



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: G. K. Butterfield
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR** None ☒  
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_
3. a. Dates: Departure: Sunday, December 1, 2019 Return: Monday, December 2, 2019  
b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR** None ☐
4. Departure City: Washington, DC Destination: New York, NY Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: United Nations Foundation
6. Describe Meetings and Events Attended (attach additional pages if necessary): U.S. priorities were discussed in meetings as they relate to issues around human trafficking and modern day slavery. Members were briefed on the humanitarian and political crisis in Africa as well as the UN's advances in the fight against HIV/AIDS. Visited the Ark of Return to pay respects to the victims of transatlantic slave trade and took a tour of the UN Headquarters.
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: \_\_\_\_\_

**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: \_\_\_\_\_

Date: 12/17/2019



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: United Nations Foundation

2. Travel Destination(s): New York, NY

3. Date of Departure: Sunday, December 1, 2019 Date of Return: Monday, December 2, 2019

4. Name(s) of Traveler(s): G.K. Butterfield


*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	\$1,151.49	\$249.00	\$114.00	
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:  Date: 12/11/2019

Name: Peter Yeo Title: Senior Vice President

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, D.C. 20006

Telephone: (646) 559-6980 - Ask for Troy Wolfe Email: 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: G. K. Butterfield
2. Sponsor(s) who will be paying for the trip: United Nations Foundation
3. City and State OR Foreign Country of Travel: New York, NY
4. a. Date of Departure: 12/01/2019 Date of Return: 12/02/2019  
b. Will you be extending the trip at your personal expense? ☒ Yes ☒ No GKB  
If yes, list dates at personal expense: 11/31/2019
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.  
The trip is important in establishing important U.S. -UN relationships. Further, the trip will include briefings on global health which is integral to work on the E&C Health Subcommittee.
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

Date 11/1/19



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 website (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 invitee list.
5. Is travel being offered to an accompanying family member of the House invitee(s)? ☐ Yes ☒ No
6. Date of Departure: Sunday, December 1, 2019 Date of Return: Monday, December 2, 2019
7. a. City of departure: Washington, D.C. or Home district  
b. Destination(s): New York, N.Y.  
c. City of return: Washington, D.C.
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: \_\_\_\_\_



U.S. House of Representatives

# COMMITTEE ON ETHICS

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:
- 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 congresspeople to visit the UN and take part in meetings with UN officials to learn about the UN's ongoing efforts against HIV/AIDS and commemorate the Int'l Day for the Abolition of Slavery.
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. **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): \$57.00/day
- 2) Provide the reason for selecting the location of the event or trip: \_\_\_\_\_
- This trip will bring participants to the UN Headquarters which is located in New York, NY.
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Westin New York Grand Central City: New York Cost Per Night: \$249.00
- 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:* ☒



U.S. House of Representatives

# 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	\$800.00 Round-trip train/air fare and transportation to and from NY terminals	\$249.00	\$114.00
For each Accompanying Family Member			

	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	\$20.00	Fee for UN Guided tour and Lecture Briefing
For each Accompanying Family Member		

**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:  Date: 10/29/2019

Name: Peter Yeo

Title: Senior Vice President

Organization: United Nations Foundation

Address: 1750 Pennsylvania Ave, NW, Suite 300, Washington D.C. 20006

Telephone: (646) 559-6980 ask for Troy Wolfe

Email: 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, 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. Donesa  
*Counsel to the Ranking Member*

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

November 20, 2019

The Honorable G. K. Butterfield  
U.S. House of Representatives  
2080 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 New York, New York, scheduled for December 1 to 2, 2019, sponsored by United Nations Foundation.

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:jeb

# UNITED NATIONS FOUNDATION

## AGENDA FOR: United Nations Foundation's Congressional Delegation Learning Trip to UN Headquarters December 1- 2, 2019

### Sunday, December 1, 2019

- 3:00 PM – 6:45 PM **Arrive and Check in at Westin Grand Central Hotel and Prepare for Dinner**  
212 E 42nd St, New York, NY 10017
- 6:45 PM – 7:00 PM **Transfer to The Capital Grille Restaurant for Dinner**  
155 E 42nd St, New York, NY 10017
- 7:00 PM – 9:00 PM **Working Dinner with Delegation Participants, Mr. Matthew Reynolds, UNHCR and members of UNA-USA and BCUN**  
The Capital Grille Restaurant, 155 E 42nd St, New York, NY 10017

*Dinner run of show: Delegation arrives and gets ready for dinner (15 mins) Welcome to the delegation (5mins) Presentation of guest speaker (5 mins) Guest speakers remark (15 mins during appetizer round) Q&A with guest speaker (45 mins over dinner) Learning trip program overview and housekeeping (20 mins) Close of dinner and delegation departure (15 mins)*

### Monday, December 2, 2019

- 7:30 AM – 7:45 AM **Hotel check-out. Please leave your luggage with the porter and meet in the lobby for departure to the Ford Foundation Center for Social Justice**  
Westin Grand Central Hotel - 212 E 42nd St, New York, NY 10017
- 7:45 AM – 8:00 AM **Transfer to the Ford Foundation Center for Social Justice**
- 8:00 AM – 9:15 AM **Working Breakfast and briefing by Ms. Ms. Courtney Nemroff, Minister Counsellor to the United States Mission to the United Nations and Mr. Djimon Hounsou, actor and activist. Welcome by Mr. Darren Walker, President, Ford Foundation**  
Nelson Mandela Room, Ford Foundation Center for Social Justice, 320 E. 43<sup>rd</sup> Street, New York, NY 10017

*Briefing Focus: Discuss U.S. priorities at the UN and working with the international community to advance American interests. Discuss programs and efforts in place to combat human trafficking and modern-day slavery, especially those related to protecting and rehabilitating children.*

*Breakfast run of show: Delegation arrives and selects breakfast (10 mins – over breakfast) Opening remarks by Ms. Nemroff (15 mins – over breakfast) Conversation and Q&A with speakers (30 mins- over breakfast) Breakfast closing and group photo (5 mins)*

- 9:15 AM – 9:30 AM **Transfer to the United Nations Headquarters**
- 9:30 AM – 10:00 AM **Visit 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: Pay respects to the victims of transatlantic slave trade and briefly discuss the role and contributions of the U.S. to the memorial.*

# UNITED NATIONS FOUNDATION

- 10:00 AM – 10:15 AM **Transfer to Private Dining Room**
- 10:15 AM – 10:45 AM **Briefing with Ms. Hannan Sulieman, Deputy Executive Director, and Dr. Chewe Luo, Associate Director, Programme Division, and Chief of the HIV/AIDS Section, UNICEF**  
*Location: United Nations HQ, Private Dining Rooms 1-3*  
  
*Briefing focus: To discuss the work of UNICEF, including UNICEF's programs in sub-Saharan Africa.*
- 10:45 AM – 11:15 AM **Briefing by Ms. Bience Gawanas, Under-Secretary-General and Special Adviser on Africa to the United Nations Secretary-General**  
*Location: United Nations HQ, Private Dining Rooms 1-3*  
  
*Briefing Focus: Discuss the ongoing humanitarian and political crisis in Africa, their impact in the overall humanitarian situation, and efforts to provide relief amid challenges.*
- 11:15 AM – 11:30 AM **Transfer to the Secretariat Building, UNHQ**
- 11:30 AM – 12:15 PM **Meeting with Ms. Rosemary DiCarlo, Under-Secretary-General for Political and Peacebuilding Affairs**  
*Location: UNHQ S-3516*  
  
*Briefing focus: Discuss ongoing missions in Africa, their progress and impact in local populations.*
- 12:15 PM – 12:20 PM **Transfer to UN Guided Tour**
- 12:20 PM – 12:50 PM **United Nations Guided Tour and Briefing**  
*United Nations HQ*  
  
*Briefing Focus: UN expert-led tour including in-depth daily briefing, historic overview, and chamber-specific briefings on the UN Security Council, UN General Assembly, Economic and Social Council, and Trusteeship Council.*
- 12:50 PM – 1:00 PM **Transfer to Private Dining Rooms 1-3**
- 1:00 PM – 2:00 PM **Working Lunch and briefing with Mr. Ninan Varughese, Director of UNAIDS, members of the Business Council for the United Nations, and Mr. Djimon Hounsou, actor and activist.**  
*Location: United Nations HQ, Private Dining Rooms 1-3*  
  
*Briefing focus: Discuss the UN's advances in the fight against HIV/AIDS and the role of the U.S. private sector in advancing global health in both Africa and with African American communities in the US.*  
  
*Lunch run of show: Introduction of session and welcoming of lunch guests (5 mins – over salad) Remarks by Mr. Ninan Varughese (15 mins – over salad) Remarks by members of the Business Council (10 mins – over entrée) Q&A and conversation with lunch guests (25 mins – over entrée and dessert) Lunch close and delegation picture (5 mins)*
- 2:00 PM – 2:45 PM **Briefing by Mr. Dereje Wordofa - Deputy Executive Director (Programme), UNFPA**  
*Location: United Nations HQ, Private Dining Rooms 1-3*  
  
*Briefing focus: Discuss UNFPA's programs addressing HIV/AIDS and the challenges presented for the organization implementing programs in humanitarian crisis.*

# UNITED NATIONS FOUNDATION

- |                   |  |
|-------------------|--|
| 2:45 PM – 3:00 PM | <b>Transfer to the Secretariat Building, UNHQ</b>  |
| 3:00 PM – 3:30 PM | <b>Briefing by H.E. Mr. Tijjani Muhammad-Bande, President of the General Assembly</b><br><i>Location: UNHQ – S1524</i><br><br><i>Briefing focus: To discuss the efforts of the UN to advance peace and security, sustainable development, and humanitarian relief in Africa.</i> |
| 3:30 PM – 5:00 PM | <b>Depart United Nations Headquarters and transit to New York Penn Station</b>   |
| 5:00 PM – 7:56 PM | <b>Depart NYC via Amtrak Acela #2167</b>   |