

U.S. House of Representatives  
Committee on Ethics

2017 APR 11 PM 12:23

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: Congresswoman 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: March 30, 2017 Return: April 2, 2017  
 b. Dates at personal expense: \_\_\_\_\_ *or* None
4. Departure city: Washington DC Destination: Charleston, SC Return city: Washington DC
5. Sponsor(s) (who paid for the trip): Congressional Black Caucus Institute
6. Describe meetings and events attended (attach additional pages if necessary): During the conference I attended events  
that helped me stay up to date on the policies affecting the Black Community
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: April 11, 2017

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

**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): Congressional Black Caucus Political Education and Leadership Institute

2. Travel Destination(s): Charleston, SC

3. Date of Departure: March 31, 2017 Date of Return: April 2, 2017

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	<b>25.00</b>	612.88	261.04	400.00 waived registration fee
Accompanying Relative				

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: Vanessa L. Griddine

Name: Vanessa L. Griddine

Title: Director of Programs

Organization: CBCI

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

Address: 413 New Jersey Avenue, SE

Washington, DC 20003

Telephone number: 202-782-3634

Email Address: vgriddine@cbcinstitute.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.

RECEIVED  
2017 FEB -3 AM 12:00  
COMMITTEE ON ETHICS

U.S. House of Representatives  
Committee on Ethics

TRAVELER FORM

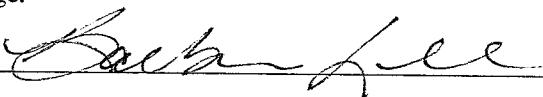
This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, 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](mailto: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](mailto: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): Congressional Black Caucus Political Education and Leadership Institute
3. Travel destination(s): Charleston, SC
4. a. Date of departure March 30, 2017 Date of return: April 2, 2017  
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.  
As a member of the Congressional Black Caucus it is my duty to stay up to date on policy that may affect my constituents.
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

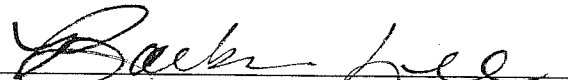
10. **FOR STAFF TRAVELERS:**

**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: 2.3.17

  
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): \_\_\_\_\_  
Congressional Black Caucus Political Education and Leadership Institute
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):  
All 49 Members of the Congressional Black Caucus
5. Is travel being offered to an accompanying relative of the House invitee(s)?  Yes  No
6. Date of departure: March 30, 2017 Date of return: April 2, 2017
7. a. City of departure: Respective Congressional Districts and/or Washington, DC  
b. Destination(s): Charleston, SC  
c. City of return: Respective Districts and/or Washington, DC
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:

CBCI hosts an annual meeting in SC for its 21st Century Council. This year we will focus on Infrastructure, Homeland Security and present a scholarship at the historical Mother Emmanuel Church.

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

- a. Mode of travel: Air  Rail  Bus  Car  Other  (Specify: Ground Transportation)  
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): \_\_\_\_\_

2) Provide reason for selecting the location of the event or trip: \_\_\_\_\_

Annual meeting is always held in SC. Close to targeted activities for this year's

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

Hotel name: Charleston Marriott City: Charleston, SC Cost per night: 269.00

Reason(s) for selecting: Annual meeting always in SC; cost, availability and proximity

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 <i>Transportation</i> Expenses per Participant	Total <i>Lodging</i> Expenses per Participant	Total <i>Meal</i> Expenses per Participant
For each Member, Officer, or employee	25.00	269.00 + tax	225.00
For each accompanying relative	25.00	N/A	225.00

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

**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: Vanessa L. Griddine

Name: Vanessa L. Griddine

Title: Director of Programs

Organization: CBCI

Address: 413 New Jersey Avenue, SE; Washington, DC 20003

Telephone number: 202-785-3634

Email address: VGriddine@cbcinstitute.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)



Susan W. Brooks, Indiana  
*Chairwoman*  
Theodore E. Deutch, Florida  
*Ranking Member*



ONE HUNDRED FIFTEENTH CONGRESS

## U.S. House of Representatives

COMMITTEE ON ETHICS

March 23, 2017

Thomas A. Rust  
*Staff Director and Chief Counsel*

Donna Herbert  
*Director of Administration*

Sheria A. Clarke  
*Counsel to the Chairwoman*

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

Patrick Meehan, Pennsylvania  
Trey Gowdy, South Carolina  
Kenny Marchant, Texas  
Leonard Lance, New Jersey

Yvette D. Clarke, New York  
Jared Polis, Colorado  
Anthony Brown, Maryland  
Steve Cohen, Tennessee

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 Charleston, South Carolina, scheduled for March 30, 2017, to April 2, 2017, sponsored by the Congressional Black Caucus Institute.

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 \$390 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.

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

Susan W. Brooks  
Chairwoman

Sincerely,

Theodore E. Deutch  
Ranking Member

SWB/TED:tn





CONGRESSIONAL BLACK CAUCUS INSTITUTE

*21<sup>st</sup> Century Council*

**1st Quarter Meeting  
Charleston, SC  
March 30 – April 2, 2017  
Marriott Charleston  
“New Dawn, New Day, New Direction”**

**MEETING SCHEDULE**

**\*\*\* THIS IS A TENTATIVE DRAFT AND SUBJECT TO CHANGE\*\*\***

**Thursday, March 30, 2017**

10:00 AM - 7:00 PM - Registration | Marriott Charleston | Crystal Ballroom Foyer

7:00 PM - 8:00 PM - Join us in the Hospitality Suite | Marriott Charleston | Room TBA

**Friday, March 31, 2017**

7:30 AM - Golf (optional at personal cost)

8:00 AM - 4:00 PM - Registration | Crystal Ballroom Foyer

8:00 AM 9:00 AM - Breakfast | Marriott Charleston | Crystal Ballroom AB

10:00 AM - 11:00 AM - Policy Discussion – Financial Services | Marriott Charleston | Crystal Ballroom AB

11:00 AM - 12:00 PM - Policy Discussion - Healthcare | Marriott Charleston | Crystal Ballroom AB

12:00 PM - 1:45 PM - Policy Lunch | Marriott Charleston | Crystal Ballroom AB

1:45 PM - 2:00 PM BREAK

2:00 PM - Panel Discussion - Education | Marriott Charleston | Crystal Ballroom AB

3:30 PM - 4:45 PM - Work Group Sessions | Marriott Charleston | Crystal Ballroom AB

\*Transportation/Infrastructure

\*Nutrition/Healthcare

\*Education

\*Financial Services

\*Environment/Conservation

\*Energy

\*Technology/Communications

\*Manufacturing

4:00 PM - 5:00 PM - Congressional Black Caucus Institute | Board Meeting

6:00 PM - 9:00 PM - Dinner | Location TBA

**\*\*Meet in the Hotel Lobby at 5:30 pm\*\***



**Saturday, April 1, 2017**

7:30 AM - Golf (optional at personal cost)

8:00 AM - 9:00 AM - Policy Breakfast | Marriott Charleston | Crystal Ballroom AB

11:00 AM - 12:00 PM - Criminal Justice Reform | Marriott Charleston | Crystal Ballroom AB

12:30 PM - 2:15 PM - Working Lunch | Economic Development and Infrastructure Panel Discussion

2:30 PM - 3:45 PM - Work Group Sessions | Marriott Charleston | Crystal Ballroom AB

\*Transportation/Infrastructure

\*Education

\*Environment/Conservation

\*Technology/Communications

\*Nutrition/Healthcare

\*Financial Services

\*Energy

\*Manufacturing

4:00 PM - TBA

7:30 PM - Salute to South Carolina Reception with Congressman Jim Clyburn

**Sunday, April 2, 2017**

9:30 AM - 11:15 AM - Church Service | Emanuel African Methodist Episcopal Church (Mother Emanuel)  
110 Calhoun St, Charleston, SC 29401

*CBCI Political Education Boot Camp Scholarship Presentation*

**DRAFT**



Congressional  
Black Caucus  
POLITICAL EDUCATION &  
LEADERSHIP INSTITUTE

413 New Jersey Ave, S.E.  
Washington, DC 20003  
202.785.3634 Tel.  
www.CBCInstitute.org

January 30, 2017

Dear Colleague:

On behalf of the Board of Directors of the Congressional Black Caucus Institute (CBCI), we are pleased to invite you to the 1<sup>st</sup> Quarter Meeting of CBCI's 21<sup>st</sup> Century Council in Charleston, South Carolina on March 30 - April 2, 2017.

This year's content and format are similar to those of previous years which were held in Myrtle Beach, South Carolina and for which CBCI has received "pre-clearance" from the Ethics Committee. Your presence and participation will add immeasurable value to our efforts and significant substance to our discussions.

CBCI is not able to pay for air transportation to and from this meeting. Consistent with House Ethics policies, however, the CBCI can -at your request- pay for your lodging during the meeting and ground transportation to and from the airport. For us to do so, however, you will need to submit the attached " Primary Trip Sponsor Form" to the House Ethics Committee at least 30 days prior to your travel.

When your travel arrangements have been finalized, please have your itinerary emailed to Nakia Kelly at [nkelly@cbcinstitute.org](mailto:nkelly@cbcinstitute.org). At that time, arrangements for ground transportation to the hotel will be made and a confirmation with instructions and driver information will be sent to your Chief of Staff and Scheduler.

Attached is a draft outline of the meeting. Please confirm your attendance as soon as possible, but no later than February 19, 2017.

We hope that you will join us.

Sincerely,

Bennie G. Thompson, Chair  
Congressional Black Caucus Institute

James E. Clyburn, Honorary Chair  
21<sup>st</sup> Century Council