PRIVately sponsored travel: traveler 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. A copy of this form will be made available for public inspection. Please type form. Form (and any attachments) may be faxed to the Committee at (202) 225-7392.

1. Name of Member, officer or employee (traveler): Yvette D. Clarke

2. Sponsor(s) (who will be paying for the trip): The Center for Democracy in the Americas

3. Travel destination(s): Havana, Cuba

4. a. Dates of travel: October 5—October 9, 2007
   b. Will you be extending the trip at your personal expense? ☐ Yes ☐ No
      If yes, dates at personal expense: ________________________________

5. a. Name of accompanying family member (if any): ________________________________
   b. Relationship to Member/Officer: ☐ Spouse ☐ Child ☐ Other (specify): ________________________________

6. a. Did the trip sponsor answer “yes” to Question 9(c) on the Trip Sponsor form (i.e., the travel is being sponsored by an entity that employs a lobbyist)? ☐ Yes ☐ No
   b. If yes, check one of the following:
      (1) Approval for one-night’s lodging and meals is being requested: ☐ or
      (2) Approval for two-nights’ lodging and meals is being requested: ☐
      If “(2)” is checked, explain why the second night is warranted: ________________________________

7. Private Sponsor Travel Certification Form is attached, including agenda, invitee list, and any other attachments (indicate that form is attached by checking box): ☐
8. Explain why participation in the trip is connected to your official or representational duties:
   To gain extensive knowledge on the impact of U.S. policy on Cuba, and Cuban Healthcare System.

9. I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.
   Signature: [Signature]
   Name of Signatory (if other than traveler): [Jan Campbell]
   For staff, name of employing Member/Committee:
   Office address: 1029 Longworth H013
   Phone number: [202-225-6231]
   Email address: 

   NOTE: You must complete the contact information fields above, as Committee staff may need 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 (fax)

Version date 9/20/07 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): The Center for Democracy in the Americas

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): Please see attached sheet for a list of members and when they were invited.

6. Dates of travel: October 5 - October 9, 2007


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: ☐ or
   b. The sponsor of the trip does not retain or employ a federally registered lobbyist or registered foreign agent: ☒ or
   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 in 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: ☐ or
    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: As part of the Center for Democracy in the Americas care program, it leads fact-finding missions to Cuba.

13. Describe each sponsor’s organizational interest in the purpose of the trip: The CDFA is devoted to changing US policy toward the Americas by basing our relations on respect and dignity, recognizing positive models of governance, and fostering dialogue, particularly with those governments with which US policy is not yet aligned.

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 by 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: We will be traveling coach on commercial flights.

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: ☐ or
   b. The trip involves events that are arranged or organized specifically with regard to congressional participation: ☐

17. Reason for selecting the location of the event or trip: This trip will focus on the impact of U.S. policy on Cuba, as well as the Cuban healthcare system.

18. Name of hotel or other lodging facility: Miami International Airport Hotel, Hotel Nacional in Cuba

19. Cost per night of hotel or other lodging facility (approximate cost may be provided): Approximately $130

20. Reason(s) for selecting hotel or other lodging facility: Location
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>For each Member, Officer, or employee</td>
<td>$700.00</td>
<td>$520.00</td>
<td>$200.00</td>
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<tr>
<td>For each accompanying family member</td>
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</tbody>
</table>

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<tr>
<th></th>
<th>Other Expenses (dollar amount)</th>
<th>Identify Specific Nature of “Other” Expenses (e.g., taxi, parking, registration fee, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each Member, Officer, or employee</td>
<td>$200.00</td>
<td>Interpreter, guide, tips, etc.</td>
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<tr>
<td>For each accompanying family member</td>
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</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):

☐ Yes  ☑ No

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: Sarah Stephens, Executive Director

Organization: Center for Democracy in the Americas

Address: P.O. Box 53164 Washington, DC 20010

Telephone number: (202) 234-5508

Fax number: (202) 234-5508

Email Address: sarah@democracyinamericas.org

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 4/2007 by Committee on Standards of Official Conduct
Members Invited on CDA Cuban Delegation

October 5-9, 2007

Reason for inviting members: The following members were asked to be a part of the Center for Democracy in the Americas’ delegation to Cuba because they were either a new member with no direct exposure to the Cuba issue or because they were involved in health and healthcare issues, either due to their committee assignment or by profession.

Yvette Clarke
Jim McDermott
Cuba Trip
October 5-9, 2007

Friday
6:40 p.m.  Depart Washington, DC on American Airlines 1261
10:00 p.m. Arrive Miami International Airport, check-in to Airport Hotel

Saturday
8:30 a.m.  Depart MIA to Havana
9:30 a.m.  Arrive at Jose Marti International Airport, Havana
           Proceed to Hotel Nacional, briefing after check-in
11:00 a.m. Meeting with officials of the Foreign Ministry of Cuba

1:00 p.m.  Tour of Operación Milagro, a clinic where Cuban doctors perform free eye surgery for people from all over the world

3:00  Walking tour of Old Havana to see historic and cultural sites and to see the role of private entrepreneurs

4:30  Tour of Havana hospital

5:30 p.m. Site visit to working class community of Pogolotti, visit community center and walk through neighborhood, visit Cubans in homes

7:30 p.m. Discussion followed by dinner with academics and economists involved in recent public debate about liberalization, including China expert and economics professor Evelio Vilarino
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>Sunday</td>
<td>8:00 a.m.</td>
<td>Depart for day trip to the valley of Vinales, with visits to rural clinics and communities</td>
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<tr>
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<td>8:00 p.m.</td>
<td>Dinner with Ricardo Alarcon, President of National Assembly</td>
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<tr>
<td>Monday</td>
<td>8:30 a.m.</td>
<td>Tour of the Latin American Medical School, meet with US students who are currently enrolled there</td>
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<td>1:00 p.m.</td>
<td>Lunch in Old Havana with Marc Frank, reporter for The Economist and Reuters</td>
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<td>3:00 p.m.</td>
<td>Visit to a biotech research facility</td>
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<td>5:30</td>
<td>Meeting with Catholic Cardinal of Havana for church’s perspective on civil society in Cuba</td>
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<td>7:00 p.m.</td>
<td>Dinner, La Guarida private restaurant with architect Miguel Coyula, musician Carlos Varela, and others</td>
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<tr>
<td>Tuesday</td>
<td>6 a.m.</td>
<td>Check out of Hotel Nacional, depart for airport</td>
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<td>8:00 a.m.</td>
<td>Depart Havana for Miami</td>
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<td>3:35 p.m.</td>
<td>Depart Miami for Washington, DC on American Airlines 2184</td>
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