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): LaShawn Warren

Name of Accompanying Family Member (if any):

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

Date of Departure and Date of Return: October 5 and October 6, 2007

Dates at Personal Expense: None


Sponsor(s) (who paid for the trip): Cincinnati Branch of the NAACP

Describe meetings and events attended (attach additional pages if necessary): Staffed Congressman during speaking engagement

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: ________________________________
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>$919.81</td>
<td>$200.00</td>
<td>$150.00</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></td>
<td></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:  

DATE: October 31, 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: John Conyers Jr., Chairman, Judiciary Committee

SIGNATURE OF SUPERVISING MEMBER

DATE: October 31, 2007

Version date 4/2007 by Committee on Standards of Official Conduct
Ms. LaShawn Warren  
Committee on the Judiciary  
2138 Rayburn House Office Building  
Washington, DC 20515

Dear Ms. Warren:

Pursuant to House Rule XXV, clause 5(d)(2), the Committee on Standards of Official Conduct hereby approves your proposed trip to Cincinnati, Ohio scheduled for October 5 to 6, 2007 sponsored by the Cincinnati Branch of the NAACP.

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
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): LaShawn Warren, Counsel

2. Sponsor(s) (who will be paying for the trip): Cincinnati Branch of NAACP

3. a. Dates of travel: October 5 - 6, 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 to Cincinnati, OH

6. Explain why participation in the trip is connected to your official or representational duties:
   To staff Congressman Conyers for speaking engagement

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: LaShawn Warren

Name of Signatory (if other than traveler): LaShawn Warren

For staff, name of employing Member/Committee: Committee on the Judiciary

Office address: 2138 Rayburn HOB

Phone number: 202-225-5134

Email address: lashawn.warren@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: 2/10/2007

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 4/2007 by Committee on Standards of Official Conduct
PRIVATE SPONSOR TRAVEL CERTIFICATION FORM
(provide directly to each House invitee)

This form should be completed by private entity offering to provide travel or reimbursement for travel to House Member, officer or employee under House Rule XXVI, 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 submitting this form, sponsors are urged to carefully review the Committee’s private travel guidelines and advisory memorandum 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): Cincinnati Branch NAACP

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 sponsors(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 page if necessary): Congressman John Conyers, Jr. and staff

6. Dates of travel: October 5, 2007 to October 6, 2007

7. City of departure-destination-return Washington, DC National Airport to/from Cincinnati, OH

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: ☐
   b. The sponsor of the trip does not retain or employ a federally-registered lobbyist or registered foreign agent: ☐
   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: ☐
    b. Two-nights’ lodging and meals are being offered: ☐
    ☐ If “☐” 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 NAACP Cincinnati Branch is holding its 52nd Annual Freedom Fund Dinner.

13. Describe each sponsor's organizational interest in the purpose of the trip: Congressman Conyers will serve as the keynote speaker.

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, if 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 will be provided on a commercial flight carrier.

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. ☐
   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: It will be held at the Duke Energy Center to accommodate a large number of guests.

18. Name of hotel or other lodging facility: Netherland Hilton-5th Street

19. Cost per night of hotel or other lodging facility (approximate cost may be provided):
   Approximately $150.00 per night

20. Reason(s) for selecting hotel or other lodging facility: Downtown location near Duke Energy Center
21. **TOTAL EXPENSES FOR EACH PARTICIPANT:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Total Transportation Expenses</th>
<th>Total Lodging Expenses per Participant</th>
<th>Total Meal Expenses per Participant</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each Member, Office, or employee</td>
<td>$1000.00</td>
<td>$200.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>For each accompanying family member</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Other Expenses (dollar amount)</th>
<th>Identity Specific Name of &quot;Other&quot; Expenses (e.g., meal, parking registration fee, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each Member, Office, or employee</td>
<td>$1000.00</td>
<td>$150.00</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 corps, interpreter fees, visa application fees, and similar expenses, will be for actual costs incurred and are necessary for the purposes 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: Christopher Smitherman, President

Organization: NAACP Cincinnati, Branch

Address: 4439 Reading Road, Suite 202, Cincinnati, OH 45219

Telephone number: 513-281-1900; 513-659-0774 (Call)

Fax number: 312-513-2814454

Email Address: naacp@fuse.net

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

(Barbara Smitherman, 532-281-4276)

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
EH-Q, The Capitol
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-3994 (general info)
(202) 226-7172 (fax for travel approval)

Version date 4/09/07 by Committee on Standards of Official Conduct
**NAACP Freedom Fund Dinner**  
**Tuesday, August 14, 2007 Minutes**

Theme: "Freedom through Justice"
Master of Ceremonies: Curtis Fuller, WLW TV Channel 5 News Anchor

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:45pm</td>
<td>Doors open</td>
</tr>
<tr>
<td>7:05</td>
<td>Opening/Call to order—Fuller</td>
</tr>
<tr>
<td>7:05</td>
<td>Seating of Dais—all, except president and speaker. Line marches in order. After seated...</td>
</tr>
<tr>
<td>7:12</td>
<td>Negro National Anthem—Wade. Audience stands.</td>
</tr>
<tr>
<td>7:15</td>
<td>Receiving/Welcome to Dais (all stand) Local pres., speaker, governor &amp; wife</td>
</tr>
<tr>
<td>7:18</td>
<td>Welcome—?</td>
</tr>
<tr>
<td>7:20</td>
<td>Fuller, Mayor Matory</td>
</tr>
<tr>
<td>7:22</td>
<td>Greetings &lt;?&gt;</td>
</tr>
<tr>
<td>7:25</td>
<td>Oscar Robertson introduce governor?</td>
</tr>
<tr>
<td>7:28</td>
<td>Gov. Strickland speak?</td>
</tr>
<tr>
<td>7:35</td>
<td>Invocation—Graham, XU pres</td>
</tr>
<tr>
<td>7:36</td>
<td>Dinner. Video playing, soft music by band</td>
</tr>
<tr>
<td>8:05</td>
<td>Introduction of Dais—Fuller</td>
</tr>
<tr>
<td>8:10</td>
<td>Presentation of President. &lt;CS choose person&gt;</td>
</tr>
<tr>
<td>8:12</td>
<td>Acknowledgment of Honorees—Pres. Smitherman</td>
</tr>
</tbody>
</table>

Special Acknowledgement: honorary chairs, NAACP Exec Committee, sponsors, elected officials, candidates, dignitaries.

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:18</td>
<td>Music</td>
</tr>
<tr>
<td>8:22</td>
<td>Special Scholarship Announcement</td>
</tr>
<tr>
<td>8:25</td>
<td>Introduction of Speaker—</td>
</tr>
<tr>
<td>8:25</td>
<td>Keynote Address</td>
</tr>
<tr>
<td>8:40</td>
<td>Remarks/Responses—Pres. Smitherman</td>
</tr>
<tr>
<td>8:43</td>
<td>Appreciation, flowers to chair, co-chairs, steering committee, volunteers, etc.—Simmons</td>
</tr>
<tr>
<td>8:46</td>
<td>Freedom music</td>
</tr>
<tr>
<td>8:49</td>
<td>Benediction—Chandler</td>
</tr>
</tbody>
</table>
17 August 2007

The Honorable John Conyers  
Member of Congress  
2426 Rayburn Building  
Washington, DC 20515

Dear Chairman Conyers,

As a member of the Ohio House of Representatives from the City of Cincinnati, I would like to add my personal appeal to the request you have received to appear as the keynote speaker at the Cincinnati Branch NAACP's Freedom Fund Dinner. I had the honor of meeting you this summer at the NAACP National Convention in Detroit, when you received the Spingarn Medal for distinguished merit and achievement among African-Americans.

The Freedom Fund dinner will be held this 5 October 2007, from 6 to 9 p.m. at the Duke Energy Convention Center. We expect the attendance of up to 4000 guests. I am aware that you have already received a request to speak at the dinner from Mr. Christopher Smitherman, President of the Cincinnati Branch NAACP. However, as a member of the Cincinnati NAACP's Executive Committee and the Ohio House of Representatives, I would like to underscore his invitation with a letter of my own and reiterate how much we would appreciate your attendance.

I would love the opportunity to speak with you personally regarding this matter. Please contact my office at 614-466-1308 or at district33@ohr.state.oh.us, or you may reach me at my district office at 513-281-5474. Thank you for your attention to this matter, and I look forward to hearing from you soon.

With esteem and best wishes,

Tyrone K. Yates
Ohio House of Representatives

TKY/cpm

Cc: Mr. Christopher Smitherman, President, Cincinnati Branch NAACP