LEGISLATIVE RESOURCE CENTER

2007 OCT 19 PM 4:29

U.S. House of Representatives
110th Congress

OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES

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): Amy M. Scarton

Name of Accompanying Family Member (if any): none

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

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

Dates at Personal Expense: none

Itinerary (cities of departure – destination – return): DC to Charlotte, NC return DC

Sponsor(s) (who paid for the trip): American Public Transportation Association (APTA)

Describe meetings and events attended (attach additional pages if necessary): APTA annual conference, gave speech at 2:00pm session, tour of new light rail line 3:30 – 5:30 pm, reception.

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:

Oberstar
**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>$299.30</td>
<td>$152.00</td>
<td>$38.21</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>$24.30</td>
<td>taxi + bus fare</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:** Oct 12, 2007

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:** [Signature]

**DATE:** Oct 15, 2007

**SIGNATURE OF SUPERVISING MEMBER:** [Signature]
Ms. Amy M. Scarton  
Committee on Transportation and Infrastructure  
B-370A Rayburn House Office Building  
Washington, DC 20515

Dear Ms. Scarton:

Pursuant to House Rule XXV, clause 5(d)(2), the Committee on Standards of Official Conduct hereby approves your proposed trip to Charlotte, North Carolina scheduled for October 8 to 9, 2007 sponsored by the American Public Transportation Authority.

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 57103.

Sincerely,

Stephanie Tubbs Jones  
Chairwoman

Doc Hastings  
Ranking Republican Member

STJ/DH:ced
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): Amy M Scarlott

2. Sponsor(s) (who will be paying for the trip): American Public Transportation Association

3. a. Dates of travel: October 8 - October 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 in 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): Charlotte, NC

6. Explain why participation in the trip is connected to your official or representational duties:
   APTA has invited me to speak at a panel on transit policy, and as Counsel to the Subcommittee on
   Highways and Transit, I plan to speak on the transit bills that have passed out of the committee this year.

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:  

Name of Signatory (if other than traveler):

For staff, name of employing Member/Committee: Committee on Transportation

Office address: 8376 RHOB

Phone number: 228-9889

Email address: amy.scarton@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 of Employing Member

Date: Sept 5, 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 (general fax)
(202) 226-7172 (fax for travel approvals)

Version date 4/7/07 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):
   American Public Transportation Association (APTA)

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): Amy Scarton, Counsel, Subcom. on Highways and Transit, Comm. on T & I; invited on panel concerning sustainable practices and standards for transit.

6. Dates of travel: October 8-9, 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-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 event is the 2007 Annual Meeting of the American Public Transportation Association, to be attended by some 1500 industry professionals.

13. Describe each sponsor’s organizational interest in the purpose of the trip: To enhance the educational opportunities of attendees by providing a legislative perspective.

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: Transportation offered is coach class on a commercial airline.

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):

17. Reason for selecting the location of the event or trip: APTA's Annual Meetings are scheduled in different locations each year where there is a member public transit system.

18. Name of hotel or other lodging facility: Hilton Charlotte and Towers

19. Cost per night of hotel or other lodging facility (approximate cost may be provided): $152.00

20. Reason(s) for selecting hotel or other lodging facility: Winner of a competitive selection process by APTA.
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></td>
<td>$405.00</td>
<td>$152.00</td>
<td>$125.00</td>
</tr>
</tbody>
</table>

For each Member, Officer, or employee

For each accompanying family member

<table>
<thead>
<tr>
<th>Other Expenses (dollar amount)</th>
<th>Identify Specific Nature of “Other” Expenses (e.g., taxi, parking, registration fee, etc.)</th>
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</thead>
<tbody>
<tr>
<td>$50.00</td>
<td>Airport parking and taxis.</td>
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</tbody>
</table>

For each Member, Officer, or employee

For each accompanying family member

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: James P. LaRusche, Chief Counsel

Organization: American Public Transportation Association

Address: 1666 K Street, NW Washington, DC 20006

Telephone number: 202/496-4800

Fax number: 202/496-4322

Email Address: jlarusche@apta.com

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*
# 8 Detailed agenda for Amy Scarton

**Monday, October 8**
She will arrive in Charlotte, North Carolina, in time to participate on a panel from 2-3:30 p.m., where she will offer a legislative perspective on sustainable practices and standards for mass transit. During the remainder of the afternoon, she will attend a variety of educational sessions offered to the conference attendees. In the evening, she will attend a widely-attended reception and dinner of the conference.

**Tuesday, October 9**
In the morning, she will attend a general session and a variety of break-out educational sessions related to the federal transit program. Lunch will be served at an industry widely-attended awards event. In the afternoon, she will return to Washington, D.C.
August 31, 2007

Ms. Amy Scarton
Counsel
Subcommittee on Highways and Transit
Committee on Transportation and Infrastructure
B-370A Rayburn House Office Building
Washington, DC 20515

Dear Ms. Scarton:

We are pleased to invite you to attend and participate in the American Public Transportation Association’s (APTA) Annual Meeting, which is to be held this year in Charlotte, North Carolina, October 8-10, 2007.

The APTA Annual Meeting is North America’s largest and most comprehensive meeting for public transportation professionals. More than 1,500 public sector and private industry transit professionals will be with us in Charlotte to talk about issues important to the transit industry. There will be technical sessions, general forums, and technical tours. Specifically, we would like you to be a presenter at a panel entitled, “Sustainable Practices and Standards for Transit: Get the Green by Going Green,” to be held on Monday afternoon, October 8, from 2 - 3:30 p.m., at the Convention Center in Charlotte. We would like you to arrive on that day and remain until the next day, October 9.

APTA will be pleased to provide you with hotel accommodations and meals as well as roundtrip airfare between Washington, D.C., and the conference site. I hope that you will be able to join us, and I look forward to hearing from you.

Sincerely yours,

William W. Millar
President

WWM/cbo