



U.S. House of Representatives

# COMMITTEE ON ETHICS

## Member / Officer Post-Travel Disclosure Form

☒ Original ☐ Amendment

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, B-81 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: Congresswoman Barbara Lee
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR** None ☒  
 b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_
3. a. Dates: Departure: 8/8 Return: 8/9  
 b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR** None ☒
4. Departure City: San Francisco Destination: Tunica Return City: El Paso
5. Sponsor(s), Who Paid for the Trip: CBCI (only for ground transportation in Tunica, lodging, & meals)
6. Describe Meetings and Events Attended (attach additional pages if necessary): \_\_\_\_\_  
Meetings and events in Tunica for CBCI related to poicy matters concerned with the Congressional Black Caucus
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** the *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 attached sponsor's agenda.  
**Signify statement is true by checking the box:** ☐  
 b. If not, explain: Rep. Lee left conference early, due to last minute schedule needs. Please note change in  
return date and change in return destination.

**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.

Member / Officer Signature: \_\_\_\_\_

*Barbara Lee*

Date: \_\_\_\_\_

8/23/19





U.S. House of Representatives

# COMMITTEE ON ETHICS

## Sponsor Post-Travel Disclosure Form

☒ Original ☐ Amendment

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 ten 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: 08/08/19 Date of Return: 08/09/19
4. Name(s) of Traveler(s): Rep. Barbara 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 Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	25.00	150.54	included in registration	350.00 waived registration fee
Accompanying Family Member				

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 Date: 08/21/19

Name: Vanessa Griddine-Jones Title: Executive Director

Organization: CBCI

**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: 202-785-3634 Email: 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.





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# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Congresswoman Barbara Lee
2. Sponsor(s) who will be paying for the trip: Congressional Black Caucus Institute (CBCI)
3. City and State **OR** Foreign Country of Travel: \_\_\_\_\_
4. a. Date of Departure: 8/8/19 Date of Return: \_\_\_\_\_  
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No  
If yes, list dates at personal expense: \_\_\_\_\_
5. a. Will you be accompanied by a family member at the sponsor's expense? ☐ Yes ☒ No If yes:  
(1) Name of Accompanying Family Member: \_\_\_\_\_  
(2) Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_  
(3) Accompanying Family Member is at least 18 years of age: ☐ Yes ☐ No
6. a. Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)? ☐ Yes ☒ No  
b. If yes, and you are requesting lodging for two nights, explain why the second night 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.**  
Meetings and panels relate directly to the development of public policy, including health care and technology.
9. **Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, 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.

Signature of Employing Member Barbara Lee

Date 8/8/19





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## 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 website ([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: 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 Members of the CBC are invited to participate in policy sessions as panelists or moderators
5. Is travel being offered to an accompanying family member of the House invitee(s)? ☒ Yes ☐ No
6. Date of Departure: 08/08/19 Date of Return: 08/12/19
7. a. City of departure: At Members' discretion  
b. Destination(s): Memphis, TN; Tunica, MS  
c. City of return: At Members' discretion
8. **Check only one.** I represent that:
  - 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 only 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 you checked this box, explain why the second night of lodging is warranted: \_\_\_\_\_





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10. Attached is a detailed agenda of the activities 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 only one of the following:**
- 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. *Not Applicable.* 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:
- This conference is a program of CBCI. As such, CBC is the organizer of this annual policy conference. All other sponsors receive a tangible benefit for their participation
13. **Answer parts a and b. Answer part c if necessary:**
- a. Mode of travel: Air ☐ Rail ☐ Bus ☐ Car ☐ Other ☒ (specify: RT Ground Airport Transport Only)
- 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. **Check only one.** I represent that either:
- 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 the 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: Horseshoe Hotel City: Tunica, MS Cost Per Night: \$117 + taxes
- Reason(s) for Selecting: cost, location, meeting space
- Hotel Name: Gold Strike Hotel City: Tunica, MS Cost Per Night: \$109 + taxes
- Reason(s) for Selecting: cost, location, meeting space
- 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:* ☒





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# COMMITTEE ON ETHICS

18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
<input checked="" type="checkbox"/> Good Faith Estimates			
For each Member, Officer, or Employee	25.00	\$350-3 nights	included in registration
For each Accompanying Family Member	25.00		included in registration

	Other 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 Family Member	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 only one:**

a. I certify that I am an officer of the organization listed below: ☒ **OR**

b. *Not Applicable.* Trip 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

Date: 6/4/19

Name: Vanessa Griddine-Jones

Title: Executive Director

Organization: CBCI

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

Telephone: 202-785-3634

Email: 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, D.C. 20515

Phone: 202-225-7103 General Fax: 202-225-7392

Theodore E. Deutch, Florida  
*Chairman*  
Kenny Marchant, Texas  
*Ranking Member*

Grace Meng, New York  
Susan Wild, Pennsylvania  
Dean Phillips, Minnesota  
Anthony Brown, Maryland

John Ratcliffe, Texas  
George Holding, North Carolina  
Jackie Walorski, Indiana  
Michael Guest, Mississippi



ONE HUNDRED SIXTEENTH CONGRESS

## U.S. House of Representatives

### COMMITTEE ON ETHICS

Thomas A. Rust  
*Staff Director and Chief Counsel*

David W. Arrojo  
*Counsel to the Chairman*

Christopher A. Doneso  
*Counsel to the Ranking Member*

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

August 6, 2019

The Honorable Barbara Lee  
U.S. House of Representatives  
2470 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 8 to 11, 2019, sponsored by the 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,

Theodore E. Deutch  
Chairman

Kenny Marchant  
Ranking Member

TED/KM:mso



June 5, 2019

Dear CBC Member:

The **2019 Mississippi Policy Conference (TUNICA)**, sponsored by the Congressional Black Caucus Political Education and Leadership Institute (CBCI), will be held Thursday, August 8<sup>th</sup> through Sunday, August 11<sup>th</sup>, 2019, 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 the Congressional Members' round table that is held on Saturday afternoon. 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 attached: Primary Trip Sponsor Form and conference agenda to the Committee on Ethics by July 8, 2019.**

Please have your staff RSVP your attendance to Nakia Kelly at [nkelly@cbcinstitute.org](mailto:nkelly@cbcinstitute.org) or 202.785.3634 by July 1, 2019. After your attendance is confirmed, we will provide additional registration information.

Thank you and we look forward to seeing you in Tunica!

Best regards,

*Vanessa L. Griddine*

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



# **MISSISSIPPI POLICY CONFERENCE**

**Thursday, August 8 - Sunday, August 11, 2019**

## **Thursday, August 8, 2019**

- 2:00 a.m. - 7:00 p.m.**      **Conference Registration**  
*Roadhouse Casino and Hotel*
- 4:30 p.m.**      **Boarding**
- 5:00 p.m. - 6:30 p.m.**      **Riverboat Cruise**  
*Tunica, Mississippi Riverpark*
- 8:00 p.m. - 10:30 p.m.**      **Opening Reception – "Welcome to the Mississippi Delta"**  
*Bluesville Lounge, Horseshoe*  
*(Doors will open at 7:00 p.m.; Buffet will close at 9:30 p.m.)*
- 10:30 p.m. – 1:00 a.m.**      **Cigar Lounge**  
*Founders Room, Horseshoe*

## **Friday, August 9, 2019**

- 9:00 a.m. - 5:00 p.m.**      **Conference Registration**  
*Roadhouse Casino and Hotel*  
*(Registration will close at 12:45pm and reopen after lunch)*
- 6:00 a.m. – 9:00 a.m.**      **Shuttles will loop from hotels to Tunica National and the Levee**
- 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 | Tunica Resorts, MS*

- 9:00 a.m. - 10:30 a.m.**      **SEMINAR #1 – TBA**  
*Live Oak Ballroom, Gold Strike*
- 11:00 a.m. - 12:30 p.m.**      **SEMINAR #2 – TBA**  
*Live Oak Ballroom, Gold Strike*
- 1:00 p.m. - 2:30 p.m.**      **Policy Luncheon & Presentations with Special Guest Speaker**  
*2<sup>nd</sup> Floor, Roadhouse*
- 3:00 p.m. - 4:30 p.m.**      **SEMINAR #3 – TBA**  
*Live Oak Ballroom, Gold Strike*
- 8:00 p.m. - 12:00 a.m.**      **Friday night celebration featuring TBA**  
*Live Oak Ballroom, Gold Strike*

**Saturday, August 10, 2019**

- 6:00 a.m. – 9:00 a.m.**      Shuttles will loop from hotels to Tunica National and the Levee
- 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 | Tunica Resorts, MS*
- 9:00 a.m. - 10:30 a.m.**      **SEMINAR #4 - TBA**  
*Live Oak Ballroom, Gold Strike*
- 11:00 a.m. - 12:30 p.m.**      **SEMINAR #5 – TBA**  
*Live Oak Ballroom, Gold Strike*
- 1:00 p.m. - 2:30 p.m.**      **Policy Luncheon - Golf & Shooting Awards & Presentations**  
*2<sup>nd</sup> Floor, Roadhouse*
- 3:00 p.m. - 4:30 p.m.**      **The Congressional Members' Forum: Legislative Issues Impacting Our Communities**  
*2<sup>nd</sup> Floor, Roadhouse*



**6:00 p.m.**

**Closing Reception**

*Founders Room, Horseshoe*

*(Doors will open at 6:00 p.m.; Buffet will close at 8:00 p.m.)*

**8:00 p.m.**

**Concert, featuring Cameo**

*Bluesville Lounge, Horseshoe*

**Event titles, time and location are subject to change.**