



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, by email at gifttravelreports@mail.house.gov, 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: Tracey Mann
2. a. Name of Accompanying Relative: _____ **OR** None ☐
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: 8-17-22 Return: 8-20-22
b. Dates at Personal Expense, if any: _____ **OR** None ☐
4. Departure City: Wichita Destination: Guatemala City Return City: Wichita
5. Sponsor(s), Who Paid for the Trip: Guatemala Prospera
6. Describe Meetings and Events Attended (attach additional pages if necessary):
I was invited to a speaker at the National Prayer Breakfast in Guatemala City. The purpose is to strengthen the bonds between nations and learn more about the migration that is leading to the crisis at the southern border.
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 *Additional Sponsor Form(s)*;
 - 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: _____

Tracey Mann

Date: 12/14/2022



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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) 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:
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):

REPRESENTATIVE TRACEY MANN

5. Yes ☐ No ☒ Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: 08/17/2022 Date of return: 21/08/2022
7. a. City of departure: WICHITA, KANSAS
b. Destination(s): GUATEMALA CITY, GUATEMALA
c. City of return: WICHITA, KANSAS
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; **OR**
 - b. ☐ I checked 8(c) above but am not offering any lodging; **OR**
 - 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:
- REPRESENTATIVE MANN IS INVITED AS A SPEAKER AT THE NATIONAL PRAYER BREAKFAST IN GUATEMALA CITY AND TO STAY FOR A FELLOWSHIP RETREAT IN ANTIGUA GUATEMALA. ALL THIS, WITH THE PURPOSE OF STRENGTHENING THE BONDS BETWEEN BOTH NATIONS.**
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 the 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: THE WESTIN CAMINO REAL City: GUATEMALA CITY Cost Per Night: 152.5
- Reason(s) for Selecting: THIS IS THE HOTEL WHERE THE NATIONAL PRAYER BREAKFAST WILL BE HELD
- Hotel Name: CASA SANTO DOMINGO City: ANTIGUA GUATEMALA Cost Per Night: 262.80
- Reason(s) for Selecting: THIS IS THE HOTEL WHERE THE FELLOWSHIP RETREAT WILL BE HELD
- 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 the box.*



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18. Total Expenses for each Participant:

☐ Actual Amounts ☒ Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$600.00	\$678.10	\$400.00
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		
For each Accompanying Family Member		

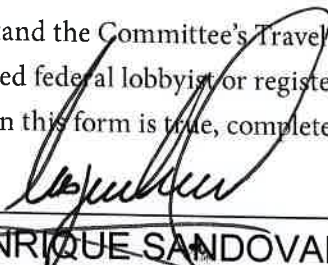
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

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 by my signature that

- a. I read and understand the Committee's Travel Regulations;
b. I am not a registered federal lobbyist or registered foreign agent; and
c. The information on this form is true, complete, and correct to the best of my knowledge.

Signature:  Date: 07/06/2022
Name: CARLOS ENRIQUE SANDOVAL Title: PRESIDENT
Organization: GUATEMALA PROSPERA
Address: BOULEVARD RAFAEL LANDIVAR 10-05 ZONA 16, CENTRO COMERCIAL PASEO CAYALÁ EDIFICIO J-4 OFICINA 202
Email: paola@guatemalaprospira.org Telephone: 249-3778

INSTRUCTIONS

Complete the *Primary Trip Sponsor Form* and submit the agenda, invitation list, any attachments, and any *Additional Trip Sponsor Forms* directly to the Travelers.

Written approval from the Committee on Ethics is required before traveling on this trip. The Committee on Ethics will notify the House invitees directly and will not notify the trip sponsors.

Willful or knowing misrepresentation on this form may be subject to criminal prosecution under 18 U.S.C. § 1001. Signatures must comply with section 104(bb) of the Travel Regulations.

For questions, please contact the Committee on Ethics at:

1015 Longworth House Office Building
Washington, D.C. 20515

ethicscommittee@mail.house.gov | 202-225-7103
More information and forms available at ethics.house.gov



National Prayer Breakfast and Fellowship Schedule

August 17-20, 2022

WEDNESDAY, AUGUST 17

2:55 PM		Arrival of international guests, La Aurora International Airport
3:30 PM	4:00 PM	Transportation to Chamber of Industry
4:00 PM	5:30 PM	Meeting with Directors of the Chamber of Industry
4:30 PM	5:30 PM	Transportation to The Westin Camino Real Hotel
5:30 PM	6:30 PM	Check in at The Westin Camino Real Hotel
7:00 PM	8:30 PM	Dinner with business leaders at The Westin Camino Real Hotel

THURSDAY, AUGUST 18

7:00 AM	7:45 AM	Breakfast for special guests at La Ronda Hall, The Westin Camino Real Hotel
8:00 AM	9:45 AM	National Prayer Breakfast at the Conventions Center, The Westin Camino Real Hotel
9:45 AM	10:30 AM	Private meeting with the President of the Republic of Guatemala
10:30 AM	11:00 AM	Transportation to Cementos Progreso's plant.
11:00 AM	2:30 PM	Cementos Progreso's plant visit / Lunch. The purpose of this visit is to witness how their investment in the country's economic development is transcendental. The firm has 75% of participation in the cement market in Guatemala because of the three million tons that come out of their ovens each year.
2:30 PM	3:30 PM	Transportation to Antigua Guatemala
3:30 PM	4:30 PM	Check in at Casa Santo Domingo Hotel
4:30 PM	5:00 PM	Free time
5:00 PM	6:00 PM	Meeting with the board of directors of Guatemala Prospera.
6:30 PM	8:00 PM	Dinner with business leaders and other attendees to the retreat.



FRIDAY, AUGUST 19

7:00 AM	8:00 AM	Breakfast, Casa Santo Domingo
8:00 AM	10:00 AM	Collective meeting at Casa Santo Domingo Hotel, where a message on values applied to their professional lives will be imparted. Participants: Rep. Tracey Mann, Board of Directors of Guatemala Prospera, and other international guests.
10:00 AM	12:30 PM	Group meetings.
12:30 PM	4:00 PM	Lunch and group meetings
4:00 PM	4:30 PM	Ground transportation back to Casa Santo Domingo Hotel.
5:00 PM	6:00 PM	Collective meeting at Casa Santo Domingo Hotel Hotel where a message on values applied to their professional lives will be imparted. Participants: Rep. Tracey Mann, Board of Directors of Guatemala Prospera, and other international guests. Topic: The impact of ethics on your professional and personal life.
6:00 PM	8:00 PM	Group meetings.
8:00 PM	9:30 PM	Dinner in Antigua Guatemala with the Directors of Proyecto Michatoya who will explain the impact of the project on the country's economy and how this could help avoid illegal migration.

SATURDAY, AUGUST 20

7:00 AM	8:00 AM	Breakfast, Casa Santo Domingo
8:00 AM	10:00 AM	Farewell group meeting at Casa Santo Domingo Hotel where a message on values applied to their professional lives will be imparted. Participants: Rep. Tracey Mann, Board of Directors of Guatemala Prospera, and other international guests.
10:00 AM	11:30 AM	Transportation to Guatemala City Flight Back to the United States.



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COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Tracey Mann
2. Sponsor(s) who will be paying or providing in-kind support for the trip:
Guatemala Prospera
3. City and State **OR** Foreign Country of Travel : Guatemala
4. a. Date of Departure: 8-17-22 Date of Return: 8-20-22
b. Yes ☐ No ☒ Will you be extending the trip at your personal expense?
If yes, list dates at personal expense: _____
5. a. Yes ☐ No ☒ Will you be accompanied by a family member at the sponsor's expense? **If yes:**
(1) Name of Accompanying Family Member: _____
(2) Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
(3) Yes ☐ No ☐ Accompanying Family Member is at least 18 years of age:
6. a. Yes ☐ No ☒ 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)?
b. **If yes, and you are requesting lodging for two nights, explain why the second night is warranted:**
7. Yes ☒ No ☐ *Primary Trip Sponsor Form* is attached, including agenda, invitee list, and any other attachments and Additional Sponsor Forms.

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.
I was invited to be a speaker at the National Prayer Breakfast in Guatemala City. The purpose is to strengthen the bonds between nations and learn more about the migration that is leading to the crisis at the southern border.
9. **Yes ☐ No ☒ Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip?**
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 Tracey Mann

Date 7/29/2022

Theodore E. Deutch, Florida
Chairman

Jackie Walorski, Indiana
Ranking Member

Susan Wild, Pennsylvania
Dean Phillips, Minnesota
Veronica Escobar, Texas
Mondaire Jones, New York

Michael Guest, Mississippi
Dave Joyce, Ohio
John H. Rutherford, Florida
Kelly Armstrong, North Dakota



ONE HUNDRED SEVENTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

David W. Arrojo
Counsel to the Chairman

Kelle A. Strickland
Counsel to the Ranking Member

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

August 2, 2022

The Honorable Tracey Mann
U.S. House of Representatives
522 Cannon 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 Guatemala,¹ scheduled for August 17 to 20, 2022, sponsored by Guatemala Prospera.

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 \$415 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 \$415] 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 and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

¹ Please be aware that the Committee's review of the proposed trip does not extend to either the security situation in the destination country or security related to foreign travel in general. We recommend you contact the Office of House Security (OHS) for a safety and security briefing prior to your departure. OHS may be reached at (202) 226-2044 or ohsstaff@mail.house.gov. House travelers should also register for the U.S. State Department's Smart Traveler Enrollment Program at <https://step.state.gov>.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Theodore E. Deutch".

Theodore E. Deutch
Chairman

A handwritten signature in blue ink, appearing to read "Jackie Walorski".

Jackie Walorski
Ranking Member

TED/JW:tn