

LEGISLATIVE RESOURCE CENTER
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U.S. HOUSE OF REPRESENTATIVES

U.S. House of Representatives
Committee on Ethics

MEMBER / OFFICER POST-TRAVEL DISCLOSURE FORM

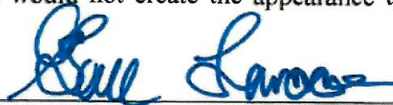
This form is for disclosing the receipt of travel expenses from a private source for travel taken in connection with a Member or officer's official duties. This form does not eliminate the need to report privately-funded travel on the Member or officer's annual Financial Disclosure Statement. In accordance with House Rule 25, clause 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: Gwen Moore
2. a. Name of accompanying relative: _____ or None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates of departure and return: Departure: 11/08/18 Return: 11/11/18
b. Dates at personal expense: _____ or None
4. Departure city: Milwaukee, WI Destination: Seattle, WA Return city: Milwaukee, WI
5. Sponsor(s) (who paid for the trip): Congressional Black Caucus Institute
6. Describe meetings and events attended (attach additional pages if necessary): See attached.
7. Attached to this form are EACH of the following (*signify that each item is attached by checking the corresponding box*):
- a. a completed Sponsor Post-Travel Disclosure Form;
 - b. the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms;
 - c. page 2 of the completed Traveler Form submitted by the Member or officer; *and*
 - d. the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the sponsor's agenda. (*Signify that statement is true by checking box*):
b. If not, explain: _____

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge. I have determined that all of the expenses on the attached Sponsor Post-Travel Disclosure Form were necessary and that the travel was in connection with my duties as a Member or officer of the U.S. House of Representatives and would not create the appearance that I am using public office for private gain.

SIGNATURE OF MEMBER:



DATE: 11/21/18

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): Congressional Black Caucus Institute

2. Travel Destination(s): Seattle, WA

3. Date of Departure: 11/8/18 Date of Return: 11/11/18

4. Name(s) of Traveler(s): Rep. Gwen Moore
(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	\$661.44	\$330.00	
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 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: Gwen Moore
2. Sponsor(s) (who will be paying for the trip): Congressional Black Caucus Institute
3. Travel destination(s): Seattle, Washington
4. a. Date of departure ~~11/07/2018~~ 11/08/18 Date of return: ~~11/12/2018~~ 11/11/18 RGM
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.
See attached.

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): _____
Congressional Black Caucus 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 current members of the Congressional Black Caucus
5. Is travel being offered to an accompanying relative of the House invitee(s)? Yes No
6. Date of departure: 11/07/18 Date of return: 11/12/18
7. a. City of departure: At member's discretion
b. Destination(s): Seattle, WA
c. City of return: At member's discretion
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:

13. Answer parts a and b. Answer part c if necessary.

- a. Mode of travel: Air Rail Bus Car Other (Specify: We only cover roundtrip ground to and from airport _____)
- 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: Loews 1000 City: Seattle Cost per night: 189.00

Reason(s) for selecting: promixity and meeting space

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	25.00	189+ tax and fees	330.00
For each accompanying relative	25.00		330.00

	<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		
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: Vanessa Griddine-Jones
 Name: Vanessa Griddine-Jones
 Title: Executive Director
 Organization: CBCI
 Address: 413 New Jersey Ave., SE Washington, DC 20003
 Telephone number: 202-785-3634
 Email address: vgriddine@cbcinate.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

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

November 2, 2018

The Honorable Gwen Moore
U.S. House of Representatives
2252 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 Seattle, Washington, scheduled for November 8 to 11, 2018, sponsored by Congressional Black Caucus 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

Rep. Moore participated in agenda as listed below:



**21st Century Council | 4th Quarter Meeting
Lowes Hotel 1000 | 1st Avenue | Seattle, WA**

November 8 -11, 2018

Thursday, November 8, 2018

3:00 pm – 8:00 pm	Registration <i>Gathering Area, 2nd Floor</i>
9:00 am – 9:00 pm	Members will arrive in Seattle, WA
6:00 pm – 7:30 pm	Welcome Reception <i>Presidential Suite, Room TBA</i>
8:30 pm – 9:30 pm	CBCI Board of Directors Meeting <i>Blakely Room, 2nd Floor</i>
8:00 pm	Join us in the Hospitality Suite <i>Presidential Suite, Room TBA</i>

Friday, November 9, 2018

8:00 am – 9:30 am	Registration <i>Gathering Area, 2nd Floor</i>
7:30 am – 9:00 am	Open Policy Discussion Breakfast - various topics relevant to meeting <i>Vashon Room, 2nd Floor</i>
9:00 am – 9:30 am	Financial Services Policy Discussion <i>Whidbey Room, 2nd Floor</i>
9:40 am	Meet in the hotel lobby to depart for Amazon
10:00 am – 11:30 am	Amazon Tour and Executive Briefing – Amazon executives will discuss diversity and inclusion initiatives and policy concerns related to data security. <i>410 Terry Ave. N Seattle, WA</i>
11:40 am	Depart for Starbucks
12:00 pm – 1:15 pm	Starbucks Roastery Tour and Executive Briefing – Starbucks executives will discuss diversity and inclusion initiatives, employee trainings and hiring process. <i>1124 Pike Street Seattle, WA</i>
1:30 pm – 2:30 pm	Lunch and Policy Discussion <i>Vashon Room, 2nd floor</i>
3:00 pm – 3:30 pm	Communications and Technology Policy Discussion <i>Whidbey Room, 2nd Floor</i>
3:30 pm – 4:00 pm	Transportation and Infrastructure Policy Discussion <i>Whidbey Room, 2nd Floor</i>
4:00 pm – 4:30 pm	Reducing Recidivism Policy Discussion <i>Whidbey Room, 2nd Floor</i>

5:30 pm	Meet in the hotel lobby to depart for dinner
6:00 pm - 7:00 pm	Reception <i>Palisade Restaurant 2601 W. Marina Place Seattle, WA</i>
7:00 pm – 9:00 pm	Policy Dinner - continued discussion from today's sessions <i>Palisade Restaurant 2601 W. Marina Place Seattle, WA</i>

Saturday, November 10, 2018

7:30 am – 8:30	Open Policy Discussion Breakfast - various topics relevant to meeting <i>Vashon Room, 2nd Floor</i>
8:30 am	Meet in the hotel lobby to depart for Microsoft
9:00 am – 11:30 am	Microsoft Conference Center / Executive Briefing Center – Microsoft executives will discuss diversity and inclusion initiatives and policy concerns related to technology. <i>16070 NE 36th Way (Bldg. 33) Redmond, WA</i>
12:00 pm – 12:30 pm	Healthcare/Pharmaceuticals Policy Discussion <i>Whidbey Room, 2nd Floor</i>
12:45 pm – 2:00 pm	Working Policy Lunch – continuation from morning discussions <i>Vashon Room, 2nd Floor</i>
2:00 pm – 2:30 pm	Energy Policy Discussion <i>Whidbey Room, 2nd Floor</i>
2:30 pm – 3:00 pm	Education and Labor Policy Discussion <i>Whidbey Room, 2nd Floor</i>
3:00 pm 4:00 pm	Work Group Sessions and Executive Committee Meeting <ul style="list-style-type: none"> • Nutrition/Healthcare • Transportation/Infrastructure Financial Services • Education and Labor • Environment/Conservation/Energy • Manufacturing • Technology/Communications <i>Whidbey Room, 2nd Floor</i>
4:00 pm – 5:00 pm	Post- Election Recap and Legislative Priorities for 116th Congress: Members will discuss their individual priorities. <i>Whidbey Room, 2nd Floor</i>
6:00	Meet in the Hotel Lobby to depart for Dinner (<i>optional</i>)
6:30 pm – 9:00 pm	Dinner Cruise on Lake Union hosted by American Waterways

Sunday, November 11, 2018

9:00 am – 11:00 am	Departing Breakfast and Discussion <i>Presidential Suite, Room TBA</i>
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Check out is at 11:00 am

No changes to above schedule occurred

~~AGENDA SUBJECT TO CHANGE**~~**

Policy Sessions
Friday, November 9, 2018 and Saturday, November 10, 2018

Topics may include, but not limited to the follow:

Financial Services

- Alternative credit-scoring models for all forms of consumer and small business credit, including mortgage finance.
- Credit Scoring Reform

Communications and Technology

- Investment in broadband networks, to continue the economic growth that the broadband industry has created
- Policies that foster access to free over-the-air broadcasting and ensure disadvantaged communities have continued access to local programming, news, entertainment, information, emergency alerts and community developments
- Innovation in broadcasting

Transportation and Infrastructure

- Inconsistencies in the treatment of credits earned in the EPA and NHTSA fuel economy programs
- Sustainable funding sources for the Highway Trust Fund
- Flexibility for Transit agencies on how federal monies are spent, including on operating functions such as labor, operations, maintenance, and fuel.

Pharmaceuticals/Healthcare

- Modernizing the Drug Discovery and Development Process
- Promoting Value-Driven Health Care
- Engaging and Empowering Consumers
- Addressing Market Distortions

Energy

- Diversity programs that enhance access to business opportunities for African American and other diverse suppliers
- Programs at HBCUs and minority-serving institutions that provide early introduction and sustained delivery of curricula focused on the STEM disciplines (Science, Technology, Engineering, & Math) in historically underserved communities
- Affordable, abundant and flexible energy supplies by increasing domestic supply and opening international market

Education and Labor

- Restoration of funding to public schools and universities to meet the need of the population and provide an educated workforce for the 21st century.
- Strengthen our nation's child care system by making childcare affordable for working families.
- Raising the minimum wage