U.S. House of Representatives
110th Congress

MEMBER / OFFICER
POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from a private source for meetings, speaking engagements, fact-finding trips or similar events in connection with official duties. You need not disclose government-funded or political travel on this form, or travel that is unrelated to official duties. This form does not eliminate the need to report all privately-funded travel on the Member or officer's annual Financial Disclosure Statement. In accordance with clause 5 of House Rule 25, complete this form and file it with the Clerk of the House of Representatives, B-106 Cannon House Office Building, within 15 days after travel is completed. The Clerk is to make these forms available to the public as soon as possible after they are received. Obtain the dollar amounts from the sponsor; if exact dollar amounts are unavailable, provide a good faith estimate.

Name of Member or Officer (print or type): The Honorable James E. Clyburn

Name of Accompanying Family Member (if any):
Relationship to Member/Officer: ☐ Spouse ☐ Child ☐ Other (specify):

Date of Departure and Date of Return: October 8-9, 2007

Dates at personal expense: N/A


Sponsor(s) (who paid for the trip): National Black Leadership Commission on AIDS

Describe meetings and events attended (attach additional pages if necessary): Keynote, HIV/AIDS Public Policy Leadership Dinner

Attached to this form are EACH of the following (signify "yes" for each item by checking the corresponding box):

1. ☑ the Private Sponsor Travel Certification Form completed by trip sponsor, including all attachments;
2. ☐ the Privately-Sponsored Travel Approval Form completed by the Member or officer, and
3. ☑ the Committee on Standards' letter approving my participation on this trip.

I represent that I participated in each of the activities reflected in the sponsor's agenda (signify "yes" by checking box): ☑

If not, explain: ___________________________________________________________
TRIP EXPENSES:

<table>
<thead>
<tr>
<th></th>
<th>Total Transportation Expenses</th>
<th>Total Lodging Expenses</th>
<th>Total Meal Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Member or Officer:</td>
<td>$900.00</td>
<td>$379.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>For accompanying family member:</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Other Expenses (dollar amount)</th>
<th>Specific Nature of Expenses (e.g., taxi, parking, registration fee, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Member or Officer:</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>For accompanying family member:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge. I have determined that all of the expenses listed above were necessary and that the travel was in connection with my duties as a Member or Officer of the U.S. House of Representatives and would not create the appearance that I am using public office for private gain.

SIGNATURE OF MEMBER OR OFFICER: [Signature]

DATE: [10/15/07]

Version date 4/2007 by Committee on Standards of Official Conduct
The Honorable James E. Clyburn  
U.S. House of Representatives  
2135 Rayburn House Office Building  
Washington, D.C. 20515

Dear Colleague:

Pursuant to House Rule XXV, clause 5(d)(2), the Committee on Standards of Official Conduct hereby approves your proposed trip to New York City scheduled for October 8 to 9, 2007 sponsored by the National Black Leadership Commission on AIDS.

You must complete a Member Travel Disclosure Form and file it with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are required to attach a copy of this letter and both the Private Sponsor Travel Certification Form (including attachments) and Member travel approval form you previously submitted to the Committee. You must also report all travel expenses totaling more than $305 from a single source on Schedule VII of your annual Financial Disclosure Statement.

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

Sincerely,

Stephanie Tubbs Jones  
Chairwoman

Doc Hastings  
Ranking Republican Member

STJ/DH:ced
U.S. House of Representatives
Committee on Standards of Official Conduct

PRIVATELY-SPONSORED TRAVEL APPROVAL FORM
For Members, Officers and Employees
(submit directly to the Committee)

This form should be completed by House Members, officers or employees seeking Committee approval
of privately-sponsored travel or reimbursement for travel under House Rule XXV, clause 5. The
completed form should be submitted directly to the Committee by each invited House Member, officer or
employee, together with the completed and signed Private Sponsor Travel Certification Form.

Members, officers and employees seeking approval for travel are urged to submit all forms to the
Committee at least 30 days before travel is scheduled to begin. The failure to provide the Committee
with adequate time to review the form and attachments may result in the invitee not receiving approval
for the trip. The submission of an incomplete form will delay the review process. A copy of this form
will be made available for public inspection. Please type form. Form (and any attachments) may be
faced to the Committee at (202) 226-7172.

1. Name of Member, officer or employee (traveler): Hon. James E. Clyburn

2. Sponsor(s) (who will be paying for the trip): National Black Leadership
Commission on AIDS

3. a. Dates of travel: October 8–9, 2007
   
   b. Will you be extending the trip at your personal expense? □ Yes □ No
      If yes, dates at personal expense:

4. If travel is for participation a one-day event (per trip sponsor question 10), check one of the
   following:
   a. Approval for one-night’s lodging and meals is being requested: □ or
   b. Approval for two-nights’ lodging and meals is being requested: □
      If “b” is checked, explain why the second night is warranted:

5. Travel destination(s): Birmingham, AL to NYC - Return WDC

6. Explain why participation in the trip is connected to your official or representational duties:
   Keynote Speech on Policy Issues relating to HIV/AIDS

7. Private Sponsor Travel Certification Form is attached, including agenda, invitee list, and any other
   attachments (signify “yes” by checking box): □
8. I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name of Signatory (if other than traveler): 

For staff, name of employing Member/Committee: 

Office address: 2135 Rayburn HOB

Phone number: 202 225-3315

Email address: Jennie.Chaplin@mail.house.gov

Committee staff may contact you if additional information is required.

FOR STAFF: 
TO BE COMPLETED BY YOUR EMPLOYING MEMBER:

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Signature of Employing Member

Date: 

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

Committee on Standards of Official Conduct
U.S. House of Representatives
HT-2, The Capitol
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)
(202) 226-7172 (fax for travel approvals)

Version date 4/2007 by Committee on Standards of Official Conduct
U.S. House of Representatives
Committee on Standards of Official Conduct

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM
(provide directly to each House invitee)

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers or employees under House Rule XXV, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer or employee, who will then forward it to the Committee. The trip sponsor should NOT submit the form directly to the Committee.

Private sponsors are urged to submit this form to each House invitee at least 30 days before travel is scheduled to begin. The failure to provide the Committee with adequate time to review the form and attachments may result in the invitee not receiving approval for the trip. The submission of an incomplete form will delay the review process. Before completing this form, sponsors are urged to carefully review the Committee’s private travel guidelines and advisory memoranda detailing the rules and restrictions for private travel, as well as the instructions for completing this form. Sponsors should call the Committee with any questions prior to submitting the form. Please type form.

1. Sponsor(s) (who will be paying for the trip): NATIONAL BLACK LEADERSHIP COMMISSION AIDS INC. (NBCLA)

2. I represent that the trip will not be financed (in whole or in part) by a federally-registered lobbyist or a registered foreign agent (signify "yes" by checking box): ☐

3. I represent that the trip sponsor(s) has not accepted from any other source funds earmarked directly or indirectly to finance any aspect of the trip (signify "yes" by checking box): ☐

4. Is travel being offered to an accompanying family member of the House invitee(s)? ☐ Yes ☐ No

5. Provide names and titles of ALL House invitees; for each invitee, provide explanation of why the individual was invited (include additional pages if necessary). Rep. James E. Clyburn - KEYNOTE HIV/AIDS PUBLIC POLICY LEADERSHIP DINNER


7. Cities of departure - destination - return: BIRMINGHAM, AL TO NEW YORK CITY & RETURN TO WASHINGTON, DC

8. Attached is a detailed agenda of the activities taking place during the travel (i.e., an hourly description of planned activities) (signify "yes" by checking box): ☐

9. I represent that (check one of the following):
   a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐
   b. The sponsor of the trip does not retain or employ a federally registered lobbyist or registered foreign agent: ☐
   c. The trip is for attendance at a one-day event and lobbyist involvement in planning, organizing, requesting, or arranging the trip was de minimis under the Committee’s travel regulations: ☐

10. If travel is for participation at a one-day event (i.e., if you checked Question 9(c)), check one of the following:
    a. One-night’s lodging and meals are being offered: ☐
    b. Two-nights’ lodging and meals are being offered: ☐

    If "b" is checked, explain why the second night is warranted: ________________________________
11. If the trip is not sponsored by an institution of higher education, I represent that a federally-registered lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify "yes" by checking box): ☐

12. Private sponsors must have a direct and immediate relationship to the purpose of the trip or location being visited. Describe the role of each sponsor in organizing and conducting the trip: [BLANK]

13. Describe each sponsor's organizational interest in the purpose of the trip: [BLANK]

14. Describe the type and class of the transportation being provided. Indicate whether coach, business-class or first-class transportation will be provided. In addition, for travel via aircraft, please indicate if travel is being offered on a commercial flight, chartered flight or on an aircraft operated or paid for by a carrier not licensed by the Federal Aviation Administration to operate for compensation or hire (i.e., a private aircraft). If first-class fare is being provided, or if travel is via chartered or private aircraft, please provide an explanation describing why such travel is warranted: [BLANK]

15. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (signify "yes" by checking box): ☐

16. I represent that either (check one of the following):
   a. The trip involves an event that is arranged or organized without regard to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐
   b. The trip involves events that are arranged or organized specifically with regard to congressional participation: ☐
      If "b" is checked, detail the cost per day of meals (approximate cost may be provided): [BLANK]

17. Reason for selecting the location of the event or trip: [BLANK]

18. Name of hotel or other lodging facility: [BLANK]

19. Cost per night of hotel or other lodging facility (approximate cost may be provided): [BLANK]

20. Reason(s) for selecting hotel or other lodging facility: [BLANK]
21. **TOTAL EXPENSES FOR EACH PARTICIPANT:**

<table>
<thead>
<tr>
<th></th>
<th>Total Transportation Expenses per Participant</th>
<th>Total Lodging Expenses per Participant</th>
<th>Total Meal Expenses per Participant</th>
</tr>
</thead>
<tbody>
<tr>
<td>actual amounts</td>
<td></td>
<td></td>
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<tr>
<td>good faith estimates</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For each Member,</td>
<td>$900.00</td>
<td>$379.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Office, or employee</td>
<td></td>
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<td></td>
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<tr>
<td>For each accompanying</td>
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</tr>
<tr>
<td>family member</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>(dollar amount)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each Member,</td>
<td></td>
</tr>
<tr>
<td>Office, or employee</td>
<td></td>
</tr>
<tr>
<td>For each accompanying</td>
<td></td>
</tr>
<tr>
<td>family member</td>
<td></td>
</tr>
</tbody>
</table>

22. I represent that reimbursement for miscellaneous travel expenses for the trip, such as travel to and from airports, security costs, interpreter fees, visa application fees, and similar expenses, will be for actual costs incurred and are necessary for the purpose of the trip (signify "yes" by checking box): ☐

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

Signature: [Signature]
Name and title: Philip A. Hilton, Senior VP
Organization: National Black Leadership Commission on AIDS
Address: 105 E. 22nd St., Suite 711, NY, NY 10010
Telephone number: 1-212-614-2082, Direct
Fax number: 1-212-614-0505
Email Address: pahilton56@aol.com

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

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

Committee on Standards of Official Conduct
U.S. House of Representatives
HT-2, The Capitol
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)
(202) 226-7172 (fax for travel approvals)

Version date 2/2007 by Committee on Standards of Official Conduct

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National Black Leadership Commission on AIDS
National Conclave on HIV/AIDS Policy for Black Clergy

In collaboration with the
National Medical Association
Congressional Black Caucus Health Brain Trust
National Black Caucus of State Legislators
National Conference of Black Mayors, Inc.

Monday, October 8, 2007

*Invited
Opening Remarks 9:00 – 9:05 a.m. Richard Parsons*
President/CEO
Time Warner, Inc.

Why We Are Here 9:10 – 9:20 a.m. The Rev. Dr. Calvin O. Butts, III
Chairman of the Board, NBLCA
Pastor, The Abyssinian Baptist Church

9:20 – 9:30 a.m. Bishop T.D. Jakes
CEO, The Potter's House

The Role of NBLCA 9:30 – 9:45 a.m. Debra Fraser-Howze
How to Write a Law
President/CEO, NBLCA

9:45 – 10:00 a.m. Moving Forward, Our National Partners

The Hon. Calvin Smyre, President
National Black Caucus of State Legislators

The Hon. Johnny Ford, President-Emeritus
National Conference of Black Mayors,
Mayor, Tuskegee, AL
Member, US House of Representatives
The Hon. Gregory W. Meeks
"How to Pass A Law"
Congressional Committee

Conference of Spouses

President/CEO

Executive Director

Founder/CEO

President/CEO

Debra J. Stern-Howard

Vivian Berghini

Phill Wilson

Perseness Speer

National Organization Community Needs

10:00 - 10:45 a.m.

Advisory Committee (SASHA)
Substance Abuse & Mental Health Services Administration, Director, Center for Substance Abuse Treatment, Wesley Clark, MD, MPH, MHA

DHHS
Centers for Disease Control and Prevention, Director, HIV/STD & TB Prevention, Kevin Fontenot, MD, PhD

DHHS
Office of Minority Health, Director, Minority Health, Garrett Graham, MD, MPH

10:45 - 11:00 a.m.

11:00 - 11:15 a.m.

National Medical Association
President
Rodney G. Hood, MD

11:15 - 11:30 a.m.

National Black Leadership Conference on AIDS, Inc.

11:30 - 11:45 p.m.

National Black Leadership Conference on AIDS, Inc.

12:50 - 1:00 p.m.

Baha in Gheidy

12:05 - 12:45 p.m.

Baha in Gheidy

12:45 - 1:00 p.m.

Break - 5 minutes

Break - 5 minutes

Break - 5 minutes

The History and Realities of HIV/AIDS in Black America
How did we get here?
Welcome Bryan Johnson
Phalharors' Report
7:30 – 7:30 p.m.

U.S. House of Representatives
Highly Whipped
The Hon. James E. Clyburn
"What the Presidential Candidates Should Know"
Kuhl's Chinese Steak House
Working Dinner
6:00 – 9:00 p.m.

Former VP, Lyin' Emendement
Administration & Management
Institute of Church
Jacob Burton, President
Southern Education Foundation;
N.A.A.C.P., World Council of Churches;
The Rev. Bertrand Powell, Bishop; President, Lyon Walker, Hunley, Press.
Phalharors

and come to a consensus on a legislative action plan to address the crisis of HIV/AIDS in Black America.

Utilizing the NMA's report, the clerics will break into working groups facilitated by a select member of Congress

Presentation Strategies
Care & Treatment; Communication & Accountability; Research & Ministries Working Groups
2:00 – 5:00 p.m.

Assistant Pastor, Christian Unity Baptist Church
New Orleans, LA
Director, Department of Health
The Rev. Kerlin Stever, MD, DD
Guest Sermon
1:30 – 1:45 p.m.

Sub-committee on Health, Energy & Commerce Committee
Member of Congress
The Hon. James P. Davis, MD
11:45 – 1:30 p.m.

LUNCH
9:30 a.m. – 11:00 a.m. What We Can Do: Breakfast with the Leaders in HIV/AIDS Philanthropy

9:00 – 9:30 p.m.

Greeting from Our Sponsor

Breakfast

Tuesday, October 9, 2007
1:00 - 1:30 P.M.  LUNCH

Rev. Franklin Richardson
Pastor, Grace Baptist Church

Bishop T.D. Jakes
Closing Remarks

The Rev. Dr. Calvin O'Butt, III
Press Conference

Debra Fraser-Howze