



U.S. House of Representatives

COMMITTEE ON ETHICS

MEMBER/OFFICER POST-TRAVEL DISCLOSURE FORM Original Amendment

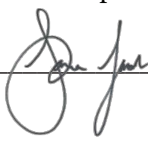
This form is for disclosing the receipt of travel expenses from a private source for travel taken in connection with a Member or officer's official duties. This form does not eliminate the need to report privately-funded travel on the Member or officer's annual *Financial Disclosure Statement*. In accordance 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: _____
2. a. Name of Accompanying Relative: _____ **OR** None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: _____ Return: _____
 b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: _____ Destination: _____ Return City: _____
5. Sponsor(s), Who Paid for the Trip: _____
6. Describe Meetings and Events Attended (attach additional pages if necessary):

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:  _____

Date: _____



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.

- Sponsor(s) who paid for the trip: United Nations Foundation
- Travel Destination(s): New York, New York
- Date of Departure: March 26, 2023 Date of Return: March 27, 2023
- Name(s) of Traveler(s): Sara Jacobs

Note: You may list more than one traveler on a form only if *all* information is *identical* for each person listed.

- 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	\$525.90	\$189.00	\$192.87	
Accompanying Family Member				

- 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: April 4, 2023

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, DC 20006

Email: pyeo@unfoundation.org Telephone: 202-887-9040

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: _____
2. Sponsor(s) who will be paying for the trip: _____

3. Travel Destination(s): _____
4. a. Date of Departure: _____ 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.**

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 _____



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
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.
5. Yes No Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: March 26, 2023 Date of return: March 27, 2023
7. a. City of departure: Washington, DC
b. Destination(s): New York, New York
c. City of return: Washington, DC
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:



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:
Please see attached.
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):
\$48
- 2) Provide the reason for selecting the location of the event or trip:
Please see attached.
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Westin Grand Central City: New York Cost Per Night: \$258
Reason(s) for Selecting: Favorable cost and location.
- 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 the box.*



U.S. House of Representatives

COMMITTEE ON ETHICS

18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts <input checked="" type="checkbox"/> Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$650	\$258	\$96
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		

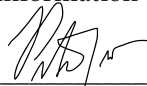
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

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: Feb. 17, 2023

Name: Peter Yeo Title: Senior Vice President

Organization: United Nations Foundation

Address: 1750 Pennsylvania Ave NW Suite 300 Washington, DC 20003

Email: pyeo@unfoundation Telephone: 202-887-9040

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

Michael Guest, Mississippi
Chairman
Susan Wild, Pennsylvania
Ranking Member

David P. Joyce, Ohio
John H. Rutherford, Florida
Andrew R. Garbarino, New York
Michelle Fischbach, Minnesota

Veronica Escobar, Texas
Mark DeSaulnier, California
Deborah K. Ross, North Carolina
Glenn F. Ivey, Maryland



ONE HUNDRED EIGHTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

Kelle A. Strickland
Counsel to the Chairman

David Arrojo
Counsel to the Ranking Member

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

March 20, 2023

The Honorable Sara Jacobs
U.S. House of Representatives
1314 Longworth 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 March 26 to 27, 2023, 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 \$480 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,

Michael Guest
Chairman

Susan Wild
Ranking Member

MG/SW:rp



UNF Congressional Learning Trip to United Nations Headquarters

-- FOR REP. JACOBS --

March 26-27, 2023

Sunday, March 26

3:00pm – 5:52pm Amtrak Acela #2256 to Moynihan Train Hall at Penn Station (NYP)

Location: Washington Union Station

5:52pm – 6:30pm Transit via hired shuttle to Westin New York Grand Central

Pick up: 31st Street

6:30pm – 6:35pm Check-in at hotel

6:35pm – 7:20pm Executive Time

7:20pm – 7:30pm Transit to Capital Grille

7:30pm – 9:00pm **Working Dinner with Amb. Chris Lu, U.S. Ambassador to the United Nations for Management and Reform; Cherith Norman Chalet, Assistant Secretary-General for General Assembly and Conference Management; and Raffi Gregorian, Director and Deputy to the Under-Secretary-General, UN Office of Counter-Terrorism**

The delegation will have a working dinner with high-level Americans to discuss U.S. perspectives on working at and with the UN.

Location: Capital Grille, 155 E 42nd Street, New York, NY 10017

9:00pm – 9:35pm Transit to hotel

Overnight Westin New York Grand Central
212 E. 42nd St, New York, NY 10017

Monday, March 27

8:00am – 8:10am Meet in the hotel lobby. Please leave your bags with the porter.

8:10am – 8:15am Transfer to Residence of the U.S. Ambassador to the United Nations

8:15am – 9:15am **Working Breakfast with Amb. Linda Thomas-Greenfield, Representative of the United States of America to the United Nations**

The delegation will have a working breakfast with Amb. Linda Thomas-Greenfield to discuss U.S. priorities across the UN System.

Location: Residence of the U.S. Ambassador to United Nations, One UN Plaza, New York, NY 10017

9:15am – 10:00am Transfer to UN Secretariat Building, S-2726 (27th floor)

10:00am – 10:45am **Meeting with Martin Griffiths, Under-Secretary-General for Humanitarian Affairs and Emergency Relief Coordinator**

The delegation will meet with Martin Griffiths, Under-Secretary-General for Humanitarian Affairs to discuss how the UN Office for the Coordination of Humanitarian Affairs (OCHA) is coordinating the effective delivery of humanitarian assistance across multiple protracted and emerging crises, including the UN's response to the recent earthquake in Turkey and northern Syria.

Location: UN Secretariat Building, S-2726

10:45am – 11:00am Break/Transfer to UN Secretariat Building, S-35MM2

11:00am – 11:45am **Meeting with Rosemary DiCarlo, Under-Secretary-General for Political and Peacebuilding Affairs**

The delegation will meet with Rosemary DiCarlo, Under-Secretary-General for Political and Peacebuilding Affairs to discuss how DPPA monitors and assesses global political developments and provides support to the Secretary-General, Special Envoys, and UN political missions deployed around the world to help defuse crises and promote lasting solutions to conflict.

Location: UN Secretariat Building, S-35MM2

11:45am – 12:00pm Transfer to Delegates Dining Room, West Terrace

12:00pm – 12:50pm **Working Lunch with Hannan Sulieman, UNICEF Deputy Executive Director**

The delegation will meet with Hannan Sulieman, UNICEF Deputy Executive Director to discuss how UNICEF is working to meet the humanitarian and protection needs of children and their families, as well as further areas of U.S. engagement, concern, and support.

Location: UN Headquarters, Delegates Dining Room

12:50pm – 1:00pm Transfer to UN Secretariat Building, 38th Floor

1:00pm – 1:20pm **Meeting with H.E. António Guterres, Secretary-General of the United Nations**

The delegation will meet with the Secretary-General to discuss latest developments regarding the Initiative on the Safe Transportation of Grain and Foodstuffs from Ukrainian Ports (Black Sea Grain Initiative), as well as further areas of U.S. engagement, concern, and support.

Location: United Nations Secretariat Building, 38th Floor

1:20pm – 2:05pm Transit via hired car to LaGuardia Airport (LGA)

2:05pm Arrive LGA

3:30pm Depart LGA on Delta 5647

4:59pm Arrive Reagan Washington National Airport (DCA)

UNF Learning Trip to UN Headquarters (March 26-27, 2023)
Answers to Primary Trip Sponsor Form Questions 4 and 12

4. Names and titles of all House invitees and explanation of why the individual was invited:

The following members of Congress have been invited to participate in this learning trip to UN Headquarters in New York because they serve on committees, subcommittees, or have interests related to U.S. foreign policy, U.S.-UN relations, humanitarian assistance, human rights, international organizations, and/or related issues. In the case of House staff that have been invited, it is because the individuals work on one or more of the above listed issues.

Rep. French Hill
Rep. Sara Jacobs
Rep. Juan Ciscomani
Rep. Tom Kean Jr
Rep. Michael Lawler
Rep. Zach Nunn
Rep. Jen Kiggans
Rep. Sydney Kamlager-Dove
Rep. Jonathan Jackson
Rep. Jared Moskowitz
Rep. Delia Ramirez
Rep. Gabe Vasquez
Rep. Valerie Foushee
Rep. Don Davis
Rep. Greg Casar
Rep. Shri Thanedar
Rep. Yadira Caraveo
Rep. Robert Menendez Jr.
Rep. Jill Tokuda
Rep. John James
Rep. Rich McCormick
Rep. Nathaniel Moran
Rep. Kevin Mullin
Rep. Robert Garcia
Rep. Brittany Pettersen
Rep. Maxwell Frost
Rep. Nikki Budzinski
Rep. Eric Sorensen
Rep. Morgan McGarvey
Rep. Glenn Ivey
Rep. Hillary Scholten
Rep. Dan Goldman
Rep. Wiley Nickel
Rep. Jeff Jackson
Rep. Greg Landsman

Rep. Emilia Sykes
Rep. Val Hoyle
Rep. Andrea Salinas
Rep. Summer Lee
Rep. Seth Magaziner
Rep. Jasmine Crockett
Rep. Marie Gluesenkamp Perez
Rep. Chris Deluzio
Del. Aumua Amata Coleman Radewagen
Dylan Frost, Legislative Director, Rep. French Hill
Sophie Jones, Democratic Staff Director, House Foreign Affairs Subcommittee on Africa

12. Description of the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:

The UN Foundation (UNF) works to educate all Americans, including the U.S. Congress, on the importance of a strong U.S.-UN relationship. Over the course of this trip, the delegation will meet with several high-level UN and U.S. officials, offering policymakers an opportunity to learn more about the UN's work promoting sustainable peace, delivering lifesaving humanitarian assistance, combatting human trafficking, and more. UNF is the primary sponsor of this trip and is organizing all aspects of the program and logistics. UNF handles all outreach to congressional offices and is the contact for planning purposes.