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: Chrissy Houlahan

2. a. Name of Accompanying Relative: _____ ***OR*** ☒ None
   b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____

3. a. Dates: Departure: November 8, 2024 Return: November 12, 2024
   b. Dates at Personal Expense, if any: November 8, 2024 ***OR*** ☐ None

4. Departure City: Dulles, VA Destination: Iceland Return City: Dulles, VA

5. Sponsor(s), Who Paid for the Trip: RepresentWomen

6. Describe Meetings and Events Attended (attach additional pages if necessary): Went to Iceland to attend the Reykjavic Global Forum Conference. Attended many sessions including how to get women more involved in politics and how that helps foster a heathy, representative democracy. Rep. Houlahan also had a role in two of the panels, one on Women's Leadership more broadly, and another on the Global State of Democracy, using her expertise from her committee assignments.

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: Chrissy Houlahan

Date: November 27, 2024

last updated 7/2023

COMMITTEE ON ETHICS

☐ *Original* ☐ *Amendment*

SPONSOR POST-TRAVEL DISCLOSURE FORM

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: RepresentWomen
2. Travel Destination(s): Reykjavik, Iceland
3. Date of Departure: November 8/9, 2024 Date of Return: November 12, 2024
4. Name(s) of Traveler(s):
   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	Houlahan: $1,195 Leger: $1,662	Houlahan: $562 Leger: $562	Houlahan: $74 Leger: $299	
Accompanying Family Member				

6. ☒ All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment.
   Signify statement is true by checking box.

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

Signature: _____ **Date:** November 26, 2024

Name: RepresentWomen **Title:** Director

Organization:

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

Address: 8484 Georgia Ave, Suite 240, Silver Spring, MD 20910

Telephone: 240-393-2430 **Email:** cynthianichieterrell@representwomen.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.

last updated 7/2023

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: Chrissy Houlahan

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: Hannah Hartman

Name of Signatory (if other than traveler): Hannah Hartman

For Staff (name of employing Member or Committee): Rep. Houlahan

Office Address: Longworth 1727, 15 Independence Ave SE, Washington DC 20515

Telephone Number: 202-225-4315

Email Address of Contact Person: hannah.hartman@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: Christina Houlahan
2. Sponsor(s) who will be paying or providing in-kind support for the trip: RepresentWomen
3. City and State **OR** Foreign Country of Travel: Iceland
4. a. Date of Departure: November 9, 2024 Date of Return: November 13, 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: _____

   (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.**

   Rep Houlahan's leadership on Women's Issues makes her qualified to attend and speak at the Global Forum for Represent Women. There will be opportunities to build relationships with prominent women all over the world, which can help Rep. Houlahan with her positions on HPSCI and HASC down the line.
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: Chris Houlahan **Date:** 10/8/2024

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:

   RepresentWomen

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 Chrissy Houlahan, Rep Barbara Lee Rep Teresa Leger, Rep Becca Balint, Rep Katherine Clark

5. Yes ☐ No ☒ Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of Departure: November 9, 2024 Date of Return: November 13, 2024
7. a. City of departure: Washington, DC
   b. Destination(s): Reykjavik, Iceland
   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. _____

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:
   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 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 Ion City: Reykjavik Cost Per Night: $300
   Reason(s) for Selecting: close to venue
   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:**

☐ 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	$800	$900	$350
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		

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: October 7, 2024

Name: Cynthia Richie Terrell Title: Director

Organization: RepresentWomen

Address: 8484 Georgia Ave #240, Silver Spring, MD 20910

Email: cynthiarichieterrell@representwomen.org Telephone: 240-393-2430

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

4. List of House Invitees

The Reykjavik Global Forum has many international women leaders in politics in attendance, but has not previously had any U.S. Congresswomen involved. Having U.S. Congresswomen as part of the conversation will deepen the discussions, & help our work. These members of Congress were invited because of their leadership on policy solutions to advance women's representation in U.S. politics.

Rep. Chrissy Houlahan	Rep. Houlahan is a leader on women's rights issues
Rep. Barbara Lee	Rep. Lee is a leader on women's rights issues
Rep. Teresa Leger	Rep. Leger is a leader on women's issues & democracy
Rep, Becca Balint	Rep. Balint is a leader on women's issues & democracy
Rep. Katherine Clark	Rep. Clark is a leaders on women's issues & democracy

10. Draft Agenda
Reyjkavík Global Forum
Harpa (concert hall & conference center), Reykjavík, Iceland

Travel (Rep Houlahan) Travel (Rep Leger)	Washington, DC to Reykjavík, Iceland Santa Fe, NM to Reykjavik, Iceland	November 8, 2024 7:40pm leave IAD 6:35am arrive Reykjavik (Nov 9) November 9, 2024 10:45am leave Santa Fe, NM – 12:14pm arrive Denver 3:40pm leave Denver – 6:05 am arrive Reykjavik (Nov 10)	Coach Coach
DAY ONE Welcome events	**Harpa & Off-Site**	**November 10, 2024** 12pm to 1pm 1:00pm to 2:15pm 2:30pm to 4:45pm 5:00pm to 7:00pm 7:30pm to 9:00pm	Registration Visit to Icelandic Parliament Welcome from President of Iceland Opening Reception Dinner

DAY TWO	**Harpa**	**November 11, 2024**	
Breakfast Main Stage	Harpa Harpa	8am to 9am 9am to 10:45am	Networking breakfast Plenary session on the main stage with Reps Houlahan & Leger speaking about women's representation and leadership in the United States
Break Leaders Talks Lunch Main Stage Break	Harpa Harpa Harpa Harpa Harpa	10:45 to 11:15am 11:15 to 12:45pm 12:45 to 1:45pm 1:50 to 3:20pm 3:20 to 3:50pm	Networking break Partner led sessions Global community luncheon Main stage sessions Networking break
Main State	Harpa	3:50 to 5pm	Main stage sessions
"Power, Together" Reception	Harpa	5:00pm to 6pm	Wrapping up the day.
DAY THREE	**Harpa**	**November 12, 2024**	

Breakfast	Harpa	8am to 9am	Networking breakfast
Main Stage Break	Harpa Harpa	9am to 11am 11am to 11:30	Main stage sessions

Leaders Talks	Harpa	11:30am to 12:30pm	RepresentWomen / Running Start panel with Reps Houlahan & Leger along with RW & RS staff **New Voices in Politics** **11:00-11:30** Moderator: Cynthia Terrell, RepresentWomen Panelists: 1. Rep. Chrissy Houlahan: **Create Systems to Help Women Rise in Party and Congressional leadership** 2. Running Start Alum (TBD): **Socialize politics early in women's lives** 3. Rosemary Becchi former Republican Congressional Candidate: **Don't Forget Conservative Women** **New Systems for Politics** **11:30-12:00** Moderator: Susannah Wellford, Running Start Panelists: 1. Katie Usalis, RepresentWomen: **Change Voting Systems** 2. Rep. Teresa Leger: **Policy Solutions to Ensure More Women Win Elections** 3. Running Start alum Ruby Coleman: **How Ranked Choice Voting Elevates Women**
Networking Lunch	Harpa	12:30pm to 1:30pm	Forum attendees meet and network with each other over lunch provided by the Forum.
Main Stage Break Main Stage	Harpa Harpa Harpa	1:35pm to 3:15pm 3:15pm to 3:45pm 3:45pm to 5pm	Main stage sessions Main stage sessions

Travel for both Reps Houlahan & Leger	**Reykjavik to Washington, DC**	**November 12, 2024** **4:50pm to 6:20pm Iceland Air**	**Coach**

12. RepresentWomen's Interest in the Reykjavík Global Forum

At RepresentWomen, we imagine a healthy 21st century democracy with gender-balanced representation in elected and appointed positions, at every level of government.

To achieve this, we are committed to researching, understanding, and then championing the evidence-based solutions that break down structural barriers to women's political leadership.

More women in elected and appointed positions at every level of government will strengthen our democracy by making it more representative, reviving bi-partisanship and collaboration, improving the deliberative process, encouraging a new style of leadership, and building greater trust in our elected bodies. We are interested in the Reykjavik Global Forum because it allows for an exchange of ideas with representatives from other countries. The U.S. Congresswomen will add greatly to the conversation.

18. Budget
Below are anticipated expenses for the Congresswomen's trip

Rep Houlahan
- $1,147 roundtrip airfare for flight from Washington, DC to Reykjavik, Iceland
- $1,152 lodging (3 nights at $384 per night with taxes)
- $150 (approximate) ground transportation
- $350 (approximate) total meal expenses

Total = $2,799

Rep Leger
- $175 one way airfare for flight from Santa Fe to Denver, CO
- $1,310 round trip airfare from Denver to Reykjavik, Iceland & Reykjavik, Iceland to Washington, DC
- $768 lodging (2 nights at $384 per night with taxes)
- $150 (approximate) ground transportation
- $250 (approximate) total meal expenses

Total = $2,653

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 31, 2024

The Honorable Chrissy Houlahan
U.S. House of Representatives
1727 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 Iceland,[1] scheduled for November 8 to 12, 2024, sponsored by RepresentWomen. We note that this trip includes one day at your personal expense.

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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[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:mc