

Original Amendment

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

2017 JAN -3 PM 4:41

MEMBER / OFFICER POST-TRAVEL DISCLOSURE FORM

OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES

This form is for disclosing the receipt of travel expenses from a private source for travel taken in connection with a Member or officer's official duties. This form does not eliminate the need to report privately-funded travel on the Member or officer's annual Financial Disclosure Statement. In accordance with House Rule 25, clause 5, you must **complete this form and file it with the Clerk of the House, 135 Cannon House Office Building, within 15 days after travel is completed.** Please do not file this form with the Committee on Ethics.

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

1. Name of Traveler: Rep. Barbara Lee
2. a. Name of accompanying relative: _____ *or* None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates of departure and return: Departure: 12/17/16 Return: 12/21/16
 b. Dates at personal expense: _____ *or* None
4. Departure city: New York City, NY Destination: Havana, Cuba Return city: Washington, DC
5. Sponsor(s) (who paid for the trip): Washington Office on Latin America (WOLA)
6. Describe meetings and events attended (attach additional pages if necessary): This trip included meetings with Cuban Academics,
religious leaders, and policy makers to discuss effective ways to address inequality.
7. Attached to this form are EACH of the following (*signify that each item is attached by checking the corresponding box*):
 - a. a completed Sponsor Post-Travel Disclosure Form;
 - b. the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms;
 - c. page 2 of the completed Traveler Form submitted by the Member or officer; *and*
 - d. the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the sponsor's agenda. (*Signify that statement is true by checking box*):
 b. If not, explain: _____

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 on the attached Sponsor Post-Travel Disclosure Form 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:

Barbara Lee

DATE: 1/3/16

U.S. House of Representatives
Committee on Ethics

Original Amendment

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.

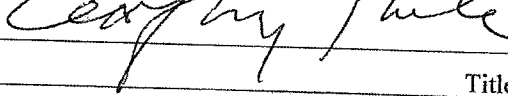
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Sponsor(s) (who paid for the trip): Washington Office on Latin America (WOLA)
2. Travel Destination(s): Havana, Cuba
3. Date of Departure: 12/17/2016 Date of Return: 12/21/2016
4. Name(s) of Traveler(s): Rep. Barbara Lee
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)
5. **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	\$1987.30	\$1200	\$350	Translation-410
Accompanying Relative	N/A	N/A	N/A	

6. 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: Geoff Thale Title: Program Director
Organization: Washington Office on Latin America (WOLA)

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

Address: 1666 Connecticut Ave N.W Suite 400

Telephone number: 202-797-2171

Email Address: gthale@wola.org

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.

U.S. House of Representatives
Committee on Ethics

TRAVELER FORM

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 25, 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 trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. *Form (and any attachments) may be faxed to the Committee at (202) 225-7392, sent or delivered to the Committee at 1015 Longworth, or e-mailed to travel.requests@mail.house.gov.*

YOUR COMPLETED REQUEST MUST BE SUBMITTED TO THE COMMITTEE NO LESS THAN 30 DAYS BEFORE YOUR PROPOSED DEPARTURE DATE. Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. You must receive explicit approval from the Committee before you depart on this trip.

Name of Traveler: Congresswoman Barbara Lee

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

I certify that the information contained on both pages of 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 or committee: _____

Office address: 2267 Rayburn House Office Building

Telephone number: (202)225-2661

Email address of contact person: Christopher.Livingston@mail.house.gov

- Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, and these forms are being submitted to the Committee less than 30 days before the trip departure date.

NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.

KEEP A COPY OF THIS FORM. Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

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

Committee on Ethics
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (fax)
Travel email: travel.requests@mail.house.gov

U.S. House of Representatives
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Congresswoman Barbara Lee
2. Sponsor(s) (who will be paying for the trip): Washington Office of Latin America (WOLA)
3. Travel destination(s): Havana, Cuba
4. a. Date of departure 12/17/16 Date of return: 12/20/16
b. Will you be extending the trip at your personal expense? Yes No
If yes, dates at personal expense: _____
5. a. Will you be accompanied by a relative at the sponsor's expense? Yes No
b. If yes:
(1) Name of accompanying relative: _____
(2) Relationship to traveler: Spouse Child Other (specify): _____
(3) Accompanying relative is at least 18 years of age: Yes No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (*i.e.*, travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? Yes No
b. If yes, explain why the second night of lodging is warranted:

7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: Yes No
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.
In my role as a Member of Congress I have worked for years to build a stronger connection between Cuba and the United States. This trip will help to further the dialogue that I have helped facilitate for years.
9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip? Yes No

10. **FOR STAFF TRAVELERS:**

TO BE COMPLETED BY YOUR EMPLOYING MEMBER:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

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.

Date: 11/15/16


Signature of Employing Member

**U.S. House of Representatives
Committee on Ethics**

PRIMARY TRIP SPONSOR FORM

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 25, 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 together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor (who will be paying for the trip): _____
Washington Office on Latin America (WOLA) _____
2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (signify that the statement is true by checking box):
3. Check only one: I represent that:
 - a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip *or*
 - b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds *or*.
 - c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.If "c" is checked, list the names of the additional sponsors: _____
4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):
Congressman G.K. Butterfield, Congresswoman Barbara Lee, Congressman Elijah Cummings,
Congresswoman Stacey Plaskett, Congresswoman Terri Sewell, Congressman Hank Johnson
5. Is travel being offered to an accompanying relative of the House invitee(s)? Yes No
6. Date of departure: 12/17/16 Date of return: 12/20/16
7. a. City of departure: Washington, DC
b. Destination(s): Havana, Cuba
c. City of return: San Francisco, CA
8. 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 registered federal lobbyist or foreign agent: *or*
 - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.
9. Check one of the following:
 - a. I checked 8(a) or (b) above:
 - b. I checked 8(c) above but am not offering any lodging:
 - c. I checked 8(c) above and am offering lodging and meals for one night: *or*
 - d. I checked 8(c) above and am offering lodging and meals for two nights:If "d" is checked, explain why the second night of lodging is warranted: _____

10. Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees) (indicate agenda is attached by checking box):

11. Check one:

- a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify that the statement is true by checking box): or
b. N/A – trip sponsor is a U.S. institution of higher education.

12. For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:

13. Answer parts a and b. Answer part c if necessary.

- a. Mode of travel: Air Rail Bus Car Other (Specify: _____)
b. Class of travel: Coach Business First Charter Other (Specify: _____)
c. If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:

14. 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 that the statement is true by checking box):

15. 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 specifically *with regard* to congressional participation:

If "b" is checked:

1) Detail the cost per day of meals (approximate cost may be provided): _____
\$70 USD

2) Provide reason for selecting the location of the event or trip: _____
Since the reestablishment of diplomatic relations with Cuba, both the U.S and Cuba have engaged in high lived discussion on various issues. This visit will provide an opportunity to discuss racial equality issues both countries face.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel name: Melia Cohiba Hotel City: Havana Cost per night: 180 USD
Reason(s) for selecting: It is centrally located and provides easy access to meetings.

Hotel name: _____ City: _____ Cost per night: _____
Reason(s) for selecting: _____

Hotel name: _____ City: _____ Cost per night: _____
Reason(s) for selecting: _____

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box):

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	1,200 to 2,000 USD	\$540	\$280
For each accompanying relative	n/a	n/a	n/a

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	n/a	n/a
For each accompanying relative	n/a	n/a

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

19. Check one:

- a. I certify that I am an officer of the organization listed below. *or*
 b. N/A – sponsor is an individual or a U.S. institution of higher education.

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.

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

Signature: 

Name: Geoff Thale

Title: Program Director

Organization: Washington Office on Latin America

Address: 1666 Connecticut Ave, NW, Washington DC 20009

Telephone number: 202-797-2171

Email address: gthale@wola.org

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

Committee on Ethics
 U.S. House of Representatives
 1015 Longworth House Office Building
 Washington, DC 20515
 (202) 225-7103 (phone)
 (202) 225-7392 (general fax)

Attachment to House Primary Trip Sponsor Form

4. Rep. Barbara Lee

Representative Barbara Lee (D-CA 13th District) is the chair of the Congressional Black Caucus (CBC) and also member of the Subcommittee on State, Foreign Operations, and Related Programs. As member of the CBC, Rep. Lee has worked to positively influence policy pertinent to African-Americans as well as achieving greater equity for persons of African descent in the design and content of domestic and international programs and services.

WOLA would like to bring Rep. Barbara Lee to Cuba to provide her with an opportunity to interact with Cuban and U.S. embassy officials and to identify possible areas of dialogue between the two countries in the subject of racial inequality. As efforts to normalize relations with Cuba continue, Ms. Lee will play an important role in coordinating efforts in the House of Representatives.

10. Please see the agenda below.

12. Over the past year, U.S.-Cuba relations have rapidly thawed. Late in 2014, the Obama administration announced efforts to normalize relations with Cuba and supported ending the embargo on trade with Cuba that has lasted more than 50 years. Since then, the U.S. has expanded its diplomatic presence in Cuba, and deepened its security cooperation with the Cuban government. Many in Congress are now working together in support of measures that will normalize and increase cooperation between the United States and Cuba.

For over two decades, the Washington Office on Latin America (WOLA) has been working to promote common sense reforms in U.S. policy that will lead to engagement, further trade, travel and diplomatic cooperation, and improved human rights on the island.

WOLA will arrange travel and lodging for Congressional members participating in the delegation and will additionally coordinate meetings with Cuban officials and U.S. Embassy officials in Havana.

Agenda

**WOLA Delegation: Race and Inequality, in Cuba and the United States
December 17-20, 2016**

Saturday, December 17

12:00 pm Group briefing lunch at Marriott Miami Airport
5:00 pm Depart for Havana
8:30 pm Working dinner: Achievements and challenges on Race and Inequality
 in Cuba

Sunday, December 18

10:00-12:00pm Meeting with Zuleica Romay, Cuban chapter, Latin American
 Association of Afro-Descendants
1:30 pm Visit to the Martin Luther King Memorial Center and Ebenezer Baptist
 Church; conversations with neighborhood residents
3:00 pm Visit to Regla, historically Afro-Cuban neighborhood and
 conversations with community residents
6:00 pm Performance and conversation with Afro-Cuban dance troupe

Monday, December 19

9:00 am Meeting with Cuban Ministry of Labor to discuss efforts to confront
 workplace discrimination in Cuba and the United States
11:00-1:00 pm Academic roundtable: efforts to combat discrimination and inequality
 in the U.S. and in Cuba, with UNEAC.
1:00 -2:00 pm Meeting with U.S. Embassy officials
3:00 pm Meeting with senior Cuba officials to discuss and compare
 experiences
6:00 pm Dinner with Cuban officials' to discuss next steps in dialogue

Tuesday, December 20

10:00 am Depart for airport
2:00 pm Flight back to U.S.

Charles W. Dent, Pennsylvania
Chairman
Linda T. Sánchez, California
Ranking Member

Patrick Meehan, Pennsylvania
Trey Gowdy, South Carolina
Susan W. Brooks, Indiana
Kenny Marchant, Texas

Michael E. Capuano, Massachusetts
Yvette D. Clarke, New York
Ted Deutch, Florida
John B. Larson, Connecticut



ONE HUNDRED FOURTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

December 12, 2016

Thomas A. Rust
Staff Director and Chief Counsel

Joanne White
Administrative Staff Director

Clifford C. Stoddard, Jr.
Counsel to the Chairman

Daniel J. Taylor
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
Facsimile: (202) 225-7392

The Honorable Barbara Lee
U.S. House of Representatives
2267 Rayburn House Office Building
Washington, DC 20515

Dear Colleague:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cuba,¹ scheduled for December 17 to 20, 2016, sponsored by the Washington Office on Latin America (WOLA).

You must complete a Member/Officer Post-Travel Disclosure Form and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. You must also report all travel expenses totaling more than \$375 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

Because the trip may involve meetings with foreign government representatives, we note that House Members may accept, under the Foreign Gifts and Decorations Act (FGDA), gifts "of minimal value [currently \$375] tendered as a souvenir or mark of courtesy" by a foreign government. Any tangible gifts valued in excess of minimal value received from a foreign government must, within 60 days of acceptance, be disclosed on a Form for Disclosing Gifts from Foreign Governments and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

¹ This advisory opinion concerns whether this trip complies with applicable House Rules. It is our understanding that the Department of the Treasury's Office of Foreign Assets Control (OFAC) administers regulations governing travel by United States citizens to Cuba, including what items may be brought back to the United States. OFAC published a set of questions and answers related to Cuba, available at https://www.treasury.gov/resource-center/sanctions/Programs/Documents/cuba_faqs_new.pdf. You should contact that agency directly to ensure that your travel is permissible under its regulations.

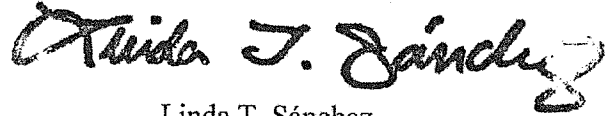
The Honorable Barbara Lee
Page 2

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

Sincerely,



Charles W. Dent
Chairman



Linda T. Sánchez
Ranking Member

CWD/LTS:wfs

Livingston, Christopher

To: Nickson, Julie
Subject: RE: Travel Questions

From: Eskridge, Robert
Sent: Monday, December 12, 2016 4:55 PM
To: Livingston, Christopher
Subject: RE: Travel Questions

Chris:

I am convinced that because of the prospect of inclement weather, coupled with the fact that this will not financially impair the offering sponsoring institution this proposal to remain in NYC and fly directly to Miami for the connecting flight to Cuba is okay. Please note the necessary changes on the post-travel paperwork please. And please tell the Congresswoman to bundle up and stay safe!

Best,

Rob

From: Livingston, Christopher
Sent: Monday, December 12, 2016 10:38 AM
To: Eskridge, Robert
Subject: RE: Travel Questions

Hi Robert,

Its no problem life happens.

Yea we might even have more questions now.

1. I just wanted to confirm that organizations financing sponsored member travel can pay for separate hotel rooms for the member and her guest.
The org we are working with said they were told it was against ethics policy but they are going back to check.
2. Rep. Lee is going on a sponsored trip to Cuba next weekend and wants to fly out of New York. She will be in NYC that day doing some work in her role as a Congressperson.
Would it be fine for the Congresswoman to start her trip in NYC rather than DC in this case?

Best,

Chris Livingston
Scheduler | Rep. Barbara Lee [CA-13]
2267 RHOB | p: 202.225.2661

PLEASE NOTE: Any meetings with Congresswoman Barbara Lee are scheduled pending votes and committee business, and **may change at any time**. Thank you in advance for your understanding.