U.S. House of Representatives
110th Congress

EMPLOYEE
POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from private sources for meetings, speaking engagements, fact-finding trips or similar events in connection with official duties. You need not disclose government-funded or political travel on this form, or travel that is unrelated to official duties. This form does not eliminate the need to report all privately-funded travel on the annual Financial Disclosure Statements of those persons required to file them. In accordance with clause 5 of House Rule 25, complete this form and file it with the Clerk of the House of Representatives, B-106 Cannon House Office Building, within 15 days after travel is completed. The Clerk is to make these forms publicly available as soon as possible after they are received. Obtain the dollar amounts from the sponsor: if exact dollar amounts are unavailable, provide a good faith estimate.

Name of Employee (print or type): Jesse Uman

Name of Accompanying Family Member (if any):

Relationship to Employee: □ Spouse □ Child □ Other (specify):

Date of Departure and Date of Return: 10/5 - 10/8/2007

Dates at Personal Expense: 10/8/2007

Itinerary (cities of departure – destination – return):

Washing DC – New York City – DC

Sponsor(s) (who paid for the trip):

The American Youth Policy Forum

Describe meetings and events attended (attach additional pages if necessary):

Visited and discussed education programs in New York City that serve underprivileged and under-credited youth.

Attached to this form are EACH of the following (signify “yes” for each item by checking the corresponding box):

1. ☑ the Private Sponsor Travel Certification Form completed by trip sponsor, including all attachments;
2. ☑ the Privately-Sponsored Travel Approval Form completed by the employee; and
3. ☑ the Committee on Standards’ letter approving my participation on this trip.

I represent that I participated in each of the activities reflected in the sponsor’s agenda (signify “yes” by checking box): ☑

If not, explain:

______________________________
John Lewis
**TRAVEL EXPENSES:**

<table>
<thead>
<tr>
<th></th>
<th>Total Transportation Expenses</th>
<th>Total Lodging Expenses</th>
<th>Total Meal Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>For employee:</td>
<td>313</td>
<td>1206.5</td>
<td>360.78</td>
</tr>
<tr>
<td>For accompanying</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>family member:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Expenses</td>
<td>93</td>
<td>Room rental for sessions in hotel ground and transportation.</td>
<td></td>
</tr>
<tr>
<td>Specific Nature of Expenses</td>
<td>(e.g., taxi, parking, registration fee, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For employee:</td>
<td></td>
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<tr>
<td>For accompanying</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>family member:</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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

**SIGNATURE OF EMPLOYEE:**

[Signature]

**DATE:** 12/13/07

I authorized this travel in advance. I have determined that all of the expenses listed above were necessary and that the travel was in connection with the employee’s official duties and would not create the appearance that the employee is using public office for private gain.

**NAME OF SUPERVISING MEMBER:** Rep. John Lewis

**SIGNATURE OF SUPERVISING MEMBER:**

[Signature]

**DATE:** 12/14/07

*Version date 4/2007 by Committee on Standards of Official Conduct*
Mr. Jesse Uman  
Office of the Honorable John Lewis  
343 Cannon House Office Building  
Washington, DC 20515

Dear Mr. Uman:

Pursuant to House Rule XXV, clause 5(d)(2), the Committee on Standards of Official Conduct hereby approves your proposed trip to New York City, New York scheduled for December 5 to 8, 2007 sponsored by the American Youth Policy Forum, of which one day will be at your own personal expense.

You must complete an Employee Travel Disclosure Form (which your employing Member must also sign) and file it with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are required to attach a copy of this letter and the Private Sponsor Travel Certification Form, including all attachments. You must also include a copy of the Traveler Form completed by you and signed by your employing Member. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than $305 from a single source on Schedule VII of that statement.

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

Sincerely,

Stephanie Tubbs Jones  
Chairwoman

Doc Hastings  
Ranking Republican Member

STJ/DH:trs
PRIVATE SPONSOR TRAVEL CERTIFICATION FORM
(provide directly to each House invitee)

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 XXV, 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. The trip sponsor should NOT submit the form directly to the Committee.

Private sponsors are urged to submit this form to each House invitee at least 30 days before travel is scheduled to begin. The failure to provide the Committee with adequate time to review the form and attachments may result in the invitee not receiving approval for the trip. The submission of an incomplete form will delay the review process. Before completing this form, sponsors are urged to carefully review the Committee’s private travel guidelines and advisory memoranda detailing the rules and restrictions for private travel, as well as the instructions for completing this form. Sponsors should call the Committee with any questions prior to submitting the form. Please type form.

1. Sponsor(s) (who will be paying for the trip): American Youth Policy Forum through a grant from the Carnegie Corporation of New York

2. I represent that the trip will not be financed (in whole or in part) by a federally-registered lobbyist or a registered foreign agent (signify “yes” by checking box): □

3. I represent that the trip sponsor(s) has not accepted from any other source funds earmarked directly or indirectly to finance any aspect of the trip (signify “yes” by checking box): □

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

5. Provide names and titles of ALL House invitees; for each invitee, provide explanation of why the individual was invited (include additional pages if necessary): The staffer in each who handles education issues [A complete list available upon request from Jennifer Brown Lerner, American Youth Policy Forum]

6. Dates of travel: December 5-7, 2007


8. Attached is a detailed agenda of the activities taking place during the travel (i.e., an hourly description of planned activities) (signify “yes” by checking box): □

9. I represent that (check one of the following):
   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 federally registered lobbyist or registered foreign agent: □ or □
   c. The trip is for attendance at a one-day event and lobbyist involvement in planning, organizing, requesting, or arranging the trip was de minimis under the Committee’s travel regulations. □

10. If travel is for participation in a one-day event (i.e., if you checked Question 9(c)), check one of the following:
   a. One-night’s lodging and meals are being offered: □ or □
   b. Two-night’s lodging and meals are being offered: □

   If “b” is checked, explain why the second night is warranted: As our program starts early on the morning of December 8th, we are asking our participants to arrive the night beforehand to be in place for our early start.
11. If the trip is not sponsored by an institution of higher education, I represent that a federally-registered lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify "yes" by checking box): ☐

12. Private sponsors must have a direct and immediate relationship to the purpose of the trip or location being visited. Describe the role of each sponsor in organizing and conducting the trip. The American Youth Policy Forum is a non-profit organization whose mission is to provide learning opportunities to policymakers. We have selected New York City because of our previous work with the NYC Department of Education.

13. Describe each sponsor's organizational interest in the purpose of the trip: Through providing opportunities to meet with leaders and see firsthand best practices in education, we hope to better inform the dialogue at the national level surrounding providing a high quality education for all students.

14. Describe the type and class of the transportation being provided. Indicate whether coach, business class or first-class transportation will be provided. In addition, for travel via aircraft, please indicate if travel is being offered on a commercial flight, chartered flight or on an aircraft operated or paid for by a carrier not licensed by the Federal Aviation Administration to operate for compensation or hire (i.e., a private aircraft). If first-class fare is being provided, or if travel is via chartered or private aircraft, please provide an explanation describing why such travel is warranted: Participants can travel to New York City either via Amtrak or commercial flight booked through our travel agent. While in New York City, transportation will be provided by a chartered minibus.

15. 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 "yes" by checking box): ☐

16. I represent that either (check one of the following):
   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 or organized specifically with regard to congressional participation: ☐

17. Reason for selecting the location of the event or trip: New York City recently won the Broad Prize for Urban Education and has a variety of programs to learn from as well as national recognized leaders.

18. Name of hotel or other lodging facility: Crowne Plaza, New York

19. Cost per night of hotel or other lodging facility (approximate cost may be provided): $550 per night

20. Reason(s) for selecting hotel or other lodging facility: Location in midtown New York City and lowest group rate available during popular week in New York City. Please note the government rate is not available during this week.
21. **TOTAL EXPENSES FOR EACH PARTICIPANT:**

<table>
<thead>
<tr>
<th></th>
<th>Total Transportation Expenses per Participant</th>
<th>Total Lodging Expenses per Participant</th>
<th>Total Meal Expenses per Participant</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each Member, Officer, or employee</td>
<td>300</td>
<td>1100</td>
<td>150</td>
</tr>
<tr>
<td>For each accompanying family member</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Expenses</th>
<th>Identify Specific Nature of “Other” Expenses (e.g., taxi, parking, registration fee, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each Member, Officer, or employee</td>
<td>150 charted minibus and copies of materials</td>
</tr>
<tr>
<td>For each accompanying family member</td>
<td></td>
</tr>
</tbody>
</table>

22. I represent that reimbursement for miscellaneous travel expenses for the trip, such as travel to and from airports, security costs, interpreter fees, visa application fees, and similar expenses, will be for actual costs incurred and are necessary for the purpose of the trip (signify “yes” by checking box): □

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

Signature: [Signature]

Name and title: Jennifer Brown Lerner, Senior Program Associate
Organization: American Youth Policy Forum
Address: 1836 Jefferson Place NW, Washington, DC 20036
Telephone number: 202-775-9731
Fax number: 202-775-9733
Email Address: jlemi@aypf.org

The Committee staff may contact the above individual above if additional information is required.

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Standards of Official Conduct
U.S. House of Representatives
HT-2, The Capitol
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)
(202) 226-7172 (fax for travel approvals)

Version date 4/2007 by Committee on Standards of Official Conduct
U.S. House of Representatives
Committee on Standards of Official Conduct

PRIVATELY SPONSORED TRAVEL: TRAVELER FORM
For Members, Officers and Employees
(submit directly to the Committee)

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 XXV, 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 Private Sponsor Travel Certification Form.

Members, officers and employees seeking approval for travel are urged to submit all forms to the Committee at least 30 days before travel is scheduled to begin. The failure to provide the Committee with adequate time to review the form and attachments may result in the invitee not receiving approval for the trip. A copy of this form will be made available for public inspection. Please type form. Form (and any attachments) may be faxed to the Committee at (202) 225-7392.

1. Name of Member, officer or employee (traveler): Jesse Oman

2. Sponsor(s) (who will be paying for the trip): American Youth Policy Forum through a grant from Carnegie Corp of N.Y.

3. Travel destination(s): New York City

   b. Will you be extending the trip at your personal expense? □ Yes □ No
      If yes, dates at personal expense: Dec 8th, 2007

5. a. Name of accompanying family member (if any): None
   b. Relationship to Member/Officer: □ Spouse □ Child □ Other (specify):

6. a. Did the trip sponsor answer “yes” to Question 9(c) on the Trip Sponsor form (i.e., the travel is being sponsored by an entity that employs a lobbyist)? □ Yes □ No
   b. If yes, check one of the following:
      (1) Approval for one-night’s lodging and meals is being requested: □ or
      (2) Approval for two-nights’ lodging and meals is being requested: □
      If “(2)” is checked, explain why the second night is warranted:

7. Private Sponsor Travel Certification Form is attached, including agenda, invitee list, and any other attachments (indicate that form is attached by checking box): □
8. Explain why participation in the trip is connected to your official or representational duties:

I handle education issues in my office and this trip is to bring together education policymakers and see firsthand progress in progress.

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

Signature: [Signature]

Name of Signatory (if other than traveler): [Name]

For staff, name of employing Member/Committee: John Lewis, M.C.

Office address: 313 Cannon House Office Bldg

Phone number: 202-225-3801

Email address: [Email]

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

FOR STAFF:
TO BE COMPLETED BY YOUR EMPLOYING MEMBER:

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 11/14/2007

If there are any questions regarding this form please contact the Committee:

Committee on Standards of Official Conduct
U.S. House of Representatives
HT-2, The Capitol
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (fax)

Version date 9/2007 by Committee on Standards of Official Conduct