

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

2015 JAN 12 PM 1:41

SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. ***A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return.*** You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

- Sponsor(s) (who paid for the trip): Radcliffe Institute for Advanced Study at Harvard University (RIAS)
- Travel Destination(s): RIAS, 10 Garden Street, Cambridge, MA 02138
- Date of Departure: April 10, 2014 Date of Return: April 11, 2014
- Name(s) of Traveler(s): Congresswoman Louise Slaughter
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)
- Actual amount** of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)
Traveler	1147.37	0	39.95	
Accompanying Relative				

- All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. (*Signify statement is true by checking box*):

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

Signature: _____

Name: Jessica Viklund Title: Director of Events

Organization: Radcliffe Institute for Advanced Study at Harvard University

I am an officer of the above-named organization (signify statement is true by checking box):

Address: 10 Garden Street
Cambridge, MA 02138

Telephone number: 617-496-0516

Email Address: jessica_viklund@radcliffe.harvard.edu

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

If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7103.



RADCLIFFE INSTITUTE
FOR ADVANCED STUDY
HARVARD UNIVERSITY

TO: U.S. House of Representatives Committee on Ethics

FROM: Jessica Viklund, Director of Events, Radcliffe Institute for Advanced Study, Harvard University

RE: Congresswoman Louise Slaughter Post-Travel Disclosure Form Amendment

DATE: January 9, 2015

To Whom It May Concern:

I was asked by Audrey Hickenlooper, Staff Assistant, to provide an amendment to the originally submitted Sponsor Post-Travel Disclosure Form for Congresswoman Louise Slaughter's visit to the Radcliffe Institute for Advanced Study on April 11, 2014. Each year, the Radcliffe Institute for Advanced Study at Harvard University hosts a conference that explores the role of gender in a significant aspect of the human experience. "Who Decides? Gender, Medicine, and the Public's Health" was the conference in 2014 at which Congresswoman Slaughter spoke. Her travel costs exceeded what was originally projected as we were asked by her staff to provide a car for the Congresswoman so that she could be taken to the different conference venues. The lunch, conference, and reception were all in different locations, and we had the car ready to provide transportation between each location and at the end of the day to bring her back to the airport.

If you have further questions or need more information, please feel free to contact me.

Jessica Viklund
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