

Original Amendment

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U.S. HOUSE OF REPRESENTATIVES

U.S. House of Representatives
Committee on Ethics

MEMBER / OFFICER POST-TRAVEL DISCLOSURE FORM

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 3, 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: Sheila Jackson Lee
2. a. Name of accompanying relative: N/A *or* None
 b. Relationship to Traveler: Spouse Child Other (specify): N/A
3. a. Dates of departure and return: Departure: 8/9/18 Return: 8/12/18
 b. Dates at personal expense: _____ *or* None
4. Departure city: Houston, TX Destination: Tunica, MS Return city: Houston, TX
5. Sponsor(s) (who paid for the trip): Congressional Black Caucus Political Education and Leadership Institute
6. Describe meetings and events attended (attach additional pages if necessary):
CBC Members participated on panels for policy conference and town hall
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: 10/11/18

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

SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. ***A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return.*** You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

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

1. Sponsor(s) (who paid for the trip): Congressional Black Caucus Institute
2. Travel Destination(s): Tunica, MS
3. Date of Departure: 08/09/18 Date of Return: 08/12/18
4. Name(s) of Traveler(s): Rep. Sheila Jackson Lee
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)
5. **Actual amount** of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)
Traveler	\$25.00	\$514.80	\$185.00	
Accompanying Relative				

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. (Signify statement is true by checking box):

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

Signature: Vanessa Griddine-Jones

Name: Vanessa L. Griddine-Jones Title: Executive Director

Organization: Congressional Black Caucus Institute

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

Address: 413 New Jersey Ave. SE,
Washington, DC 20003

Telephone number: 202-785-3634

Email Address: vgriddine@cbcinstitute.org

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7103.

U.S. House of Representatives
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Sheila Jackson Lee
2. Sponsor(s) (who will be paying for the trip): Congressional Black Caucus Political Education and Leadership Institute
3. Travel destination(s): Tunica, MS
4. a. Date of departure 8/9/18 Date of return: 8/12/18
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: N/A
(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.
All members of the CBC will serve as participants on panels during the policy conference including facilitating and moderating
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: 6/4/18


Signature of Employing Member

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

PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor (who will be paying for the trip): _____
Congressional Black Caucus Political Education and Leadership Institute
2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (*signify that the statement is true by checking box*):
3. *Check only one*: I represent that:
 - a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip *or*
 - b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds *or*.
 - c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.If "c" is checked, list the names of the additional sponsors: _____
4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):
All members of the CBC are invited to serve as facilitators, moderators, and/or special guests during the policy conference and town hall meeting
5. Is travel being offered to an accompanying relative of the House invitee(s)? Yes No
6. Date of departure: 8/9/18 Date of return: 8/12/18
7. a. City of departure: At Member's discretion (we do not pay for Member's travel)
b. Destination(s): Tunica, MS
c. City of return: N/A
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: _____

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box):

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total <i>Transportation</i> Expenses per Participant	Total <i>Lodging</i> Expenses per Participant	Total <i>Meal</i> Expenses per Participant
For each Member, Officer, or employee	25.00	\$350-3 nights	included in reg
For each accompanying relative	25.00		included in reg

	<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	350.00	Registration fee waived
For each accompanying relative	350.00	Registration fee waived

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

19. Check one:

- a. I certify that I am an officer of the organization listed below. *or*
 b. N/A – sponsor is an individual or a U.S. institution of higher education.

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.

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

Signature: Vanessa Griddine-Jones
 Name: Vanessa Griddine - Jones
 Title: Executive Director
 Organization: CBCI
 Address: 413 New Jersey Avenue, SE; Washington, DC 20003
 Telephone number: 202-785-3634
 Email address: vgriddine@cbcinstitute.org

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics
 U.S. House of Representatives
 1015 Longworth House Office Building
 Washington, DC 20515
 (202) 225-7103 (phone)
 (202) 225-7392 (general fax)

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

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

July 30, 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 Sheila Jackson Lee
U.S. House of Representatives
2187 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 Tunica, Mississippi, scheduled for August 9 to 12, 2018, sponsored by the Congressional Black Caucus Political Education and Leadership Institute.

You must complete a Member/Officer Post-Travel Disclosure Form and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. You must also report all travel expenses totaling more than \$390 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

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

Sincerely,

Susan W. Brooks
Chairwoman

Theodore E. Deutch
Ranking Member

SWB/TED:adw

MISSISSIPPI POLICY CONFERENCE

Thursday, August 9 - Saturday, August 11, 2018

Thursday, August 9, 2018

- 10:00 a.m. - 5:00 p.m. **Conference Registration**
Horseshoe Casino & Hotel
- 5:00 p.m. - 7:30 p.m. **USDA Programs Presentation**
2nd Floor Roadhouse Casino & Hotel
- 7:30 p.m. - 10:30 p.m. **Opening Reception – “Welcome to the Mississippi Delta”**
Featuring Rita Brent, as seen on Comedy Central and the Ricky Smiley
Tour and The Keeshea Pratt Band
Bluesville Lounge, Horseshoe Casino & Hotel

Friday, August 10, 2018

- 9:00 a.m. - 5:00 p.m. **Conference Registration**
Horseshoe Casino & Hotel
- 6:30 a.m. **James E. Clyburn Golf Tournament Continental**
Breakfast & Registration
Tunica National Golf Course | 1 Champions Lane | Tunica Resorts, MS
- 7:00 a.m. **Bennie G. Thompson Sporting Clays Challenge Continental**
Breakfast & Registration
The Levee | Tunica Resorts, MS
- 7:30 a.m. **James E. Clyburn Golf Tournament - Shotgun Start**
Tunica National Golf Course
- 8:30 a.m. **Bennie G. Thompson Sporting Clays Challenge**
The Levee
- 8:30 a.m. - 9:30 a.m. **Yoga Experience**
Gold Strike Casino & Hotel, Magnolia Room
- 9:00 a.m. - 10:30 a.m. **SEMINAR #1**
Gold Strike Casino & Hotel, Live Oak Ballroom

DRAFT – event titles, time and location are subject to change.

- 11:00 a.m. - 12:30 p.m. **SEMINAR #2**
Gold Strike Casino & Hotel, Live Oak Ballroom
- 1:00 p.m. - 2:30 p.m. **Policy Luncheon & Presentations with Special Guest Speaker**
2nd Floor Roadhouse Casino & Hotel
- 3:00 p.m. - 4:30 p.m. **SEMINAR #3**
Gold Strike Casino & Hotel, Live Oak Ballroom
- 8:00 p.m. - 12:00 a.m. **Friday night celebration featuring DJ Mark Battle**
Gold Strike Casino & Hotel, Live Oak Ballroom

Saturday, August 11, 2018

- 7:00 a.m. **Bennie G. Thompson Sporting Clays Challenge Continental Breakfast & Registration**
The Levee | Tunica Resorts, MS
- 7:30 a.m. **Recreational Golf**
Tunica National Golf Course | 1 Champions Lane | Tunica Resorts, MS
- 8:30 a.m. **Bennie G. Thompson Sporting Clays Challenge**
The Levee
- 8:30 a.m. - 9:30 a.m. **Zumba Experience**
Gold Strike Casino & Hotel, Magnolia Room
- 9:00 a.m. - 10:30 a.m. **SEMINAR #4**
Gold Strike Casino & Hotel, Live Oak Ballroom
- 11:00 a.m. - 12:30 p.m. **SEMINAR #5**
Gold Strike Casino & Hotel, Live Oak Ballroom
- 1:00 p.m. - 2:30 p.m. **Policy Luncheon - Golf & Shooting Awards & Presentations**
2nd Floor Roadhouse Casino & Hotel

DRAFT – event titles, time and location are subject to change.

3:00 p.m. - 4:30 p.m.

The Congressional Members' Forum: Legislative Issues Impacting Our Communities

Gold Strike Casino & Hotel, Live Oak Ballroom

7:30 p.m.

Closing Reception

Bluesville Lounge, Horseshoe Casino & Hotel

8:30 p.m.

Concert, featuring The Whispers

Bluesville Lounge, Horseshoe Casino & Hotel

DRAFT – event titles, time and location are subject to change.

May 9, 2018

Dear CBC Member:

It's that time of year again! The **2018 Mississippi Policy Conference (TUNICA)**, sponsored by the Congressional Black Caucus Political Education and Leadership Institute (CBCI), is just around the corner. The conference will be held Thursday, August 9th through Sunday, August 12th, 2018, in Tunica, MS.

On behalf of Chairman Thompson and the Board of Directors, we invite you to attend and participate on a policy panel and also the Congressional Members' round table that is held on Saturday afternoon. Tunica has been very successful because of your participation. Once your attendance is confirmed, you will be assigned to a specific seminar(s) based on your committee assignments or expressed area of interest.

In compliance with the House Travel Rules, the Institute is permitted to cover the cost of your lodging and ground transportation during the conference and will do so at your request. You are required to submit the following: Traveler's form, Primary Trip Sponsor Form and agenda to the Committee on Ethics by **July 10, 2018**.

Please have your staff RSVP your attendance to Nakia Kelly at nkelly@cbcinstitute.org or (202) 785-3634 by June 29, 2018. After your attendance is confirmed, we will provide additional registration information. A copy of this letter and a draft agenda will be sent to your chief of staff and scheduler.

We look forward to seeing you in Tunica!

Best regards,



Vanessa Griddine-Jones, LL.M
Executive Director
Congressional Black Caucus Institute