

U.S. House of Representatives  
Committee on Ethics

18 AUG 22 PM 4:13

MEMBER / OFFICER POST-TRAVEL DISCLOSURE FORM 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: Karen Bass
2. a. Name of accompanying relative: \_\_\_\_\_ *or* None   
b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates of departure and return: Departure: 07/26/2018 Return: 08/02/2018  
b. Dates at personal expense: \_\_\_\_\_ *or* None
4. Departure city: DC Destination: Harare Return city: DC
5. Sponsor(s) (who paid for the trip): National Democratic Institute for Internationaional Affairs
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: Karen Bass

DATE: \_\_\_\_\_

**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.

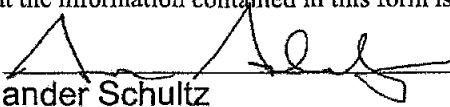
**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

1. Sponsor(s) (who paid for the trip): The National Democratic Institute for International Affairs (NDI) and the International Republican Institute (IRI)
2. Travel Destination(s): Harare, Zimbabwe
3. Date of Departure: 07/26/2018 Date of Return: 08/02/2018
4. Name(s) of Traveler(s): Karen Bass  
(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	see attached	see attached	see attached	see attached
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: Sander Schultz Title: Chief Financial Officer  
 Organization: National Democratic Institute for International Affairs (NDI)

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

Address: 455 Massachusetts Ave NW, 8th Floor Washington, DC 20001

Telephone number: 202-728-5570

Email Address: sander@ndi.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: Karen Bass
2. Sponsor(s) (who will be paying for the trip): National Democratic Institute (NDI)
3. Travel destination(s): Harare, Zimbabwe
4. a. Date of departure 7/26/2018 Date of return: 8/02/2018  
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.  
As Ranking Member of the HFAC Africa Subcommittee, Ms. Bass has on several occassion been a part of international election observation missions. This would be the case in the upcoming Zimbabwe elections.
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): \_\_\_\_\_  
National Democratic Institute (NDI)
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):  
Hon. Karen Bass was invited because of her specialized knowledge of, and expertise in Africa.
5. Is travel being offered to an accompanying relative of the House invitee(s)?  Yes  No
6. Date of departure: 07/26/2018 Date of return: 08/02/2018
7. a. City of departure: Washington, D.C.  
b. Destination(s): Harare, Zimbabwe  
c. City of return: Washington, D.C.
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:

For more than 25 years, the National Democratic Institute (NDI) has conducted international election observation missions in more than 100 countries. The NDI-sponsored Zimbabwe International Election Observation Mission (ZIEOM) of Zimbabwe's July 30, 2018 national elections will contribute to a transparent electoral process and show international interest in and support for credible, peaceful elections.

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: Monomotapa Hotel City: Harare Cost per night: \$192

Reason(s) for selecting: Secure hotel in downtown Harare and proximity to ZIEOM office.

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	\$5333	\$1152	\$534
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	\$100	Materials, observer hat/vest, coffee brea
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: Sander Schultz  
 Title: Chief Financial Officer  
 Organization: National Democratic Institute  
 Address: 455 Massachusetts Ave NW  
 Telephone number: 202-728-5500  
 Email address: sander@ndi.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

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

July 21, 2018

The Honorable Karen Bass  
U.S. House of Representatives  
2241 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 Zimbabwe,<sup>1</sup> scheduled for July 26 to August 2, 2018, sponsored by National Democratic Institute and International Republican 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.

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.

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<sup>1</sup> We note that the U.S. Department of State (State Department) has issued a travel warning concerning travel to Zimbabwe, *available at* <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories/zimbabwe-travel-advisory.html>. You may wish to contact the State Department regarding the safety of your proposed trip.

The Honorable Karen Bass  
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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:smm



NDI-IRI ZIMBABWE INTERNATIONAL ELECTION OBSERVATION MISSION (ZIEOM)  
TO ZIMBABWE'S JULY 30, 2018 ELECTIONS

**Draft Agenda (Leadership Delegation in Harare & Deployment)**

<b>TIME</b>	<b>EVENT</b>
<b>Thursday 26 July, 2018 – DELEGATE DEPARTURE</b>	
All day	<b>Delegate Departs for Harare</b>
<b>Friday 27 July, 2018 – DELEGATE ARRIVES</b>	
TBD flight itineraries	<b>Delegate Arrives in Harare</b> <i>Delegate met at airport by Zac Sideras, ZIEOM Security and Operations Manager, for transport to Meikles Hotel</i>
<b>Saturday 28 July, 2018 – DEPLOYMENT</b>	
All day	ZIEOM Support Office
6:30am – 9:00am	Breakfast
9:00am – 11:00am	<b>Roundtable with Diplomatic Missions</b> Philippe Van Damme, <i>EU Ambassador</i> Michael Nelwamondo, <i>Counselor, South Africa</i>
11:00am – 11:15am	Coffee Break
11:15am – 11:30am	Group Photograph
11:30am – 1:30pm	Observer Deployments. Call Center Opens and Election Day Planning.
1:30pm – 2:45pm	<b>Travel to Marendera</b>
3:00pm – 4:30pm	<b>Meeting with IRI/NDI LTO's</b>
4:30pm – 6:30pm	<b>Roundtable Discussion with local CSO representatives</b>
6:30pm – 7:45pm	Return to Harare to stay at Meikles Hotel
<b>Sunday 29 July, 2018 – REGIONAL BRIEFINGS</b>	
All day	ZIEOM Support Office/Call Center
6:30am – 8:30am	Breakfast
9:00am – 10:30am	Travel to Marendera
10:30am – 12:00pm	<b>Meeting with local ZESN observers</b>
12:00pm – 1:30pm	<b>Meeting with local ZEC officials</b>
1:30pm – 4:00pm	Lunch & Election Day Route Planning
4:00pm – 6:00pm	<b>Meeting with local security and police officials</b>
6:00pm – 7:15pm	Return to Harare to stay at Meikles Hotel
<b>Monday 30 July, 2018 – ELECTION DAY</b>	
All day	ZIEOM Support Office/Call Center
4:30am – 5:00am	Check in with Harare Coordination Center
5:00am – 6:00am	Depart Hotel to Observe Opening of Polling Stations
6:00am – 7:00am	<b>Observe Opening of Pre-Selected Polling Station 1</b>
7:30am – 10:00am	<b>Delegation Visits Pre-Selected Polling Station 2</b>
10:30am – 1:00pm	<b>Delegation Visits Pre-Selected Polling Station 3</b>
1:00pm – 2:00pm	Lunch
2:30pm – 5:00pm	<b>Delegation Visits Pre-Selected Polling Station 4</b>
5:30pm – 7:00pm	<b>Delegation Observes Closing at Pre-Selected Polling Station 5</b>
7:00pm – 7:45pm	<b>Return to Harare to Stay at Meikles Hotel</b>
*Dinner will be on your own this evening.	
<b>Tuesday 31 July, 2018 – RETURN AND DEBRIEF</b>	
All day	ZIEOM Support Office/Call Center
6:30am – 9:00am	Breakfast
7:00am – 1:00pm	Delegates Return to Harare
1:00pm – 2:00pm	Lunch
2:00pm – 4:30pm	<b>Delegation Debriefing of Election Day</b> <i>With NDI and IRI Senior Advisors and leadership</i>

Description:					
Airfare	\$8,992.51				
Deployment vehicle rental	\$321.75				
Deployment vehicle rental (fuel)	\$150.00:				
Airtime for cell phone					\$30.00
Observation Vest, Hat, Bag, Clipboard, and Notebook					\$100.00
Miekes Lodging Expenses (7/27 - 8/1) Inclusive of breakfast		\$770.00			
Bagatelle Room, Miekes Menu from La Fontaine Restaurant 7/28				\$38.00	
Alo Alo Dinner 7/31				\$36.63	
Miekes Group Lunch and Tea Breaks 7/28 - 8/1				\$205.00	
	\$9,464.26	\$770.00	\$279.63		\$130.00
	<b>Total Transportation Expenses</b>	<b>Total Lodging Expenses</b>	<b>Total Meal Expenses</b>	<b>Other Expenses</b>	<b>(dollar amount per item and description)</b>