

Original Amendment

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

17 JUL 17 PM 2:51

MEMBER / OFFICER POST-TRAVEL DISCLOSURE FORM

OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES

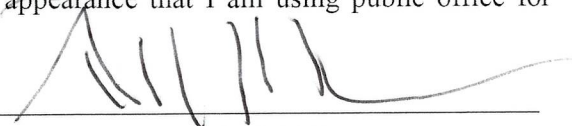
This form is for disclosing the receipt of travel expenses from a private source for travel taken in connection with a Member or officer's official duties. This form does not eliminate the need to report privately-funded travel on the Member or officer's annual Financial Disclosure Statement. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, B-106 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: Congressman Ted Poe
2. a. Name of accompanying relative: _____ *or* None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates of departure and return: Departure: June 30, 2017 Return: July 2, 2017
 b. Dates at personal expense: _____ *or* None
4. Departure city: DC Destination: Paris Return city: Houston, TX
5. Sponsor(s) (who paid for the trip): Organization of Iranian American Communities- US (OIAC)
6. Describe meetings and events attended (attach additional pages if necessary): _____
Attached
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: _____



DATE: 7/13/17

Original Amendment

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.

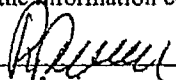
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Sponsor(s) (who paid for the trip): Organization of Iranian American Communities-US (OIAC)
2. Travel Destination(s): Paris
3. Date of Departure: June 30, 2017 Date of Return: July 2, 2017
4. Name(s) of Traveler(s): Rep. Ted Poe
(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	\$9507.76	\$360.20	\$37.15	\$100 (Event fee/each participant)
Accompanying Relative	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: Ross Amin Title: President

Organization: Organization of Iranian American Communities-US (OIAC)

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

Address: 1717 Pennsylvania Ave, NW, Suite 1025 10th Floor

Telephone number: 202-876-8123

Email Address: Ross.Arnin@oiac.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

1. Name of Traveler: Ted Poe
2. Sponsor(s) (who will be paying for the trip): The Organization of Iranian American Communities- US (OIAC)
3. Travel destination(s): Paris, France
4. a. Date of departure Friday, June 30, 2017 Date of return: Sunday, July 2nd, 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 Foreign Affairs Committee, this is an opportunity to gain insight and engage with government officials on U.S.- Iranian bilateral relations and regional and geopolitical challenges.
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: 06/05/2018

TED POE

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):
The Organization of Iranian American Communities-US (OIAC)
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):
ATTACHMENT A
5. Is travel being offered to an accompanying relative of the House invitee(s)? Yes No
6. Date of departure: Friday, June 30, 2017 Date of return: Sunday, July 2, 2017
7. a. City of departure: Washington, DC (IAD)
b. Destination(s): Paris, France (CDG)
c. City of return: Washington, DC (IAD)
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:

The mission and goals of the private sponsor are consistent with those that will be addressed as the main topics of discussion by the speakers at the event. The private sponsor is a co-organizer of the event and will organize all of the travel.

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): _____

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

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

Hotel name: Hilton or Marriott City: Roissy Cost per night: \$200

Reason(s) for selecting: Close to the Airport and the event venue.

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):

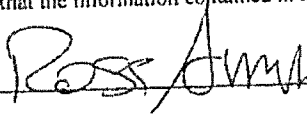
18. TOTAL EXPENSES FOR EACH PARTICIPANT:

<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	\$8500	\$200 ⁰⁰	\$100 ⁰⁰
For each accompanying relative	NIA	NIA	NIA

	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	\$100	Average cost (Venue fees, Audio/Video, water, rental equipment) / per Attendee
For each accompanying relative	NIA	NIA

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: Ross Amin
 Title: President
 Organization: The Organization of Iranian American Communities-US (OIAC)
 Address: 1717 Pennsylvania Avenue NW, Suite 1025 Washington, DC 20006
 Telephone number: 202-876-8123
 Email address: Ross.Amin@oiac.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

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



ONE HUNDRED FIFTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

June 26, 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

The Honorable Ted Poe
U.S. House of Representatives
2132 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 France, scheduled for June 30 to July 2, 2017, sponsored by the Organization of Iranian American Communities (OIAC).

Committee travel regulations require that you submit your complete pre-trip approval request to the Committee at least 30 days before the commencement of the trip or it will not be granted. Despite your failure to do so in this instance, we are approving your current request. However, any future requests should adhere to the 30-day requirement.

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.

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 \$390] 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 filed with the Committee, and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

The Honorable Ted Poe

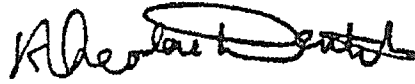
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If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,



Susan W. Brooks
Chairwoman



Theodore E. Deutch
Ranking Member

SWB/TED:wfs



The Honorable Ted Poe
RHOB-2132
U.S. House of Representatives
Washington, DC 20515-1037

May 10, 2017

Dear Representative Poe,

On behalf of the Organization of Iranian American Communities-US (OIAC), a proud sponsor of the 2017 Annual International Convention for Democracy, I have the honor of inviting you to attend and speak at this event. The convention will be held on **Saturday, July 1, 2017** outside Paris.

Thousands of Iranian expatriates and their supporters from North America, Europe and other parts of the world will participate in this largest gathering of Iranians seeking a secular, democratic, non-nuclear republic Iran. The event highlights the deteriorating human rights situation in Iran, worsening of women's rights violation, and desire of the Iranian people for democratic change.

Over 100 prominent parliamentarians, former government officials, human rights activists, women activists and law experts from the U.S., Canada, Europe and the Middle East are expected to attend.

The Organization of Iranian American Communities-US (OIAC), as a nonprofit 501 (c)(3) institution, will cover the appropriate expenses including travel, lodging, and food for the guests, and any other expenses related to event itself, such as audio visual, production, dissemination, facility rental, VIP location, etc. (as the estimated cost/per attendee), according to the House ethics rules and regulations.

Pursuant to the requirements of House Rule XXV, clause 5, and to assist your preparation for receiving approval from the House Committee on Ethics, we have prepared the attached "Private Sponsor Travel Certification Form." **You must submit this form along with your "Traveler Form" to the Ethics Committee no later than May 31, 2017, or thirty (30) days prior to travel on July 1, 2017.**

Please review the attached form and contact us at your earliest convenience if you have any questions.

Ross Amin
President

1717 Pennsylvania Avenue NW Suite 1025 10th Floor, Washington, DC 20006
Tel: 202-876-8123 Email: info@oiac.org WWW.OIAC.ORG



Organization of Iranian American Communities-US (OIAC)

HOURLY GUEST ITINERARY
International Convention for #FreeIran
Villepinte (Roissy), France
July 1, 2017

Friday, June 30, 2017

6:00 p.m. (after Vote) Leaving Washington, DC

Saturday, July 1 2017

7:00 a.m.	Arrive in Paris (Charles de Gaulle Airport)
7:30-8:00 a.m.	Depart by car to Hilton Paris Charles de Gaulle Airport Roissypole, Rue de Rome, BP16461, Roissy 95708
8:30 a.m.	Hotel check-in
8:30-12:30 p.m.	Personal time for rest
12:30 p.m.-1:30 p.m.	Lunch at the Hotel
1:30 p.m.	Depart Hotel to the Exposition Center
2:15 p.m.	Arrive at the Exposition Center
2:15 p.m.-3:00 p.m.	Registration and seating
3:00 p.m.	Conference Opening
3:00 p.m.	Opening Remarks
3:00 p.m.-3:30 p.m.	Video clips, Musical performance by young Iranian artists
3:30 p.m.-4:30 p.m.	Remarks by prominent Iranian speakers
4:30 p.m.-5:30 p.m.	Remarks by speakers from the United States
5:30 p.m.-6:30 p.m.	Remarks by speakers from the European Union
6:30 p.m.-7:30 p.m.	Remarks by Speakers from the Middle East
7:30 p.m.-8:00 p.m.	Conference ends (Closing remarks)
8:00 p.m.-9:30 p.m.	Reception & Dinner at Exposition Center (Ballroom TBA)
9:30 p.m.	Personal time

Sunday, July 2, 2016 (Return to US)

8:00-9:30 a.m.	Breakfast (at Hotel)
9:30 a.m.-12:30 p.m.	Personal time for rest
12:30 p.m.-2:00 p.m.	Lunch at Hotel
2:30 p.m.	Depart for the airport
5:00 p.m.	Return flight to the United States