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): Melody Hamoud

Name of Accompanying Family Member (if any): 

Relationship to Employee (check one): Spouse Child Other (specify): 

Date of Departure and Date of Return: Oct. 8 - 9, 2007

Date at Personal Expense: 

Itinerary (Cities of departure - destination - return): Washington, DC → New York, NY → Washington, DC

Sponsor (Who paid for the trip): Humpty Dumpty Institute

Describe meetings and events attended (attach additional pages if necessary): Briefings regarding the United Nations and Climate change and Food Security

Attached to this form are ALL 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;
3. ☑ the Advance Authorization of Employee Travel signed by my employing Member; and
4. ☑ the Committee on Standards’ letter approving 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: 

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>500.00</td>
<td>350.00</td>
<td>80.00</td>
</tr>
<tr>
<td>For accompanying family member:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Other Expenses (dollar amount)</th>
<th>Specific Nature of Expenses (e.g., taxi, parking, registration fee, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For employee:</td>
<td>25.00</td>
<td>Cab to Hotel</td>
</tr>
<tr>
<td>For accompanying family member:</td>
<td></td>
<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: 12-11-07

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 he/she is using public office for private gain.

NAME OF SUPERVISING MEMBER: [Signature]
DATE: 12-11-07

Version date 3/2007 by Committee on Standards of Official Conduct

2
Ms. Melody Hamoud  
Office of the Honorable James L. Oberstar  
2365 Rayburn House Office Building  
Washington, DC 20515

Dear Ms. Hamoud:

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 October 8 to 9, 2007 sponsored by the Humpty Dumpty Institute.

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 Privately-Sponsored Travel Approval 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
U.S. House of Representatives
Committee on Standards of Official Conduct

PRIVATELY-SPONSORED TRAVEL APPROVAL 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. The submission of an incomplete form will delay the review process. 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) 226-7172.

1. Name of Member, officer or employee (traveler): Melody Hamoud

2. Sponsor(s) (who will be paying for the trip): The Humpty Dumpty Institute

3. a. Dates of travel: October 8-9, 2007
     b. Will you be extending the trip at your personal expense? □ Yes □ No
        If yes, dates at personal expense: ______________________

4. If travel is for participation a one-day event (per trip sponsor question 10), check one of the following:
   a. Approval for one-night’s lodging and meals is being requested: □ or
   b. Approval for two-nights’ lodging and meals is being requested: □
      If “b” is checked, explain why the second night is warranted:

5. Travel destination(s): Washington, DC - New York, NY - Wash DC

6. Explain why participation in the trip is connected to your official or representational duties:
   I am a legislative assistant that works on issues regarding international relations and environment

7. Private Sponsor Travel Certification Form is attached, including agenda, invitee list, and any other attachments (signify “yes” by checking box): □
8. 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: Rep. James L. Oberstar

Office address: 2316 Rayburn

Phone number: 5-6211

Email address: melody.hamoud@mail.house.gov

Committee staff may 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]
Signature of Employing Member

Date: 9-20-07

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 (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  

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):  
   The Humphrey Dumbly Institute

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):  Please See Attached, Appendix A

6. Dates of travel:  
   October 8-9

7. Cities of departure – destination – return:  
   Washington DC - New York - Washington DC

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-nights’ lodging and meals are being offered:  
       ☐

    If “b” is checked, explain why the second night is warranted:
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 Humpty Dumpty Institute will organize the travel, logistics and agenda for the trip

13. Describe each sponsor's organizational interest in the purpose of the trip: The Humpty Dumpty Institute is a 501(c)3 organization dedicated to fostering dialogue between the United States and the United Nations. This trip is in accordance with our mission.

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. Staffers will travel on a coach class commercial flight - the shuttle between New York and DC.

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: ☐

      If "b" is checked, detail the cost per day of meals (approximate cost may be provided): Approx. $80.

      We will pay for 1 dinner ($40/head) 1 breakfast ($10/head) and one lunch ($30/head) on October 8-9.

17. Reason for selecting the location of the event or trip: The U.N. is in New York

18. Name of hotel or other lodging facility: The U.N. Millennium Hotel

19. Cost per night of hotel or other lodging facility (approximate cost may be provided): Approximately $350

20. Reason(s) for selecting hotel or other lodging facility: Proximity to the United Nations.
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>$500 for airfare</td>
<td>$350 for hotel stay</td>
<td>$10 meals</td>
</tr>
<tr>
<td>For each accompanying family member</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Other Expenses (dollar amount)</th>
<th>Identify Specific Nature of &quot;Other&quot; Expenses (e.g., taxi, parking, registration fee, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each Member, Officer, or employee</td>
<td>$25</td>
<td>Cab to the Hotel</td>
</tr>
<tr>
<td>For each accompanying family member</td>
<td></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: Joseph Marante, Executive Director

Organization: The Humpty Dumpty Institute

Address: 29 W 46th Street New York NY

Telephone number: 212 944 7111

Fax number: 212 991 6413

Email Address: joe.marante@thehdi.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
Humpty Dumpty Institute’s Staff Delegation to the United Nations
Appendix A: Participant List

The following Congressional staff members were selected because the briefings we will sponsor, related to Food Security and Climate Change at the United Nations, are directly pertinent to their work portfolio.

The invitees are:

- Bill Harper, Chief of Staff, Rep. Betty McCollum (D-MN04)
- Peter Frosch, Senior Legislative Assistant, Rep. Betty McCollum (D-MN04)
- Michael Hare, Legislative Assistant, Rep. Charles Boustany (R-LA07)
- Jeff Lowenstein, Legislative Assistant, Rep. Adam Schiff (D-CA29)
- Jonathan Davidson, Chief of Staff, Rep. John Sarbanes (D-MD03)
- Andria Hoffman, Legislative Assistant, Rep. Mark Kirk (R-IL10)
- Roberta Downing, Legislative Assistant, Sen. Sherrod Brown (D-OH)
- Jennifer Van der Heide Escobar, Chief of Staff, Rep. Mike Honda (D-CA15)
- Cindy Buhl, Legislative Director, Rep. Jim McGovern (D-MA03)
- Brian Boulander, Chief of Staff, Rep. Jay Inslee (D-WA01)
- Luisa Blanchfield, Foreign Policy Analyst, Congressional Research Service
- Shelly Stoneman, Legislative Director, Rep. Steve Rothman (D-NJ09)
- Christos Tsentas, Legislative Assistant, Rep. Barbara Lee (D-CA09)
- Richard Stanton, Natural Resources Committee
- Ms. Melody Hamoud, Congressman James L. Oberstar
- Mr. Coby Dolan, Congresswoman Wasserman-Schultz
- Ms. Brooke Bennett, Committee on Oversight and Governmental Reform
The Humpty Dumpty Institute's
23rd Staff Delegation: Climate Change and Food Security

- Tentative Program Agenda -
SUBJECT TO CHANGE BASED ON AVAILABILITY

**Monday October 8th**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:00 PM</td>
<td>Depart DC</td>
</tr>
<tr>
<td>5:00 PM</td>
<td>Arrive in New York/ Transit to Hotel</td>
</tr>
<tr>
<td>7:00 - 9:00 PM</td>
<td>Working Dinner/ Reception</td>
</tr>
</tbody>
</table>

**Tuesday October 9**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 - 9:00 AM</td>
<td>Breakfast the U.S. Mission to the U.N.</td>
</tr>
<tr>
<td>9:30 - 10:30 AM</td>
<td>Briefing by Deborah Saidy, Director, WFP</td>
</tr>
<tr>
<td>10:45 - 11:45 AM</td>
<td>Briefing by Florence Chenoweth, Director, FAO</td>
</tr>
<tr>
<td>12:00 - 12:45 PM</td>
<td>Briefing by Ambassador from Uganda</td>
</tr>
<tr>
<td>1:00 - 2:00 PM</td>
<td>Working Lunch with Juanita Castano, Director, UNEP</td>
</tr>
<tr>
<td>2:00 PM</td>
<td>Return to Hotel/ Depart for Airport</td>
</tr>
<tr>
<td>4:00 PM</td>
<td>Delta Shuttle back to Washington DC</td>
</tr>
</tbody>
</table>