

U.S. House of Representatives  
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

18 MAY 8 PM 12:10

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. 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. Bonnie Watson Coleman
2. a. Name of accompanying relative: \_\_\_\_\_ *or* None   
 b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates of departure and return: Departure: 4.23.18 Return: 4.24.18  
 b. Dates at personal expense (if any): \_\_\_\_\_ *or* None
4. Departure city: Trenton, NJ Destination: NYC Return city: Washington, DC
5. Sponsor(s) (who paid for the trip): United Nations Foundation
6. Describe meetings and events attended: All meetings and events as described in sponsor's agenda
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 employee; *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 attached sponsor's agenda. (*Signify that statement is true by checking box*):   
 b. If not, explain: \_\_\_\_\_

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

SIGNATURE OF TRAVELER: Bonnie Watson Coleman DATE: 5.08.18

I authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel Disclosure form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF SUPERVISING MEMBER: \_\_\_\_\_

10

**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): United Nations Foundation
2. Travel Destination(s): New York City
3. Date of Departure: Monday, April 23, 2018 Date of Return: Tuesday, April 24, 2018
4. Name(s) of Traveler(s): Bonnie Watson Coleman  
(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>\$273.00</b>	\$240.00	\$111.00	\$20.00 UN Tour Ticket 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:   
 Name: Peter Yeo Title: Senior Vice President, Public Policy and Advocacy  
 Organization: United Nations Foundation

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

Address: 1750 Pennsylvania Ave NW, Suite 300  
Washington, DC 20006  
 Telephone number: 202-887-9049 (ask for Troy Wolfe)  
 Email Address: twolfe@unausa.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: Rep. Bonnie Watson Coleman
2. Sponsor(s) (who will be paying for the trip): United Nations Foundation (UNF)
3. Travel destination(s): New York, New York
4. a. Date of departure Mon. April 23, 2018 Date of return: Tuesday, April 24, 2018  
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.  
The Member serves as Vice RM of the House Ctte on Homeland Security and has direct interest in the UN-US relationship and international affairs.
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](http://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): \_\_\_\_\_  
United Nations Foundation (UNF) \_\_\_\_\_
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):  
Please see attached for explanation and invite list.
5. Is travel being offered to an accompanying relative of the House invitee(s)?  Yes  No
6. Date of departure: Monday, April 23, 2018 Date of return: Tuesday, April 24, 2018
7. a. City of departure: Washington, DC  
b. Destination(s): New York, NY  
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:

UNF works to educate all Americans, including the U.S. Congress, on the importance of a strong U.S.-UN relationship. This learning trip provides an opportunity for Members to visit the UN and take part in meetings with U.S., UN, and African Union officials to learn about the UN's humanitarian, health, gender equality, and peace and security work in Africa and how the organization serves as a forum for the African Diaspora in the U.S. UNF is the sole sponsor of this trip organizing and conducting all aspects of the program and logistics. UNF handles outreach to congressional offices and is the contact for planning purposes.

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): \_\_\_\_\_  
\$55.00/day

2) Provide reason for selecting the location of the event or trip: \_\_\_\_\_  
This trip will bring participants to UN Headquarters and the U.S. Mission to the UN,  
both of which are located in New York City.  
\_\_\_\_\_

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

Hotel name: Grand Hyatt New York City: New York, NY Cost per night: \$240.00

Reason(s) for selecting: This hotel was chosen because of favorable cost and location. All attendees will be staying at this hotel.

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	\$500.00	\$240.00	\$111.00
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	\$20.00	UN Tour Ticket
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: 

Name: Peter Yeo

Title: Senior Vice President, Public Policy and Advocacy

Organization: United Nations Foundation

Address: 1750 Pennsylvania Ave NW, Suite 300, Washington, DC 20006

Telephone number: 202-887-9040 (ask for Troy Wolfe)

Email address: twolfe@unausa.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*

Kenny Marchant, Texas  
Leonard Lance, New Jersey  
Mimi Walters, California  
John Ratcliffe, Texas

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

April 18, 2018

Thomas A. Rust  
*Staff Director and Chief Counsel*

Donna Herbert  
*Director of Administration*

Megan Savage  
*Chief of Staff and 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 Bonnie Watson Coleman  
U.S. House of Representatives  
1535 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 New York, New York, scheduled for April 23 to 24, 2018, sponsored by the United Nations Foundation.

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.

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:kej

# UNITED NATIONS FOUNDATION

**AGENDA FOR:  
United Nations Foundation's  
Congressional Delegation Learning to the UN Headquarters  
April 23, 2018 - April 24, 2018**

**Monday, April 23**

- 8:50 AM – 11:46 AM **Depart Washington, DC via Amtrak Acela #2158 (11:46 AM arrival)**  
*Location: Union Station*
- 11:46 PM – 12:00 PM **Transfer to Grand Hyatt New York**
- 12:00 PM – 1:00 PM **Arrive and Check-In at Grand Hyatt Hotel**  
*Location: Grand Hyatt New York, 109 E 42nd St, New York, NY*
- 1:00 PM – 1:30 PM **Meet in hotel lobby and depart to the U.S. Mission to the United Nations**
- 1:30 PM – 2:30 PM **Working Lunch and Meeting with Ambassador Nikki Haley, U.S. Ambassador to the UN**  
*Location: U.S. Mission to the UN, 799 United Nations Plaza, New York, NY*  
  
*Briefing focus: To discuss U.S. priorities at the UN, and working with the Secretary-General to advance his UN reform agenda.*
- 2:30 PM – 3:00 PM **Transfer to the United Nations Headquarters**
- 3:00 PM – 4:00 PM **Meeting with Deputy Secretary-General Amina Mohammed**  
*Location: United Nations HQ, Executive Office of the Secretary-General*  
  
*Briefing focus: To discuss the work of the Executive Office of the Secretary-General, and the UN Leadership on enforcing and maintaining change, diversity and inclusion across the UN System.*
- 4:00 PM – 4:15 PM **Transfer to room S-2723**
- 4:15 PM – 5:15 PM **Meeting with Ambassador Arikana Chihombori-Quao, African Union Ambassador to the U.S.**  
*Location: United Nations HQ, S-2723*  
  
*Briefing focus: To discuss the role of the African Union in representing and engaging the African Diaspora in the U.S. and at the UN.*
- 5:15 PM – 5:30 PM **Transfer to the Visitors' Plaza**
- 5:30 PM – 5:45 PM **The Ark of Return, the Permanent Memorial to Honor the Victims of Slavery and the Transatlantic Slave Trade, Briefing and Photo**  
*Location: Visitors' Plaza of UN Headquarters*  
  
*Briefing focus: To pay respects to the victims of transatlantic slave trade and briefly discuss the role and contributions of the U.S. to the memorial.*
- 5:45 PM – 6:45 PM **Transfer to Grand Hyatt to prepare for dinner**
- 6:45 PM - 7:00 PM **Meet at hotel lobby to depart for dinner**



# UNITED NATIONS FOUNDATION

7:00 PM – 9:00 PM **Working Dinner and Meeting with former Ambassador to the UN Andrew Young, and Dr. Dorothy Buchanan Wilson, Alpha Kappa Alpha Sorority, Inc. International President**

*Location: Capitol Grill, 155 East 42<sup>nd</sup> Street, New York, NY*

*Briefing focus: To discuss the history, contributions, challenges and opportunities of African American engagement in the UN.*

## Tuesday, April 24

7:45 AM – 8:00 AM **Hotel check-out. Please leave your luggage with the porter and meet in the lobby for departure to the United Nations HQ**

*Location: Grand Hyatt New York, 109 E 42nd St, New York, NY*

8:00 AM – 8:45 AM **Transfer to the UN**

8:45 AM – 9:45 AM **Breakfast and Briefing by Dr. Natalia Kanem, Executive Director United Nations Population Fund (UNFPA)**

*Location: United Nations HQ, Private Dining Rooms 1-3*

*Briefing focus: To discuss UNFPA's access, impact and operations in Africa.*

9:45 AM – 10:15 AM **United Nations Guided Tour Lecture and Briefing**

*Location: United Nations HQ*

*Briefing Focus: UN expert-led tour with in-depth briefing on the history of the UN.*

10:15 AM – 10:30 AM **Transfer to Private Dining Rooms**

10:30 AM – 11:15 AM **Briefing by Ms. Phumzile Mlambo-Ngcuka, Director, UN Women**

*Location: United Nations HQ, Private Dining Rooms 1-3*

*Briefing focus: To discuss the role of UN Women's programs and engagement efforts in combating intersectional discrimination for women in African, and/or of African descent.*

11:15 AM – 11:55 AM **Working Lunch and Discussion with Representative Barbara Lee  
Decade for the People of African Descent Act**

*Location: United Nations HQ, Private Dining Rooms 1-3*

*Briefing focus: To discuss the significance of recognitions and opportunities of engagement created by the UN's recognition of the African Diaspora worldwide.*

11:55 AM – 1:00 PM **Depart the UN and transfer to New York Penn Station**

1:00 PM **Depart New York via Amtrak Acela #2159 (4:00 PM arrival)**

*Location: New York Penn Station*

**House Invitee List for United Nations Foundation  
Congressional Delegation Learning Trip to the United Nations  
Monday, April 23, 2018 – Tuesday, April 24, 2018**

This learning trip provides an opportunity for Members to visit the United Nations and take part in meetings with U.S., UN, and African Union officials to learn about the UN's humanitarian, health, gender equality, and peace and security work in Africa and how the organization serves as a forum for the African Diaspora in the U.S. The following members have been invited to participate because they are members of the Congressional Black Caucus.

- Rep. Barbara Lee (D-CA-13)
- Rep. Karen Bass (D-CA-37)
- Rep. Maxine Waters (D-CA-43)
- Del. Eleanor Norton (D-DC-01)
- Rep. Lisa Blunt Rochester (D-DE-01)
- Rep. Alfred Lawson (D-FL-05)
- Rep. Valdez Demings (D-FL-10)
- Rep. Alcee Hastings (D-FL-20)
- Rep. Frederica Wilson (D-FL-24)
- Rep. Sanford Bishop (D-GA-02)
- Rep. Hank Johnson (D-GA-04)
- Rep. John Lewis (D-GA-05)
- Rep. Bobby Rush (D-IL-01)
- Rep. Robin Kelly (D-IL-02)
- Rep. Danny Davis (D-IL-07)
- Rep. Andre Carson (D-IN-07)
- Rep. Elijah Cummings (D-MD-07)
- Rep. Anthony Brown (D-MD-4)
- Rep. Brenda Lawrence (D-MI-14)
- Rep. Lacy Clay (D-MO-01)
- Rep. Emanuel Cleaver (D-MO-05)
- Rep. Bennie Thompson (D-MS-02)
- Rep. G.K. Butterfield (D-NC-01)
- Rep. Alma Adams (D-NC-12)
- Rep. Donald Payne (D-NJ-10)
- Rep. Bonnie Watson Coleman (D-NJ-12)
- Rep. Gregory Meeks (D-NY-05)
- Rep. Hakeem Jeffries (D-NY-08)
- Rep. Yvette Clarke (D-NY-09)
- Rep. Joyce Beatty (D-OH-03)
- Rep. Marcia Fudge (D-OH-11)
- Rep. James Clyburn (D-SC-06)
- Rep. Al Green (D-TX-09)
- Rep. Sheila Jackson Lee (D-TX-18)
- Rep. Eddie Johnson (D-TX-30)
- Rep. Marc Veasey (D-TX-33)
- Rep. Bobby Scott (D-VA-03)
- Rep. Donald McEachin (D-VA-04)
- Del. Stacey Plaskett (D-VI-01)
- Rep. Gwen Moore (D-WI-04)
- Rep. Mia Love (R-UT-04)