Ethics). For example, this policy should not be read to affect an individual's rights and responsibilities under the Office's Anti-Harassment and Anti-Discrimination Policy, including the right and responsibility to report instances of alleged harassment and discrimination.

Anti-Harassment and Anti-Discrimination Model Policy

A. Statement of The Office's Commitment to Equal Employment Opportunity

- The Office of Representative Mike Collins is firmly committed to ensuring that all employees, interns, detailees, and fellows work in an environment free from discrimination, harassment, or intimidation on the basis of race, color, religion, sex, pregnancy, gender stereotyping, gender identity, sexual orientation, national origin, age (40 or over), disability, military status, genetic information, or any basis prohibited by the Congressional Accountability Act or House Rules.
- This commitment applies to all material aspects of an employee's relationship with the Office under applicable law, including actions relating to hiring, discharge, promotion, pay, benefits, reassignment, discipline, termination, and other personnel actions affecting the terms, conditions, and/or privileges of employment.
- This commitment further extends to making reasonable accommodations required by law to enable qualified individuals with disabilities to perform the essential functions of their jobs. A qualified individual with a disability is a person who meets the requisite skill, experience, education, and other job-related requirements, and who, with or without reasonable accommodation, can perform the essential functions of such position.

B. General Standards

- For purposes of this Anti-Harassment and Anti-Discrimination Policy, the term "employee" includes interns (whether paid or unpaid), detailees, and fellows.
- All employees are to be treated, and are to treat each other, fairly, with respect, and in a manner that strives to uphold the behavior and conduct worthy of individuals working in a Congressional office. It is the responsibility of each House employer and each House employee to ensure that the working environment is free of unlawful harassment and discrimination. This means that employees will not subject anyone with whom they come in contact (whether they work for the office or not) to unlawful discrimination or harassment of any kind, or otherwise act in a manner inconsistent with House Rules, including the House's Code of Official Conduct (House Rule XXIII). This standard applies to interactions with Members of Congress, employees, and third parties with whom employees interact as part of their job duties. This standard also applies to Members.
- Consistent with House Rule XXIII, this Policy applies not only to actions and conduct at the workplace itself, but also applies outside of the Office when an employee or Member is performing work for the Office (such as when the employee is engaged in work-related travel, attending work-related events, etc.).
- Nothing in this Policy shall be interpreted to alter the legal standards applicable to any Congressional Accountability Act ("CAA") claim an employee may bring and/or create legal rights or responsibilities other than those mandated by the CAA and House Rules.

C. Conduct Prohibited Under this Policy

The Office will not tolerate:

- any manager or supervisor of the Office (including the Member) making any unlawful employment decision or taking any employment action on the basis of race, color, religion, sex, pregnancy, gender stereotyping, gender identity, sexual orientation, national origin, age (40 or

older), disability, military status, genetic information, or any basis prohibited by the Congressional Accountability Act or House Rules; and/or

- any employee, manager or supervisor of the Office (including the Member) acting in a way that unlawfully creates a hostile, offensive, intimidating or demeaning working environment for any employee on the basis of race, color, religion, sex, pregnancy, gender stereotyping, gender identity, sexual orientation, national origin, age (40 or older), disability, military status, genetic information, or any basis prohibited by the Congressional Accountability Act or House Rules.

Employees and Members must be aware that, consistent with House Rule XXIII, their comments and behavior should always reflect creditably on the House when observed by the public, constituents, and non-employees. One way an employee/Member can evaluate this standard is to consider how the comments, behavior, text/email/social media posts would be viewed if published on the front page of a newspaper. If the employee/Member would be embarrassed or ashamed by such media attention, then he/she should not engage in the behavior.

D. Definition of What Constitutes Prohibited Discrimination and Harassment Under This Policy

1. Prohibited Discrimination

Discrimination on the basis of race, color, religion, sex, pregnancy, gender stereotyping, gender identity, sexual orientation, national origin, age (40 or older), disability, military status, or genetic information is prohibited. Discrimination may occur when an Office takes an employment action (such a hiring, promotion, salary adjustment, termination, etc.) on the basis of one or more of these factors.

2. Prohibited Harassment

Harassment is a specific form of discrimination and is also prohibited when it is based on race, color, religion, sex, pregnancy, gender stereotyping, gender identity, sexual orientation, national origin, age (40 or older), disability, military status, or genetic information. Verbal or physical conduct relating to any of these characteristics can constitute harassment and may be unlawful if it creates an intimidating, hostile, or offensive work environment; or if it unreasonably interferes with an individual's work performance. The types of conduct that may constitute harassment include, but are not limited to:

- jokes or insults relating to a person's protected class status.
- unwelcome comments relating to a person's protected class status;
- any other offensive words, actions or physical conduct relating to a person's protected class status.
- pictures or gestures which negatively depict a protected class; or
- other expressions of stereotypes or prejudicial attitudes about protected class members. a.

1. Sexual Harassment

Engaging in such conduct by originating, forwarding or accessing electronic communications via email, internet (including social media posts), or electronic/text message is specifically prohibited.
Although all forms of unlawful harassment and discrimination are prohibited by this Policy, there are unique issues that sometimes accompany sexual harassment, including the fact that sexual harassment can take two basic forms under applicable law: *quid pro quo and hostile work environment.*

Prohibited quid pro quo sexual harassment may occur when a supervisor or manager (including the Member) threatens or insinuates, expressly or implicitly, that a subordinate is required to submit to sexual advances or to provide sexual favors as a condition of employment, continued employment, or in exchange for any term, condition, or benefit of employment. Quid pro quo sexual harassment also occurs when a subordinate's refusal to submit to sexual advances, or to provide sexual favors, will adversely affect the subordinate's employment, continued employment, or any term, condition, or benefit of employment.

Prohibited hostile work environment sexual harassment occurs when unwelcome sexual conduct has the purpose or effect of interfering unreasonably with another employee's work performance or creates an intimidating, hostile, or offensive work environment. There is a subjective and an objective component to this form of harassment. The employee must show that he/she believed the conduct was hostile, abusive, or offensive and that a reasonable person in the employee's position would objectively believe the conduct was hostile, abusive, or offensive.

The types of conduct that, if unwelcomed, may constitute sexual harassment include, but are not limited to:

- sexual bantering, off-color language/jokes, or verbal conduct of a sexual nature.
- displaying, circulating, or commenting on sexually suggestive material in the workplace.
- flirtation, advances, touching, propositions, or requests for dates or sexual favors.
- sexually degrading words used to describe an individual.
- gender-stereotyping comments.
- comments or inquiries about one's own or someone else's sexual activities or romantic life.
- verbal commentaries or gestures about an individual's body.
- use of sexual or degrading gestures or other non-verbal communications.
- other offensive words or actions of a sexual or gender-related nature. b. Individuals' Responsibility Regarding their Conduct

Engaging in such conduct by originating, forwarding, or accessing electronic communications via email, internet (including social media posts), or electronic/text message is specifically prohibited.

Sexual harassment can occur regardless of the sex, gender, or sexual orientation of the individuals involved. Accordingly, sexual harassment can occur between members of the same sex or between members of the opposite sex.

2. Individuals' Responsibility Regarding their Conduct

In order to constitute prohibited harassment under the law and under this Policy, the behavior at issue must (among other things) be unwelcome. It is important to recognize that personal behavior and language that are "acceptable" to one individual may be "offensive" to another. All employees and Members must recognize that the focus of this prohibition is on the effect of one's action, not the intent. Even an employee or Member who believes he or she is "just kidding" or "didn't mean any harm" may act in ways that have the effect of unlawfully intimidating or demeaning another employee, and thereby violating this Policy. Additionally, employees and Members should not assume that comments or behaviors relating to a protected characteristic are welcome simply because the recipient does not visibly or verbally object.

Even if an individual's comments or behavior are welcomed by the recipient, it is possible that others who hear, overhear, or observe such conduct may find it unwelcome. Therefore, employees and Members must avoid engaging in behavior towards any person that constitutes unlawful harassment with respect to any other employee, Member, or third-party bystander – not just the intended recipient of the comment or behavior.

E. Compliance Requirements

The Office has established an Internal Compliance Coordinator. This position is responsible for (1) maintaining the most updated copy of this Policy; (2) providing copies of this Policy to all employees (at the beginning of employment, when the Policy is updated, and at the request of an employee); (3) maintaining copies of certifications for each Office employee attesting that the employee has received, read, and understands this Policy; (4) reminding employees and Members of their obligation to timely complete relevant/mandatory training; and (5) maintaining and regularly updating records showing that all employees have completed mandatory training. The Office's Internal Compliance Coordinator is the Deputy Chief of Staff.

F. Obligation of All Employees to Report Violations of this Policy

It is the intention of the Office to stop harassment and discrimination before it rises to the level of a violation of law. Any employee who in good faith believes that he/she has been subjected to or witnessed actions that may violate this Policy is strongly encouraged to promptly notify management to allow management to immediately investigate and take corrective action where appropriate. The employee must not wait until the actions become severe or pervasive but is encouraged to report such activity immediately. In addition, an employee should not assume that management is aware of a situation or behavior that may violate this Policy.

The employee may notify his or her direct supervisor, the next level supervisor, the Member, or any other management official with whom the employee feels comfortable discussing such issues. If the employee's direct supervisor is involved in the harassment or discrimination, the employee need not report it to the direct supervisor, but should instead report it to a higher-level supervisor, or the Member.

Nothing in these reporting procedures should be read to prohibit an employee from speaking directly with the individual engaging in the behavior that the employee finds inappropriate. But the employee should never feel obligated to do so before addressing the concern with a supervisor or other management official.

Managerial employees who become aware of alleged harassment or discrimination, and/or who receive reports of alleged harassment or discrimination under this Policy, have an obligation to ensure that senior management of the Office is notified promptly. Failure of a managerial employee to notify senior management of a harassment or discrimination allegation is grounds for termination of the managerial employee's employment.

G. The Office Will Investigate and Correct Conduct that Constitutes Harassment and Discrimination Under This Policy

When the Office becomes aware of and/or is notified of alleged harassment or discrimination under this Policy, it will seek to conduct a fair, timely, and thorough investigation. The Office will endeavor to be fair to all employees with respect to the scope and manner of the investigation, including to the individual bringing the complaint and to the individual alleged to have engaged in behavior that violates this Policy. Therefore, the Office will seek to speak to all individuals involved and will endeavor to give all parties an opportunity to be heard, to provide relevant documents or evidence, and to identify other possible witnesses who may have knowledge of the circumstances.

An effective investigation generally requires sharing information with those who have a "need to know." Therefore, although the Office will endeavor to be discreet and limit the number of individuals who are aware of the allegations, absolute confidentiality cannot be assured. Any documents created or obtained concerning the investigation will be treated as confidential to the extent reasonably practicable and in keeping with applicable law and House Rules. To ensure that the Office can conduct a full and fair investigation, it will expect its employees to comply with reasonable requests by the Office for information that may be relevant to the investigation (e.g., identifying witnesses who may have observed the alleged harassment or discrimination). The scope of the investigation will vary depending on the nature of the allegations, in keeping with the goal of providing the Office with sufficient information to adequately address the issue.

At the end of its investigation, the Office will consider all of the information, statements, and evidence it has obtained and based on this information, the Office will assess whether there has been a violation of this Policy. The Office will convey its determination to the person reporting the alleged violation and to the person alleged to have violated this Policy and will advise them that the matter has been closed by the Office. The Office will take prompt corrective action if deemed appropriate, which will depend on the results of the investigation, the conclusions reached, and the nature of the conduct. The Office will also advise the person reporting the alleged violation of this Policy to inform the Office if that individual believes there are additional violations of this Policy and/or that retaliation is occurring. These allegations will also be promptly investigated, and corrective action taken if deemed appropriate. Any employee who violates this Policy will face appropriate disciplinary action, up to and including termination.

H. Good Faith: Retaliation Strictly Prohibited

Any employee who makes a good-faith report of harassment under this Policy and/or participates in good faith in an investigation (e.g., as a witness) is protected from discipline or retaliation based on the employee's good-faith conduct in making the report or participating in the investigation. 43

Retaliation against anyone who in good faith reports an alleged violation of this Policy or participates in or aids in an investigation is strictly prohibited. If an employee feels that he or she has been retaliated against for making a good-faith complaint or participating in an investigation, the alleged violation should be reported to a management employee.

Any employee who violates this aspect of this Policy will face appropriate disciplinary action, up to and including termination.

I. Office of Employee Advocacy

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It is the Office's intent to prevent harassment and discrimination and to take appropriate corrective action should they occur. To that end, employees are strongly encouraged to utilize the processes and procedures set forth in Section F, G, and H of this Policy, as this will give the Office an opportunity to address issues at the earliest possible time and resolve them before they potentially become more serious. However, in addition to the procedures described above, an employee is free to also contact the Office of Employee Advocacy hotline at 202 225 8800 for confidential consultation regarding any concerns related to harassment or discrimination or send an email to Employee.Advocacy@mail.house.gov **(to maintain confidentiality, employees should send matters using their personal, non-House email accounts).**

Performance Reviews

The Office may periodically review with the employee his/her job performance and discuss his/her job interests and career goals. The Office does this to bring to the employee's attention both areas in which he/she is performing well and those that need improvement. Performance evaluations can also influence decisions regarding pay increases.

Some of the factors the Office considers in its evaluation of employees include:

- quality of work.
- job skills.
- dependability.
- attendance and punctuality.
- ability to work cooperatively with colleagues and constituents.
- knowledge of work.
- willingness to assume responsibility.
- willingness to accept direction.
- ability to give direction where applicable.
- adherence to Office policies; and
- improvement since the last review.

The Office will attempt to provide each employee the opportunity to comment on the evaluation. Employees should understand that an evaluation does not alter the employee's at-will relationship or create a contract with the Office as described elsewhere in this Handbook.

Personal Appearance Policy

Employees should dress, groom, and maintain personal hygiene in a manner which enhances the professional and public relations of the Office, as well as the safety and productivity of all staff members. This includes wearing neat, clean, business attire which is neither distracting nor offensive to visitors, constituents, or co-workers. Management reserves the right to judge when an employee fails to meet this standard and to instruct the employee to cure the deficiency. Violation of this policy may lead to disciplinary action, up to and including termination of employment.

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Employee Conduct and Discipline

To ensure that all employees are working in a safe, productive and harmonious environment and that the Office is able to operate at optimum efficiency, certain general standards of personal conduct and job performance have been established.

Your actions are a direct reflection on the Member, the Office and the House of Representatives. Actions that reflect poorly on the Member, the Office or the House of Representatives are grounds for disciplinary action, up to and including termination.

Standards of job performance are determined by the employee's position. Standards of personal conduct, however, are uniform throughout the Office. Employees are expected to be courteous and respectful, and to conduct themselves at all times in a manner which shall reflect creditably on the House of Representatives.

Discipline

While it is anticipated that most problems will be resolved through the cooperation of employees, there are times when inappropriate conduct or inadequate performance may result in disciplinary action. While this office does not employ mandatory progressive discipline, appropriate disciplinary action may, at the Office's sole discretion, include probation, counseling, suspension (with or without a pay reduction), demotion, or other actions, up to and including termination. It is within management's sole discretion to determine appropriate measures based upon the circumstances of each individual disciplinary matter.

Insubordination

Employees are expected to follow directions given by a supervisor or a person in authority. Failure to perform or unreasonably delaying the performance of instructions given by a supervisor or person in authority is unacceptable and may result in disciplinary action, up to and including termination of employment.

Misconduct

The following actions are unacceptable and may result in appropriate disciplinary action. The misconduct identified below is merely illustrative, is not intended to be a complete list of misconduct, is not intended to be listed in order of severity of the conduct, and does not alter the Office's at-will employment policy:

1. Misrepresenting or withholding information on an employment application or House records, including timecards, injury reports, leave reports, personnel documents, etc.
2. Removing House property, records, or documents without proper authorization.
3. Releasing sensitive or confidential information without proper authorization; allowing access to such information by unauthorized personnel; or using such information or property for personal reasons.
4. Unauthorized possession, willful destruction or abuse of House property or the property of any individual on the premises.
5. Entering a restricted area or allowing another person to enter a restricted area without proper authorization.

6. Excessive absenteeism or tardiness without proper authorization.
7. Unexcused absence from work.
8. Use of abusive, threatening or obscene language; use of language that adversely affects morale, production, or maintenance of discipline.
9. Engaging in any type of discrimination or harassment.
10. Performing personal or campaign business during working hours or using the frank, official stationery, or other official resources for personal benefit.
11. Violating the Office's alcohol and drug abuse policy.
12. Possessing dangerous weapons on the premises.
13. Illegal or disorderly conduct of any kind such as fighting, wrestling, roughhousing, or any other activity hazardous to life, limb or property.
14. Failure to abide by the leave policies of the Office.
15. Failure to follow House Rules and federal statutes concerning the acceptance of gifts, and the reporting of financial interest, employment or conflicts of interest.
16. Failure to observe general safety procedures, neglect of the safety of others, or the commission of unsafe acts.
17. Reviewing the mail, including email, of another employee without appropriate authorization.
18. Failure to follow the Office's Computer and Internet policies.
19. Unauthorized communications with members of the press, written statements, personal appearances, testimony, articles, or comments on any aspect of the employee's official responsibility as an employee of the Office or relating to matters of the House without direct clearance from the Communications Director or Chief of Staff.
20. Any other action that is deemed to be inconsistent with the standards and expectations of the Office or to show a disregard for the House's interests or the employee's duties and obligations to the House.

Termination of Employment

The Office desires that your employment in the House be a rewarding and successful experience. However, it is conceivable that circumstances may arise that will make it advisable for you to end your employment with the Office.

Should you decide to terminate your employment with the Office voluntarily, you are requested, but not required, to provide adequate notice. Adequate notice is customarily two weeks and may be longer depending on your particular responsibilities. The request that you provide notice of your intent to resign is not intended to alter the fact that either you or the Office is entitled to terminate your employment relationship at any time without notice.

Each employee must return all House property, including his or her I.D. card and keys. Failure to do so may result in the withholding of your final paycheck. Employees who have group medical and life insurance will continue to receive coverage during the period in which the employee remains on the payroll as provided for by the individual employee's health or life insurance policies and applicable federal laws. Employees should contact the Office of Payroll and Benefits at x5-1435 with any questions regarding benefits.

Upon termination certain employees are prohibited from lobbying certain Members of Congress or their staff for a period of at least one (1) year. For more information, contact the Committee on Ethics at x5-7103.

References

References for former or current employees of the Office are to be given only by the Chief of Staff or Representative Collins and only in accordance with the Hatch Act Reform Amendments of 1993 and the laws and rules highlighted in the October 1, 1998 “Pink Sheet” created by the Committee on Standards. Employees should contact Chief of Staff or Deputy Chief of Staff or the Committee on Ethics at x5-7103 with any questions.

Holidays

The Office will observe the following holidays IF the House is not in session:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- President's Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve or December 26th (if Christmas falls on a weekend)
- Christmas
- New Year's Eve or January 2nd (if New Year's Day falls on weekend)

Leave Policy

The leave policy of the Office is designed to provide benefits to employees, while maintaining enough flexibility to allow the Office to perform its functions.

Annual Leave

Annual leave is based upon the calendar year. Full-time employees of the Office are entitled to **14 days of paid leave**.

Part-time employees receive a pro-rated number of days based on the percentage of the calendar year they work. For example, a part time employee who works 20 hours weekly will receive 7 days of paid leave.

For D.C. Staff

- Requests for annual leave must be made in advance in writing to the deputy chief of staff and are subject to approval by the Chief of Staff.
- Annual leave will generally not be granted when the House is in session and the employee is needed for legislative activities, or if no other person in the Office is available to perform the employee's duties in his or her absence.

For District Staff

- Requests for annual leave must be made in advance in writing to the district director and are subject to approval by the Chief of Staff.
- Leave will generally not be granted when the House is in recess and the employee is needed for staffing the member as district events, or if no other person in the Office is available to perform the employee’s duties in his or her absence.

No more than 3 annual leave days may be carried over from one calendar year to the next. Any balance beyond 3 days will be lost.

If an employee has taken more annual leave than he or she has earned, the Office may deduct the excess annual leave from the employee's final paycheck or seek reimbursement from the employee.

Sick Leave

The Office provides 1 day of paid sick leave per month to all full-time and part time employees, regardless of years of service, for periods of temporary absence due to illness or injury of the employee. Unused sick leave does not carry over from year to year. No payment will be made for unused sick leave upon termination of employment. Under both the CSRS and FERS retirement plans, unused sick leave accrued as part of a qualified sick leave policy may be credited toward an employee's retirement.

The Office will not accept the transfer of an employee's accrued, unused sick leave from a prior federal employer.

Employees who are unable to report to work due to illness or injury must notify their immediate supervisor or a manager or leave a message with the Office no later than 8:30 a.m., or as soon as reasonably practicable based on the circumstances. The Office must be contacted on each additional day of absence. Except in medical emergencies, employees who must leave work due to illness or injury must generally notify their immediate supervisor or a manager prior to departure. Failure to follow these procedures may result in the treatment of the day as an unexcused absence, which may be subtracted from the employee's annual leave allotment, and/or can result in disciplinary action up to and including termination.

Sick leave may be used for scheduled medical and dental appointments of the employee and/or of the employee's family member(s).

If an employee, or an employee's family member(s) have a serious health condition as that term is defined under the Family and Medical Leave Act discussed below, the employee may be eligible for FMLA leave.

Religious Holidays

The Office seeks to accommodate reasonable requests for leave for religious observances. Employees may elect to take annual leave or unpaid leave (if the employee has exhausted his or her paid leave) for such purposes. The availability of such leave depends on the operational needs of the Office, consistent with applicable law. Accordingly, employees should request such leave as far in advance as possible to allow for appropriate scheduling to be made by management.

Bereavement Leave

Employees are entitled to up to 3 days of paid bereavement leave for the death of an immediate family member. An "immediate" family member includes an employee's parent, stepparent, spouse, child, stepchild, brother, stepbrother, sister, stepsister, grandchild, grandparent, mother-in-law, father-in-law, son-in-law or daughter-in-law. Personal leave for the death of friends or other relatives will be charged against annual leave. At the Office's discretion, additional bereavement leave for travel time and other extenuating circumstances may be granted.

Military Leave Policy

An employee who is a member of a National Guard or Armed Forces Reserves ("Reserves") unit accrues paid military leave at a rate of 15 business days per fiscal year for, among other purposes, active duty and inactive-duty training, or funeral honors duty. Any compensation provided by the National Guard or Reserves may be retained by the employee. An employee who is a member of a Federal Emergency Task Force and is called to duty will be given paid leave for that purpose. To apply for the leave, the employee should submit appropriate documentation (e.g., a copy of the orders) to the Office as far in advance as possible. Employees can carry over unused military leave up to 15 days per fiscal year (for a total not to exceed 30 days per fiscal year).

In addition to the fifteen (15) paid business days of leave an employee in the National Guard or Reserves accrues each fiscal year, an employee who performs military service as defined by 5 U.S.C. 6323(b)(2)(A) (regarding the provision of military aid to enforce the law or support civil authorities), or is called to active duty to support a contingency operation as defined under 10 U.S.C. 101(a)(13) receives an additional twenty-two (22) business days of paid leave per calendar year, offset by the employee's military salary. In other words, if an employee is called to active duty to support a contingency operation, the employee will receive the difference between his/her Office salary and the military salary for a period of twenty-two (22) business days (assuming the employee's Office salary is higher than his/her military salary). To facilitate processing and distributing the 22-day pay differential, the employee should provide the Office with information regarding his or her military pay prior to departure for military leave. Failure to provide such information may result in a delay in distributing the 22-day pay differential to the employee.

In addition, under 5 U.S.C. 5538, an employee in the National Guard or Reserves who is called to active duty in support of a contingency operation as defined under 10 U.S.C. 101(a)(13)(B) is entitled to up to five years of paid leave offset by the employee's military salary.

There are other situations in which an employee who is in the Reserve or National Guard may qualify for additional leave. The Office will provide leave consistent with qualifications and requirements of 5 U.S.C. § 6323, including extended leave for military reserve technicians and employees ordered to military service to support civil authorities.

Employees who require absences for military duty (including long-term absences for active duty) will be accorded all benefits and protections provided by law, including reemployment rights, health insurance protection, and the right to be free from discrimination and retaliation. Any employee who is required to take a leave of absence for military duty should notify the Office immediately. An employee shall be permitted, but not required, to use any unused accrued annual leave, upon request, during the period of military service.

Reemployment rights. An employee returning from active duty military status is entitled to be reinstated by the Office to the employee's previously held position, or to an equivalent position if: 1) the employee (or an appropriate officer in the uniformed services) gives advanced notice of military service when possible; 2) the cumulative length of the absence, and all previous absences from the position by reason of service in the uniformed services, does not exceed five years (certain types of military leave excluded); and 3) the employee returns to work or applies for reemployment in a timely manner after conclusion of service (timeliness depends on length of service – see below); and 4) the employee has not

been separated from military service with a disqualifying discharge or under other than honorable conditions.

If an employee is eligible to be reemployed, the employee must be restored to the job and benefits the employee would have attained if he or she had not been absent due to military service or, in some cases, a comparable job. The Office need not reemploy an employee, however, if reemploying is unreasonable or impossible, or if an employee's pre-service employment was for a brief, nonrecurrent period with no expectation that it would continue.

Notice requirements for intent to return to work. The time and manner by which an employee must express his or her intent to return to work varies depending on the length of absence. For military service under 31 days, the employee must report to the Office no later than the first full work period on the first full calendar day after the completion of the leave, after travel time plus eight hours of rest (or as soon after the eight-hour period as possible if reporting within this time is impossible or unreasonable through no fault of the employee). For military service of more than 30 days but less than 180 days, the employee must notify the Office of his or her intent to return to work by submitting an application for reemployment not later than 14 days after completion of military service (or the "next first full calendar day" if submission within the 14 days is impossible or unreasonable through no fault of the employee). For military service of more than 180 days, the employee must notify the Office of his or her intent to return to work by submitting an application for reemployment not later than 90 days after the completion of military service.

Health Insurance Protection. Employees who leave their job to perform military service have the right to elect to continue existing employer-based health plan coverage for themselves and their dependents for up to 24 months while in the military. Depending on the length of his or her military service, an employee may be required to pay up to 102 percent of the full premium under the applicable health plan. An employee seeking medical benefits while on military leave should contact the Office of Payroll and Benefits for additional information regarding the cost of such coverage.

An employee electing not to continue coverage during their military service has the right to be reinstated in the employer-based health plan when he or she is reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

Thrift Savings Plan Protection. An employee who is reemployed after a period of military leave may make contributions to the Thrift Savings Plan equal to the contributions which would have been made over his or her military leave period reduced by any contributions actually made over this period. An employee interested in making catch up contributions to the Thrift Savings Plan after his or her reemployment should contact the Office of Payroll and Benefits for additional information.
Non-discrimination and non-retaliation. An individual who is a past or present member of the uniformed service, has applied for membership in the uniformed service, or is obligated to serve in the uniformed service may not be denied initial employment, reemployment, retention in employment, promotion, or any benefit of employment because of this status. In addition, the Office may not retaliate against anyone assisting in the enforcement of these rights, including anyone who testifies or makes a statement in connection with a proceeding for the enforcement of these rights, even if that person has no service connection.

Jury and Witness Duty

An employee who is summoned for jury or witness duty and must be absent from work will continue to receive full pay and will not be charged annual leave. Upon receipt of such summons, the employee must notify the Office immediately and must provide a copy of the summons or other written documentation requesting jury or witness duty.

Certain courts require only that a juror telephone the court each morning to determine whether the juror must report to court. Under such circumstances, when not needed by the court, the employee must report to work.

As provided by law (2 U.S.C. § 4503), any fee paid to an employee for jury or witness duty shall be turned into the Office, and the entire amount will be remitted to the House Finance Office. Any reimbursement made to an employee for expenses incurred in rendering jury or witness service may be retained by the employee. Upon returning to work from jury duty, an employee shall provide the Office a certificate of attendance from the Clerk of the court or similar court official for each day of absence.

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Leave Without Pay (LWOP)

Requests for leave without pay other than unpaid FMLA may be granted at the discretion of the Chief of Staff.

As a basic condition for approval of LWOP, the Office should have a reasonable assurance that the employee will return to duty at the end of the approved period. LWOP status should be requested in advance of the period of absence. In no case may the period of LWOP status exceed twelve months in a twenty-four month period.

Furlough

Furlough is an absence without pay initiated by the Office. Placement in a furlough status is at the discretion of the Office unless placement in such leave status is otherwise required by law.

Family and Medical Leave Act (FMLA) Policy

Under this policy and the applicable provisions of the Family and Medical Leave Act (FMLA), employees may be entitled to up to a total of 12 weeks (and in some cases up to 26 weeks) of job-protected leave for specified family and medical reasons. An employee's eligibility for leave under the FMLA varies depending on the employee's prior service and/or the type of leave requested. Accordingly, this policy summarizes the eligibility requirements, rights, and responsibilities for taking the various types of FMLA leave. Employees who have questions about this policy should contact the Deputy Chief of Staff.

I. Basic 12-Week FMLA Leave Entitlement - Parental Leave (Type A and Type B Leave)

Reasons for Leave. Any employee requiring parental leave is entitled to up to **12 weeks** of job-protected leave during a 12-month period. "Parental leave" is defined as leave for the following reasons:

a. because of the birth of the employee's son or daughter, and for the employee to care for and bond with his or her newborn child during the child's first year ("Type A" leave); or
b. because of the placement of a son or daughter with the employee for adoption or foster care, and for the employee to care for and bond with his or her child during the first year after adoption or placement ("Type B" leave).

The right to take parental leave applies regardless of gender. Thus, for example, a father, as well as a mother, can take Type A and/or Type B leave for the birth, placement for adoption, foster care, and/or for bonding with a child.

Immediate Eligibility for Types A and B Leave. In contrast to other types of FMLA leave, employees are entitled to take Type A and/or Type B leave immediately upon employment with the Office.

The circumstances under which the various types of FMLA leave are paid are discussed in Section IV below.

II. Basic 12-Week FMLA Leave Entitlement – Non-Parental Leave (Type C, Type D, and Type E Leave)

Reasons for Leave. An eligible employee is entitled to up to a total of 12 weeks of job-protected leave during a 12-month period for the following reasons:

c. to care for the employee's spouse, son or daughter, or parent who has a serious health condition ("Type C" leave).
d. because of the employee's own serious health condition which makes the employee unable to perform the functions of his or her job ("Type D" leave); or
e. because of any qualifying exigency arising out of the fact that the employee's spouse, son or daughter, or parent is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces ("Type E" leave).

The term "serious health condition" for Types C and D leave means an illness, injury, impairment, or a physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical facility; or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents a qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar

days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of serious health condition as defined in applicable regulations issued by the Office of Congressional Workplace Rights.

The term "qualifying exigency" for purposes of Type E leave may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

The term "covered active duty" means: (A) in the case of a member of a regular component of the Armed Forces, duty during deployment of the member with the Armed Forces to a foreign country; and (B) in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a "contingency operation" as defined under 10 U.S.C. § 101(a)(13)(B).

Eligibility for Types C, D and E Leave. An employee is eligible for Type C, Type D, and/or Type E FMLA leave, if the employee has worked for any Congressional employing office for at least 12 months (the 12 months do not have to be consecutive) and also for a total of at least 1,250 hours during the previous 12-month period immediately preceding the commencement of the FMLA leave.

In addition, for purposes of determining whether an employee has worked for any Congressional office for at least 12 months and also for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave, any service on active duty (as defined in 29 U.S.C. § 2611(14)) by a member of the National Guard or Reserves will be counted as time during which the employee has worked for a Congressional employing office.

III. 26-Week Injured Servicemember Caregiver FMLA Leave Entitlement

Reasons for Leave. The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of FMLA leave to care for a covered servicemember during a single 12-month period (Injured Servicemember Caregiver leave). This leave is available to an eligible employee who is the spouse, son or daughter, parent, or next of kin of a covered servicemember. A covered servicemember is:

1. a current member of the Armed Forces, including a member of the National Guard or Reserves who has a serious injury or illness that was incurred in the line of duty on active duty (or aggravated in the line of duty on active duty) and that may render the servicemember medically unfit to perform his or her duties for which the servicemember is:
    a. undergoing medical treatment, recuperation, or therapy;
    b. is in outpatient status; or
    c. is on the temporary disability retired list.

2. a veteran who is undergoing medical treatment, recuperation or therapy, for a serious injury or illness (incurred in the line of duty on active duty or aggravated by service in the line of duty on active duty) and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment recuperation or therapy.

Eligibility for 26-week Injured Servicemember Caregiver Leave. An employee is eligible for the 26 weeks of Servicemember Caregiver Leave, if the employee has worked for any Congressional employing office for at least 12 months (the 12 months do not have to be consecutive) and also for a total of at least 1,250 hours during the previous 12-month period immediately preceding the commencement of the FMLA leave.

In addition, for purposes of determining whether an employee has worked for any Congressional office for at least 12 months and also for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave, any service on active duty (as defined in 29 U.S.C. § 2611(14)) by a member of the National Guard or Reserves will be counted as time during which the employee has worked for a Congressional employing office.

IV. Circumstances When FMLA Leave Is Paid

When and how FMLA leave is paid varies depending on the type of leave taken. More specifically, an employee who takes FMLA leave will continue to be paid their regular pay under the following circumstances:

A. Types A and B Leave (Paid Parental Leave)

Employees who take parental leave (Type A and/or Type B leave) are legally entitled to up to 12 weeks of paid parental leave per 12-month FMLA leave year.

B. Types C, D, E, and Injured Servicemember Caregiver Leave

Under the FMLA, Types C, D, E, and Injured Servicemember Caregiver Leave are unpaid.

However, as an additional benefit to employees, it is the Office's policy to provide up to 6 weeks of paid FMLA leave per FMLA year to an eligible employee who uses Types C, D, E, and Injured Servicemember Caregiver leave. Thus, the first 6 weeks of each FMLA year in which an employee uses Types C, D, E, and Injured Servicemember Caregiver FMLA leave will be paid. Thereafter, the leave is unpaid (unless the employee chooses, or the Office requires, that accrued annual or sick leave be substituted during the remaining unpaid period of FMLA leave).68

Employees on Types C, D, E, and Injured Servicemember Caregiver FMLA leave may choose to substitute any accrued paid leave for otherwise unpaid FMLA leave as follows:

1. The employee may substitute his or her accrued annual leave when FMLA leave is taken for any reason.
2. In addition, when FMLA is taken for the employee's own serious health condition (Type D leave), the employee may also substitute any accrued sick leave for FMLA leave.
3. In addition, when FMLA leave is taken to care for an ill family member (Type C leave) or to care for an injured or ill servicemember (Injured Servicemember Caregiver leave), the employee may choose to substitute any accrued sick leave for FMLA leave.

When an employee substitutes annual and/or sick leave for Type C, D, E and/or Injured Servicemember Caregiver Leave, that time will count toward the employee's FMLA entitlement. In other words, the use of substituted paid leave will run concurrently with the employee's use of unpaid FMLA leave.

V. Calculating the FMLA Leave Year

When basic FMLA leave (i.e., Type A, B, C, D and/or E leave) is taken, the 12-month period during which an employee is entitled to up to 12 weeks of FMLA leave is calculated on a rolling 12-month basis measured backward from the date the employee first uses FMLA leave.

For purposes of Injured Servicemember Caregiver leave, the single 12- month period begins on the first day the eligible employee takes FMLA leave to care for a covered servicemember and ends 12 months after that date. Please consult with the Deputy Chief of Staff, for guidance on how leave is calculated when an employee takes Injured Servicemember Caregiver leave and also takes Type A, B, C, D and/or E leave during the same time frame.

VI. Notice and Designation of Leave As FMLA Leave

If an employee's need for FMLA leave is foreseeable, an employee must generally provide at least 30 days' notice (written or verbal), or otherwise as much advance notice as practicable. If an employee fails to give 30 days' notice, with no reasonable excuse, the Office may delay the taking of FMLA leave. An employee need not provide 30 days' advance notice of the need for qualifying exigency leave (Type E leave) if such advance notice is not reasonable and practicable.

For leave requested for the care of a family member with a serious health condition or leave for the employee's own serious health condition (Type C and D leave), or leave to care for an injured servicemember, the employee shall make a reasonable effort, after consulting with Deputy Chief of Staff, to schedule leave so as not to unduly disrupt office operations (subject to approval of the appropriate health care provider).

Any employee who takes FMLA leave for any reason must submit a written request for leave, even if the request is submitted after the leave has commenced. Such written notice must be submitted to Deputy Chief of Staff and shall include the dates and the type of leave requested (i.e., whether the leave is Type A, B, C, D, E and/or Injured Servicemember Caregiver leave).

Whenever an eligible employee is absent from work for a reason that is FMLA-qualifying, the Office will count the absence as leave under the FMLA. Furthermore, FMLA leave will be designated as such retroactively upon an employee's return to work where the employee does not inform the Office in advance of the reason for the leave and/or the Office discovers upon the employee's return that the reason for the leave falls under the FMLA.

VII. Intermittent or Reduced Schedule Leave

FMLA leave is often taken in large blocks of time such as when an employee is entirely absent from the Office and no work is performed (e.g., twelve weeks at home bonding with a new child, three weeks at home recuperating from an illness or injury). In certain cases, however, an employee may not need FMLA leave for such extended periods, but rather may need FMLA leave intermittently (for example, a few hours every other week to see a doctor for treatment regarding a chronic condition) or on a reduced schedule (e.g., to work a half-time schedule for two weeks until the employee fully recovers from his or her serious health condition). The rules regarding when FMLA leave may be taken intermittently are as follows:

1. Qualifying exigencies leave (Type E leave) may be taken on an intermittent or reduced schedule basis.
2. Leave to care for a seriously ill family member (Type C leave), leave taken for the employee's own serious health condition, (Type D leave) or leave to care for an injured servicemember, may be taken intermittently or on a reduced schedule basis, so long as such intermittent or reduced schedule leave is medically necessary as certified by the appropriate health care provider.
3. Leave may be taken intermittently or on a reduced leave schedule because of the birth, adoption or placement of a child, or to bond with a newborn or a newly adopted or newly placed foster child (Type A and B leave) only with the approval of the Office. If the birth mother is incapacitated due to pregnancy, or if the newborn or newly placed child has a serious health condition, such leave (Type C or D leave) may be taken on an intermittent or on a reduced schedule basis if accompanied by appropriate medical certification.
4. When leave is taken intermittently or on a reduced leave schedule and such leave is foreseeable based on planned medical treatment, the Office may require that the employee transfer to an alternative position which has equivalent pay and benefits, and which better accommodates recurring periods of leave.

VIII. Certification of Need for FMLA Leave; Fitness for Duty

When an employee takes FMLA leave for his or her own illness (Type D leave) or to care for a family member (Type C leave), the employee must provide a medical certification from the health care provider that the leave is due to the serious health condition of the employee or the employee's spouse, parent, or child. The employee must have the health care provider complete the form. The completed certification form should be returned to the Office within 15 days, where possible. The Office may also require appropriate certification, as permitted by law, for qualifying exigency leave (Type E leave) and Injured Servicemember Caregiver leave.

When certification of a serious health condition is requested in connection with Type C or Type D leave, the Office may also require and pay for an opinion by a second health care provider designated by the Office. If there is a conflict between the first and second certifications, the Office may require and pay for a third opinion by a health care provider jointly approved by the Office and the employee. The opinion of the third health care provider is final and binding.

The Office may also require that an employee present a "fitness for duty" certification upon return to work when the absence is caused by the employee's own serious health condition (Type D leave). The Office may seek such certification only with respect to the particular serious health condition that was the reason for the employee's request for FMLA leave. The employee is responsible for the cost of the "fitness for duty" certification. The Deputy Chief of Staff, will notify the employee whether a "fitness for duty" certification is required as soon as possible after the employee notifies the Office of the reason for FMLA leave. The Office may delay or refuse to restore an employee to duty if the Office has requested and the employee has failed to provide the appropriate "fitness for duty" certification.

IX. Periodic Reports

The Office may require periodic reports from an employee on leave regarding his or her status and intention to return to work.

IX. Continuation of Benefits

While on FMLA leave, whether paid or unpaid, employees will continue to be enrolled in their health insurance plans. As long as the employee remains enrolled in his or her health plan, the U.S. House of Representatives will continue to pay the Government contribution. When an employee is on paid FMLA (e.g., parental leave and/or the employee substitutes sick or vacation leave), the employee will continue to receive a regular paycheck and deductions and withholdings for the employee's portion of the health care premium and other similar deductions will continue to be made from the employee's monthly pay as usual. However, if any portion of their FMLA leave will be unpaid, the employee is responsible for payment of the employee share and should contact the Office of Payroll and Benefits (202-225-1435) to arrange for monthly payments. Under federal regulations, an employee whose enrollment continues for a period of time without payment may be deemed to have consented to recovery of an indebtedness for past-due health benefits premiums from future salary, or from any other moneys owed to the employee by the Federal Government.

XI. Reinstatement from Leave

Upon return to work after taking FMLA leave, an employee generally will be entitled to be restored to the same position or an equivalent position to that which the employee occupied before taking FMLA leave. If an employee is unable to perform the essential functions of his or her job because of a mental or physical condition, the employee has no right to restoration to his or her previous position or another position under the FMLA.

If an employee is on Type A, B, C, D and/or E leave in excess of 12 weeks within a 12-month period, the employee will not be guaranteed reinstatement. As noted above, the FMLA contains a special provision providing for up to 26 weeks of protected leave during a 12-month period when an eligible employee takes leave to care for an injured servicemember.

If an employee gives unequivocal notice of intent not to return to work, the obligations to maintain health benefits under the FMLA and to restore the employee cease.

XII. Key Employees

Key employees are employees who are salaried and among the highest paid 10% of all employees employed by the employing office within 75 miles of the employee's worksite. The Office may deny reinstatement upon return from FMLA leave to "key" employees if reinstatement would cause substantial and grievous economic harm to the Office. The Office must provide written notification to "key" employees of their status upon a request for FMLA leave.

XIII. Employment of Spouses

Spouses employed by the same employing office may be limited to a combined total of 12 weeks during a 12-month period of FMLA leave when the leave is taken for the following purposes: (1) the birth and/or to care of a newborn child; (2) the placement of a child for adoption or foster care; or (3) the care of a parent who has a serious health condition.
Spouses employed by the same employing office may be limited to a combined total of 26 weeks of leave during a single 12-month period for Injured Servicemember Caregiver leave.

XIV. Performance and Merit Reviews

Performance reviews may be delayed for a period equal to the length of the FMLA leave.

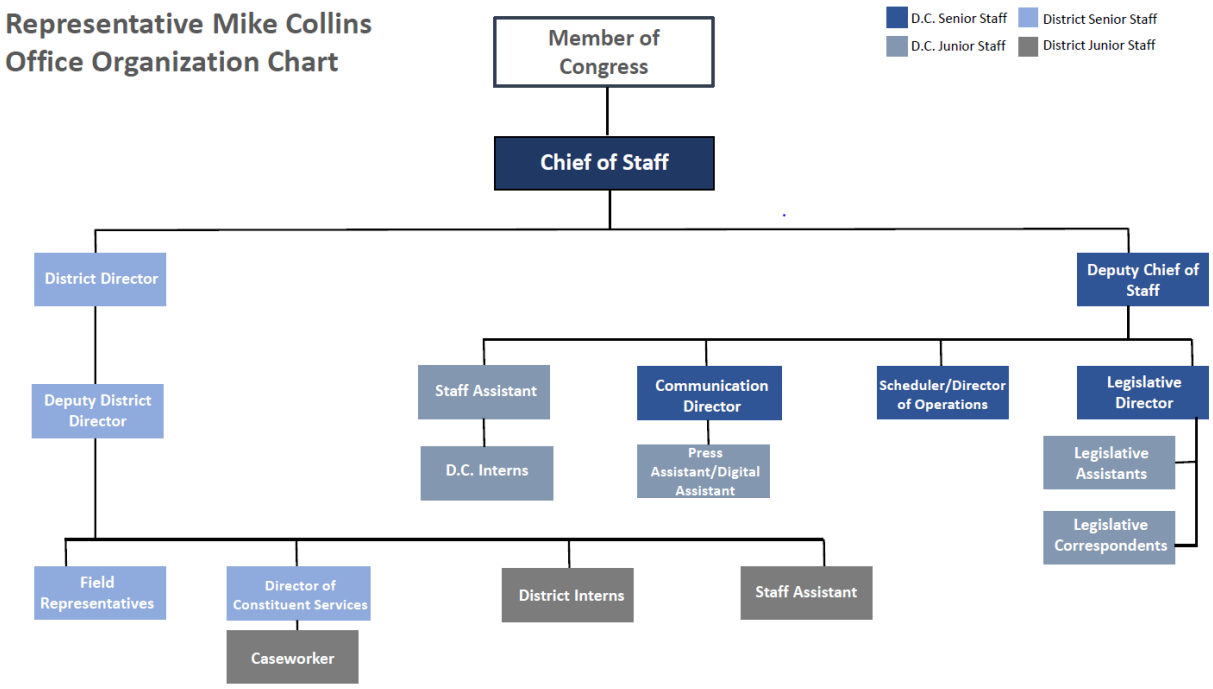
XV. Misrepresentation

Any employee who misrepresents the reasons for requesting FMLA leave may be subject to disciplinary action, up to and including termination.

XVI. Intimidation and Retaliation Prohibited

An employer may not use the taking of approved FMLA leave as a negative factor in employment decisions such as promotions or disciplinary actions. Retaliation of any kind is prohibited.

III. Office Organizational Structure



Interns:

The Deputy Chief of Staff will manage the intern program for the Office of Representative Mike Collins. Daily tasks and responsibilities will be coordinated with the interns "site manager". All H.R. responsibilities, hiring, and references will be handled by the Deputy Chief of Staff in conjunction with the interns "site manager".

EXHIBIT 5

Brandon Phillips - Lodging and Uber Sept 6-15 Expense Report #104457

Expensed By: Brandon Phillips

.9999 - Itemized Receipt/Invoice on **09/13** 0.00 USD

1,349.63 USD - 1,349.63 USD

Account COLLINS, MIKE-Accrual-Members Representational Allow - 23-OFFICIAL EXPENSES OF MEMBERS-BFY 2023-LY2023, GA10COM-9999-15023-OTHER-2023-LY2023 • **Reason** None • **Merchant (Optional)** Courtyard • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 1 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No

.2105 - Lodging on **09/12** 1,318.35 USD

Account COLLINS, MIKE-Lodging-Members Representational Allow - 23-OFFICIAL EXPENSES OF MEMBERS-BFY 2023-LY2023, GA10COM-2105-15023-OTHER-2023-LY2023 • **Reason** None • **Merchant (Optional)** Courtyard • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 2 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date** 09/12/23 • **End Service Date** 09/15/23

.2110 - Meals on Travel on **09/13** 31.28 USD

Account COLLINS, MIKE-Meals-Members Representational Allow - 23-OFFICIAL EXPENSES OF MEMBERS-BFY 2023-LY2023, GA10COM-2110-15023-OTHER-2023-LY2023 • **Reason** None • **Merchant (Optional)** Courtyard • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 3 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date (Optional)** 09/13/23 • **End Service Date (Optional)** 09/14/23 • **Who Attended?** Member/Staff Only

.2135 - Taxi/Ride Share on **09/14** 15.04 USD

Account COLLINS, MIKE-Taxi/Ride Share-Members Representational Allow - 23-OFFICIAL EXPENSES OF MEMBERS-BFY 2023-LY2023, GA10COM-2135-15023-OTHER-2023-LY2023 • **Reason** None • **Merchant (Optional)** Uber • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 4 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date (Optional)** None • **End Service Date (Optional)** None

.2135 - Taxi/Ride Share on **09/06** 24.07 USD

Account COLLINS, MIKE-Taxi/Ride Share-Members Representational Allow - 23-OFFICIAL EXPENSES OF MEMBERS-BFY 2023-LY2023, GA10COM-2135-15023-OTHER-2023-LY2023 • **Reason** None • **Merchant (Optional)** Uber • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 5 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date (Optional)** None • **End Service Date (Optional)** None

.2135 - Taxi/Ride Share on **09/15** 28.51 USD

Account COLLINS, MIKE-Taxi/Ride Share-Members Representational Allow - 23-OFFICIAL EXPENSES OF MEMBERS-BFY 2023-LY2023, GA10COM-2135-15023-OTHER-2023-LY2023 • **Reason** None • **Merchant (Optional)** Uber • **Sub BOC** None • **No**

Receipt Options None • **Review Exception** None • **Line # (HofR)** 6 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date (Optional)** None • **End Service Date (Optional)** None

.2135 - Taxi/Ride Share on **09/06** 31.94 USD

Account COLLINS, MIKE-Taxi/Ride Share-Members Representational Allow - 23-OFFICIAL EXPENSES OF MEMBERS-BFY 2023-LY2023, GA10COM-2135-15023-OTHER-2023-LY2023 • **Reason** None • **Merchant (Optional)** Uber • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 7 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date (Optional)** None • **End Service Date (Optional)** None

.2135 - Taxi/Ride Share on **09/12** 42.28 USD

Account COLLINS, MIKE-Taxi/Ride Share-Members Representational Allow - 23-OFFICIAL EXPENSES OF MEMBERS-BFY 2023-LY2023, GA10COM-2135-15023-OTHER-2023-LY2023 • **Reason** None • **Merchant (Optional)** Uber • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 8 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date (Optional)** None • **End Service Date (Optional)** None

.2135 - Taxi/Ride Share on **09/12** 45.87 USD

Account COLLINS, MIKE-Taxi/Ride Share-Members Representational Allow - 23-OFFICIAL EXPENSES OF MEMBERS-BFY 2023-LY2023, GA10COM-2135-15023-OTHER-2023-LY2023 • **Reason** None • **Merchant (Optional)** Uber • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 9 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date (Optional)** None • **End Service Date (Optional)** None

.2135 - Taxi/Ride Share on **09/06** 46.09 USD

Account COLLINS, MIKE-Taxi/Ride Share-Members Representational Allow - 23-OFFICIAL EXPENSES OF MEMBERS-BFY 2023-LY2023, GA10COM-2135-15023-OTHER-2023-LY2023 • **Reason** None • **Merchant (Optional)** None • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 10 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date (Optional)** None • **End Service Date (Optional)** None

.2135 - Taxi/Ride Share on **09/15** 76.06 USD

Account COLLINS, MIKE-Taxi/Ride Share-Members Representational Allow - 23-OFFICIAL EXPENSES OF MEMBERS-BFY 2023-LY2023, GA10COM-2135-15023-OTHER-2023-LY2023 • **Reason** None • **Merchant (Optional)** Uber • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 11 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date (Optional)** None • **End Service Date (Optional)** None

Total **1,659.49** USD

Report Details

***Payment Type** Member / Employee Reimbursement
Invoice Number 09122023_2105_Phillips

Finance Review 1	ABenjamin		
Vendor (Vendor Payment Only)	None	**Validation Exception**	None
Finance Review 2	LAlvey		
Org	GA10COM		
OFC Team	Green Team		
Finance Review 3	None		
Print Signature PDF	No		
Skip Budget Approver	No		
Rush	No		
Days In Finance	1		
Non-Standard Approval Options	None	**Internal CAO Notes**	None
Office ID	None		

I certify (1) that the above articles have been received in good condition and are of the quality and in the quantity specified, or the services were performed as stated; (2) that they are in accordance with the orders therefore; (3) that the prices charged are just, reasonable, and in accordance with agreement; (4) that they are for use in my office in the discharge of my duties; and (5) that these are true copies and will be the only submission for payment; (6) this report was prepared in accordance with the Voucher Documentation Standards and House regulations.

_____
Member/Chair/Officer Signature

_____
Date

Approvals

Monica Burton on behalf of Brandon Phillips 09/18/23 10:41 AM	**House API** *on behalf of* **Default Account** 09/18/23 11:04 AM	**Brandon Phillips** 09/18/23 02:26 PM	**Monica Burton** *on behalf of* **Budget Approver GA10COM** 09/18/23 02:28 PM
House API *on behalf of* **System Capture** 09/20/23 10:49 AM	**Althea Abbott** *on behalf of* **Finance Review 1** 09/20/23 10:41 AM	**John Ferland** *on behalf of* **Office Approver 1 GA10COM** 09/18/23 02:42 PM	**House API** *on behalf of* **Validate Account** 09/18/23 02:38 PM
Lisa Alvey *on behalf of* **Finance Review 2** 09/21/23 10:42 AM	**House API** *on behalf of* **System Review** 09/21/23 11:36 AM	Accounting Review by **Auto Approved by Score Rule** 09/21/23 11:36 AM	**Payment**

Daily Grid

day	**Wednesday** 09/06/23	**Tuesday** 09/12/23	**Wednesday** 09/13/23	**Thursday** 09/14/23	**Friday** 09/15/23
.2135 - Taxi/Ride Share	102.10 USD	88.15 USD		15.04 USD	104.57 USD
Total	**102.10 USD**	**1,406.50 USD**	**31.28 USD**	**15.04 USD**	**104.57 USD**

day	Wednesday 09/06/23	Tuesday 09/12/23	Wednesday 09/13/23	Thursday 09/14/23	Friday 09/15/23
.2105 - Lodging		1,318.35 USD			
.9999 - Itemized Receipt/Invoice			0.00 USD		
.2110 - Meals on Travel			31.28 USD		
Total	**102.10 USD**	**1,406.50 USD**	**31.28 USD**	**15.04 USD**	**104.57 USD**

* Multiple Currencies

Receipts

Receipt for **.9999 - Itemized Receipt/Invoice** on **09/13/23** for **0.00 USD**

COURTYARD
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140 L St Se, Washington Dc 20003 **P** 202.479.0027
Marriott.com/WASNY

Brandon Phillips
[redacted]
Whigham GA 39897-2140
Leisure

Room: 1210
Room Type: KING
Number of Guests: 1
Rate: $199.00
Clerk: AMV

Arrive: 12Sep23 Time: 11:58PM Depart: 15Sep23 Time: 08:27AM Folio Number: 78398

DATE	DESCRIPTION		CHARGES	CREDITS
12Sep23	Advance Deposit			601.78
12Sep23	Room Charge		519.00	
12Sep23	Room Tax		82.78	
13Sep23	Market Frozen Food	FROZEN PIZZA	10.00	
13Sep23	Sales Tax		0.60	
13Sep23	Market Frozen Food	BURRITO	4.00	
13Sep23	Sales Tax		0.24	
13Sep23	Market Beverage	GATORADE	4.75	
13Sep23	Sales Tax		0.29	
13Sep23	Room Charge		419.00	
13Sep23	Room Tax		66.83	
14Sep23	Market Sundries	TRAIL MIX	6.00	
14Sep23	Sales Tax		0.36	
14Sep23	Market Beverage	GATORADE	4.75	
14Sep23	Sales Tax		0.29	
14Sep23	Room Charge	NO ALCOHOL WAS PURCHASED	199.00	
14Sep23	Room Tax		31.74	
15Sep23	Visa			747.85

Card #: VIXXXXXXXXXXX[redacted]XXXX
Card Type: VISA Card Entry: MANUAL Approval Code: 04670D

BALANCE: 0.00

Marriott Bonvoy Account # [redacted] Your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account. Check your Marriott Bonvoy account statement or your online statement for updated activity.

It's a new stay at the Courtyard Capitol Hill/Navy Yard! Thank you for staying with us! We hope that your stay was perfect. Please let us knowif there's anything we could've done to make your stay more enjoyable. Please visit our Bistro for your dining experience, or Bistro-to-Go if you prefer to dine in the privacy of your guestroom. We look forward to seeing you again, and we wish you a safe trip to your next destination. Please feel free to contact us at 202-479-0027, and ask for the Manager on Duty if we can be of further assistance.

See our "Privacy & Cookie Statement" on Marriott.com.

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Receipt for **.2135 - Taxi/Ride Share** on **09/14/23** for **15.04 USD**

Ferland, John

From: Brandon Phillips <[redacted]>
Sent: Thursday, September 14, 2023 9:56 AM
To: Ferland, John
Subject: Fwd: Your Thursday morning trip with Uber

Sent from my Verizon, Samsung Galaxy smartphone
Get Outlook for Android

From: Uber Receipts <noreply@uber.com>
Sent: Thursday, September 14, 2023 9:13:25 AM
To: brandon.phillips[redacted]
Subject: Your Thursday morning trip with Uber

Uber

Total **$15.04**
September 14, 2023

Thanks for being an Uber One member, Brandon

We hope you enjoyed your ride this morning.



Total $15.04

1

Receipt for **.2135 - Taxi/Ride Share** on **09/06/23** for **24.07 USD**

Ferland, John

From: Brandon Phillips <[redacted]>
Sent: Wednesday, September 6, 2023 2:13 PM
To: Ferland, John
Subject: Fwd: Your Wednesday afternoon trip with Uber

Sent from my Verizon, Samsung Galaxy smartphone
Get Outlook for Android

From: Uber Receipts <noreply@uber.com>
Sent: Wednesday, September 6, 2023 2:09:58 PM
To: brandon.phillips[redacted]
Subject: Your Wednesday afternoon trip with Uber

Uber

Total **$24.07**
September 6, 2023

Thanks for being an Uber One member, Brandon

We hope you enjoyed your ride this afternoon.



Total $24.07

1

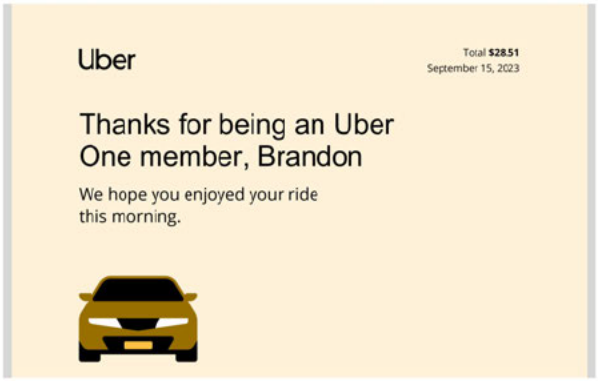
Receipt for **.2135 - Taxi/Ride Share** on **09/15/23** for **28.51 USD**

Ferland, John

From: Brandon Phillips <[redacted]>
Sent: Friday, September 15, 2023 12:21 PM
To: Ferland, John
Subject: FW: Your Friday morning trip with Uber

Sent from my Verizon, Samsung Galaxy smartphone

-------- Original message --------
From: Uber Receipts <noreply@uber.com>
Date: 9/15/23 11:55 AM (GMT-05:00)
To: brandon.phillips[redacted]
Subject: Your Friday morning trip with Uber



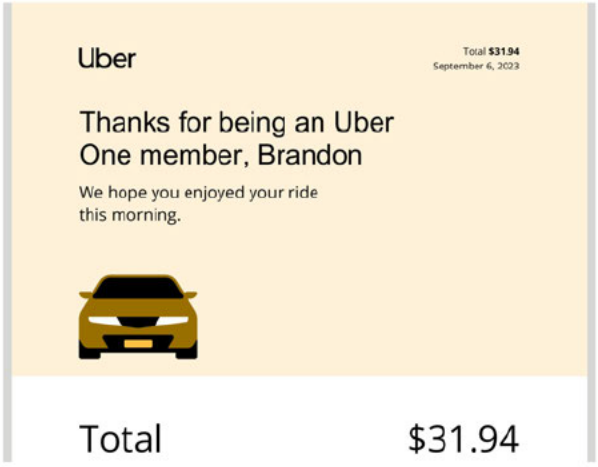
Receipt for **.2135 - Taxi/Ride Share** on **09/06/23** for **31.94 USD**

Ferland, John

From: Brandon Phillips <[redacted]>
Sent: Wednesday, September 6, 2023 9:21 AM
To: Ferland, John
Subject: Fwd: Your Wednesday morning trip with Uber

Sent from my Verizon, Samsung Galaxy smartphone
Get Outlook for Android

From: Uber Receipts <noreply@uber.com>
Sent: Wednesday, September 6, 2023 9:10:17 AM
To: brandon.phillips[redacted]
Subject: Your Wednesday morning trip with Uber



Receipt for **.2135 - Taxi/Ride Share** on **09/12/23** for **42.28 USD**

Ferland, John

From: Brandon Phillips <[redacted]>
Sent: Tuesday, September 12, 2023 9:25 AM
To: Ferland, John
Subject: Fwd: Your Tuesday morning trip with Uber

Sent from my Verizon, Samsung Galaxy smartphone
Get Outlook for Android

From: Uber Receipts <noreply@uber.com>
Sent: Tuesday, September 12, 2023 9:04:00 AM
To: brandon.phillips[redacted] <[redacted]>
Subject: Your Tuesday morning trip with Uber

Uber

Total **$42.28**
September 12, 2023

Thanks for being an Uber One member, Brandon

We hope you enjoyed your ride this morning.



Total $42.28

1

Receipt for **.2135 - Taxi/Ride Share** on **09/12/23** for **45.87 USD**

Ferland, John

From: Brandon Phillips <[redacted]>
Sent: Tuesday, September 12, 2023 5:51 AM
To: Ferland, John
Subject: FW: Your Tuesday morning trip with Uber

Sent from my Verizon, Samsung Galaxy smartphone

-------- Original message --------
From: Uber Receipts <noreply@uber.com>
Date: 9/12/23 5:19 AM (GMT-05:00)
To: brandon.phillips[redacted]
Subject: Your Tuesday morning trip with Uber

Uber

Total **$45.87**
September 12, 2023

Thanks for being an Uber One member, Brandon

We hope you enjoyed your ride this morning.



1

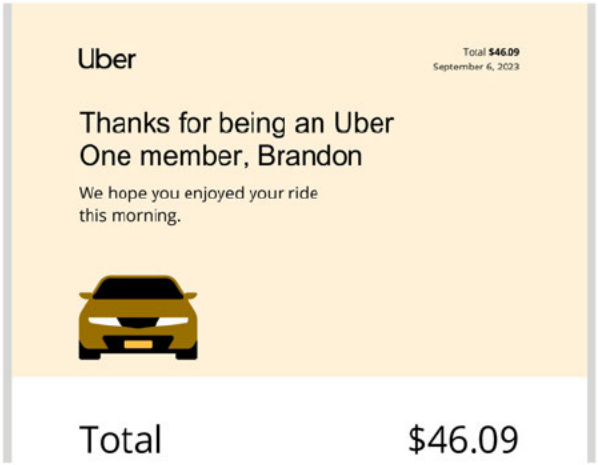
Receipt for **.2135 - Taxi/Ride Share** on **09/06/23** for **46.09 USD**

Ferland, John

From: Brandon Phillips <[redacted]>
Sent: Wednesday, September 6, 2023 5:57 AM
To: Ferland, John
Subject: Fwd: Your Wednesday morning trip with Uber

Sent from my Verizon, Samsung Galaxy smartphone
Get Outlook for Android

From: Uber Receipts <noreply@uber.com>
Sent: Wednesday, September 6, 2023 5:44:09 AM
To: brandon.phillips[redacted]
Subject: Your Wednesday morning trip with Uber



1

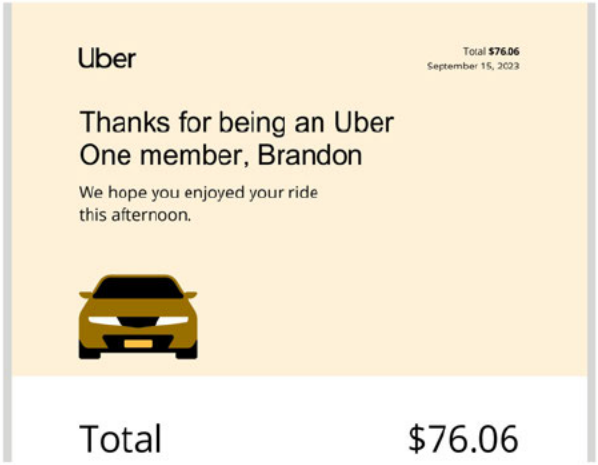
Receipt for .2135 - Taxi/Ride Share on 09/15/23 for 76.06 USD

Ferland, John

From: Brandon Phillips <[redacted]>
Sent: Friday, September 15, 2023 4:37 PM
To: Ferland, John
Subject: Fwd: Your Friday afternoon trip with Uber

Sent from my Verizon, Samsung Galaxy smartphone
Get Outlook for Android

From: Uber Receipts <noreply@uber.com>
Sent: Friday, September 15, 2023 4:22:18 PM
To: brandon.phillips[redacted]
Subject: Your Friday afternoon trip with Uber



1

EXHIBIT 6

Brandon Phillips September 18 through 22 Expense Report #105834

Expensed By: Brandon Phillips

.9999 - Itemized Receipt/Invoice on **09/21** 0.00 USD

1,291.05 USD - 1,291.05 USD

Account COLLINS, MIKE-Accrual-Members Representational Allow - 23-OFFICIAL EXPENSES OF MEMBERS-BFY 2023-LY2023, GA10COM-9999-15023-OTHER-2023-LY2023 • **Reason** None • **Merchant (Optional)** Residence Inn • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 1 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No

.2105 - Lodging on **09/21** 1,271.97 USD

Account COLLINS, MIKE-Lodging-Members Representational Allow - 23-OFFICIAL EXPENSES OF MEMBERS-BFY 2023-LY2023, GA10COM-2105-15023-OTHER-2023-LY2023 • **Reason** None • **Merchant (Optional)** Residence Inn • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 2 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date** 09/18/23 • **End Service Date** 09/21/23

.2110 - Meals on Travel on **09/21** 19.08 USD

Account COLLINS, MIKE-Meals-Members Representational Allow - 23-OFFICIAL EXPENSES OF MEMBERS-BFY 2023-LY2023, GA10COM-2110-15023-OTHER-2023-LY2023 • **Reason** None • **Merchant (Optional)** Residence Inn • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 3 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date (Optional)** 09/19/23 • **End Service Date (Optional)** 09/20/23 • **Who Attended?** Member/Staff Only

.2105 - Lodging on **09/22** 324.25 USD

Account COLLINS, MIKE-Lodging-Members Representational Allow - 23-OFFICIAL EXPENSES OF MEMBERS-BFY 2023-LY2023, GA10COM-2105-15023-OTHER-2023-LY2023 • **Reason** None • **Merchant (Optional)** Ac Hotels By Marriott • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 4 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date** 09/21/23 • **End Service Date** 09/22/23

.2135 - Taxi/Ride Share on **09/20** 15.11 USD

Account COLLINS, MIKE-Taxi/Ride Share-Members Representational Allow - 23-OFFICIAL EXPENSES OF MEMBERS-BFY 2023-LY2023, GA10COM-2135-15023-OTHER-2023-LY2023 • **Reason** None • **Merchant (Optional)** Uber • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 5 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date (Optional)** None • **End Service Date (Optional)** None

.2135 - Taxi/Ride Share on **09/18** 22.58 USD

Account COLLINS, MIKE-Taxi/Ride Share-Members Representational Allow - 23-OFFICIAL EXPENSES OF MEMBERS-BFY 2023-LY2023, GA10COM-2135-15023-OTHER-2023-LY2023 • **Reason** None • **Merchant (Optional)** None • **Sub BOC** None •

No Receipt Options None • **Review Exception** None • **Line # (HofR)** 6 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date (Optional)** None • **End Service Date (Optional)** None

.2135 - Taxi/Ride Share on **09/20** 23.47 USD

Account COLLINS, MIKE-Taxi/Ride Share-Members Representational Allow - 23-OFFICIAL EXPENSES OF MEMBERS-BFY 2023-LY2023, GA10COM-2135-15023-OTHER-2023-LY2023 • **Reason** None • **Merchant (Optional)** Uber • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 7 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date (Optional)** None • **End Service Date (Optional)** None

.2135 - Taxi/Ride Share on **09/22** 32.53 USD

Account COLLINS, MIKE-Taxi/Ride Share-Members Representational Allow - 23-OFFICIAL EXPENSES OF MEMBERS-BFY 2023-LY2023, GA10COM-2135-15023-OTHER-2023-LY2023 • **Reason** None • **Merchant (Optional)** Uber • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 8 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date (Optional)** None • **End Service Date (Optional)** None

.2135 - Taxi/Ride Share on **09/21** 34.00 USD

Account COLLINS, MIKE-Taxi/Ride Share-Members Representational Allow - 23-OFFICIAL EXPENSES OF MEMBERS-BFY 2023-LY2023, GA10COM-2135-15023-OTHER-2023-LY2023 • **Reason** None • **Merchant (Optional)** Uber • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 9 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date (Optional)** None • **End Service Date (Optional)** None

.2135 - Taxi/Ride Share on **09/22** 52.52 USD

Account COLLINS, MIKE-Taxi/Ride Share-Members Representational Allow - 23-OFFICIAL EXPENSES OF MEMBERS-BFY 2023-LY2023, GA10COM-2135-15023-OTHER-2023-LY2023 • **Reason** None • **Merchant (Optional)** Uber • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 10 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date (Optional)** None • **End Service Date (Optional)** None

.2135 - Taxi/Ride Share on **09/18** 132.33 USD

Account COLLINS, MIKE-Taxi/Ride Share-Members Representational Allow - 23-OFFICIAL EXPENSES OF MEMBERS-BFY 2023-LY2023, GA10COM-2135-15023-OTHER-2023-LY2023 • **Reason** None • **Merchant (Optional)** Uber • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 11 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date (Optional)** None • **End Service Date (Optional)** None

Total **1,927.84** USD

Report Details

***Payment Type** Member / Employee Reimbursement
Invoice Number 09182023_2105_Phillips

Finance Review 1	STurek		
Vendor (Vendor Payment Only)	None	**Validation Exception**	None
Finance Review 2	LAlvey		
Org	GA10COM		
OFC Team	Green Team		
Finance Review 3	None		
Print Signature PDF	No		
Skip Budget Approver	No		
Rush	No		
Days In Finance	1		
Non-Standard Approval Options	None	**Internal CAO Notes**	None
Office ID	None		

I certify (1) that the above articles have been received in good condition and are of the quality and in the quantity specified, or the services were performed as stated; (2) that they are in accordance with the orders therefore; (3) that the prices charged are just, reasonable, and in accordance with agreement; (4) that they are for use in my office in the discharge of my duties; and (5) that these are true copies and will be the only submission for payment; (6) this report was prepared in accordance with the Voucher Documentation Standards and House regulations.

_____
Member/Chair/Officer Signature

_____
Date

Approvals

Monica Burton
on behalf of
Brandon Phillips
09/22/23 12:04 PM

House API
on behalf of
Default Account
09/22/23 01:11 PM

Brandon Phillips
09/22/23 02:38 PM

Monica Burton
on behalf of
Budget Approver GA10COM
09/22/23 02:39 PM

House API
on behalf of
System Capture
09/25/23 03:35 PM

Stanley Turek
on behalf of
Finance Review 1
09/25/23 03:16 PM

John Ferland
on behalf of
Office Approver 1 GA10COM
09/22/23 03:35 PM

House API
on behalf of
Validate Account
09/22/23 03:10 PM

Lisa Alvey
on behalf of
Finance Review 2
09/26/23 10:29 AM

House API
on behalf of
System Review
09/26/23 05:31 PM

Accounting Review by
Auto Approved by Score Rule
09/26/23 05:31 PM

Payment

Daily Grid

day	**Monday** 09/18/23	**Wednesday** 09/20/23	**Thursday** 09/21/23	**Friday** 09/22/23
.2135 - Taxi/Ride Share	154.91 USD	38.58 USD	34.00 USD	85.05 USD
Total	**154.91 USD**	**38.58 USD**	**1,325.05 USD**	**409.30 USD**

day	Monday 09/18/23	Wednesday 09/20/23	Thursday 09/21/23	Friday 09/22/23
.9999 - Itemized Receipt/Invoice			0.00 USD	
.2105 - Lodging			1,271.97 USD	324.25 USD
.2110 - Meals on Travel			19.08 USD	
Total	**154.91 USD**	**38.58 USD**	**1,325.05 USD**	**409.30 USD**

* Multiple Currencies

Receipts

Receipt for **.9999 - Itemized Receipt/Invoice** on **09/21/23** for **0.00 USD**



Residence INN BY MARRIOTT

Residence Inn® Capitol Hill/Navy Yard
1233 First St SE, Washington DC 20003 **P** 202.770.2800
Marriott.com/WASXR

B. Phillips

Room: 704
Room Type: STKT
Number of Guests: 1
Rate: $399.00
Clerk:

Arrive: 18Sep23 Time: 09:21PM Depart: 21Sep23 Time: 04:00PM Folio Number: 55369

DATE	DESCRIPTION		CHARGES	CREDITS
18Sep23	Room Charge		299.00	
18Sep23	Occupancy Sales Tax		47.69	
19Sep23	Market Frozen Food		10.00	
19Sep23	Sales Tax		0.60	
19Sep23	Room Charge	FROZEN PIZZA	399.00	
19Sep23	Occupancy Sales Tax		63.64	
20Sep23	Market Beverage	TEA	8.00	
20Sep23	Sales Tax		0.48	
20Sep23	Room Charge		399.00	
20Sep23	Occupancy Sales Tax	NO ALOCOHOL PURCHASED	63.64	
21Sep23	Visa			1291.05

Card #: VXXXXXXXXXXX[redacted]XXXX
Amount: 1291.05 Auth: 01656D
This card was electronically swiped on 18Sep23

BALANCE: 0.00

Marriott Bonvoy Account # XXXXX[redacted] Your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account. Check your Marriott Bonvoy account statement or your online statement for updated activity.

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Receipt for **.2105 - Lodging** on **09/22/23** for **324.25 USD**

AC HOTELS BY MARRIOTT®
CAPITOL HILL / NAVY YARD
867 NEW JERSEY AVE SE
WASHINGTON DC 20003
T: 202 488 3600

BRANDON PHILLIPS
[redacted]
WHIGHAM GA 39897-2140
BUSINESS

ARRIVE: 21SEP23
DEPART: 22SEP23
FOLIO NUMBER: 61393

RCOM: 1024
RCOM TYPE: QNQN
NUMBER OF GUESTS: 1
RATE: $279.65 CLERK: NAK

TIME: 08:29PM
TIME: 06:37AM

DATE	DESCRIPTION	CHARGES	CREDITS
21Sep23	Room Charge	279.65	
21Sep23	State Sales Tax	44.60	
22Sep23	Visa		324.25
	Card #: VIXXXXXXXXXXXX[redacted]XXX Card Type: VISA Card Entry: MANUAL Approval Code: 07398D		
	Balance:	**0.00**	

Marriott Bonvoy Account # XXXXX[redacted] Your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account. Check your Marriott Bonvoy account statement or your online statement for updated activity.

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Receipt for **.2135 - Taxi/Ride Share** on **09/20/23** for **15.11 USD**

Ferland, John

From: Brandon Phillips <[redacted]>
Sent: Wednesday, September 20, 2023 9:24 PM
To: Ferland, John
Subject: Fwd: Your Wednesday evening trip with Uber

Sent from my Verizon, Samsung Galaxy smartphone
Get Outlook for Android

From: Uber Receipts <noreply@uber.com>
Sent: Wednesday, September 20, 2023 7:40:39 PM
To: brandon.phillips[redacted]
Subject: Your Wednesday evening trip with Uber

Uber

Total **$15.11**
September 20, 2023

Thanks for being an Uber One member, Brandon

We hope you enjoyed your ride this evening.



Total $15.11

1

Receipt for **.2135 - Taxi/Ride Share** on **09/18/23** for **22.58 USD**

Ferland, John

From: Brandon Phillips <[redacted]>
Sent: Monday, September 18, 2023 9:01 AM
To: Ferland, John
Subject: Fwd: Your Monday morning trip with Uber

Sent from my Verizon, Samsung Galaxy smartphone
Get Outlook for Android

From: Uber Receipts <noreply@uber.com>
Sent: Monday, September 18, 2023 8:57:05 AM
To: brandon.phillips[redacted]
Subject: Your Monday morning trip with Uber

Uber

Total **$22.58**
September 18, 2023

Thanks for being an Uber One member, Brandon

We hope you enjoyed your ride this morning.



Total $22.58

1

Receipt for **.2135 - Taxi/Ride Share** on **09/20/23** for **23.47 USD**

Ferland, John

From: Brandon Phillips <[redacted]>
Sent: Wednesday, September 20, 2023 9:24 PM
To: Ferland, John
Subject: Fwd: Your Wednesday evening trip with Uber

Sent from my Verizon, Samsung Galaxy smartphone
Get Outlook for Android

From: Uber Receipts <noreply@uber.com>
Sent: Wednesday, September 20, 2023 8:56:52 PM
To: brandon.phillips[redacted]
Subject: Your Wednesday evening trip with Uber

Uber

Total **$23.47**
September 20, 2023

Thanks for being an Uber One member, Brandon

We hope you enjoyed your ride this evening.



Total $23.47

1

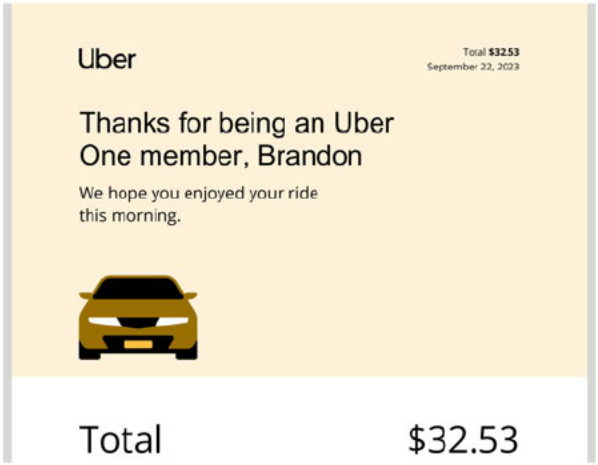
Receipt for **.2135 - Taxi/Ride Share** on **09/22/23** for **32.53 USD**

Ferland, John

From: Brandon Phillips <[redacted]>
Sent: Friday, September 22, 2023 6:54 AM
To: Ferland, John
Subject: Fwd: Your Friday morning trip with Uber

Sent from my Verizon, Samsung Galaxy smartphone
Get Outlook for Android

From: Uber Receipts <noreply@uber.com>
Sent: Friday, September 22, 2023 6:49:33 AM
To: brandon.phillips[redacted]
Subject: Your Friday morning trip with Uber



1

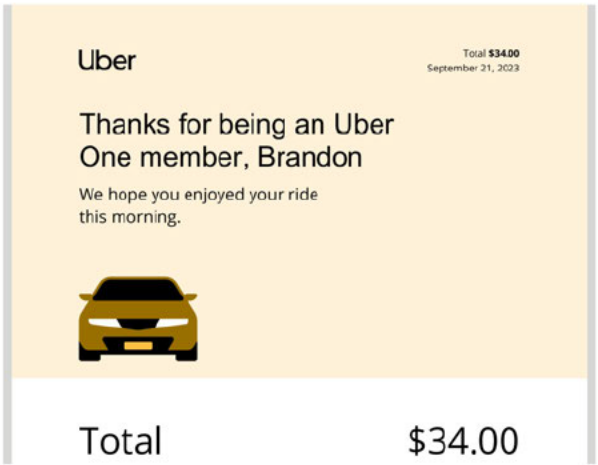
Receipt for **.2135 - Taxi/Ride Share** on **09/21/23** for **34.00 USD**

Ferland, John

From: Brandon Phillips <[redacted]>
Sent: Thursday, September 21, 2023 8:40 AM
To: Ferland, John
Subject: Fwd: Your Thursday morning trip with Uber

Sent from my Verizon, Samsung Galaxy smartphone
Get Outlook for Android

From: Uber Receipts <noreply@uber.com>
Sent: Thursday, September 21, 2023 8:33:45 AM
To: brandon.phillips[redacted]
Subject: Your Thursday morning trip with Uber



1

Receipt for **.2135 - Taxi/Ride Share** on **09/22/23** for **52.52 USD**

Ferland, John

From: Brandon Phillips <[redacted]>
Sent: Friday, September 22, 2023 11:33 AM
To: Ferland, John
Subject: FW: Your Friday morning trip with Uber

Sent from my Verizon, Samsung Galaxy smartphone

-------- Original message --------
From: Uber Receipts <noreply@uber.com>
Date: 9/22/23 11:06 AM (GMT-05:00)
To: brandon.phillips[redacted]
Subject: Your Friday morning trip with Uber

Uber

Total **$52.52**
September 22, 2023

Thanks for being an Uber One member, Brandon

We hope you enjoyed your ride this morning.



1

Receipt for **.2135 - Taxi/Ride Share** on **09/18/23** for **132.33 USD**

Ferland, John

From: Brandon Phillips <[redacted]>
Sent: Monday, September 18, 2023 5:30 AM
To: Ferland, John
Subject: Fwd: Your Monday morning trip with Uber

Got held hostage this morning.

Sent from my Verizon, Samsung Galaxy smartphone
Get Outlook for Android

From: Uber Receipts <noreply@uber.com>
Sent: Monday, September 18, 2023 5:26:54 AM
To: brandon.phillips[redacted]
Subject: Your Monday morning trip with Uber

Uber

Total **$132.33**
September 18, 2023

Thanks for being an Uber One member, Brandon

We hope you enjoyed your ride this morning.



Total $132.33

1

EXHIBIT 7

Brandon Phillips - Flights September Expense Report #107865

Expensed By: Brandon Phillips

.2101 - Airfare Commercial Transportation on **08/29** 201.90 USD

Account COLLINS, MIKE-Airfare Commercial Transport-Members Representational Allow - 23-OFFICIAL EXPENSES OF MEMBERS-BFY 2023-LY2023, GA10COM-2101-15023-OTHER-2023-LY2023 • **Reason** None • **Merchant (Optional)** Delta • **Sub BOC** None • **No Receipt Options** None • **Review Exception** PDV - No Duplicate (PDV - No Duplicate), PDF Signature Confirmed, Employee Signature Confirmed (Employee Signature Confirmed) • **Line # (HofR)** 1 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date** 09/06/23 • **End Service Date** 09/06/23 • **Ticket Number** None • **Passenger Name** None

.2101 - Airfare Commercial Transportation on **08/29** 201.90 USD

Account COLLINS, MIKE-Airfare Commercial Transport-Members Representational Allow - 23-OFFICIAL EXPENSES OF MEMBERS-BFY 2023-LY2023, GA10COM-2101-15023-OTHER-2023-LY2023 • **Reason** None • **Merchant (Optional)** Delta • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 2 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date** 09/06/23 • **End Service Date** 09/06/23 • **Ticket Number** None • **Passenger Name** None

.2101 - Airfare Commercial Transportation on **09/06** 408.90 USD

Account COLLINS, MIKE-Airfare Commercial Transport-Members Representational Allow - 23-OFFICIAL EXPENSES OF MEMBERS-BFY 2023-LY2023, GA10COM-2101-15023-OTHER-2023-LY2023 • **Reason** None • **Merchant (Optional)** Adelta • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 3 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date** 09/12/23 • **End Service Date** 09/12/23 • **Ticket Number** None • **Passenger Name** None

.2101 - Airfare Commercial Transportation on **09/14** 250.00 USD

Account COLLINS, MIKE-Airfare Commercial Transport-Members Representational Allow - 23-OFFICIAL EXPENSES OF MEMBERS-BFY 2023-LY2023, GA10COM-2101-15023-OTHER-2023-LY2023 • **Reason** None • **Merchant (Optional)** Delta • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 4 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date** 09/15/23 • **End Service Date** 09/15/23 • **Ticket Number** None • **Passenger Name** None

.2101 - Airfare Commercial Transportation on **09/07** 328.90 USD

Account COLLINS, MIKE-Airfare Commercial Transport-Members Representational Allow - 23-OFFICIAL EXPENSES OF MEMBERS-BFY 2023-LY2023, GA10COM-2101-15023-OTHER-2023-LY2023 • **Reason** None • **Merchant (Optional)** Adelta • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 5 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date** 09/18/23 • **End Service Date** 09/18/23 • **Ticket Number** None • **Passenger Name** None

.2101 - Airfare Commercial Transportation on **09/21** 408.90 USD

Account COLLINS, MIKE-Airfare Commercial Transport-Members Representational Allow - 23-OFFICIAL EXPENSES OF MEMBERS-BFY 2023-LY2023, GA10COM-2101-15023-OTHER-2023-LY2023 • **Reason** None • **Merchant (Optional)** Delta • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 6 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date** 09/22/23 • **End Service Date** 09/22/23 • **Ticket Number** None • **Passenger Name** None

.2101 - Airfare Commercial Transportation on **09/22** 408.90 USD

Account COLLINS, MIKE-Airfare Commercial Transport-Members Representational Allow - 23-OFFICIAL EXPENSES OF MEMBERS-BFY 2023-LY2023, GA10COM-2101-15023-OTHER-2023-LY2023 • **Reason** None • **Merchant (Optional)** Delta • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 7 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date** 09/26/23 • **End Service Date** 09/26/23 • **Ticket Number** None • **Passenger Name** None

Total **2,209.40** USD

Report Details

***Payment Type**	Member / Employee Reimbursement		
Invoice Number	09062023_2101_Phillips		
Finance Review 1	STurek		
Vendor (Vendor Payment Only)	None	**Validation Exception**	None
Finance Review 2	SBowman		
Org	GA10COM		
OFC Team	Green Team		
Finance Review 3	None		
Print Signature PDF	No		
Skip Budget Approver	No		
Rush	Yes		
Days In Finance	5		
Non-Standard Approval Options	None	**Internal CAO Notes**	None
Office ID	None		

I certify (1) that the above articles have been received in good condition and are of the quality and in the quantity specified, or the services were performed as stated; (2) that they are in accordance with the orders therefore; (3) that the prices charged are just, reasonable, and in accordance with agreement; (4) that they are for use in my office in the discharge of my duties; and (5) that these are true copies and will be the only submission for payment; (6) this report was prepared in accordance with the Voucher Documentation Standards and House regulations.

_____
Member/Chair/Officer Signature

_____
Date

Comments

Not Duplicated - one is ATL to DCA and one is DCA to ATL same date. *Brandon Phillips on 2023-09-28*
@[User:2931] Need signed PDF. *Lisa Alvey on 2023-10-03*

Approvals

Monica Burton
on behalf of
Brandon Phillips
09/28/23 03:36 PM

House API
on behalf of
Default Account
09/28/23 04:07 PM

Brandon Phillips
09/28/23 06:28 PM

Monica Burton
on behalf of
Budget Approver GA10COM
09/28/23 06:31 PM

House API
on behalf of
System Capture
10/02/23 03:04 PM

Stanley Turek
on behalf of
Finance Review 1
10/02/23 02:54 PM

Brandon Phillips
on behalf of
Office Approver 1 GA10COM
09/28/23 06:41 PM

House API
on behalf of
Validate Account
09/28/23 06:38 PM

Shelia Bowman
on behalf of
Finance Review 2
10/03/23 08:38 AM

House API
on behalf of
System Review
10/03/23 10:08 AM

Monica Burton
on behalf of
Budget Approver GA10COM
10/03/23 02:27 PM

Lisa Alvey
on behalf of
Finance Review 2
10/04/23 07:02 AM

Vanessa Lorenzo
on behalf of
Finance Review 2
10/05/23 03:31 PM

House API
on behalf of
System Review
10/05/23 10:05 AM

Keith Harrington
on behalf of
Finance Review 2
10/05/23 08:51 AM

House API
on behalf of
System Exception
10/04/23 10:10 AM

House API
on behalf of
System Exception
10/05/23 05:36 PM

Shelia Bowman
on behalf of
Finance Review 2
10/06/23 11:28 AM

House API
on behalf of
System Review
10/06/23 12:24 PM

Accounting Review by
Auto Approved by Score Rule
10/06/23 12:24 PM

Payment

Daily Grid

day	**Tuesday** 08/29/23	**Wednesday** 09/06/23	**Thursday** 09/07/23	**Thursday** 09/14/23	**Thursday** 09/21/23	**Friday** 09/22/23
.2101 - Airfare Commercial Transportation	403.80 USD	408.90 USD	328.90 USD	250.00 USD	408.90 USD	408.90 USD
Total	**403.80 USD**	**408.90 USD**	**328.90 USD**	**250.00 USD**	**408.90 USD**	**408.90 USD**

* Multiple Currencies

Receipts

DELTA

Date of Purchase: Aug 29, 2023

Atlanta, GA ▶ Washington-Reagan National, DC

Passenger Information

BRANDON PHILLIPS
SkyMiles# [redacted]

Confirmation Number: GDPZNO
Ticket Number: 0061139251193

FLIGHT

Date and Flight	Status	Class	Seat/Cabin
ATL ▶ DCA | Wed 06Sep2023 | DL 426 |	FLWN	U	

DETAILED CHARGES

Air Transportation Charges

Base Fare:	$173.95 USD

Taxes, Fees and Charges

United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY)	$5.60 USD
United States - Transportation Tax(US)	$13.05 USD
United States - Passenger Facility Charge (XF)	$4.50 USD
United States - Flight Segment Tax(ZP)	$4.80 USD
Total Price:	**$201.90 USD**
Paid with American Express ending[redacted]	$201.90 USD

KEY OF TERMS

- Arrival date different than departure date
- Check-in required
- Multiple meals
*SS - Multiple seats
AR - Arrives
B - Breakfast
C - Bagels / Beverages
D - Dinner
F - Food available for purchase
L - Lunch
LV - Departs
M - Movie
R - Refreshments, complimentary
S - Snack
T - Cold meal
V - Snacks for sale

Check your flight information online at delta.com or call the Delta Flightline at 800.325.1999.
Baggage and check-in requirements vary by airport and airline, so please check with the operating carrier on your ticket.
Please review Delta's check-in requirements and baggage guidelines for details.
You must be checked in and at the gate at least 15 minutes before your scheduled departure time for travel inside the United States.
You must be checked in and at the gate at least 45 minutes before your scheduled departure time for international travel.
For tips on flying safely with laptops, cell phones, and other battery-powered devices, please visit http://safetravel.dot.gov
Do you have comments about service? Please email us to share them.

NON-REFUNDABLE / CHANGE FEE
When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply and are displayed in the sections below.

This ticket is non-refundable unless issued as a fully refundable fare. Any change to your itinerary may require payment of a change fee and increased fare. If you do not show up for any flight in your itinerary without notifying Delta or canceling/changing your flight prior to departure, Delta may cancel the reservation for all remaining flights in the itinerary, and the ticket will have no remaining value.

All Preferred, Delta Comfort+℠, First Class, Delta Premium Select, and Delta One seat purchases are non-refundable.

My Expenses

EXPENSE REPORT

Print for Signature

Expense Report ID 107865
Office Name COLLINS, MIKE (GA10COM)
Payee Brandon Phillips

Payment Grand Total $2,209.40

Product or Service Information

Line	BOC	Expense Category	Amount	Begin Service Date	End Service Date
1	2101	2101 - Airfare Commercial Transportation	$201.90	09/06/2023	09/06/2023
2	2101	2101 - Airfare Commercial Transportation	$201.90	09/06/2023	09/06/2023
3	2101	2101 - Airfare Commercial Transportation	$408.90	09/12/2023	09/12/2023
4	2101	2101 - Airfare Commercial Transportation	$250.00	09/15/2023	09/15/2023
5	2101	2101 - Airfare Commercial Transportation	$328.90	09/18/2023	09/18/2023
6	2101	2101 - Airfare Commercial Transportation	$408.90	09/22/2023	09/22/2023
7	2101	2101 - Airfare Commercial Transportation	$408.90	09/26/2023	09/26/2023

Comments

(If the Payee is NEW VENDOR then please handwrite or type the actual vendor name in this comment box)

I certify:

(1) that the above articles have been received in good condition and are of the quality and in the quantity specified, or the services were performed as stated; (2) that they are in accordance with the orders therefore; (3) that the prices charged are just, reasonable, and in accordance with agreements; (4) that they are for use in my office in the discharge of my duties; and (5) that these are true copies and will be the only submission for payment; (6) this expense report was prepared in accordance with House policy.

Monica Burton
Preparer Signature

10/3/2023
Date

Monica Burton
Preparer Name

Approving Official Signature

10/3/2023
Date

Receipt for .2101 - Airfare Commercial Transportation on 08/29/23 for 201.90 USD



DELTA

Date of Purchase: Aug 29, 2023

Washington-Reagan National, DC ▶ Atlanta, GA

Passenger Information

BRANDON PHILLIPS
SkyMiles#: [redacted]

Confirmation Number: GD47QM
Ticket Number: 0062139003514

FLIGHT

Date and Flight	Status	Class	Seat/Cabin
DCA ▶ ATL | Wed 06Sep2023 | DL 759 |	FLWN	U	

DETAILED CHARGES

Air Transportation Charges	
Base Fare:	$173.95 USD
Taxes, Fees and Charges	
United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY)	$5.60 USD
United States - Transportation Tax (US)	$13.05 USD
United States - Passenger Facility Charge (XF)	$4.50 USD
United States - Flight Segment Tax (ZP)	$4.80 USD
Total Price:	**$201.90 USD**
Paid with American Express ending [redacted]	$201.90 USD

KEY OF TERMS

# - Arrival date different than departure date	F - Food available for purchase
** - Check-in required	L - Lunch
*** - Multiple meals	LV - Departs
*SS - Multiple seats	M - Movie
AR - Arrives	R - Refreshments, complimentary
B - Breakfast	S - Snack
C - Bagels / Beverages	T - Cold meal
D - Dinner	V - Snacks for sale

Check your flight information online at delta.com or call the Delta Flightline at 800.325.1999.
Baggage and check-in requirements vary by airport and airline, so please check with the operating carrier on your ticket.
Please review Delta's check-in requirements and baggage guidelines for details.
You must be checked in and at the gate at least 15 minutes before your scheduled departure time for travel inside the United States.
You must be checked in and at the gate at least 45 minutes before your scheduled departure time for international travel.
For tips on flying safely with laptops, cell phones, and other battery-powered devices, please visit http://SafeTravel.dot.gov
Do you have comments about service? Please email us to share them.

NON-REFUNDABLE / CHANGE FEE
When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply and are displayed in the sections below.

This ticket is non-refundable unless issued as a fully refundable fare. Any change to your itinerary may require payment of a change fee and increased fare. If you do not show up for any flight in your itinerary without notifying Delta or canceling/changing your flight prior to departure, Delta may cancel the reservation for all remaining flights in the itinerary, and the ticket will have no remaining value.

All Preferred, Delta Comfort+™, First Class, Delta Premium Select, and Delta One seat purchases are non-refundable.

Receipt for .2101 - Airfare Commercial Transportation on 09/06/23 for 408.90 USD



DELTA

Date of Purchase: Sep 06, 2023

Atlanta, GA ▶ Washington-Reagan National, DC

Passenger Information

BRANDON PHILLIPS
SkyMiles#: [redacted]

Confirmation Number: GHGCCX
Ticket Number: 0061171033621

FLIGHT

Date and Flight	Status	Class	Seat/Cabin
ATL ▶ DCA | Tue 12Sep2023 | DL 426 |	FLWN	M	

DETAILED CHARGES

Air Transportation Charges	
Base Fare:	$366.51 USD
Taxes, Fees and Charges	
United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY)	$5.60 USD
United States - Transportation Tax (US)	$27.49 USD
United States - Passenger Facility Charge (XF)	$4.50 USD
United States - Flight Segment Tax (ZP)	$4.80 USD
Total Price	**$408.90 USD**
Paid with American Express ending [redacted]	$408.90 USD

KEY OF TERMS

# - Arrival date different than departure date	F - Food available for purchase
** - Check-in required	L - Lunch
*** - Multiple meals	LV - Departs
*SS - Multiple seats	M - Movie
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All Preferred, Delta Comfort+™, First Class, Delta Premium Select, and Delta One seat purchases are non-refundable.

Receipt for .2101 - Airfare Commercial Transportation on 09/14/23 for 250.00 USD



DELTA

Date of Purchase: Sep 14, 2023

Washington-Reagan National, DC ▶ Atlanta, GA

Passenger Information

BRANDON PHILLIPS
SkyMiles# [redacted]

Confirmation Number: QN6RN
Ticket Number: 0062173802052

FLIGHT

Date and Flight	Status	Class	Seat/Cabin
DCA ▶ ATL | Fri 15Sep2023 | DL 737 |	BRD	D	

NEW TICKET DETAILED CHARGES

Air Transportation Charges

Base Fare:	$478.14 USD
Taxes, Fees and Charges	
United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee)(AY)	$5.60 USD
United States - Transportation Tax (US)	135.86 USD
United States - Passenger Facility Charge (XF)	$4.50 USD
United States - Flight Segment Tax (ZP)	$4.80 USD
Total Price:	**$528.90 USD**
Applied eCredit (0062171199607)	$278.90 USD
Paid with American Express ending [redacted]	$250.00 USD

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**- Check-in required	L - Lunch
***- Multiple meals	LV - Departs
*S - Multiple seats	M - Movie
AR - Arrives	R - Refreshments, complimentary
B - Breakfast	S - Snack
C - Bagels / beverages	T - Cold meal
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All Preferred, Delta Comfort+™, First Class, Delta Premium Select, and Delta One seat purchases are non-refundable.

Receipt for .2101 - Airfare Commercial Transportation on 09/07/23 for 328.90 USD



DELTA

Date of Purchase: Sep 07, 2023

Atlanta, GA ▶ Washington-Reagan National, DC

Passenger Information

BRANDON PHILLIPS
SkyMiles# [redacted]

Confirmation Number: HRAK5P
Ticket Number: 0062172500504

FLIGHT

Date and Flight	Status	Class	Seat/Cabin
ATL ▶ DCA | Mon 18Sep2023 | DL 426 |	FLWN	Q	

DETAILED CHARGES

Air Transportation Charges

Base Fare:	$292.09 USD
Taxes, Fees and Charges	
United States - September 11th Security FeePassenger Civil Aviation Security Service Fee (AY)	$5.60 USD
United States - Transportation Tax (US)	$21.91 USD
United States - Passenger Facility Charge (XF)	$4.50 USD
United States - Flight Segment Tax (ZP)	$4.80 USD
Total Price:	**$328.90 USD**
Paid with American Express ending [redacted]	$328.90 USD

KEY OF TERMS

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**- Check-in required	L - Lunch
***- Multiple meals	LV - Departs
*S - Multiple seats	M - Movie
AR - Arrives	R - Refreshments, complimentary
B - Breakfast	S - Snack
C - Bagels / Beverages	T - Cold meal
D - Dinner	V - Snacks for sale

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All Preferred, Delta Comfort+™, First Class, Delta Premium Select, and Delta One seat purchases are non-refundable.

Receipt for .2101 - Airfare Commercial Transportation on 09/21/23 for 408.90 USD

DELTA

Date of Purchase: Sep 21, 2023

Flight Receipt for Washington-Reagan National, DC to Atlanta, GA

PASSENGER INFORMATION

BRANDON PHILLIPS
SkyMiles Number: [redacted]

Confirmation Number: HMAV4C
Ticket Number: 0062175372104

FLIGHT INFORMATION

Date and Flight	Status	Class	Seat/Cabin
DCA>ATL Fri 22Sep2023 DL 343	FLWN	M	

DETAILED CHARGES

Air Transportation Charges
Base Fare: $366.51 USD

Taxes, Fees & Charges:
United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY) $5.60 USD
United States - Transportation Tax (US) $27.49 USD
United States - Passenger Facility Charge (XF) $4.50 USD
United States - Flight Segment Tax (ZP) $4.80 USD

Total Price: **$408.90 USD**

Paid with American Express ********** [redacted]

KEY OF TERMS

- Arrival date different than departure date
** - Check-in required
***- Multiple meals
*S$ - Multiple seats
AR - Arrives
B - Breakfast
C - Bagels / Beverages
D - Dinner
F - Food available for purchase
L - Lunch
LV - Departs
M - Movie
R - Refreshments, complimentary
S - Snack
T - Cold meal
V - Snacks for sale

Receipt for **.2101 - Airfare Commercial Transportation** on **09/22/23** for **408.90 USD**

DELTA

Date of Purchase: Sep 22, 2023

Flight Receipt for Atlanta, GA to Washington-Reagan National, DC

PASSENGER INFORMATION

BRANDON PHILLIPS
SkyMiles Number: [redacted]

Confirmation Number: GGD75O
Ticket Number: 0062175403393

FLIGHT INFORMATION

Date and Flight	Status	Class	Seat/Cabin
ATL>DCA Tue 26Sep2023 DL 426	FLWN	M	

DETAILED CHARGES

Air Transportation Charges
Base Fare: $366.51 USD

Taxes, Fees & Charges:
United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY) $5.60 USD
United States - Transportation Tax (US) $27.49 USD
United States - Passenger Facility Charge (XF) $4.50 USD
United States - Flight Segment Tax (ZP) $4.80 USD

Total Price: **$408.90 USD**

Paid with American Express ********** [redacted]

KEY OF TERMS

- Arrival date different than departure date
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AR - Arrives
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D - Dinner
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L - Lunch
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M - Movie
R - Refreshments, complimentary
S - Snack
T - Cold meal
V - Snacks for sale

EXHIBIT 8

Summary

Parcel ID:
[redacted]

Location:
[redacted]

Subdivision Name:
RUNNYMEDE UNIT NO 2

Owner(s):
PHILLIPS BRANDON C

Property Use:
0100 - SINGLE FAMILY RESIDENTIAL

Tax District:
2 – COUNTY

Mailing Address:
[redacted]
TALLAHASSEE FL 32303

Legal Desc:
RUNNYMEDE UNREC
[redacted]
[redacted]
View All Legal

Acreage:
0.38 ±

Parent Parcel ID:
None

Sales Information

Sale Date	Sale Price	Book/Page	Instrument Type	Improved/Vacant
10/14/2016	$142,500	4986/255	Warranty Deed	Improved
11/1/1997	$12,600	2071/0244	Warranty Deed	Improved
1/1/1978	$36,500	0915/0572	Warranty Deed	Improved
1/1/1972	$18,500	0530/0110	Warranty Deed	Improved

Certified Value History

Tax Year	Land	Building	Total Market	Homestead Savings	Classified Use
2024	$35,000	$162,567	$197,567	$61,448	$0
2023	$35,000	$156,361	$191,361	$59,207	$0
2022	$35,000	$143,803	$178,803	$50,498	$0

Homestead Information

Tax Year	Status	Details
2025	Yes	If no change in ownership occurred before Jan 1, 2025
2024	Yes	

2024 Certified Taxable Values

Taxing Authority	Millage Rate	Market	Assessed	Exempt	Taxable
Leon County	8.31440	$197,567	$136,119	$50,000	$86,119
Leon County - Emergency Medical Service	0.75000	$197,567	$136,119	$50,000	$86,119
Children Services Council	0.34770	$197,567	$136,119	$50,000	$86,119
School - State Law	3.13600	$197,567	$136,119	$25,000	$111,119
School - Local Board	2.24800	$197,567	$136,119	$25,000	$111,119
NW FL Water Management	0.02180	$197,567	$136,119	$50,000	$86,119

Buildings

#	Building Use	Building Type	Yr Built	Heated/Cooled SqFt	Auxiliary SqFt
1	Residential	Single Family	1968	1,288	512

Building #1 Details

Characteristics	
Tax year	2024
Stories	1.0
Exterior Wall	Combination Brick Walls
Roof Frame	Wood Framed/Truss
Roof Cover	Composition Shingle
Bed/Bath/Half	3/2/0
Pool	No

Area #	Description	SqFt
A0	Main Building	1,288
A1	Utility Finished	156
A2	Carport Finished	276
A3	Open Porch Finish	80

Building #1 Sketch

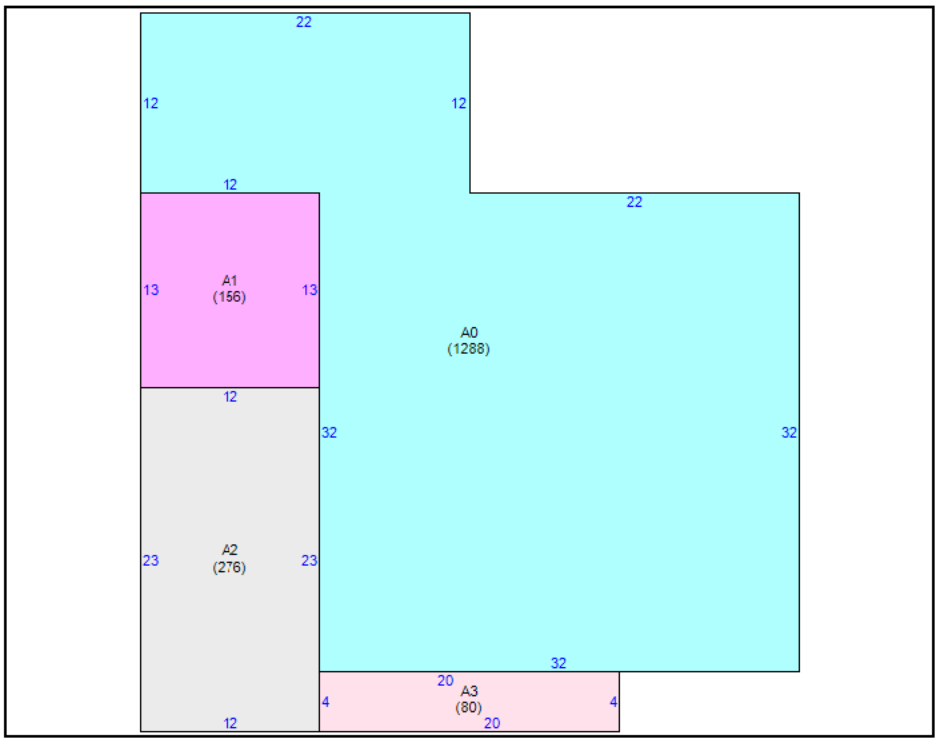

22
12
12
12
22
A1
(156)
13
13
A0
(1288)
12
32
32
A2
(276)
23
23
32
20
A3
(80)
4
4
20
12

EXHIBIT 9

Grady County, GA

Assessment Notice

2025 Assessment Notice (PDF)

Summary

Parcel Number	[redacted]
Location Address	[redacted]
Legal Description	N/A
Class	R4-Residential (Note: This is for tax purposes only. Not to be used for zoning.)
Tax District	COUNTY (District 03)
Millage Rate	27.45
Acres	8.6
Homestead Exemption	No (S0)
Landlot/District	53 / 16

View Map

[redacted]

Owner

PHILLIPS BRANDON C
[redacted]
WHIGHAM, GA 39897

Rural Land

Type	Description	Calculation Method	Soil Productivity	Acres
RUR	Small Tract	Rural	1	8.6

Residential Improvement Information

Style	1 Family (Detached)
Heated Square Feet	1400
Interior Walls	Finished
Exterior Walls	Wood
Foundation	Slab
Attic Square Feet	0
Basement Square Feet	0
Year Built	2001
Roof Type	Metal
Flooring Type	Finished
Heating Type	Cent Ht/AC-Ht Pmp
Number Of Rooms	6
Number Of Bedrooms	3
Number Of Full Bathrooms	2
Number Of Half Bathrooms	0
Number Of Plumbing Extras	3
Value	$56,684
Condition	Fair
House Address	[redacted]

Accessory Information

Description	Year Built	Dimensions/Units	Identical Units	Value
Site Imp: C	2022	0x0 / 1	1	$2,500
Carport: Pre-Fab No Slab	2000	18x20 / 0	1	$158
Canopy	1997	10x20 / 0	1	$640
Shop Bldg: Pre-Fab MTL	1900	20x30 / 0	1	$1,786

Sales

Sale Date	Deed Book / Page	Plat Book / Page	Sale Price	Reason	Grantor	Grantee
8/2/2022	913 706	24 272	$0	Estate	PHILLIPS CHARLES DEWEY EST	PHILLIPS BRANDON C
12/28/2015	796 575	24 272	$0	Unqualified - Improved	PHILLIPS HAZEL M	PHILLIPS CHARLES DEWEY
10/4/2005	616 127	24 272	$0	Unqualified - Improved		PHILLIPS HAZEL M
5/23/2000	504 269	24 272	$0	Land Market - Vacant	PHILLIPS HAZEL M	PHILLIPS CHARLES DEWEY
2/3/1997	403 3	24 272	$27,000	Land Market - Vacant	KNIGHT DONALD JR	PHILLIPS HAZEL M
10/11/1990	264 228		$8,500	Land Market - Vacant		KNIGHT DONALD JR

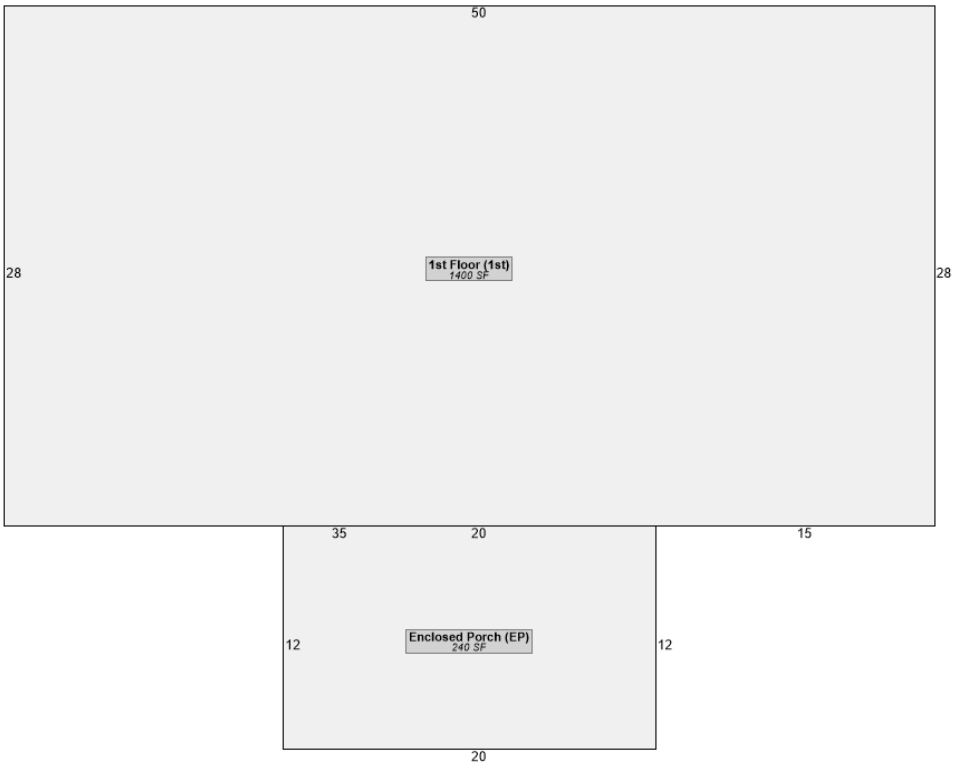
Valuation

		2024	2023	2022	2021	2020
	Previous Value	$101,135	$101,135	$101,135	$101,135	$101,135
	Land Value	$33,998	$25,852	$25,852	$25,852	$25,852
+	Improvement Value	$56,684	$68,571	$68,571	$68,571	$68,571
+	Accessory Value	$5,084	$6,712	$6,712	$6,712	$6,712
=	**Current Value**	**$95,766**	**$101,135**	**$101,135**	**$101,135**	**$101,135**

Pho



Ske



No data available for the following modules: Land, Conservation Use Rural Land, Commercial Improvement Information, Mobile Homes, Prebill Mobile Homes, Permits.

The Grady County Assessor makes every effort to produce the most accurate information possible. No warranties, expressed or implied are provided for the data herein, its use or interpretation. The assessment information is from the last certified tax roll. All other data is subject to change.
| User Privacy Policy | GDPR Privacy Notice
Last Data Upload: 9/30/2025, 8:22:15 PM

Contact Us

Developed by
SCHNEIDER GEOSPATIAL

EXHIBIT 10

B. Phillips June Flights Expense Report #90203

Expensed By: Brandon Phillips

.2101 - Airfare Commercial Transportation on **06/11** 626.40 USD

Account COLLINS, MIKE-Airfare Commercial Transport-Members Representational Allow - 23-OFFICIAL EXPENSES OF MEMBERS-BFY 2023-LY2023, GA10COM-2101-15023-OTHER-2023-LY2023 • **Reason** None • **Merchant (Optional)** Delta • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 1 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date** 06/12/23 • **End Service Date** 06/12/23 • **Ticket Number** None • **Passenger Name** None

Total **626.40** USD

Report Details

***Payment Type**	Member / Employee Reimbursement		
Invoice Number	06122023_2101_Phillips		
Finance Review 1	ABenjamin		
Vendor (Vendor Payment Only)	None	**Validation Exception**	None
Finance Review 2	KHarrington		
Org	GA10COM		
OFC Team	Green Team		
Finance Review 3	None		
Print Signature PDF	No		
Skip Budget Approver	No		
Rush	No		
Days In Finance	3		
Non-Standard Approval Options	None	**Internal CAO Notes**	None
Office ID	None		

I certify (1) that the above articles have been received in good condition and are of the quality and in the quantity specified, or the services were performed as stated; (2) that they are in accordance with the orders therefore; (3) that the prices charged are just, reasonable, and in accordance with agreement; (4) that they are for use in my office in the discharge of my duties; and (5) that these are true copies and will be the only submission for payment; (6) this report was prepared in accordance with the Voucher Documentation Standards and House regulations.

_____
Member/Chair/Officer Signature

_____
Date

Approvals

Monica Burton on behalf of Brandon Phillips 07/24/23 06:15 PM	**House API** *on behalf of* **Default Account** 07/24/23 06:32 PM	**Brandon Phillips** 07/26/23 04:56 PM	**Monica Burton** *on behalf of* **Budget Approver GA10COM** 07/26/23 05:05 PM

House API *on behalf of* **System Capture** 07/28/23 04:33 PM	**Althea Abbott** *on behalf of* **Finance Review 1** 07/28/23 04:31 PM	**John Ferland** *on behalf of* **Office Approver 1 GA10COM** 07/26/23 05:54 PM	**House API** *on behalf of* **Validate Account** 07/26/23 05:38 PM
Keith Harrington *on behalf of* **Finance Review 2** 08/01/23 09:16 AM	**House API** *on behalf of* **System Review** 08/01/23 04:08 PM	Accounting Review by **Auto Approved by Score Rule** 08/01/23 04:08 PM	**Payment**

Daily Grid

day	**Sunday** 06/11/23
.2101 - Airfare Commercial Transportation	626.40 USD
Total	**626.40 USD**

* Multiple Currencies

Receipts

Receipt for **.2101 - Airfare Commercial Transportation** on **06/11/23** for **626.40 USD**



DELTA

Date of Purchase: Jun 11, 2023

Tallahassee, FL ▶ Washington-Reagan National, DC

Passenger Information

BRANDON PHILLIPS
SkyMiles#: [redacted]
BRANDON PHILLIPS
SkyMiles#: [redacted]

Confirmation Number: F9KXMG
Ticket Number: 0062116405122
0062116519954

FLIGHT

Date and Flight	Status	Class	Seat/Cabin
TLH ▶ ATL | Mon 12Jun2023 | DL 2832 |	FLWN	V	
ATL ▶ DCA | Mon 12Jun2023 | DL 737 |	FLWN	V	

DETAILED CHARGES FOR BRANDON PHILLIPS

Air Transportation Charges

Base Fare:	$182.33 USD
Taxes, Fees and Charges	
United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY)	$5.60 USD
United States - Transportation Tax (US)	
United States - Passenger Facility Charge (XF)	$13.67 USD
United States - Flight Segment Tax (ZP)	$9.00 USD
Total for BRANDON PHILLIPS	$5.60 USD $221.20 USD
Total(2 Passengers)	$626.40 USD

Paid with American Express ending [redacted]

KEY OF TERMS

# - Arrival date different than departure date	F - Food available for purchase
** - Check-in required	L - Lunch
*** - Multiple meals	LV - Departs
*SS - Multiple seats	M - Movie
AR - Arrives	R - Refreshments, complimentary
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EXHIBIT 11

B. Phillips June Flights Expense Report #88226

Expensed By: Brandon Phillips

.2101 - Airfare Commercial Transportation on **06/12** 488.20 USD

Account COLLINS, MIKE-Airfare Commercial Transport-Members Representational Allow - 23-OFFICIAL EXPENSES OF MEMBERS-BFY 2023-LY2023, GA10COM-2101-15023-OTHER-2023-LY2023 • **Reason** None • **Merchant (Optional)** None • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 1 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date** 06/16/23 • **End Service Date** 06/16/23 • **Ticket Number** None • **Passenger Name** None

.2101 - Airfare Commercial Transportation on **06/18** 406.20 USD

Account COLLINS, MIKE-Airfare Commercial Transport-Members Representational Allow - 23-OFFICIAL EXPENSES OF MEMBERS-BFY 2023-LY2023, GA10COM-2101-15023-OTHER-2023-LY2023 • **Reason** None • **Merchant (Optional)** Delta • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 2 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date** 06/19/23 • **End Service Date** 06/19/23 • **Ticket Number** None • **Passenger Name** None

.2101 - Airfare Commercial Transportation on **06/18** 578.20 USD

Account COLLINS, MIKE-Airfare Commercial Transport-Members Representational Allow - 23-OFFICIAL EXPENSES OF MEMBERS-BFY 2023-LY2023, GA10COM-2101-15023-OTHER-2023-LY2023 • **Reason** None • **Merchant (Optional)** None • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 3 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date** 06/23/23 • **End Service Date** 06/23/23 • **Ticket Number** None • **Passenger Name** None

Total **1,472.60** USD

Report Details

***Payment Type**	Member / Employee Reimbursement		
Invoice Number	06122023_2101_Phillips		
Finance Review 1	YHarris		
Vendor (Vendor Payment Only)	None	**Validation Exception**	None
Finance Review 2	SBowman		
Org	GA10COM		
OFC Team	Green Team		
Finance Review 3	None		
Print Signature PDF	No		
Skip Budget Approver	No		
Rush	No		
Days In Finance	3		
Non-Standard Approval Options	None	**Internal CAO Notes**	None
Office ID	None		

I certify (1) that the above articles have been received in good condition and are of the quality and in the quantity specified, or the services were performed as stated; (2) that they are in accordance with the orders therefore; (3) that the prices

charged are just, reasonable, and in accordance with agreement; (4) that they are for use in my office in the discharge of my duties; and (5) that these are true copies and will be the only submission for payment; (6) this report was prepared in accordance with the Voucher Documentation Standards and House regulations.

_____
Member/Chair/Officer Signature

_____
Date

Comments

@[UserGroup:1239]

Line 1 - The expensed total is different than what is on the receipt. Please provide the correct receipt. *Yaphett Harris on 2023-07-24*

Approvals

Monica Burton on behalf of Brandon Phillips 07/14/23 01:04 PM	**House API** *on behalf of* **Default Account** 07/14/23 01:33 PM	**Brandon Phillips** 07/20/23 09:16 AM	**Monica Burton** *on behalf of* **Budget Approver GA10COM** 07/20/23 01:27 PM
Yaphett Harris *on behalf of* **Finance Review 1** 07/25/23 07:29 AM	**Monica Burton** *on behalf of* **Budget Approver GA10COM** 07/24/23 06:15 PM	**John Ferland** *on behalf of* **Office Approver 1 GA10COM** 07/20/23 01:42 PM	**House API** *on behalf of* **Validate Account** 07/20/23 01:37 PM
House API *on behalf of* **System Capture** 07/25/23 07:33 AM	**Shelia Bowman** *on behalf of* **Finance Review 2** 07/26/23 03:04 PM	**House API** *on behalf of* **System Review** 07/26/23 03:56 PM	Accounting Review by **Auto Approved by Score Rule** 07/26/23 03:56 PM
			Payment

Daily Grid

day	**Monday** 06/12/23	**Sunday** 06/18/23
.2101 - Airfare Commercial Transportation	488.20 USD	984.40 USD
Total	**488.20 USD**	**984.40 USD**

* Multiple Currencies

Receipts

Receipt for .2101 - Airfare Commercial Transportation on 06/12/23 for 488.20 USD



DELTA

Date of Purchase: Jun 12, 2023

Washington-Reagan National, DC ▶ Tallahassee, FL

Passenger Information

BRANDON PHILLIPS
SkyMiles#: [redacted]

Confirmation Number: G3UQ4Q
Ticket Number: 0062116674940

FLIGHT

Date and Flight	Status	Class	Seat/Cabin
DCA ▶ ATL | Fri 16Jun2023 | DL 967 |	FLWN	Q	
ATL ▶ TLH | Fri 16Jun2023 | DL 1620 |	FLWN	Q	

DETAILED CHARGES

Air Transportation Charges

Base Fare:	$431.63 USD
Taxes, Fees and Charges	
United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY)	$5.60 USD
United States - Transportation Tax (US)	$32.37 USD
United States - Passenger Facility Charge (XF)	$9.00 USD
United States - Flight Segment Tax (ZP)	$9.60 USD
Total Price:	$488.20 USD
Paid with American Express ending: [redacted]	$488.20 USD

KEY OF TERMS

# - Arrival date different than departure date	F - Food available for purchase
** - Check-in required	L - Lunch
*** - Multiple meals	LV - Departs
*SS - Multiple seats	M - Movie
AR - Arrives	R - Refreshments, complimentary
B - Breakfast	S - Snack
C - Bagels / Beverages	T - Cold meal
D - Dinner	V - Snacks for sale

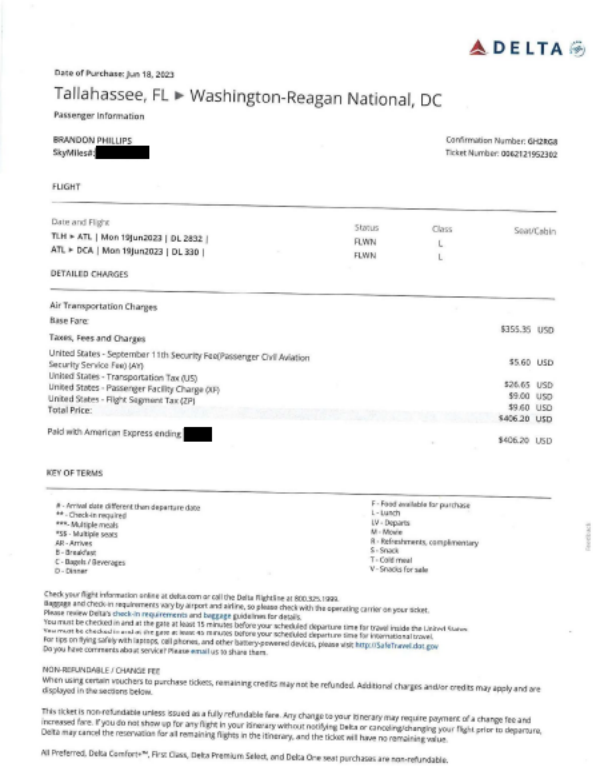
Check your flight information online at delta.com or call the Delta Flightline at 800.325.1999.
Baggage and check-in requirements vary by airport and airline, so please check with the operating carrier on your ticket.
Please review Delta's check-in requirements and baggage guidelines for details.
You must be checked in and at the gate at least 15 minutes before your scheduled departure time for travel inside the United States.
You must be checked in and at the gate at least 45 minutes before your scheduled departure time for international travel.
For tips on flying safely with laptops, cell phones, and other battery-powered devices, please visit: http://SafeTravel.dot.gov
Do you have comments about service? Please email us to share them.

NON-REFUNDABLE / CHANGE FEE
When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply and are displayed in the sections below.

This ticket is non-refundable unless issued as a fully refundable fare. Any change to your itinerary may require payment of a change fee and increased fare. If you do not show up for any flight in your itinerary without notifying Delta or canceling/changing your flight prior to departure, Delta may cancel the reservation for all remaining flights in the itinerary, and the ticket will have no remaining value.

All Preferred, Delta Comfort+℠, First Class, Delta Premium Select, and Delta One seat purchases are non-refundable.

Receipt for .2101 - Airfare Commercial Transportation on 06/18/23 for 406.20 USD



DELTA

Date of Purchase: Jun 18, 2023

Tallahassee, FL ▶ Washington-Reagan National, DC

Passenger Information

BRANDON PHILLIPS
SkyMiles#: [redacted]

Confirmation Number: GH2RG8
Ticket Number: 0062121952302

FLIGHT

Date and Flight	Status	Class	Seat/Cabin
TLH ▶ ATL | Mon 19Jun2023 | DL 2832 |	FLWN	L	
ATL ▶ DCA | Mon 19Jun2023 | DL 330 |	FLWN	L	

DETAILED CHARGES

Air Transportation Charges

Base Fare:	$355.35 USD
Taxes, Fees and Charges	
United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY)	$5.60 USD
United States - Transportation Tax (US)	$26.65 USD
United States - Passenger Facility Charge (XF)	$9.00 USD
United States - Flight Segment Tax (ZP)	$9.60 USD
Total Price:	$406.20 USD
Paid with American Express ending: [redacted]	$406.20 USD

KEY OF TERMS

# - Arrival date different than departure date	F - Food available for purchase
** - Check-in required	L - Lunch
*** - Multiple meals	LV - Departs
*SS - Multiple seats	M - Movie
AR - Arrives	R - Refreshments, complimentary
B - Breakfast	S - Snack
C - Bagels / Beverages	T - Cold meal
D - Dinner	V - Snacks for sale

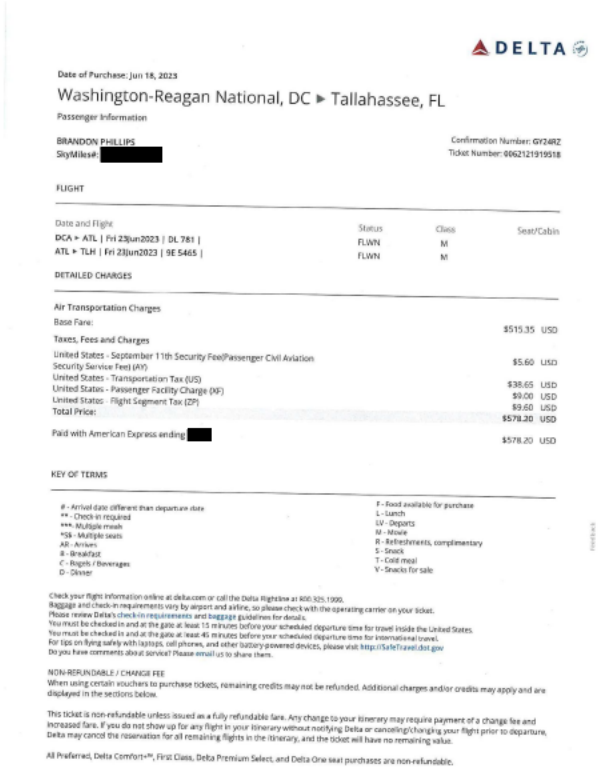
Check your flight information online at delta.com or call the Delta Flightline at 800.325.1999.
Baggage and check-in requirements vary by airport and airline, so please check with the operating carrier on your ticket.
Please review Delta's check-in requirements and baggage guidelines for details.
You must be checked in and at the gate at least 15 minutes before your scheduled departure time for travel inside the United States.
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For tips on flying safely with laptops, cell phones, and other battery-powered devices, please visit: http://SafeTravel.dot.gov
Do you have comments about service? Please email us to share them.

NON-REFUNDABLE / CHANGE FEE
When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply and are displayed in the sections below.

This ticket is non-refundable unless issued as a fully refundable fare. Any change to your itinerary may require payment of a change fee and increased fare. If you do not show up for any flight in your itinerary without notifying Delta or canceling/changing your flight prior to departure, Delta may cancel the reservation for all remaining flights in the itinerary, and the ticket will have no remaining value.

All Preferred, Delta Comfort+℠, First Class, Delta Premium Select, and Delta One seat purchases are non-refundable.

Receipt for .2101 - Airfare Commercial Transportation on 06/18/23 for 578.20 USD



DELTA

Date of Purchase: Jun 18, 2023

Washington-Reagan National, DC ▶ Tallahassee, FL

Passenger Information

BRANDON PHILLIPS
SkyMiles#: [redacted]

Confirmation Number: GY24RZ
Ticket Number: 0062121919518

FLIGHT

Date and Flight	Status	Class	Seat/Cabin
DCA ▶ ATL | Fri 23Jun2023 | DL 781 |	FLWN	M	
ATL ▶ TLH | Fri 23Jun2023 | 9E 5465 |	FLWN	M	

DETAILED CHARGES

Air Transportation Charges

Base Fare:	$515.35 USD
Taxes, Fees and Charges	
United States - September 11th Security Fee/Passenger Civil Aviation Security Service Fee (AY)	$5.60 USD
United States - Transportation Tax (US)	$38.65 USD
United States - Passenger Facility Charge (XF)	$9.00 USD
United States - Flight Segment Tax (ZP)	$9.60 USD
Total Price:	$578.20 USD
Paid with American Express ending: [redacted]	$578.20 USD

KEY OF TERMS

# - Arrival date different than departure date	F - Food available for purchase
** - Check-in required	L - Lunch
*** - Multiple meals	LV - Departs
*SS - Multiple seats	M - Movie
AR - Arrives	R - Refreshments, complimentary
B - Breakfast	S - Snack
C - Bagels / Beverages	T - Cold meal
D - Dinner	Y - Snacks for sale

Check your flight information online at delta.com or call the Delta Flightline at 800.325.1999.
Baggage and check-in requirements vary by airport and airline, so please check with the operating carrier on your ticket.
Please review Delta's check-in requirements and baggage guidelines for details.
You must be checked in and at the gate at least 15 minutes before your scheduled departure time for travel inside the United States.
You must be checked in and at the gate at least 45 minutes before your scheduled departure time for international travel.
For tips on flying safely with laptops, cell phones, and other battery-powered devices, please visit: http://SafeTravel.dot.gov
Do you have comments about service? Please email us to share them.

NON-REFUNDABLE / CHANGE FEE
When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply and are displayed in the sections below.

This ticket is non-refundable unless issued as a fully refundable fare. Any change to your itinerary may require payment of a change fee and increased fare. If you do not show up for any flight in your itinerary without notifying Delta or canceling/changing your flight prior to departure, Delta may cancel the reservation for all remaining flights in the itinerary, and the ticket will have no remaining value.

All Preferred, Delta Comfort+℠, First Class, Delta Premium Select, and Delta One seat purchases are non-refundable.

EXHIBIT 12

Brandon Phillips - Mileage 12/20 Expense Report #133069

Expensed By: Brandon Phillips

Official meeting with constituents on **12/20** for **.2130 - Private Auto Mileage** 311.78 USD

Account COLLINS, MIKE-Private Auto Mileage-Members Representational Allow - 24-OFFICIAL EXPENSES OF MEMBERS-BFY 2024-LY2023, GA10COM-2130-15024-OTHER-2024-LY2023 • **Reason** None • **Merchant (Optional)** None • **Sub BOC** None • **No Receipt Options** None • **Review Exception** PDF Signature Confirmed • **Line # (HofR)** 1 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No

Mileage Details

Start Address Whigham, GA 39897, USA

Destination 1 Monroe, GA, USA

Destination 2 Whigham, GA 39897, USA

Distance 476.0 Mi

Rate Type 0.655 (2023 Auto Rate)

Total **311.78** USD

Report Details

***Payment Type**	Member / Employee Reimbursement		
Invoice Number	12202023_2130_Phillips		
Finance Review 1	ABenjamin		
Vendor (Vendor Payment Only)	None	**Validation Exception**	None
Finance Review 2	STurek		
Org	GA10COM		
OFC Team	Green Team		
Finance Review 3	None		
Print Signature PDF	No		
Skip Budget Approver	No		
Rush	No		
Days In Finance	3		
Non-Standard Approval Options	None	**Internal CAO Notes**	None
Office ID	None		

I certify (1) that the above articles have been received in good condition and are of the quality and in the quantity specified, or the services were performed as stated; (2) that they are in accordance with the orders therefore; (3) that the prices charged are just, reasonable, and in accordance with agreement; (4) that they are for use in my office in the discharge of my duties; and (5) that these are true copies and will be the only submission for payment; (6) this report was prepared in accordance with the Voucher Documentation Standards and House regulations.

_____

Member/Chair/Officer Signature

_____

Date

Approvals

Monica Burton on behalf of Brandon Phillips 01/03/24 09:47 AM	**House API** *on behalf of* **Default Account** 01/03/24 10:04 AM	**Brandon Phillips** 01/05/24 08:04 AM	**Monica Burton** *on behalf of* **Budget Approver GA10COM** 01/05/24 11:12 AM
House API *on behalf of* **System Capture** 01/10/24 08:48 PM	**Althea Abbott** *on behalf of* **Finance Review 1** 01/10/24 08:36 PM	**Brandon Phillips** *on behalf of* **Office Approver 1 GA10COM** 01/05/24 06:44 PM	**House API** *on behalf of* **Validate Account** 01/05/24 11:39 AM
Lisa Alvey *on behalf of* **Finance Review 2** 01/11/24 11:32 AM	**House API** *on behalf of* **System Review** 01/11/24 12:51 PM	**Stanley Turek** *on behalf of* **Finance Review 2** 01/12/24 03:15 PM	**House API** *on behalf of* **System Exception** 01/12/24 04:04 PM
		Payment	Accounting Review by **Auto Approved by Score Rule** 01/12/24 04:04 PM

Daily Grid

day	**Wednesday** 12/20/23
.2130 - Private Auto Mileage	311.78 USD
Total	**311.78 USD**

* Multiple Currencies

Receipts

Receipt for **Official meeting with constituents** on **12/20/23** for **311.78 USD**



Brandon Phillips - Mileage 12/20 Expense Report #133069

Expensed By: Brandon Phillips

Official meeting with constituents on **12/20** for **.2130 - Private Auto Mileage** 311.78 USD

Account COLLINS, MIKE-Private Auto Mileage-Members Representational Allow - 24-OFFICIAL EXPENSES OF MEMBERS-BFY 2024-LY2023, GA10COM-2130-15024-OTHER-2024-LY2023 • **Reason** None • **Merchant (Optional)** None • **Sub BOC** None • **No Receipt Options** None • **.** None • **Line #** None • **Finance Card Details** None

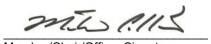
Mileage Details
Start Address Whigham, GA 39897, USA
Destination 1 Monroe, GA, USA
Destination 2 Whigham, GA 39897, USA
Distance 476.0 Mi
Rate Type 0.655 (2023 Auto Rate)

Total **311.78** USD

Report Details

***Payment Type**	Member / Employee Reimbursement
Vendor (Vendor Payment Only)	None
Validation Exception	None
Org	GA10COM
Rush	No
Non-Standard Approval Options	None

I certify (1) that the above articles have been received in good condition and are of the quality and in the quantity specified, or the services were performed as stated; (2) that they are in accordance with the orders therefore; (3) that the prices charged are just, reasonable, and in accordance with agreement; (4) that they are for use in my office in the discharge of my duties; and (5) that these are true copies and will be the only submission for payment; (6) this report was prepared in accordance with the Voucher Documentation Standards and House regulations.



Member/Chair/Officer Signature

1/5/2024

Date

Approvals

Monica Burton	**House API**	**Brandon Phillips**	**Budget Approver**

EXHIBIT 13

B. Phillips - Hotel 12/30 - 1/1 Expense Report #137814

Expensed By: Brandon Phillips

.2105 - Lodging on **01/01** 441.00 USD

Account COLLINS, MIKE-Lodging-Members Representational Allow - 24-OFFICIAL EXPENSES OF MEMBERS-BFY 2024-LY2023, GA10COM-2105-15024-OTHER-2024-LY2023 • **Reason** None • **Merchant (Optional)** Marriott • **Sub BOC** None • **No Receipt Options** None • **Review Exception** PDF Signature Confirmed • **Line # (HofR)** 1 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date** 12/30/23 • **End Service Date** 01/01/24

Total **441.00** USD

Report Details

***Payment Type**	Member / Employee Reimbursement		
Invoice Number	12302023_2105_Phillips		
Finance Review 1	SAkumchi		
Vendor (Vendor Payment Only)	None	**Validation Exception**	None
Finance Review 2	LAlvey		
Org	GA10COM		
OFC Team	Green Team		
Finance Review 3	None		
Print Signature PDF	No		
Skip Budget Approver	No		
Rush	No		
Days In Finance	None		
Non-Standard Approval Options	None	**Internal CAO Notes**	None
Office ID	None		

I certify (1) that the above articles have been received in good condition and are of the quality and in the quantity specified, or the services were performed as stated; (2) that they are in accordance with the orders therefore; (3) that the prices charged are just, reasonable, and in accordance with agreement; (4) that they are for use in my office in the discharge of my duties; and (5) that these are true copies and will be the only submission for payment; (6) this report was prepared in accordance with the Voucher Documentation Standards and House regulations.

_____
Member/Chair/Officer Signature

_____
Date

Approvals

Monica Burton on behalf of Brandon Phillips 01/25/24 04:01 PM	**House API** *on behalf of* **Default Account** 01/25/24 04:32 PM	**Brandon Phillips** 01/25/24 05:10 PM	**Monica Burton** *on behalf of* **Budget Approver GA10COM** 01/25/24 05:17 PM

House API *on behalf of* **System Capture** 01/30/24 11:33 AM	**Simon Akumchi** *on behalf of* **Finance Review 1** 01/30/24 11:29 AM	**Brandon Phillips** *on behalf of* **Office Approver 1 GA10COM** 01/29/24 12:06 PM	**House API** *on behalf of* **Validate Account** 01/25/24 05:38 PM
Lisa Alvey *on behalf of* **Finance Review 2** 01/30/24 02:43 PM	**House API** *on behalf of* **System Review** 01/30/24 03:57 PM	Accounting Review by **Auto Approved by Score Rule** 01/30/24 03:57 PM	**Payment**

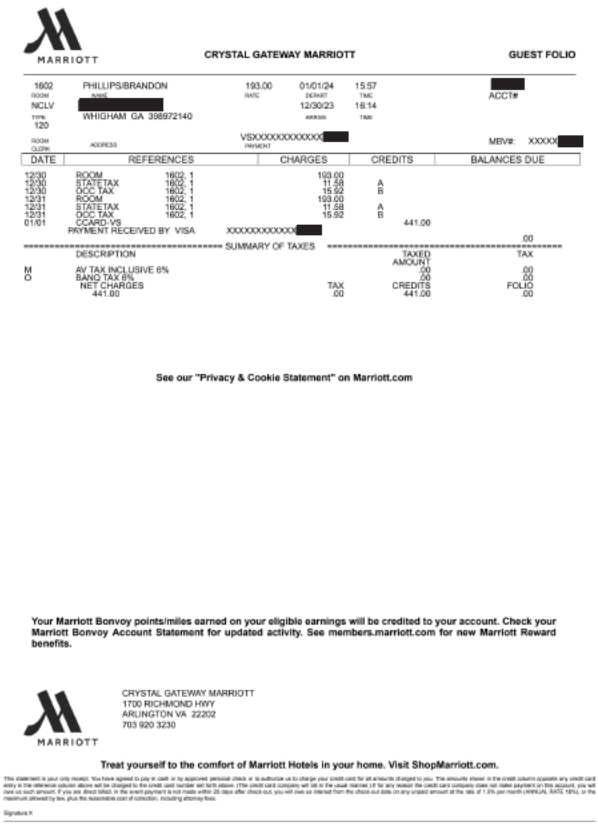
Daily Grid

day	**Monday** 01/01/24
.2105 - Lodging	441.00 USD
Total	**441.00 USD**

* Multiple Currencies

Receipts

Receipt for **.2105 - Lodging** on **01/01/24** for **441.00 USD**



MARRIOTT

CRYSTAL GATEWAY MARRIOTT — GUEST FOLIO

1602 ROOM — PHILLIPS/BRANDON NAME — 193.00 RATE — 01/01/24 ARRIVE — 15:57 TIME — ACCT# [redacted]

NCLV TYPE — [redacted] — 12/30/23 DEPART — 16:14 TIME

120 ROOM — WHIGHAM GA 398972140 ADDRESS

CLERK — VSXXXXXXXXXXXX[redacted] PAYMENT — MBV#: XXXXX[redacted]

DATE	REFERENCES		CHARGES	CREDITS	BALANCES DUE
12/30	ROOM	1602, 1	193.00		
12/30	STATETAX	1602, 1	11.58	A	
12/30	OCC TAX	1602, 1	15.92	B	
12/31	ROOM	1602, 1	193.00		
12/31	STATETAX	1602, 1	11.58	A	
12/31	OCC TAX	1602, 1	15.92	B	
01/01	CCARD-VS			441.00	
	PAYMENT RECEIVED BY VISA		XXXXXXXXXXXX[redacted]		.00

SUMMARY OF TAXES

	DESCRIPTION		TAX	TAXED AMOUNT	TAX
M	AV TAX INCLUSIVE 6%			.00	.00
O	BANQ TAX 8%			.00	.00
	NET CHARGES		TAX	CREDITS	FOLIO
	441.00		.00	441.00	.00

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MARRIOTT

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ARLINGTON VA 22202
703 920 3230

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This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column (opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 30 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X

B. Phillips - Hotel 12/30 - 1/1 Expense Report #137814

Expensed By: Brandon Phillips

.2105 - Lodging on **01/01** 441.00 USD

Account COLLINS, MIKE-Lodging, GA10COM-2105 • **Reason** None • **Merchant (Optional)** Marriott • **Sub BOC** None • **No Receipt Options** None • . None • **Line #** None • **Finance Card Details** None • **Begin Service Date** 12/30/23 • **End Service Date** 01/01/24

Total **441.00** USD

Report Details

***Payment Type**	Member / Employee Reimbursement
Vendor (Vendor Payment Only)	None
Validation Exception	None
Org	None
Rush	No
Non-Standard Approval Options	None

I certify (1) that the above articles have been received in good condition and are of the quality and in the quantity specified, or the services were performed as stated; (2) that they are in accordance with the orders therefore; (3) that the prices charged are just, reasonable, and in accordance with agreement; (4) that they are for use in my office in the discharge of my duties; and (5) that these are true copies and will be the only submission for payment; (6) this report was prepared in accordance with the Voucher Documentation Standards and House regulations.

Member/Chair/Officer Signature

1/25/2024
Date

Approvals

Monica Burton on behalf of Brandon Phillips	**Default Account**	**Budget Approver GA10COM**	**Validate Account**

EXHIBIT 14

B. Phillips - Mileage 2/20/24 Expense Report #163447

Expensed By: Brandon Phillips

.2130 - Private Auto Mileage on **02/20** 318.92 USD

Account COLLINS, MIKE-Private Auto Mileage-Members Representational Allow - 24-OFFICIAL EXPENSES OF MEMBERS-BFY 2024-LY2024, GA10COM-2130-15024-OTHER-2024-LY2024 • **Reason** None • **Merchant (Optional)** B Phillips Expense Report • **Sub BOC** None • **No Receipt Options** None • **Review Exception** PDF Signature Confirmed • **Line # (HofR)** 1 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No

Mileage Details

Start Address [redacted] Whigham, GA 39897, USA
Destination 1 100 Court St, Monroe, GA 30655, USA
Destination 2 [redacted] Whigham, GA 39897, USA
Distance 476.0 Mi
Rate Type 0.67 (2024 Auto Rate)

Total **318.92** USD

Report Details

***Payment Type**	Member / Employee Reimbursement		
Invoice Number	02202024_2130_Phillips		
Finance Review 1	MJohnson		
Vendor (Vendor Payment Only)	None	**Validation Exception**	None
Finance Review 2	KHarrington		
Org	GA10COM		
OFC Team	Green Team		
Finance Review 3	None		
Print Signature PDF	No		
Skip Budget Approver	No		
Rush	No		
Days In Finance	2		
Non-Standard Approval Options	None	**Internal CAO Notes**	None
Office ID	None		

I certify (1) that the above articles have been received in good condition and are of the quality and in the quantity specified, or the services were performed as stated; (2) that they are in accordance with the orders therefore; (3) that the prices charged are just, reasonable, and in accordance with agreement; (4) that they are for use in my office in the discharge of my duties; and (5) that these are true copies and will be the only submission for payment; (6) this report was prepared in accordance with the Voucher Documentation Standards and House regulations.

_____
Member/Chair/Officer Signature

_____
Date

Approvals

Monica Burton on behalf of Brandon Phillips 05/01/24 12:16 PM	**House API** *on behalf of* **Default Account** 05/01/24 12:36 PM	**Brandon Phillips** 05/01/24 01:01 PM	**Monica Burton** *on behalf of* **Budget Approver GA10COM** 05/01/24 01:36 PM
House API *on behalf of* **System Capture** 05/06/24 02:04 PM	**Marguerita Johnson** *on behalf of* **Finance Review 1** 05/06/24 01:52 PM	**Brandon Phillips** *on behalf of* **Office Approver 1 GA10COM** 05/01/24 03:15 PM	**House API** *on behalf of* **Validate Account** 05/01/24 02:08 PM
Lisa Alvey *on behalf of* **Finance Review 2** 05/06/24 04:41 PM	**House API** *on behalf of* **System Review** 05/06/24 06:44 PM	**Keith Harrington** *on behalf of* **Finance Review 2** 05/07/24 12:35 PM	**House API** *on behalf of* **System Exception** 05/07/24 02:30 PM
		Payment	Accounting Review by **Auto Approved by Score Rule** 05/07/24 02:30 PM

Daily Grid

day	**Tuesday** 02/20/24
.2130 - Private Auto Mileage	318.92 USD
Total	**318.92 USD**

* Multiple Currencies

Receipts

Receipt for **.2130 - Private Auto Mileage** on **02/20/24** for **318.92 USD**



B. Phillips - Mileage 2/20/24 Expense Report #163447

Expensed By: Brandon Phillips

.2130 - Private Auto Mileage on **02/20** 318.92 USD

Account COLLINS, MIKE-Private Auto Mileage, GA10COM-2130 • **Reason** None • **Merchant (Optional)** None • Sub BOC None • No Receipt Options None • Line # None • Finance Card Details None

Mileage Details

Start Address [redacted], Whigham, GA 39897, USA
Destination 1 100 Court St, Monroe, GA 30655, USA
Destination 2 [redacted] Whigham, GA 39897, USA
Distance 476.0 Mi
Rate Type 0.67 (2024 Auto Rate)

Total **318.92** USD

Report Details

*Payment Type	Member / Employee Reimbursement
Vendor (Vendor Payment Only)	None
Validation Exception	None
Org	None
Rush	No
Non-Standard Approval Options	None

I certify (1) that the above articles have been received in good condition and are of the quality and in the quantity specified, or the services were performed as stated; (2) that they are in accordance with the orders therefore; (3) that the prices charged are just, reasonable, and in accordance with agreement; (4) that they are for use in my office in the discharge of my duties; and (5) that these are true copies and will be the only submission for payment; (6) this report was prepared in accordance with the Voucher Documentation Standards and House regulations.

Member/Chair/Officer Signature

5/1/2024
Date

Approvals

Monica Burton on behalf of Brandon Phillips	**Default Account**	**Budget Approver GA10COM**	**Validate Account**
Finance Review 2	**System Capture**	**Finance Review 1**	**Office Approver 1 GA10COM**

EXHIBIT 15

B. Phillips - Lodging 2/13 - 2/16 Expense Report #145013

Expensed By: Brandon Phillips

I confirm only requesting reimbursement for $605.11 Monica Burton on **02/16** for **.9999 - Itemized Receipt/Invoice** 0.00 USD
605.11 USD - 605.11 USD

Account COLLINS, MIKE-Accrual-Members Representational Allow - 24-OFFICIAL EXPENSES OF MEMBERS-BFY 2024-LY2024, GA10COM-9999-15024-OTHER-2024-LY2024 • **Reason** None • **Merchant (Optional)** Ac Hotels By Marriott • **Sub BOC** None • **No Receipt Options** None • **Review Exception** PDF Signature Confirmed • **Line # (HofR)** 1 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No

.2136 – Parking on **02/16** 41.30 USD

Account COLLINS, MIKE-Parking-Members Representational Allow - 24-OFFICIAL EXPENSES OF MEMBERS-BFY 2024-LY2024, GA10COM-2136-15024-OTHER-2024-LY2024 • **Reason** None • **Merchant (Optional)** Ac Hotels By Marriott • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 2 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date** 02/14/24 • **End Service Date** 02/14/24

.2110 - Meals on Travel on **02/16** 4.99 USD

Account COLLINS, MIKE-Meals-Members Representational Allow - 24-OFFICIAL EXPENSES OF MEMBERS-BFY 2024-LY2024, GA10COM-2110-15024-OTHER-2024-LY2024 • **Reason** None • **Merchant (Optional)** Ac Hotels By Marriott • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 3 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date (Optional)** 02/15/24 • **End Service Date (Optional)** 02/15/24 • **Who Attended?** Member/Staff Only

.2105 - Lodging on **02/16** 558.82 USD

Account COLLINS, MIKE-Lodging-Members Representational Allow - 24-OFFICIAL EXPENSES OF MEMBERS-BFY 2024-LY2024, GA10COM-2105-15024-OTHER-2024-LY2024 • **Reason** None • **Merchant (Optional)** Ac Hotels By Marriott • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 4 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date** 02/13/24 • **End Service Date** 02/16/24

Total **605.11** USD

Report Details

***Payment Type**	Member / Employee Reimbursement
Invoice Number	02132024_2136_Phillips
Finance Review 1	MJohnson
Vendor (Vendor Payment Only)	None
Validation Exception	None
Finance Review 2	LAlvey
Org	GA10COM
OFC Team	Green Team
Finance Review 3	None
Print Signature PDF	No
Skip Budget Approver	No

Rush	No		
Days In Finance	None		
Non-Standard Approval	None		
Options		**Internal CAO Notes**	None
Office ID	None		

I certify (1) that the above articles have been received in good condition and are of the quality and in the quantity specified, or the services were performed as stated; (2) that they are in accordance with the orders therefore; (3) that the prices charged are just, reasonable, and in accordance with agreement; (4) that they are for use in my office in the discharge of my duties; and (5) that these are true copies and will be the only submission for payment; (6) this report was prepared in accordance with the Voucher Documentation Standards and House regulations.

_____
Member/Chair/Officer Signature

_____
Date

Comments

Line not fully itemized Lines 1 *House API on 2024-02-26*
Please see attached UPDATED VCS. Thank you, Monica Burton
Monica Burton on 2024-02-27

Approvals

Monica Burton on behalf of Brandon Phillips 02/26/24 10:55 AM	**House API** *on behalf of* **Default Account** 02/26/24 11:03 AM	**Brandon Phillips** 02/27/24 08:52 AM	**Monica Burton** *on behalf of* **Budget Approver GA10COM** 02/27/24 09:11 AM
House API *on behalf of* **System Capture** 02/29/24 03:18 PM	**Marguerita Johnson** *on behalf of* **Finance Review 1** 02/29/24 03:09 PM	**Brandon Phillips** *on behalf of* **Office Approver 1 GA10COM** 02/27/24 02:13 PM	**House API** *on behalf of* **Validate Account** 02/27/24 09:37 AM
Kevina Parker *on behalf of* **Finance Review 2** 03/01/24 12:46 PM	**House API** *on behalf of* **System Review** 03/01/24 02:20 PM	**Lisa Alvey** *on behalf of* **Finance Review 2** 03/04/24 09:46 AM	**House API** *on behalf of* **System Exception** 03/04/24 11:23 AM
		Payment	Accounting Review by **Auto Approved by Score Rule** 03/04/24 11:23 AM

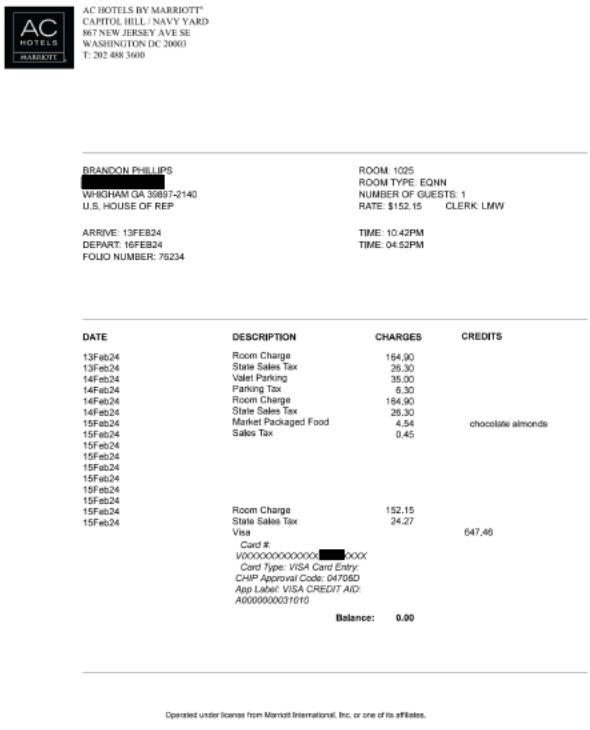
Daily Grid

day	**Friday** 02/16/24
.9999 - Itemized Receipt/Invoice	0.00 USD
.2136 – Parking	41.30 USD
.2110 - Meals on Travel	4.99 USD
.2105 - Lodging	558.82 USD
Total	**605.11 USD**

* Multiple Currencies

Receipts

Receipt for **I confirm only requesting reimbursement for $605.11 Monica Burton** on **02/16/24** for **0.00 USD**



AC HOTELS BY MARRIOTT®
CAPITOL HILL / NAVY YARD
867 NEW JERSEY AVE SE
WASHINGTON DC 20003
T: 202 488 3600

BRANDON PHILLIPS
[redacted]
WHIGHAM GA 39897-2140
U.S. HOUSE OF REP

ROOM: 1025
ROOM TYPE: EQNN
NUMBER OF GUESTS: 1
RATE: $152.15 CLERK: LMW

ARRIVE: 13FEB24
DEPART: 16FEB24
FOLIO NUMBER: 76234

TIME: 10:42PM
TIME: 04:52PM

DATE	DESCRIPTION	CHARGES	CREDITS
13Feb24	Room Charge	164.90	
13Feb24	State Sales Tax	26.30	
14Feb24	Valet Parking	35.00	
14Feb24	Parking Tax	6.30	
14Feb24	Room Charge	164.90	
14Feb24	State Sales Tax	26.30	
15Feb24	Market Packaged Food	4.54	chocolate almonds
15Feb24	Sales Tax	0.45	
15Feb24			
15Feb24			
15Feb24			
15Feb24			
15Feb24			
15Feb24			
15Feb24	Room Charge	152.15	
15Feb24	State Sales Tax	24.27	
	Visa		647.46
	Card #: V0000000000000[redacted]0XXX		
	Card Type: VISA Card Entry: CHIP Approval Code: 04706D App Label: VISA CREDIT AID: A0000000031010		
	Balance:	**0.00**	

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B. Phillips - Lodging Expense Report #145013

Expensed By: Brandon Phillips

.9999 - Itemized Receipt/Invoice on **02/16** 0.10 USD
605.11 USD - 605.01 USD

Account COLLINS, MIKE-Accrual, GA10COM-9999 • **Reason** None • **Merchant (Optional)** Ac Hotels By Marriott • **Sub BOC** None • **No Receipt Options** None • **Line #** None • **Finance Card Details** None

.2136 – Parking on **02/16** 41.30 USD

Account COLLINS, MIKE-Parking, GA10COM-2136 • **Reason** None • **Merchant (Optional)** Ac Hotels By Marriott • **Sub BOC** None • **No Receipt Options** None • **Line #** None • **Finance Card Details** None • **Begin Service Date** 02/13/24 • **End Service Date** 02/16/24

.2110 - Meals on Travel on **02/16** 4.99 USD

Account COLLINS, MIKE-Meals, GA10COM-2110 • **Reason** None • **Merchant (Optional)** Ac Hotels By Marriott • **Sub BOC** None • **No Receipt Options** None • **Line #** None • **Finance Card Details** None • **Begin Service Date (Optional)** None • **End Service Date (Optional)** None • **Who Attended?** Member/Staff Only

.2105 - Lodging on **02/16** 558.72 USD

Account COLLINS, MIKE-Lodging, GA10COM-2105 • **Reason** None • **Merchant (Optional)** Ac Hotels By Marriott • **Sub BOC** None • **No Receipt Options** None • **Line #** None • **Finance Card Details** None • **Begin Service Date** 02/13/24 • **End Service Date** 02/16/24

Total **605.11** USD

Report Details

***Payment Type**	Member / Employee Reimbursement		
Vendor (Vendor Payment Only)	None	**Validation Exception**	None
Org	None		
Rush	No		
Non-Standard Approval Options	None		

I certify (1) that the above articles have been received in good condition and are of the quality and in the quantity specified, or the services were performed as stated; (2) that they are in accordance with the orders therefore; (3) that the prices charged are just, reasonable, and in accordance with agreement; (4) that they are for use in my office in the discharge of my duties; and (5) that these are true copies and will be the only submission for payment; (6) this report was prepared in accordance with the Voucher Documentation Standards and House regulations.



Member/Chair/Officer Signature

2/22/2024
Date

EXHIBIT 16

B. Phillips Uber and lodging 2/13 - 2/16 Expense Report #144639

Expensed By: Brandon Phillips

.9999 - Itemized Receipt/Invoice on **02/20** 0.00 USD

344.39 USD - 344.39 USD

Account COLLINS, MIKE-Accrual-Members Representational Allow - 24-OFFICIAL EXPENSES OF MEMBERS-BFY 2024-LY2024, GA10COM-9999-15024-OTHER-2024-LY2024 • **Reason** None • **Merchant (Optional)** Westin • **Sub BOC** None • **No Receipt Options** None • **Review Exception** PDF Signature Confirmed • **Line # (HofR)** 1 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No

.2136 – Parking on **02/20** 60.00 USD

Account COLLINS, MIKE-Parking-Members Representational Allow - 24-OFFICIAL EXPENSES OF MEMBERS-BFY 2024-LY2024, GA10COM-2136-15024-OTHER-2024-LY2024 • **Reason** None • **Merchant (Optional)** Westin • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 2 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date** 02/19/24 • **End Service Date** 02/20/24

.2105 - Lodging on **02/20** 284.39 USD

Account COLLINS, MIKE-Lodging-Members Representational Allow - 24-OFFICIAL EXPENSES OF MEMBERS-BFY 2024-LY2024, GA10COM-2105-15024-OTHER-2024-LY2024 • **Reason** None • **Merchant (Optional)** Westin • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 3 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date** 02/19/24 • **End Service Date** 02/20/24

.2135 - Taxi/Ride Share on **02/13** 44.20 USD

Account COLLINS, MIKE-Taxi/Ride Share-Members Representational Allow - 24-OFFICIAL EXPENSES OF MEMBERS-BFY 2024-LY2024, GA10COM-2135-15024-OTHER-2024-LY2024 • **Reason** None • **Merchant (Optional)** Uber • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 4 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date (Optional)** None • **End Service Date (Optional)** None

.2135 - Taxi/Ride Share on **02/16** 63.82 USD

Account COLLINS, MIKE-Taxi/Ride Share-Members Representational Allow - 24-OFFICIAL EXPENSES OF MEMBERS-BFY 2024-LY2024, GA10COM-2135-15024-OTHER-2024-LY2024 • **Reason** None • **Merchant (Optional)** Uber • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 5 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date (Optional)** None • **End Service Date (Optional)** None

.2135 - Taxi/Ride Share on **02/13** 19.70 USD

Account COLLINS, MIKE-Taxi/Ride Share-Members Representational Allow - 24-OFFICIAL EXPENSES OF MEMBERS-BFY 2024-LY2024, GA10COM-2135-15024-OTHER-2024-LY2024 • **Reason** None • **Merchant (Optional)** Uber • **Sub BOC** None • **No**

Receipt Options None • **Review Exception** None • **Line # (HofR)** 6 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date (Optional)** None • **End Service Date (Optional)** None

.2135 - Taxi/Ride Share on **02/13** 14.67 USD

Account COLLINS, MIKE-Taxi/Ride Share-Members Representational Allow - 24-OFFICIAL EXPENSES OF MEMBERS-BFY 2024-LY2024, GA10COM-2135-15024-OTHER-2024-LY2024 • **Reason** None • **Merchant (Optional)** Uber • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 7 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date (Optional)** None • **End Service Date (Optional)** None

.2135 - Taxi/Ride Share on **02/16** 26.71 USD

Account COLLINS, MIKE-Taxi/Ride Share-Members Representational Allow - 24-OFFICIAL EXPENSES OF MEMBERS-BFY 2024-LY2024, GA10COM-2135-15024-OTHER-2024-LY2024 • **Reason** None • **Merchant (Optional)** Uber • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 8 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date (Optional)** None • **End Service Date (Optional)** None

.2135 - Taxi/Ride Share on **02/13** 16.10 USD

Account COLLINS, MIKE-Taxi/Ride Share-Members Representational Allow - 24-OFFICIAL EXPENSES OF MEMBERS-BFY 2024-LY2024, GA10COM-2135-15024-OTHER-2024-LY2024 • **Reason** None • **Merchant (Optional)** Uber • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 9 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date (Optional)** None • **End Service Date (Optional)** None

Total **529.59** USD

Report Details

***Payment Type**	Member / Employee Reimbursement		
Invoice Number	02192024_2136_Phillips		
Finance Review 1	MJohnson		
Vendor (Vendor Payment Only)	None	**Validation Exception**	None
Finance Review 2	KHarrington		
Org	GA10COM		
OFC Team	Green Team		
Finance Review 3	None		
Print Signature PDF	No		
Skip Budget Approver	No		
Rush	No		
Days In Finance	None		
Non-Standard Approval Options	None	**Internal CAO Notes**	None
Office ID	None		

I certify (1) that the above articles have been received in good condition and are of the quality and in the quantity specified, or the services were performed as stated; (2) that they are in accordance with the orders therefore; (3) that the prices charged are just, reasonable, and in accordance with agreement; (4) that they are for use in my office in the discharge of my duties; and (5) that these are true copies and will be the only submission for payment; (6) this report was prepared in accordance with the Voucher Documentation Standards and House regulations.

_____
Member/Chair/Officer Signature

_____
Date

Approvals

Monica Burton on behalf of Brandon Phillips 02/21/24 12:16 PM	**House API** *on behalf of* **Default Account** 02/21/24 12:32 PM	**Brandon Phillips** 02/21/24 04:03 PM	**John Ferland** *on behalf of* **Budget Approver GA10COM** 02/21/24 04:16 PM
House API *on behalf of* **System Capture** 02/26/24 12:35 PM	**Marguerita Johnson** *on behalf of* **Finance Review 1** 02/26/24 12:16 PM	**Brandon Phillips** *on behalf of* **Office Approver 1 GA10COM** 02/22/24 09:12 AM	**House API** *on behalf of* **Validate Account** 02/21/24 04:37 PM
Lisa Alvey *on behalf of* **Finance Review 2** 02/26/24 02:40 PM	**House API** *on behalf of* **System Review** 02/26/24 03:52 PM	**Keith Harrington** *on behalf of* **Finance Review 2** 02/27/24 12:11 PM	**House API** *on behalf of* **System Exception** 02/27/24 12:53 PM
		Payment	Accounting Review by **Auto Approved by Score Rule** 02/27/24 12:53 PM

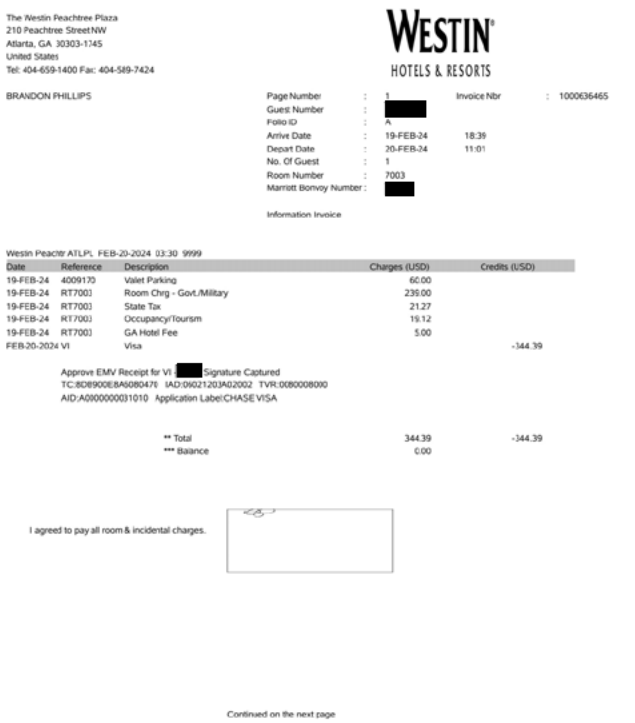
Daily Grid

day	**Tuesday** 02/13/24	**Friday** 02/16/24	**Tuesday** 02/20/24
.2135 - Taxi/Ride Share	94.67 USD	90.53 USD	
.9999 - Itemized Receipt/Invoice			0.00 USD
.2136 – Parking			60.00 USD
.2105 - Lodging			284.39 USD
Total	**94.67 USD**	**90.53 USD**	**344.39 USD**

* Multiple Currencies

Receipts

Receipt for **.9999 - Itemized Receipt/Invoice** on **02/20/24** for **0.00 USD**



The Westin Peachtree Plaza
210 Peachtree Street NW
Atlanta, GA 30303-1745
United States
Tel: 404-659-1400 Fax: 404-589-7424

WESTIN
HOTELS & RESORTS

BRANDON PHILLIPS

Page Number	:	1	Invoice Nbr	: 1000636465
Guest Number	:	[redacted]		
Folio ID	:	A		
Arrive Date	:	19-FEB-24	18:39	
Depart Date	:	20-FEB-24	11:01	
No. Of Guest	:	1		
Room Number	:	7003		
Marriott Bonvoy Number	:	[redacted]		

Information Invoice

Westin Peachtr ATLPL FEB-20-2024 03:30 9999

Date	Reference	Description	Charges (USD)	Credits (USD)
19-FEB-24	4009170	Valet Parking	60.00	
19-FEB-24	RT7003	Room Chrg - Govt./Military	239.00	
19-FEB-24	RT7003	State Tax	21.27	
19-FEB-24	RT7003	Occupancy/Tourism	19.12	
19-FEB-24	RT7003	GA Hotel Fee	5.00	
FEB-20-2024	VI	Visa		-344.39

Approve EMV Receipt for VI [redacted] Signature Captured
TC:8D8900E8A6080476 IAD:0602120JA02002 TVR:0080008000
AID:A0000000031010 Application Label:CHASE VISA

** Total	344.39	-344.39
*** Balance	0.00	

I agreed to pay all room & incidental charges.

Continued on the next page

B. Phillips Uber and lodging 2/13 - 2/16 Expense Report #144639

Expensed By: Brandon Phillips

.9999 - Itemized Receipt/Invoice on **02/20** — 0.00 USD
344.39 USD - 344.39 USD

Account COLLINS, MIKE-Accrual, GA10COM-9999 • **Reason** None • **Merchant (Optional)** Westin • **Sub BOC** None • **No Receipt Options** None • **Line #** None • **Finance Card Details** None

.2136 – Parking on **02/20** — 60.00 USD

Account COLLINS, MIKE-Parking, GA10COM-2136 • **Reason** None • **Merchant (Optional)** Westin • **Sub BOC** None • **No Receipt Options** None • **Line #** None • **Finance Card Details** None • **Begin Service Date** 02/19/24 • **End Service Date** 02/20/24

.2105 - Lodging on **02/20** — 284.39 USD

Account COLLINS, MIKE-Lodging, GA10COM-2105 • **Reason** None • **Merchant (Optional)** Westin • **Sub BOC** None • **No Receipt Options** None • **Line #** None • **Finance Card Details** None • **Begin Service Date** 02/19/24 • **End Service Date** 02/20/24

.2135 - Taxi/Ride Share on **02/13** — 44.20 USD

Account COLLINS, MIKE-Taxi/Ride Share, GA10COM-2135 • **Reason** None • **Merchant (Optional)** Uber • **Sub BOC** None • **No Receipt Options** None • **Line #** None • **Finance Card Details** None • **Begin Service Date (Optional)** None • **End Service Date (Optional)** None

.2135 - Taxi/Ride Share on **02/16** — 63.82 USD

Account COLLINS, MIKE-Taxi/Ride Share, GA10COM-2135 • **Reason** None • **Merchant (Optional)** Uber • **Sub BOC** None • **No Receipt Options** None • **Line #** None • **Finance Card Details** None • **Begin Service Date (Optional)** None • **End Service Date (Optional)** None

.2135 - Taxi/Ride Share on **02/13** — 19.70 USD

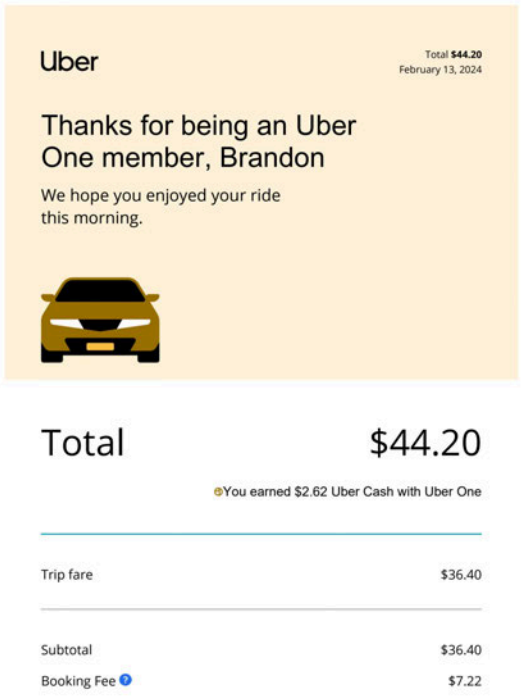
Account COLLINS, MIKE-Taxi/Ride Share, GA10COM-2135 • **Reason** None • **Merchant (Optional)** Uber • **Sub BOC** None • **No Receipt Options** None • **Line #** None • **Finance Card Details** None • **Begin Service Date (Optional)** None • **End Service Date (Optional)** None

.2135 - Taxi/Ride Share on **02/13** — 14.67 USD

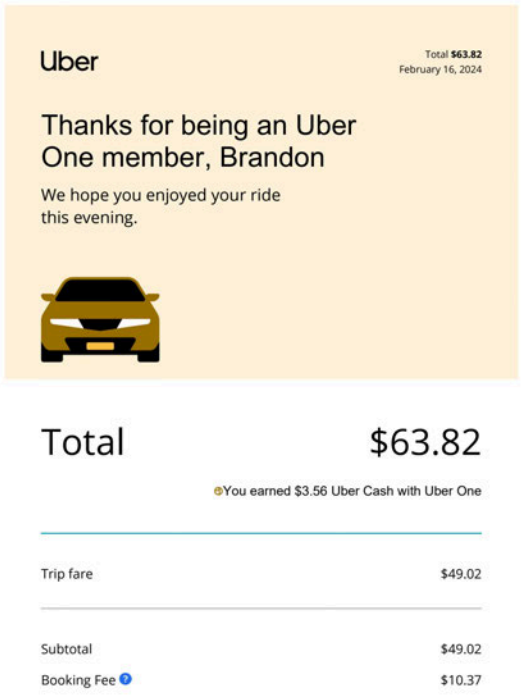
Account COLLINS, MIKE-Taxi/Ride Share, GA10COM-2135 • **Reason** None • **Merchant (Optional)** Uber • **Sub BOC** None • **No Receipt Options** None • **Line #** None • **Finance Card Details** None • **Begin Service Date (Optional)** None • **End Service Date (Optional)** None

.2135 - Taxi/Ride Share on **02/16** — 26.71 USD

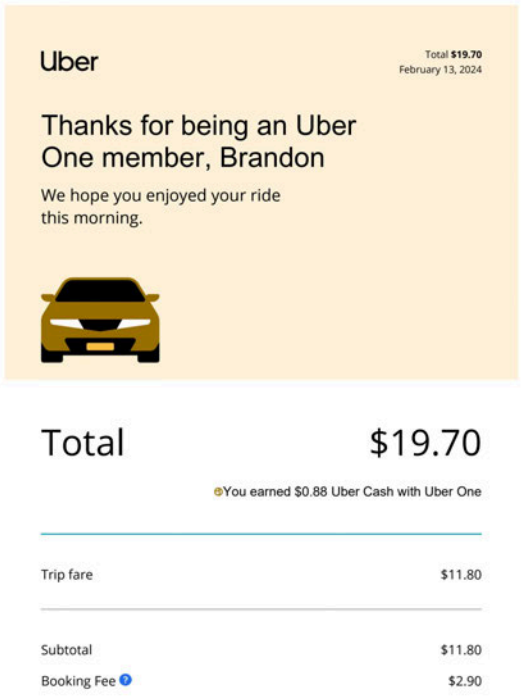
Receipt for **.2135 - Taxi/Ride Share** on **02/13/24** for **44.20 USD**



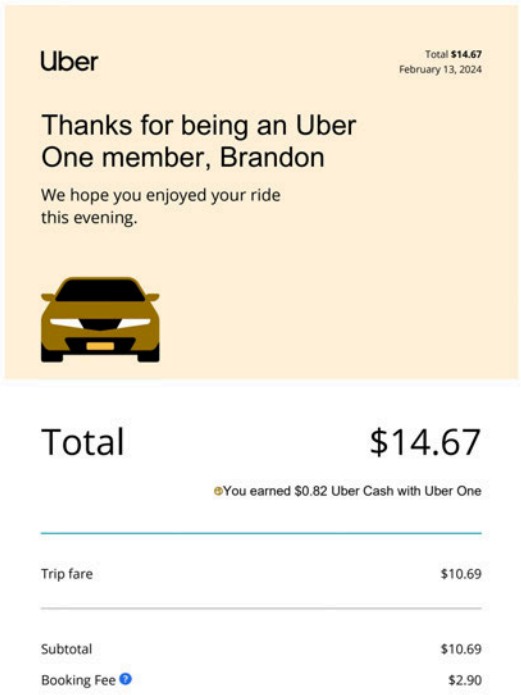
Receipt for **.2135 - Taxi/Ride Share** on **02/16/24** for **63.82 USD**



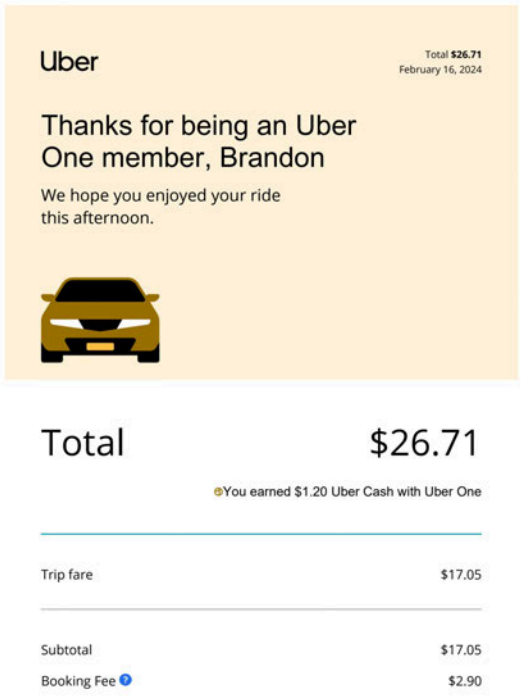
Receipt for **.2135 - Taxi/Ride Share** on **02/13/24** for **19.70 USD**



Receipt for **.2135 - Taxi/Ride Share** on **02/13/24** for **14.67 USD**



Receipt for **.2135 - Taxi/Ride Share** on **02/16/24** for **26.71 USD**



Uber

Total **$26.71**
February 16, 2024

Thanks for being an Uber One member, Brandon

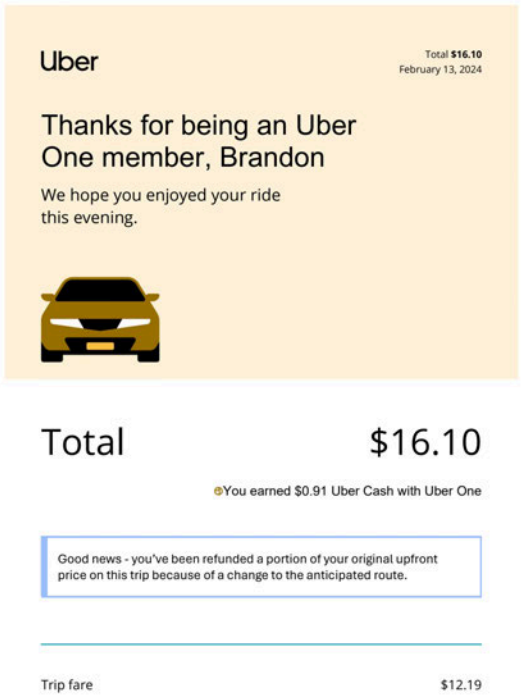
We hope you enjoyed your ride this afternoon.

Total $26.71

You earned $1.20 Uber Cash with Uber One

Trip fare	$17.05
Subtotal	$17.05
Booking Fee	$2.90

Receipt for **.2135 - Taxi/Ride Share** on **02/13/24** for **16.10 USD**



Uber

Total **$16.10**
February 13, 2024

Thanks for being an Uber One member, Brandon

We hope you enjoyed your ride this evening.

Total $16.10

You earned $0.91 Uber Cash with Uber One

Good news - you've been refunded a portion of your original upfront price on this trip because of a change to the anticipated route.

Trip fare	$12.19

EXHIBIT 17

Brandon Phillips
@BCP229

Having a meeting.



7:26 PM · Jul 11, 2024 · **9,741** Views

1 3 57

EXHIBIT 18

B. Phillips 1/29 to 2/2 Ubers and lodging Expense Report #141509

Expensed By: Brandon Phillips

.2105 - Lodging on **02/02** 902.50 USD

Account COLLINS, MIKE-Lodging-Members Representational Allow - 24-OFFICIAL EXPENSES OF MEMBERS-BFY 2024-LY2024, GA10COM-2105-15024-OTHER-2024-LY2024 • **Reason** None • **Merchant (Optional)** The Ritz Carlton • **Sub BOC** None • **No Receipt Options** None • **Review Exception** PDF Signature Confirmed • **Line # (HofR)** 1 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date** 01/29/24 • **End Service Date** 02/02/24

.2135 - Taxi/Ride Share on **01/29** 44.53 USD

Account COLLINS, MIKE-Taxi/Ride Share-Members Representational Allow - 24-OFFICIAL EXPENSES OF MEMBERS-BFY 2024-LY2024, GA10COM-2135-15024-OTHER-2024-LY2024 • **Reason** None • **Merchant (Optional)** Uber • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 2 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date (Optional)** None • **End Service Date (Optional)** None

.2135 - Taxi/Ride Share on **01/29** 25.60 USD

Account COLLINS, MIKE-Taxi/Ride Share-Members Representational Allow - 24-OFFICIAL EXPENSES OF MEMBERS-BFY 2024-LY2024, GA10COM-2135-15024-OTHER-2024-LY2024 • **Reason** None • **Merchant (Optional)** Uber • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 3 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date (Optional)** None • **End Service Date (Optional)** None

.2135 - Taxi/Ride Share on **01/30** 26.91 USD

Account COLLINS, MIKE-Taxi/Ride Share-Members Representational Allow - 24-OFFICIAL EXPENSES OF MEMBERS-BFY 2024-LY2024, GA10COM-2135-15024-OTHER-2024-LY2024 • **Reason** None • **Merchant (Optional)** Uber • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 4 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date (Optional)** None • **End Service Date (Optional)** None

.2135 - Taxi/Ride Share on **01/29** 23.79 USD

Account COLLINS, MIKE-Taxi/Ride Share-Members Representational Allow - 24-OFFICIAL EXPENSES OF MEMBERS-BFY 2024-LY2024, GA10COM-2135-15024-OTHER-2024-LY2024 • **Reason** None • **Merchant (Optional)** Uber • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 5 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date (Optional)** None • **End Service Date (Optional)** None

.2135 - Taxi/Ride Share on **02/01** 67.53 USD

Account COLLINS, MIKE-Taxi/Ride Share-Members Representational Allow - 24-OFFICIAL EXPENSES OF MEMBERS-BFY 2024-LY2024, GA10COM-2135-15024-OTHER-2024-LY2024 • **Reason** None • **Merchant (Optional)** Uber • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 6 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date (Optional)** None • **End Service Date (Optional)** None

.2135 - Taxi/Ride Share on **02/01** 18.44 USD

Account COLLINS, MIKE-Taxi/Ride Share-Members Representational Allow - 24-OFFICIAL EXPENSES OF MEMBERS-BFY 2024-LY2024, GA10COM-2135-15024-OTHER-2024-LY2024 • **Reason** None • **Merchant (Optional)** Uber • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 7 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date (Optional)** None • **End Service Date (Optional)** None

.2135 - Taxi/Ride Share on **01/30** 22.68 USD

Account COLLINS, MIKE-Taxi/Ride Share-Members Representational Allow - 24-OFFICIAL EXPENSES OF MEMBERS-BFY 2024-LY2024, GA10COM-2135-15024-OTHER-2024-LY2024 • **Reason** None • **Merchant (Optional)** Uber • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 8 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date (Optional)** None • **End Service Date (Optional)** None

.2135 - Taxi/Ride Share on **01/31** 36.46 USD

Account COLLINS, MIKE-Taxi/Ride Share-Members Representational Allow - 24-OFFICIAL EXPENSES OF MEMBERS-BFY 2024-LY2024, GA10COM-2135-15024-OTHER-2024-LY2024 • **Reason** None • **Merchant (Optional)** Uber • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 9 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date (Optional)** None • **End Service Date (Optional)** None

.2135 - Taxi/Ride Share on **01/31** 43.00 USD

Account COLLINS, MIKE-Taxi/Ride Share-Members Representational Allow - 24-OFFICIAL EXPENSES OF MEMBERS-BFY 2024-LY2024, GA10COM-2135-15024-OTHER-2024-LY2024 • **Reason** None • **Merchant (Optional)** Uber • **Sub BOC** None • **No Receipt Options** None • **Review Exception** None • **Line # (HofR)** 10 • **Finance Card Details** None • **Fin Card Num Trans ID** None • **Line ID (HofR)** None • **Line Reviewed** No • **Begin Service Date (Optional)** None • **End Service Date (Optional)** None

Total **1,211.44** USD

Report Details

***Payment Type**	Member / Employee Reimbursement
Invoice Number	01292024_2105_Phillips
Finance Review 1	STurek
Vendor (Vendor Payment Only)	None
Validation Exception	None
Finance Review 2	KHarrington
Org	GA10COM
OFC Team	Green Team
Finance Review 3	None
Print Signature PDF	No

Skip Budget Approver	No		
Rush	No		
Days In Finance	None		
Non-Standard Approval Options	None	**Internal CAO Notes**	None
Office ID	None		

I certify (1) that the above articles have been received in good condition and are of the quality and in the quantity specified, or the services were performed as stated; (2) that they are in accordance with the orders therefore; (3) that the prices charged are just, reasonable, and in accordance with agreement; (4) that they are for use in my office in the discharge of my duties; and (5) that these are true copies and will be the only submission for payment; (6) this report was prepared in accordance with the Voucher Documentation Standards and House regulations.

_____
Member/Chair/Officer Signature

_____
Date

Comments

Please attach VCS - Thank you! *Monica Burton on 2024-02-07*

Approvals

Monica Burton on behalf of Brandon Phillips 02/06/24 08:01 AM	**House API** *on behalf of* **Default Account** 02/06/24 09:33 AM	**Brandon Phillips** 02/07/24 11:35 AM	**John Ferland** *on behalf of* **Budget Approver GA10COM** 02/07/24 12:43 PM
House API *on behalf of* **System Capture** 02/13/24 11:04 AM	**Stanley Turek** *on behalf of* **Finance Review 1** 02/13/24 10:52 AM	**Brandon Phillips** *on behalf of* **Office Approver 1 GA10COM** 02/08/24 11:08 AM	**House API** *on behalf of* **Validate Account** 02/07/24 01:08 PM
Lisa Alvey *on behalf of* **Finance Review 2** 02/14/24 11:43 AM	**House API** *on behalf of* **System Review** 02/14/24 01:01 PM	**Keith Harrington** *on behalf of* **Finance Review 2** 02/16/24 07:42 AM	**House API** *on behalf of* **System Exception** 02/16/24 10:03 AM
		Payment	Accounting Review by **Auto Approved by Score Rule** 02/16/24 10:03 AM

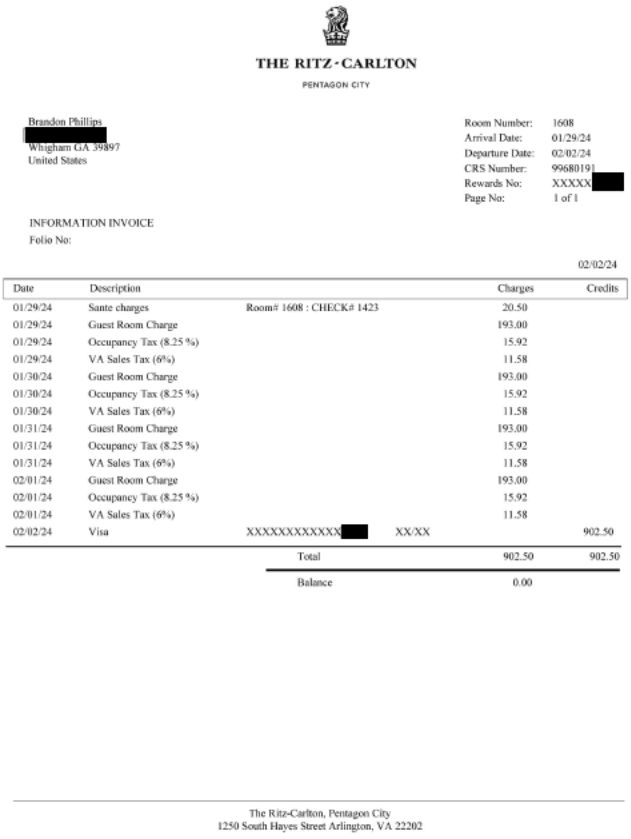
Daily Grid

day	Monday 01/29/24	Tuesday 01/30/24	Wednesday 01/31/24	Thursday 02/01/24	Friday 02/02/24
.2135 - Taxi/Ride Share	93.92 USD	49.59 USD	79.46 USD	85.97 USD	
.2105 - Lodging					902.50 USD
Total	**93.92 USD**	**49.59 USD**	**79.46 USD**	**85.97 USD**	**902.50 USD**

* Multiple Currencies

Receipts

Receipt for **.2105 - Lodging** on **02/02/24** for **902.50 USD**



THE RITZ-CARLTON
PENTAGON CITY

Brandon Phillips
[redacted]
Whigham GA 39897
United States

Room Number: 1608
Arrival Date: 01/29/24
Departure Date: 02/02/24
CRS Number: 99680191
Rewards No: XXXXX[redacted]
Page No: 1 of 1

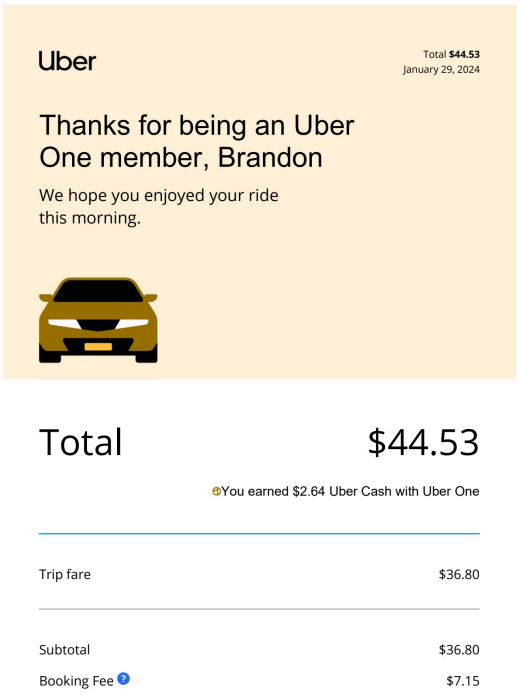
INFORMATION INVOICE
Folio No:

02/02/24

Date	Description		Charges	Credits
01/29/24	Sante charges	Room# 1608 : CHECK# 1423	20.50	
01/29/24	Guest Room Charge		193.00	
01/29/24	Occupancy Tax (8.25 %)		15.92	
01/29/24	VA Sales Tax (6%)		11.58	
01/30/24	Guest Room Charge		193.00	
01/30/24	Occupancy Tax (8.25 %)		15.92	
01/30/24	VA Sales Tax (6%)		11.58	
01/31/24	Guest Room Charge		193.00	
01/31/24	Occupancy Tax (8.25 %)		15.92	
01/31/24	VA Sales Tax (6%)		11.58	
02/01/24	Guest Room Charge		193.00	
02/01/24	Occupancy Tax (8.25 %)		15.92	
02/01/24	VA Sales Tax (6%)		11.58	
02/02/24	Visa	XXXXXXXXXXXX[redacted] XX/XX		902.50
		Total	902.50	902.50
		Balance	0.00	

The Ritz-Carlton, Pentagon City
1250 South Hayes Street Arlington, VA 22202

Receipt for **.2135 - Taxi/Ride Share** on **01/29/24** for **44.53 USD**



Uber

Total **$44.53**
January 29, 2024

Thanks for being an Uber One member, Brandon

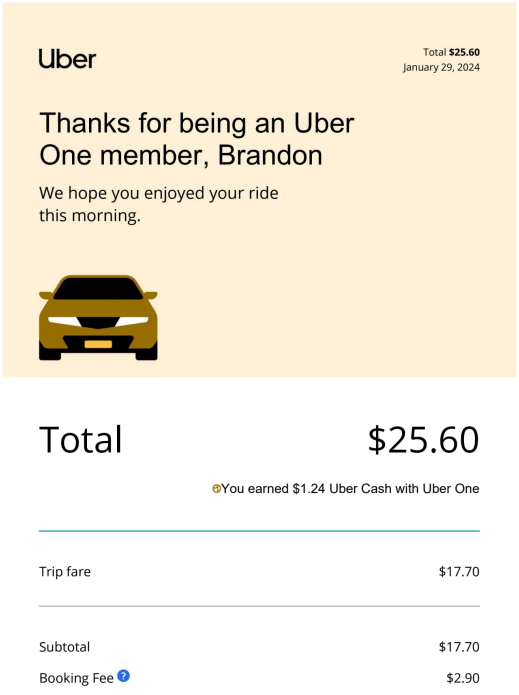
We hope you enjoyed your ride this morning.

Total $44.53

You earned $2.64 Uber Cash with Uber One

Trip fare	$36.80
Subtotal	$36.80
Booking Fee	$7.15

Receipt for **.2135 - Taxi/Ride Share** on **01/29/24** for **25.60 USD**



Uber

Total **$25.60**
January 29, 2024

Thanks for being an Uber One member, Brandon

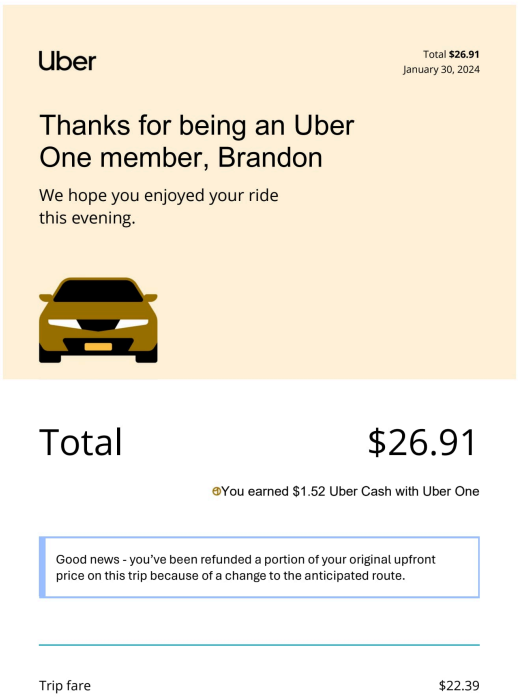
We hope you enjoyed your ride this morning.

Total $25.60

You earned $1.24 Uber Cash with Uber One

Trip fare	$17.70
Subtotal	$17.70
Booking Fee	$2.90

Receipt for **.2135 - Taxi/Ride Share** on **01/30/24** for **26.91 USD**



Uber

Total **$26.91**
January 30, 2024

Thanks for being an Uber One member, Brandon

We hope you enjoyed your ride this evening.

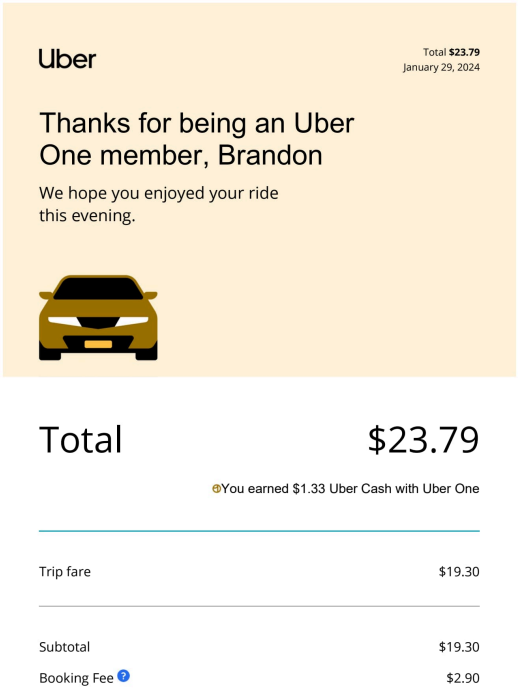
Total $26.91

You earned $1.52 Uber Cash with Uber One

Good news - you've been refunded a portion of your original upfront price on this trip because of a change to the anticipated route.

Trip fare $22.39

Receipt for **.2135 - Taxi/Ride Share** on **01/29/24** for **23.79 USD**



Uber

Total **$23.79**
January 29, 2024

Thanks for being an Uber One member, Brandon

We hope you enjoyed your ride this evening.

Total $23.79

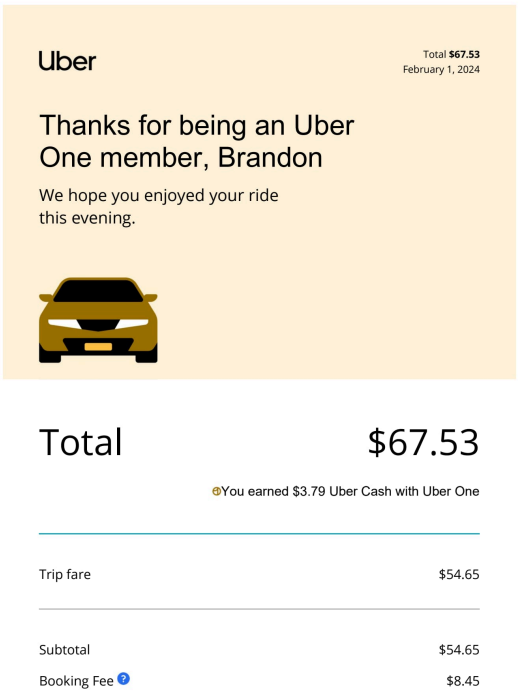
You earned $1.33 Uber Cash with Uber One

Trip fare $19.30

Subtotal $19.30

Booking Fee $2.90

Receipt for **.2135 - Taxi/Ride Share** on **02/01/24** for **67.53 USD**



Uber

Total **$67.53**
February 1, 2024

Thanks for being an Uber One member, Brandon

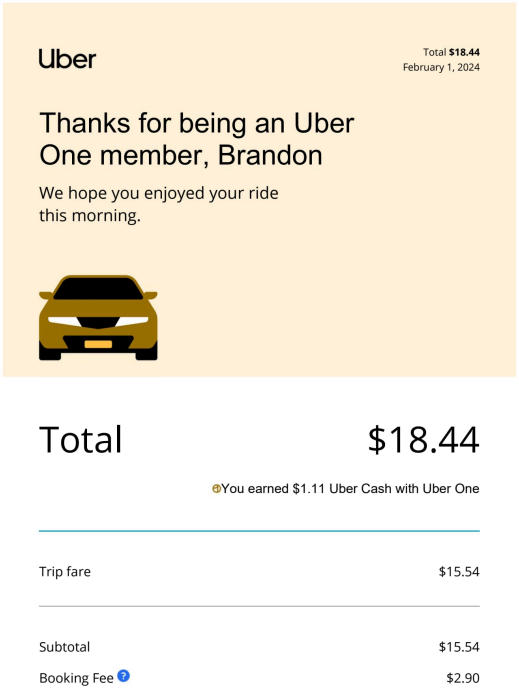
We hope you enjoyed your ride this evening.

Total $67.53

You earned $3.79 Uber Cash with Uber One

Trip fare	$54.65
Subtotal	$54.65
Booking Fee	$8.45

Receipt for **.2135 - Taxi/Ride Share** on **02/01/24** for **18.44 USD**



Uber

Total **$18.44**
February 1, 2024

Thanks for being an Uber One member, Brandon

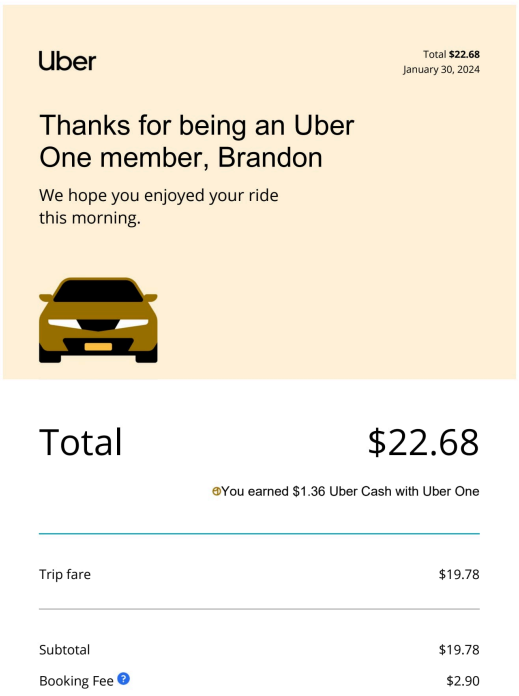
We hope you enjoyed your ride this morning.

Total $18.44

You earned $1.11 Uber Cash with Uber One

Trip fare	$15.54
Subtotal	$15.54
Booking Fee	$2.90

Receipt for **.2135 - Taxi/Ride Share** on **01/30/24** for **22.68 USD**



Uber

Total **$22.68**
January 30, 2024

Thanks for being an Uber One member, Brandon

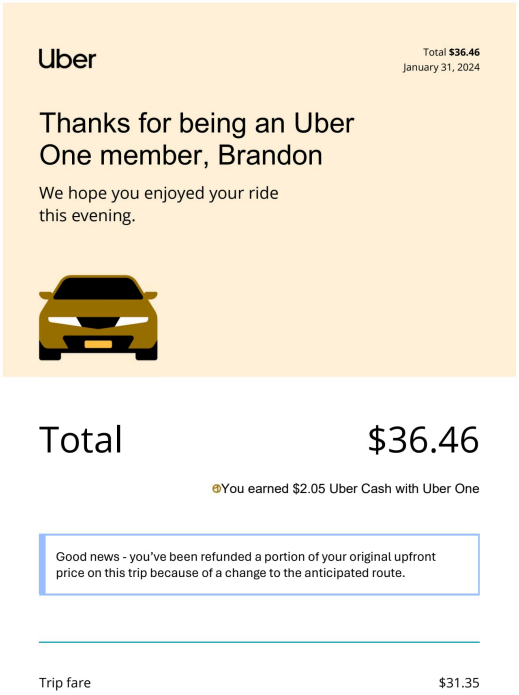
We hope you enjoyed your ride this morning.

Total $22.68

You earned $1.36 Uber Cash with Uber One

Trip fare	$19.78
Subtotal	$19.78
Booking Fee	$2.90

Receipt for **.2135 - Taxi/Ride Share** on **01/31/24** for **36.46 USD**



Uber

Total **$36.46**
January 31, 2024

Thanks for being an Uber One member, Brandon

We hope you enjoyed your ride this evening.

Total $36.46

You earned $2.05 Uber Cash with Uber One

Good news - you've been refunded a portion of your original upfront price on this trip because of a change to the anticipated route.

Trip fare	$31.35

Receipt for **.2135 - Taxi/Ride Share** on **01/31/24** for **43.00 USD**

Uber

Total **$43.00**
January 31, 2024

Thanks for being an Uber One member, Brandon

We hope you enjoyed your ride this morning.



Total $43.00

You earned $2.58 Uber Cash with Uber One

Trip fare	$43.00
Subtotal	$43.00

Receipt ID # d167ae47-9897-4209-88dc-e7631cdd8996