

U.S. House of Representatives
Committee on Ethics

17 JUL 19 PM 3:35

MEMBER / OFFICER POST-TRAVEL DISCLOSURE FORM
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. Ami Bera
2. a. Name of accompanying relative: _____ or None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates of departure and return: Departure: July 6, 2017 Return: July 9, 2017
b. Dates at personal expense: _____ or None
4. Departure city: Tel Aviv, Israel Destination: Amman, Jordan Return city: Washington, DC
5. Sponsor(s) (who paid for the trip): Cooperative Assistance for Relief Everywhere (CARE)
6. Describe meetings and events attended (attach additional pages if necessary): Please see addendum A-\$525. _____

Visited Zaatari Refugee Camp hospital and other refugee centers in the area; met with local government & NGO leaders to discuss global refugee crisis.

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:

Ami Bera

DATE:

7/19/2017

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**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): Cooperative for Assistance & Relief Everywhere, Inc. (CARE)

2. Travel Destination(s): Jordan

3. Date of Departure: July 6, 2017 Date of Return: July 9, 2017

4. Name(s) of Traveler(s): Rep. Ami Bera
(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	\$4,569		\$120	Visa: \$117; Interpreter: \$50 Security: \$500; Travel Insurance: \$106
Accompanying Relative	*Note: Please see Addendum B for cost explanations.			

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: Robert Roche Title: Director, Learning Tours

Organization: Cooperative for Assistance and Relief Everywhere, Inc. (CARE)

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

Address: 1899 L Street, NW, Suite 500, Washington, DC 20036

Telephone number: 202-550-6535

Email Address: roche@care.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.*

2017 JUN - 09 AM 11:30
COMMITTEE ON ETHICS
RECEIVED

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: Ami Bera

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: Ami Bera

Name of signatory (if other than traveler): _____

For staff, name of employing Member or committee: _____

Office address: 1431 Longworth

Telephone number: (202) 225-5716

Email address of contact person: marguerite.biagi@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: Ami Bera
2. Sponsor(s) (who will be paying for the trip): Cooperative for Assistance and Relief Everywhere, Inc. (CARE);
The Bill & Melinda Gates Foundation
3. Travel destination(s): Amman, Jordan
4. a. Date of departure Jul 6, 2017 Date of return: July 9, 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 doctor and Member of the House Foreign Affairs Subcommittee on Africa and Global Health, seeing firsthand US investments in the region and visiting partners working with Syrian refugees is important to inform future policy decisions to effectively address the global refugee crisis.

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: _____

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): _____
Cooperative for Assistance and Relief Everywhere, Inc. (CARE)
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: _____
The Bill & Melinda Gates Foundation
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):
See Addendum A.
5. Is travel being offered to an accompanying relative of the House invitee(s)? Yes No
6. Date of departure: July 6, 2017 Date of return: July 9, 2017
7. a. City of departure: Tel Aviv, Israel
b. Destination(s): Amman, Jordan
c. City of return: 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:

CARE is host to the delegation and responsible for logistics and content of the trip. CARE is a leading humanitarian organization focused on combating global poverty. CARE places a special emphasis on women and girls because, when equipped with proper resources, they help families and communities escape poverty. Gates Foundation provided CARE a grant to fund various activities, including congressional tours providing educational opportunities on international development.

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:
See Addendum C.

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): _____
Meal costs will comply with the U.S. Government per diem rates of \$141/day in Amman, Jordan.

2) Provide reason for selecting the location of the event or trip: _____
The U.S. Government is an important development and humanitarian partner in Jordan sharing an interest in sustainable programs to combat poverty and respond to the refugee crisis in Jordan.

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

Hotel name: Four Seasons City: Jordan Cost per night: \$249

Reason(s) for selecting: The hotel offers western accommodations with ample security for the trip's activities.

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):

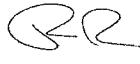
18. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts	Total <i>Transportation</i> Expenses per Participant	Total <i>Lodging</i> Expenses per Participant	Total <i>Meal</i> Expenses per Participant
<input checked="" type="checkbox"/> good faith estimates			
For each Member, Officer, or employee	\$4,200	\$498	\$282
For each accompanying relative			

	<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	\$850	interpreter, security, insurance and visa* <input checked="" type="checkbox"/>
For each accompanying relative	*Note: See Addendum	D for all cost break downs.

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: Robert Roche

Title: Director, Learning Tours

Organization: Cooperative for Assistance and Relief Everywhere, Inc. (CARE)

Address: 1899 L Street, NW, Suite 500, Washington, DC 20036

Telephone number: 202-550-6535

Email address: rroche@care.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)

U.S. House of Representatives
Committee on Ethics

GRANTMAKING TRIP SPONSOR FORM

This form should be completed by a public charity or private foundation (both as defined under section 501(c)(3) of the Internal Revenue Code) that provides a grant of funds to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. Provide a copy of your completed form to the primary sponsor of the trip.

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. I certify that (name of your organization): The Bill & Melinda Gates Foundation
has been designated a § 501(c)(3) nonprofit charitable organization by the Internal Revenue Service.
 Yes No
2. Name of Primary Trip Sponsor: Cooperative for Assistance & Relief Everywhere, Inc. (CARE)
3. I certify that my organization (complete a or b):
 - a. Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. or
 - b. Has had a direct role in the organizing, planning, or conducting of a trip to
(destination) _____ on (date) _____ that is
being organized or arranged by the above-named Primary Trip Sponsor.
4. Check one:
 - a. My organization does not employ or retain a registered federal lobbyist or foreign agent or
 - b. My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
5. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.
6. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Katy M. Button

Name: Katy Button

Title: Sr. Gov't Rel. officer

Organization: The Bill + Melinda Gates Foundation

Address: 1300 I St. NW Washington, DC 20005

Telephone number: 202-662-8157 Email: Katy.button@gatesfoundation.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 Ami Bera
U.S. House of Representatives
1431 Longworth 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 Jordan,¹ scheduled for July 6 to 9, 2017, sponsored by the Cooperative for Assistance and Relief Everywhere Inc., with financial support from the Bill and Melinda Gates Foundation.

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 employees 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.

¹ The U.S. Department of State has issued warnings concerning travel to Jordan, available at <http://travel.state.gov/content/passports/en/alertswarnings/jordan-travel-warning.html>. You may wish to contact the State Department concerning the safety of your proposed trip.

The Honorable Ami Bera

Page 2

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:re

Addendum A:

Names and titles of ALL House invitees and explanation of why the individual was invited.

We invited members of Congress who will already be in the region to join the trip in Jordan. As Congress prepares to vote on the budget, these members will be important to supporting U.S. foreign assistance and humanitarian aid, which will be the focus of the trip agenda.

Invited Members of Congress

- Rep. Ami Bera (D-CA-7)
- Rep. Cheri Bustos (D-IL-17)
- Rep. Dwight Evans (D-PA-02)
- Rep. Brenda Lawrence (D-MI-14)
- Rep. Carol Shea-Porter (D-NH-01)
- Rep. Bonnie Watson Coleman (D-NJ-12)
- Rep. Barbara Lee (D-CA-13)
- Rep. Earl Blumenauer (D-OR-03)
- Rep. Eddie Bernice Johnson (D-TX-30)

Addendum B:

Cities of Departure:

Thursday, July 6, 2017:

11:45pm – Depart Tel Aviv, Israel (Royal Jordanian #341)

Friday, July 7, 2017:

12:30am – Arrive Amman, Jordan

Saturday, July 8, 2017:

6:00pm – Depart Amman, Jordan (Emirates #904)

10:00pm – Arrive in Dubai

Sunday, July 9, 2017:

2:20am – Depart Dubai (Emirates #231)

8:40am – Arrive in Washington, DC

Addendum C:

For the comfort and security of the delegation, which will have already done extensive and tiring travel in the region prior to our Learning Tour, we are booking members of Congress and their spouses on business class flights.

Addendum D:

- Transportation Estimation per person - \$4,200
 - Flight estimation: \$3,800
 - Vehicles: \$400
- Lodging Estimation per person – \$498
 - \$249 per night x 2 nights = \$498
- Meals Estimation per person - \$282
 - \$141 x 2 days = \$282
- Other Expenses Estimation per person - \$850
 - Visa -- \$200
 - Security -- \$500
 - Interpreter -- \$50
 - Travel Insurance -- \$100

FINAL

ADDENDUM A - AGENDA

AGENDA: CARE Learning Tour to Jordan, July 6-9, 2017

Thursday, July 6

Travel Day

Depart Tel Aviv, Israel for Amman, Jordan (RJ #341)

Friday, July 7

Amman, Jordan

- | | |
|----------------|--|
| 12:30am | Delegation arrives in Amman, Jordan (RJ #341) |
| 12:30-1:15am | Delegation transfers to hotel |
| 10:00-10:30am | <u>Welcome Briefing</u> to provide an overview of trip and introduce CARE staff and delegates to one another |
| 10:30-12:00pm | <u>Scene Setter Brunch Briefing</u> with technical experts and U.S. government to gain social, political and historical context for the refugee crisis and response in Jordan |
| 12:00-12:30pm | Downtime |
| 12:00pm-1:30pm | Transfer to site visit 1 |
| 1:30-3:30pm | <u>Site Visit 1: Tour Zaatari Refugee Camp Maternity Hospital</u> to learn about successful interventions to prevent maternal and child death and offer comprehensive women's health services to refugees. Learn about the health challenges of refugee women and girls and the community engagement offered by trained Syrian refugee health volunteers to promote better health outcomes for women and girls in the camp |
| 3:30-4:15pm | Transfer to site visit 2 |
| 4:15-5:30pm | <u>Site Visit 2: Visit Refugee Documentation Home Visit program</u> to gain a deeper understanding of how lack of documentation prevents refugees outside of camps from obtaining access to services and community integration. Learn about the barriers to obtaining appropriate documentation and visit homes to discuss challenges and successes with urban refugees |
| 5:30-6:30pm | Transfer to hotel |
| 6:30-7:30pm | Shower/Change time to prepare for reception |
| 7:30-9:00pm | <u>Reception with Charges D'Affaires, Local Government & NGO leaders</u> to discuss the role of international partners, the Jordanian Government and NGOs in development in Jordan |

Overnight: Four Seasons Hotel – Amman, Jordan

Saturday, July 8

Amman, Jordan – Travel Day

Breakfast on own

8:00-8:30am Transfer to site visit 1

8:30-9:45am Site Visit 1: Visit Urban Refugee Center to learn about the different needs and challenges of refugees living in an urban vs. camp setting and tour the center and learn about the short-term cash assistance, food assistance, and case management as well as longer term psycho-social and community building services offered

9:45-10:00am Transfer to site visit 2

10:00-11:30am Site Visit 2: Community-Based Livelihood Program to learn how vocational training and economic support services focused on longer-term empowerment are preparing refugee women to succeed in Jordan and, eventually, back in their home country

11:30-12:15pm Transfer to lunch

12:15-1:45pm Closing lunch to reflect on the sites visited, trip objectives and discuss ideas for next steps

1:45-2:00pm Transfer to Site Visit 3

2:00-3:00pm Site Visit 3: Visit Jordan River Foundation shop to learn about economic empowerment and connecting women refugees to markets

3:00-3:15pm Transfer to hotel

3:15-3:45pm Packing time at hotel

3:45-4:30pm Transfer to airport

6:00pm Delegation departs for U.S. (EK #231)

ADDENDUM B – COST EXPLANATIONS

Lodging Costs

Due to the members' evening flight out of Amman on July 8th, we reserved their hotel rooms for an extra night so they could shower and pack comfortably before flying out. Unfortunately, the hotel was not able to provide a discounted rate for the day rooms and we had to pay for a three night stay. This accounts for the discrepancies in lodging costs between our pre-trip good faith estimates and post-trip final costs.

Transportation Costs

Final transportation costs are slightly higher than the good faith estimates due to an increase in flight prices. The good faith estimate reflected flight prices at that time, however flight prices had increased slightly by the time we booked plane tickets.

FINAL

AGENDA: CARE Learning Tour to Jordan, July 6-9, 2017

Thursday, July 6

Travel Day

Depart Tel Aviv, Israel for Amman, Jordan (RJ #341)

Friday, July 7

Amman, Jordan

- 12:30am Delegation arrives in Amman, Jordan (RJ #341)
- 12:30-1:15am Delegation transfers to hotel
- 9:30-10:00am Welcome Briefing to provide an overview of trip and introduce CARE staff and delegates to one another
- 10:00-11:30am Scene Setter Brunch Briefing with technical experts and U.S. government to gain social, political and historical context for the refugee crisis and response in Jordan
- 11:30am-12:45pm Transfer to site visit 1
- 12:45-2:00pm Site Visit 1: Tour Zaatari Refugee Camp Maternity Hospital to learn about successful interventions to prevent maternal and child death and offer comprehensive women's health services to refugees. Learn about the health challenges of refugee women and girls and the community engagement offered by trained Syrian refugee health volunteers to promote better health outcomes for women and girls in the camp
- 2:00-2:30pm Transfer to site visit 2
- 2:30-4:00pm Site Visit 2: Visit Refugee Documentation Home Visit program to gain a deeper understanding of how lack of documentation prevents refugees outside of camps from obtaining access to services and community integration. Learn about the barriers to obtaining appropriate documentation and visit homes to discuss challenges and successes with urban refugees
- 4:00-5:15pm Transfer to hotel
- 5:15-7:30pm Shower/Change time to prepare for reception
- 7:30-9:00pm Reception with Charges D'Affaires, Local Government & NGO leaders to discuss the role of international partners, the Jordanian Government and NGOs in development in Jordan

Overnight: Four Seasons Hotel – Amman, Jordan

Saturday, July 8

Amman, Jordan – Travel Day

Breakfast on own/check-out of Four Seasons

8:00-8:30am	Transfer to site visit 1
8:30-9:45am	<u>Site Visit 1: Visit Urban Refugee Center</u> to learn about the different needs and challenges of refugees living in an urban vs. camp setting and tour the center and learn about the short-term cash assistance, food assistance, and case management as well as longer term psycho-social and community building services offered
9:45-10:00am	Transfer to site visit 2
10:00-11:15am	<u>Site Visit 2: Community-Based Livelihood Program</u> to learn how vocational training and economic support services focused on longer-term empowerment are preparing refugee women to succeed in Jordan and, eventually, back in their home country
11:15-12:00pm	Transfer to lunch
12:00-1:30pm	<u>Closing lunch</u> to reflect on the sites visited, trip objectives and discuss ideas for next steps
1:30-2:20pm	Transfer to Site Visit 3
2:20-3:00pm	<u>Site Visit 3: Visit Jordan River Foundation shop</u> to learn about economic empowerment and connecting women refugees to markets
3:00-3:15pm	Transfer to hotel
3:15-4:15pm	Packing time at hotel
4:15-5:00pm	Transfer to airport
6:00pm	Delegation departs for U.S. (EK #231)



CARE USA
1899 L St NW
Suite 500
Washington, DC 20036
USA
www.care.org

May 22, 2017

The Honorable Ami Bera
1431 Longworth House Office Building
Washington, DC 20515

Dear Representative Bera,

We are approaching you with a special opportunity to join us on a short CARE Learning Tour to Jordan to examine the impact of U.S. investments in effectively addressing the regional humanitarian crisis, particularly the needs of women refugees. This trip will take place from **July 6-9, 2017** (including travel) and is being specially planned to complement your existing travel plans to the region.

On your journey, you will visit refugee camps and women's empowerment programs to see firsthand how critical U.S. investments are making a difference. You'll learn from experts on the ground who are working toward solutions at the community level, as well as decision-makers who implement those solutions on the national stage, to gain a deeper understanding of the humanitarian crisis currently gripping the region.

As of March 2017, there were 4.9 million Syrian refugees in neighboring countries, many in urban communities or overcrowded camps stretching their limited resources to deliver the health and sanitation, food and nutrition, education, housing, and psychosocial services refugees so desperately need. Women and girls often suffer the most in these extreme emergency conditions. Violence against refugee women and girls, including child marriage, is at alarmingly high levels and girls are often the first to drop out of school and the last to eat when resources are scarce.

The United States Government, which has dedicated almost \$6 billion to the Syria response since 2012, is partnering with Jordan to effectively respond to the immediate needs of refugees as well as establish development programming to support long-term stability.

This Learning Tour will be a unique opportunity to see the impact of this work and explore these complex issues on the ground. In order to allow sufficient time for planning, we would appreciate a response indicating your interest in joining by **Monday, June 5, 2017**. I have asked Rachel Hall to provide further details on the trip and answer any questions you may have. You can also reach her directly at Rachel.Hall@care.org or (202) 569-7027.

Thank you for your ongoing support and for considering this opportunity.

Sincerely,

David Ray
Vice President for Policy & Advocacy
CARE USA



CARE USA
1899 L St NW
Suite 500
Washington, DC 20036
USA
www.care.org

June 6, 2017

U.S. House of Representatives Committee on Ethics
1015 Longworth House Office Building
Washington, DC 20515

RE: CARE Learning Tour to Jordan, June 6-9, 2017

To Whom It May Concern:

Over the past seven years, the CARE Learning Tours program has provided policymakers and influential opinion leaders the unique opportunity to see firsthand the impact of U.S. foreign assistance investments on health and development worldwide. CARE has engaged members of Congress and key staff from both political parties as well as influential opinion leaders on these Learning Tours.

On this CARE Learning Tour, we will be sponsoring a trip to Jordan, which will include members of the House of Representatives. This trip has been funded with the assistance of a grant provided to CARE by the Bill & Melinda Gates Foundation with the purpose of raising awareness about the importance of U.S. investments in confronting global poverty. A portion of the activities funded by the grant include congressional travel, and CARE is using some of the grant funds to support this specific trip. The Foundation did not play a role in organizing the trip, and has not been involved in the selection or invitation of travel participants. This funding had not been earmarked for this specific trip as stated in Item 7 on the Private Sponsor Travel Certification Form.

We are committed to ensuring adherence to all Ethics Committee rules and regulations. For further information about CARE's advocacy and lobbying structure, please see the attached description. If you have any questions, please feel free to contact me at (202) 595-2805.

Sincerely,

Robert Roche
Director, Learning Tours
CARE USA

CARE and CARE Action Now Structure Explained

Updated: September 2, 2016

CARE, a 501(c)(3) organization, is a leading international humanitarian organization fighting global poverty that places special focus on working alongside poor women who, equipped with the proper resources, can assist whole families and entire communities escape poverty through improved basic education, prevent the spread of HIV, increase access to clean water and sanitation, and expand economic opportunities and the protection of natural resources. CARE also delivers emergency aid to survivors of war and natural disasters, and helps people rebuild their lives.

CARE established CARE Action Now in October, 2007 as a related but separately incorporated 501(c)(4) organization. Served by a mostly independent Board of Directors, CARE Action Now undertakes a variety of programs and activities in furtherance the organizations' comparable missions, most notably directly influencing policymakers through public awareness campaigns, briefings, reports, meetings, testimony and other areas based on CARE's experience of working with poor people around the world over more than 60 years. The two organizations share facilities and resources, allocating the costs between them based upon use, as is common in the nonprofit sector. CARE provides grant funding to CARE Action Now to support the range of its advocacy and lobbying activities. CARE Action Now is increasingly raising funds independent of CARE. This is a common structure for related nonprofit organizations, where a 501(c)(3) organization uses some of its limited funding on lobbying to support a related 501(c)(4) rather than doing the lobbying directly itself.

CARE serves as common paymaster for both organizations, so that all shared employees receive one paycheck from CARE for services provided to either CARE or CARE Action Now. CARE Action Now reimburses CARE for its allocable share of salary, benefits, and payroll taxes. All staff time that qualifies as "lobbying activity" under the Lobbying Disclosure Act that is conducted by staff registered as lobbyists for CARE Action Now is charged to CARE Action Now under this arrangement, although those employees may also perform non-lobbying services for CARE. CARE Action Now treats its reimbursement payments to CARE as expenditures for salary and related items on its books.

This relationship which is consistent with customary practice leads us to conclude that CARE has properly completed this form, including that it does not employ or retain lobbyists. However, we include this additional information in the interests of full transparency so that the committee may make this determination for itself.

BILL & MELINDA
GATES *foundation*

1300 I (Eye) Street NW
Suite 200 East
Washington, DC 20005, USA
V +1.202.662.8130
F +1.202.220.6799
www.gatesfoundation.org

June 6, 2017

House Committee on Ethics
1015 Longworth House Office Building
Washington, DC 20515

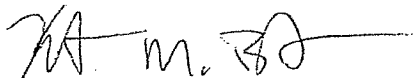
This letter is submitted in response to your request regarding a learning trip beginning July 6, 2017. The Bill & Melinda Gates Foundation made a grant to CARE USA on January 5, 2017 to fund various activities, including congressional tours to provide learning opportunities on U.S. foreign assistance programs.

I send this to confirm that the Bill & Melinda Gates Foundation is aware of this project and provided support, through the assistance of grant funding, to CARE USA for this project for the purpose of providing members of Congress, Congressional staff, other key decision-makers and influential individuals with the personal experience and knowledge of U.S. Government programs in the developing world and to provide follow-on information to tour participants, selecting countries that have a broad array of U.S. Government development projects.

However, the Foundation did not play a significant role in the project, or in organizing the related trip, and has not been involved in the selection or invitation of travel participants. Decisions regarding travel participants have been controlled by and under the sole discretion of CARE USA. This funding has not been directly or indirectly earmarked to finance any aspect of this trip.

If we can provide any additional information, please contact me at Katy.Button@gatesfoundation.org, or direct line of 202-662-8189.

Sincerely,



Katy Button
Senior Program Officer
Bill & Melinda Gates Foundation