

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: Rep. Delia Ramirez
2. a. Name of Accompanying Relative: Maria Ramirez **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: 10/6/2024 Return: 10/8/2024
b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Chicago Destination: Guatemala City, Guat Return City: San Pedro Sula, H
5. Sponsor(s), Who Paid for the Trip: Seattle International Foundation
6. Describe Meetings and Events Attended (attach additional pages if necessary): See Attachment

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: Due to an Act of God, travel was delayed and some events were missed.

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: 10/24/2024

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: Seattle international Foundation

2. Travel Destination(s): Esquipulas, Guatemala, Antigua, Guatemala, Guatemala City.

3. Date of Departure: October 6, 2024 Date of Return: October 8, 2024

4. Name(s) of Traveler(s): Rep. Delia Ramirez. Maria Ramirez (mother)

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	Rep. Delia Ramirez (\$350 Esquipulas to Antigua) (\$90 - Airport) Total \$440	\$303.42 (3 nights lodging)	\$75.31 (3 meals)	\$575 for Conference fee includes some meals.
Accompanying Family Member	Maria Ramirez (Mother Esquipulas to Guatemala City) \$100)	\$23.42 (1 night) On road from Esquipulas	\$20.06 (2 meals)	

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: Adriana Beltrán Digitally signed by Adriana Beltrán
Date: 2024.10.23 12:34:03 -04'00' Date: 10/23/2024

Name: Adriana Beltrán Title: Executive Director

Organization: Seattle International Foundation

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

Address: SIF: 1601 5th Ave. #1900. Seattle, WA 98101

Telephone: 202-294-3809 Email: Abeltran@seaif.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: Delia C Ramirez
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Seattle International Foundation
3. City and State **OR** Foreign Country of Travel: Guatemala
4. a. Date of Departure: 10/6/2024 Date of Return: Chicago, IL
b. Yes No Will you be extending the trip at your personal expense?
If yes, list dates at personal expense: TBD - Plans not yet formalized.
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, 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.**
See attachment 2

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:  Date: August 29, 2024

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:

Seattle International 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, 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): _____
Rep. Delia Ramirez. Invited because of her work to promote and support democracy in Central A

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

6. Date of Departure: October 6, 2024 Date of Return: October 8, 2024

7. a. City of departure: Chicago, IL

b. Destination(s): Guatemala City and Antigua, Guatemala

c. City of return: Chicago, IL

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:
See attachment 1
-

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): _____
 - 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: Hotel Casa Santo Domingos City: Antigua, Guatemala Cost Per Night: \$140.00
Reason(s) for Selecting: This is where the Forum will take place and is the only hotel large enough to

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.*

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	1,500	\$280	\$200
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	\$100	Airport transfers to hotel and back
For each Accompanying Family Member		

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: Eric L. Olson Digitally signed by Eric L. Olson
Date: 2024.08.29 10:00:42 -05'00' Date: August 29, 2024

Name: Eric L Olson Title: Director of Policy & Strategy

Organization: Seattle International Foundation

Address: Personal - 1918 E Lafayette Place, Milwaukee WI 53202. SIF: 1601 5th Ave. #1900. Seattle, WA

Email: eolson@seaif.org Telephone: 202-359-5777

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

Attachment 1

Question 12, Primary Trip Sponsor Form

The Seattle International Foundation is a private foundation that supports democracy, human rights, greater equity, and civil society in Central America. SIF organizes an annual Central America Donors Forum to bring together governments, foundations, private sector and civil society to discuss pressing issues in the region. This year the Forum is in Guatemala and we have invited Rep. Ramirez because of her work and leadership on these issues.



Seattle International Foundation
Central America

**Guatemala trip itinerary for Representative Delia Ramirez.
All meetings will take place at Conference Hotel
Hotel Casa Santo Domingo
Antigua, Guatemala
October 6-8, 2024**

- October 6** Arrival in Guatemala City and transfer to conference site at Hotel Casa Santo Domingo, Antigua Guatemala.
- October 7**
- 7:30 – 8:45 Private VIP breakfast with senior Government of Guatemala officials and other dignitaries.
- 9:00 – 9:30 Conference begins with inaugural addresses by Adriana Beltrán, Executive Director of Seattle International Foundation, and (invited) President Bernardo Arévalo, Republic of Guatemala.
- 9:30 – 10:30 Rep. Ramirez joins inaugural conference panel to discuss her work in Congress to promote democracy and human rights in Guatemala and Central America.
- 11:00 – 12:00 Unstructured time for the Congresswomen to attend conference panels.
- 12:30 – 2:00 Private luncheon panel with approximately 50 senior representatives from the Government of Guatemala, private sector and private foundations. Rep. Ramirez will be one of four panelists.



Seattle International Foundation
Central America

2:00 – 5:00 TBD opportunities for individual meetings with conference guests and dignitaries.

5:00-6:30 Private meeting organized by Department of State.

6:30-8:00 VIP reception with private United States foundations, U.S government and Embassy officials, and private sector.

Overnight at Hotel Casa Santo Domingo, Antigua Guatemala.

October 8

Morning transfer to Guatemala City airport for departure to Chicago.



August 29, 2024

The Honorable Delia Ramirez
United State House of Representatives
Washington, DC 20515

Dear Representative Ramirez,

On behalf of the Seattle International Foundation (SIF), I am delighted to invite you to participate in the annual Central America Donors Forum (CADF) organized this year at the Hotel Casa Santo Domingo in Antigua Guatemala from October 7-9. Your work in Congress to champion human rights and democracy at home and in Central America will bring an important element to the Forum's proceedings.

We will be especially honored if you can join us for a number of high-level activities on October 7. I attached a more detailed itinerary for your participation that day, but would highlight three major opportunities. We have organized a private VIP breakfast with senior members of the Guatemalan and U.S. governments, private sector, and heads of U.S. foundation. This will be followed by an inaugural session with an invited dignitary from the government of Guatemala.

Immediately following, we would welcome your participation in the Forum's inaugural panel where you will be asked to discuss your work to promote democracy and human rights in Central America.

At 12:30, October 7 there will be another opportunity to engage a select group of registered CADF attendees. This private luncheon roundtable will also include a member of the Guatemalan cabinet, a private sector representative, and a leader from U.S philanthropy. The panel will consist of a moderated conversation around the development opportunities and challenges Guatemala faces now and in the future especially given recent democratic advances in the country. Your work to promote democracy and justice in Guatemala and throughout the region will make an important contribution to this discussion.

We estimate there will be roughly 50 people in attendance during the lunch including several representatives from private philanthropy, bilateral donors, domestic and international private sector, and government officials from Guatemala and the United States..

By way of background, SIF has organized the annual CADF meeting since 2010. Since then, the conference has become the singular most important gathering in Central America bringing together a diverse set of actors to discuss the region's pressing challenges and opportunities. This year, we expect upwards of 700 representatives from civil society, the private sector, independent media, governments, and foundations to attend from approximately 25 countries. The vast majority will



Seattle International Foundation
Central America

be from Guatemala and other Central American countries but there will also be an important presence from across the Americas and Europe.

Lastly, I note that you are the only Member of the United States Congress invited to the CADF and thus the only member of the congressional delegation.

For more information about CADF 2024, I provide the following [link](#) to our webpage where you can see the themes and issues to be discussed this year.

Please do not hesitate to contact me at abeltran@seaif.org or my colleague Eric Olson at eolson@seaif.org if you have any additional questions.

We hope to see you in Antigua in October.

With best wishes,

Adriana Beltrán
Executive Director

COMMITTEE ON ETHICS

TRAVELER FORM

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection.

This form and any attachments may be submitted at 1015 Longworth House Office Building or travel.requests@mail.house.gov.

Your completed request must be submitted to the Committee no less than 30 days before your proposed departure date. Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. **You must receive explicit approval from the Committee before you depart on this trip.**

Name of Traveler: Delia C. Ramirez

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

I certify that the information contained on both pages of this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): _____

Office Address: 1523 Longworth House Office Building, Washington DC, 20515

Telephone Number: (202) 495-8535

Email Address of Contact Person: Scheduling.DeliaRamirez@mail.house.gov

Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, *and* these forms are being submitted to the Committee less than 30 days before the trip departure date.

NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.

KEEP A COPY OF THIS FORM. Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

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

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Delia C Ramirez
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Seattle International Foundation
3. City and State **OR** Foreign Country of Travel: Guatemala
4. a. Date of Departure: 10/6/2024 Date of Return: Chicago, IL
b. Yes No Will you be extending the trip at your personal expense?
If yes, list dates at personal expense: TBD - Plans not yet formalized.
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, 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.**
See attachment 2

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: _____ Date: August 29, 2024

Attachment 2

Traveler Form, Question 8

Congresswoman Ramirez is Guatemalan American, has participated in several delegation trips supporting US activities to support Guatemalan-led democracy defense work, has participated in the Inaugural PanAmerican Congress, speaking on the topic of democracy defense with parliamentary counterparts. She is being invited to speak on similar topics in her official capacity at the Central American Donor's Forum.

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

October 3, 2024

The Honorable Delia Ramirez
U.S. House of Representatives
1523 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 Guatemala,¹ scheduled for October 6 to 8, 2024, sponsored by Seattle International 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.

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.

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,



Michael Guest
Chairman



Susan Wild
Ranking Member

MG/SW:amr