

# COMMITTEE ON ETHICS

## MEMBER/OFFICER POST-TRAVEL DISCLOSURE FORM Original Amendment

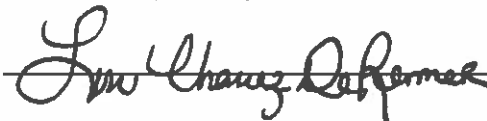
This form is for disclosing the receipt of travel expenses from a private source for travel taken in connection with a Member or officer's official duties. This form does not eliminate the need to report privately-funded travel on the Member or officer's annual *Financial Disclosure Statement*. In accordance 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](mailto: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: Lori Chavez-DeRemer
2. a. Name of Accompanying Relative: Shawn DeRemer OR  None  
b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: March 22, 2024 Return: March 28, 2024  
b. Dates at Personal Expense, if any: \_\_\_\_\_ OR  None
4. Departure City: Washington, DC Destination: Florence & Rome, Italy Return City: Portland, Oregon
5. Sponsor(s), Who Paid for the Trip: Republican Main Street Partnership
6. Describe Meetings and Events Attended (attach additional pages if necessary): \_\_\_\_\_  
Met with professors to discuss preservation of sites and tourism, experts and stakeholders informing how the US helped Italy with humanitarian assistance and economic development, the Pope who discussed US/Vatican relations, Parliamentarians who discussed the importance of diplomatic relations. We also experienced tours of Florence, Rome, and the Colosseum.
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: 4/5/2024

# 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 in 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 or provided in-kind support for the trip: Republican Main Street Partnership

2. Travel Destination(s): Florence & Rome, Italy

3. Date of Departure: March 22, 2024 Date of Return: March 28, 2024

4. Name(s) of Traveler(s): Please see addendum.

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	\$8556	\$1860	\$1500	\$375 - Admission Fees, Registration Fee
Accompanying Family Member	\$8556	\$0	\$1500	\$375 - Admission Fees, Registration Fee

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: April 4, 2024

Name: Courtney Jones Title: Deputy Chief of Staff

Organization: Republican Main Street Partnership

I am an officer of the above-named organization. Signify statement is true by checking box.

Address: 411 New Jersey Ave SE, Washington DC 20003

Telephone: 303-829-6045 Email: cjones@rmsp.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.

# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Lori Chavez-DeRemer
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Republican Main Street Partnership
3. City and State OR Foreign Country of Travel: Florence and Rome, Italy
4. a. Date of Departure: March 22, 2024 Date of Return: March 28, 2024  
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: Shawn DeRemer  
(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, invitation, 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.  
Being on the Transportation and Infrastructure Committee, and Vice Chair of Economic Development and Public Buildings subcommittee, we will learn about infrastructure preservation through the various tours planned.
9. Yes  No  Is the traveler aware of any registered federal lobbyists or foreign agents involved in 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: \_\_\_\_\_

Lori Chavez-DeRemer

Date: 2/21/24

# 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's website (ethics.house.gov) provides detailed instructions for filling out the form. The Committee will notify the House invitees directly of its decision and will not notify the trip sponsors.

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. Signatures must comply with section 104(bb) of the Travel Regulations.

1. Sponsor who will be paying for the trip:

Republican Main Street Partnership

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, services, or in-kind assistance 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 addendum.

5. Yes  No  Is travel being offered to an accompanying family member of the House invitee(s)?

6. Date of Departure: March 22, 2024 Date of Return: March 28, 2024

7. a. City of departure: Washington, DC

b. Destination(s): Florence & Rome, Italy

c. City of return: Washington, DC or Home District

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 \_\_\_\_\_

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 the statement is true by clicking the 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 addendum.

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): \_\_\_\_\_  
Please see addendum.
- 2) Provide the reason for selecting the location of the event or trip: \_\_\_\_\_  
Please see addendum.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel Name: Baglioni Grand Hotel City: Florence Cost Per Night: \$270  
Reason(s) for Selecting: Competitive cost, convenience of location, supporting Italian business

Hotel Name: Marriott Grand Hotel Flora City: Rome Cost Per Night: \$350  
Reason(s) for Selecting: Competitive cost, convenience of location

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.

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	\$8,556	\$3,100	\$1,500
For each Accompanying Family Member	\$8,556	\$3,100	\$1,500

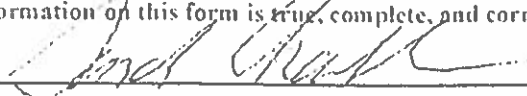
	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	\$375	Admission Fees, Registration Fee
For each Accompanying Family Member	\$375	Admission Fees, Registration Fee

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: 02/21/2024  
 Name: Sarah Chamberlain Title: President/CEO  
 Organization: Republican Main Street Partnership  
 Address: 411 New Jersey Ave SE, Washington, D.C. 20003  
 Email: cjones@rmsp.org Telephone: (303) 829-6045

If there are questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or travel requests@mail.house.gov.

### Italy Primary Trip Sponsor Form - Addendum

4. Rep. Jay Obernolte – Serves on the Energy & Commerce Committee, attending to study the environment and environmental protection.  
Rep. Don Bacon – Attending to study Italian agriculture.  
Rep. John Rutherford – Attending to study how Florence and Rome are spending the money that the U.S. Congress appropriates them.  
Rep. Lisa McClain – Attending to study education, women's entrepreneurship  
Rep. Bill Huizenga – Serves on the Financial Services Committee, attending to study U.S.-Italian relations and business development.  
Rep. Mike Bost – Chair of the Veterans Affairs Committee, attending to study military and defense. Italy is a large recipient of defense appropriations. Also serves on the Transportation & Infrastructure Committee, thus attending to study infrastructure preservation.  
Rep. Larry Bucshon - Serves on the Energy & Commerce Committee, attending to study the environment and environmental protection.  
Rep. Chuck Edwards - Attending to study how Florence and Rome are spending the money that the U.S. Congress appropriates them.  
Rep. Erin Houchin - Serves on the Financial Services Committee, attending to study U.S.-Italian relations and business development.  
Rep. Mike Flood - Serves on the Financial Services Committee, attending to study U.S.-Italian relations and business development.  
Rep. David Rouzer - Serves on the Transportation & Infrastructure Committee, thus attending to study infrastructure preservation.  
Rep. Lori Chavez-DeRemer - Serves on the Transportation & Infrastructure Committee, thus attending to study infrastructure preservation, and as a member of the Agriculture Committee, she is also attending to study Italian agriculture.  
Rep. Tom Kean - Serves on the House Foreign Affairs Committee, thus attending to study the US-Italian working relationship.  
Rep. Nicole Malliotakis - Serves on the Ways and Means Committee, thus attending to study how the US funding for COVID is continuing to help the country.  
Rep. Carlos Gimenez - Serves on the House Foreign Affairs Committee, thus attending to study the US-Italian working relationship.

Rep. David Valadao - Attending to study how Florence and Rome are spending the money that the U.S. Congress appropriates them.

Rep. Andrew Garbarino - Serves on the Financial Services Committee, attending to study U.S.-Italian relations and business development.

Rep. Aaron Bean - Serves on Education and the Work Force Committee and Small Business Committee, attending to see how the systems in education and the workforce are working and how the US has helped with funding during COVID.

Rep. Mike Lawler - Serves on the House Foreign Affairs Committee, thus attending to study the US-Italian working relationship.

12. The Republican Main Street Partnership encompasses a broad alliance of conservative, governing Republicans, including more than 70 sitting members in Congress. We are dedicated to working to enact commonsense legislation that gets things done for the American people. On this trip, we are educating our members on the importance of environment, energy, business relationships and trade between Italy and the United States, along with studying how US funding has improved education, workforce and humanitarian assistance.

15.b.1. Florence (3 days) - \$200 per person

Rome (3 days) - \$100 per person

Total - \$300 per person

- 15.b.2. Florence: We will be looking at the politics, tourism, preservation of sites, and climate/environmental impacts in the region, along with discussing religious freedom issues.

Rome: We will be looking at tourism, education, conservation efforts, youth and female empowerment and entrepreneurship, religious freedom and international conflicts (and how the U.S. can help), and business/trade with Italian-American businesses.



## Republican Main Street Partnership Delegation to Florence & Rome

### Draft Itinerary

*Friday, March 22nd:*

<b>Timing Differs</b>	<p><b>Depart to Florence, Italy or Rome, Italy (depending on the flight)</b>  <i>Locations: Florence Airport - Via del Termine, 11, 50127 Firenze FI, Italy (FLR), Leonardo da Vinci International Airport in Fiumicino (FCO)</i>  <u><i>*For those who are flying into Rome, we will have train tickets ready upon arrival traveling into Florence</i></u></p>
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Florence, Italy - 3/23-3/25

*Saturday, March 23rd:*

<b>1:00 pm</b>	<p><b>Arrive in Florence/Early Check In at Hotel</b>  <i>Location: Grand Hotel Baglioni - Piazza dell'Unità Italiana, 6, 50123 Firenze FI, Italy</i></p>
<b>4:00 - 6:30 pm</b>	<p><b>Depart from Hotel for Duomo and Dome tour (walking distance)</b>  <i>Location: Piazza del Duomo, 50122 Firenze FI, Italy</i>  <b>The tour will be led by a subject matter expert who will discuss the US funded projects that will be passed.</b></p>
<b>7:00 - 8:00 pm</b>	<p><b>Welcome Dinner for Group</b>  <i>Location: Buca Mario - Piazza degli Ottaviani, 16r, 50123 Firenze FI, Italy</i></p>
<b>8:00 pm</b>	<p><b>End of Work Day</b></p>

*Sunday, March 24th:*

<b>7:00 am - 9:00 am</b>	<p><b>Breakfast on own (starting at 7 am)</b>  <i>Location: Breakfast buffet in hotel</i></p>
<b>9:00 am - 11:30 am</b>	<p><b>Stakeholder presentations</b>  <i>Location: Conference room in the hotel</i></p>
<b>1:00 pm - 2:00 pm</b>	<p><b>Lunch on own</b></p>
<b>3:00 pm - 5:00 pm</b>	<p><b>Florence from Above Tour led by Loyola Professor - Dr. Sander Evers</b>  <i>*Group will meet in front of the hotel and walk together</i>   <b>Throughout the tour, Dr. Evers will point out and discuss specific projects that the US has helped with, focusing on humanitarian assistance, economic development, preservation and tourism.</b></p>

5:00 pm	End of Work Day
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Rome, Italy - 3/25-3/28

*Monday, March 25th:*

6:00 am	<b>Breakfast on own</b> <i>Location: Breakfast buffet in the hotel</i>
7:30 am	<b>Bus departs hotel (luggage loaded)</b> <i>Drive time: 1 hr, 15 min</i>
9:30 am - 12:00 pm	<b>Ferrari Tour</b> <i>Location: Via Abetone inferiore, Maranello, Italy</i>
12:00 pm - 1:45 pm	<b>Lunch</b> <i>Location: Ristorante Cavallino - Via Abetone Inferiore, 1, 41053 Maranello MO, Italy</i>
2:00 - 2:30 pm	<b>Bus departs for PMI Factory Tour</b> <i>Drive time: 33 min</i>
2:30 - 4:00 pm	<b>PMI Factory Tour</b> <i>Location: Philip Morris International Manufacturing &amp; Technology - Via Giacomo Venturi, 2, 40056 Crespellano, Valsamoggia BO, Italy</i>
4:00 pm	<b>Depart from Florence/Discussion of Immersive experience/ Q&amp;A</b> <i>Drive time: 4 hours</i>
8:00 pm	<b>Arrive in Rome, Check In</b> <i>Location: Rome Marriott Grand Hotel Flora - Via Vittorio Veneto, 191, 00187 Roma RM, Italy</i>
9:00 pm	End of Work Day

*Tuesday, March 26th:*

6:00 am - 8:30 am	<b>Breakfast on own</b> <i>Location: Breakfast buffet in the hotel</i>
8:30 am - 12:00 pm	<b>Stakeholder Presentations, Guest Speakers</b> <i>Location: Salone Flora - conference room in hotel</i>

<b>12:00 pm - 1:00 pm</b>	<b>Working Lunch</b> <i>Location: Allegrio - Via Vittorio Veneto, 114, 00187 Roma RM, Italy</i>
<b>2:00 pm - 4:00 pm</b>	<b>Guided tour of Colosseum</b> <i>*Option to have a van or sprinter for individuals who don't want to walk</i>  <i>Throughout the tour, a subject matter expert will point out and discuss specific projects that the US has helped with, focusing on humanitarian assistance, economic development, preservation and tourism.</i>
<b>4:00 pm</b>	<b>End of Work Day</b>

*Wednesday, March 27th:*

<b>6:00 am</b>	<b>Breakfast on own</b> <i>Location: Breakfast buffet in the hotel</i>
<b>6:15 am</b>	<b>Bus Departs from hotel</b> <i>Drive time: 15 min</i>
<b>6:45 am - 10:00 am</b>	<b>Private tour of the Vatican and General Audience with the Pope</b> <i>*Discussion will focus on US relations with the Vatican</i>
<b>1:00 pm</b>	<b>Tour of Parliament &amp; Discussion with Parliamentarians</b> <i>*Discussion will focus on the diplomatic relations</i> <i>The group will meet in front of Parliament at 1 pm to walk in together</i>
<b>3:00 pm</b>	<b>End of Work Day</b>

*Thursday, March 28th:*

<b>Timing Differs</b>	<b>Check out of hotel</b> <i>Location: Rome Marriott Grand Hotel Flora - Via Vittorio Veneto, 191, 00187 Roma RM, Italy</i>
<b>Timing Differs</b>	<b>Depart from Rome to US</b> <i>Location: Leonardo da Vinci International Airport in Fiumicino (FCO)</i>

## Post Travel Form Addendum

### 4. Names of Travelers

Rep. Larry Bucshon  
Rep. Chuck Edwards  
Rep. Don Bacon  
Rep. Mike Flood  
Rep. David Rouzer  
Rep. Lori Chavez-DeRemer  
Rep. Tom Kean  
Rep. Anthony D'Esposito  
Rep. Carlos Gimenez  
Rep. David Valadao  
Rep. Mike Bost  
Rep. Lisa McClain  
Rep. Andrew Garbarino  
Rep. Bill Huizenga  
Rep. Mike Lawler

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*

Keelie Broom  
*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 21, 2024

The Honorable Lori Chavez-DeRemer  
U.S. House of Representatives  
1722 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 and your spouse's proposed trip to Italy,<sup>1</sup> scheduled for March 22 to 28, 2024, sponsored by Republican Main Street Partnership.

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.

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 \$480] 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.

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<sup>1</sup> 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](mailto: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,

Handwritten signature of Michael Guest in black ink.

Michael Guest  
Chairman

Handwritten signature of Susan Wild in black ink.

Susan Wild  
Ranking Member

MG/SW:rp