

U.S. House of Representatives  
Committee on Ethics

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, 135 Cannon House Office Building, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

LEGISLATIVE RESOURCE CENTER  
2017 FEB 13 PM 1:38  
U.S. HOUSE OF REPRESENTATIVES

**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: Cynthia Buhl
2. a. Name of accompanying relative: \_\_\_\_\_ *or* None   
 b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates of departure and return: Departure: 1/26/17 Return: 1/29/17  
 b. Dates at personal expense (if any): \_\_\_\_\_ *or* None
4. Departure city: Washington, DC Destination: El Salvador Return city: Washington, DC
5. Sponsor(s) (who paid for the trip): Washington Office on Latin America (WOLA)
6. Describe meetings and events attended: Meetings with government officials & NGOs, forum at University of Central America
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 Grantmaking or Non-Grantmaking Sponsor Forms;
  - c.  page 2 of the completed Traveler Form submitted by the employee; *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 that statement is true by checking box*):   
 b. If not, explain: \_\_\_\_\_

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

SIGNATURE OF TRAVELER:  DATE: 2/13/17

I authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel Disclosure form 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. James P. McGovern DATE: 2/13/17

SIGNATURE OF SUPERVISING MEMBER: 

U.S. House of Representatives  
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 on 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 for the trip): WOLA (Washington Office on Latin America)

2. Travel Destination(s): San Salvador, El Salvador

3. Date of Departure: January 26, 2017 Date of Return: January 29, 2017

4. Name(s) of Traveler(s): Representative James P. McGovern, Cynthia Buhl

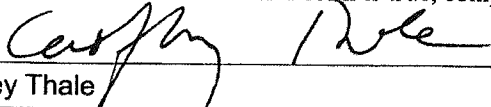
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)

5. **Actual amount** of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)
Traveler	<b>\$639.00</b>	\$233.64	\$161.00	
Accompanying Relative				

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: 

Name: Geoffrey Thale Title: Program Director

Organization: WOLA (Washington Office on Latin America)

**I am an officer of the above-named organization (signify statement is true by checking box):**

Address: 1666 Connecticut Avenue, NW

Washington, DC 20009

Telephone number: 202 797 2171

Email Address: gthale@wola.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.

U.S. House of Representatives  
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Rep. James P. McGovern
2. Sponsor(s) (who will be paying for the trip): Washington Office on Latin America (WOLA)
3. Travel destination(s): San Salvador, El Salvador
4. a. Date of departure Jan. 26, 2017 Date of return: Jan. 29, 2017  
b. Will you be extending the trip at your personal expense?  Yes  No  
If yes, dates at personal expense: \_\_\_\_\_
5. a. Will you be accompanied by a relative at the sponsor's expense?  Yes  No  
b. If yes:  
(1) Name of accompanying relative: \_\_\_\_\_  
(2) Relationship to traveler:  Spouse  Child  Other (specify): \_\_\_\_\_  
(3) Accompanying relative is at least 18 years of age:  Yes  No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (*i.e.*, travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)?  Yes  No  
b. If yes, explain why the second night of lodging is warranted:  
\_\_\_\_\_  
\_\_\_\_\_
7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms:  Yes  No  
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.  
I have been engaged on US-El Salvador policy for over 30 years. In April 2016, I sponsored a briefing on the disappeared in El Salvador. This trip is in follow-up to those interests and that briefing.
9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip?  Yes  No

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.

Date: 12/27/16

  
\_\_\_\_\_  
Signature of Employing Member

U.S. House of Representatives  
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 Web site (ethics.house.gov) provides detailed instructions for filling out the form.

**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.**

1. Sponsor (who will be paying for the trip): WASHINGTON OFFICE ON  
LATIN AMERICA (WOLA)
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 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):  
CYNTHIA BUHL, Legislative Director for  
Rep. JAMES MC GOVERN; see AHA card
5. Is travel being offered to an accompanying relative of the House invitee(s)?  Yes  No
6. Date of departure: JANUARY 26, 2017 Date of return: JANUARY 29, 2017
7. a. City of departure: WASHINGTON DC  
b. Destination(s): SAN CALUADOR, EL SALVADOR  
c. City of return: WASHINGTON, DC
8. 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 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 one of the following:
  - a. I checked 8(a) or (b) above:
  - b. I checked 8(c) above but am not offering any lodging:
  - 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 "d" is checked, explain why the second night of lodging is warranted: \_\_\_\_\_

10. Attached is a detailed agenda of the activities the 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 one:  
 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 that the statement is true by checking box):  or  
 b. N/A - 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:

see A 4/AE had

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. 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 specifically with regard to congressional participation:
- If "b" is checked:

1) Detail the cost per day of meals (approximate cost may be provided): \$ 70.00  
per day

2) Provide reason for selecting the location of the event or trip: EVENTS FOCUSING ON WARTIME DISAPPEARANCES ARE SCHEDULED IN EL SALVADOR. MS. BUHL, AS LD FOR REP. MCGOWAN, WILL ATTEND AND SUPPORT FAMILIES OF THE DISAPPEARED.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel name: Hokl Holiday Inn City: San Salvador Cost per night: \$110.00  
 Reason(s) for selecting: close to events; security
- 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 box):

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	\$ 735	\$ 400	\$ 210
For each accompanying relative	N/A	N/A	N/A

	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 relative		

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

19. Check one:

- a. I certify that I am an officer of the organization listed below.  or  
 b. N/A - sponsor is an individual or a U.S. institution of higher education.

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.

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

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

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

Committee on Ethics  
 U.S. House of Representatives  
 1015 Longworth House Office Building  
 Washington, DC 20515  
 (202) 225-7103 (phone)  
 (202) 225-7392 (general fax)

# U.S. House of Representatives

COMMITTEE ON ETHICS

Washington, DC 20515

January 24, 2017

Ms. Cynthia M. Buhl  
Office of the Honorable James P. McGovern  
438 Cannon House Office Building  
Washington, DC 20515

Dear Ms. Buhl:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to El Salvador,<sup>1</sup> scheduled for January 26 to 29, 2017, sponsored by the Washington Office of Latin America (WOLA).

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) 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. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$390 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 employees may accept, under the Foreign Gifts and Decorations Act (FGDA), gifts "of minimal value [currently \$390, but subject to change] 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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<sup>1</sup> We note that the U.S. Department of State has issued a warning concerning travel to El Salvador. The travel warning may be found at <https://travel.state.gov/content/passports/en/alertswarnings/el-salvador-travel-warning.html>. You may wish to contact the U.S. Department of State regarding the safety of your proposed trip.

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

Sincerely,



Susan W. Brooks  
Chairman



Linda T. Sánchez  
Ranking Member

SWB/LTS:wfs



## El Salvador: McGovern Trip Schedule -FINAL

### Thursday, January 26, 2017

- 8:00 am Check in, Avianca flight 581, Dulles
- 10:10 am Depart Avianca flight 581 for San Salvador
- 1:45 pm Arrive San Salvador international airport
- 4:00 pm US Embassy - Meeting with DCM Mark Johnson, with the Mauricio Aquino Foundation
- 5:00 pm US Embassy - Private meeting (Rep. McGovern, Cindy Buhl, GT) with DCM Johnson
- 7:00 pm Check in, Hotel Intercontinental
- 8:00 pm Private dinner (tentatively, briefing with Carlos Dada – prep for Friday meeting with Attorney General Douglas Melendez)

### Friday, January 27<sup>th</sup>, 2017

- Make time for Breakfast
- 7:45 am Depart hotel for Universidad Centroamericana Jose Simeon Canas (UCA)
- 8:30 am Press conference with UCA rector Fr. Andreu Oliva, Mauricio Aquino Foundation at UCA
- 10:00 am Meeting with President Sanchez Ceren (Jim, Cindy, Sylvia, a family member whose parent was disappeared, and possibly GT) – Casa Presidencial
- 11:00 Ministry of Foreign Affairs/Cancilleria - Technical discussion with representatives of Cancilleria (Foreign Minister Hugo Martinez, et. al.), Fiscalia (Attorney General Melendez, et. al.), and other government officials, with Mauricio Aquino Foundation delegation about establishing a commission to investigate disappearances
- 1:00 Lunch
- 3:00 PM Office of the Attorney General - Meeting with Fiscal/Attorney General Douglas Melendez (Rep. McGovern, Ms. Buhl, Mr. Thale)
- 6:00 pm Reception with human rights NGOs, Hotel Intercontinental
- 8:00 PM Private dinner with Noah Bullock and David Morales of Cristosal – human rights situation in El Salvador, status of violence, the internally displaced, refugees

**Saturday, January 28<sup>th</sup>, 2017**

- Make time for Breakfast
- 8: 30 am Depart for UCA
- 9:00 am Visit to chapel of the martyrs
- 9:30 am-12:30 Public forum with the Mauricio Aquino Foundation, testimonies by families of the disappeared – Segundo Montes Auditorium – Rep. McGovern gives opening remarks
- 12:30 Lunch
- 2:00 pm Visit to memorial wall
- 4:00 pm Discussion with El Faro staff – current situation in El Salvador  
(Possible interview with El Faro editor Jose Luis Sanz on human rights in El Salvador)
- 6:00 pm Documentary film showing about the experience of Ruben Zamora during the war (film director is his daughter, Marcela) – Convention Center
- 8:30 pm Return to hotel – have dinner

**Sunday, January 29<sup>th</sup>, 2017**

- Make sure you have wake-up call
- 5:00 am Check out of hotel - Leave for airport
- 6:00 am Arrive at airport
- 8:00 am Depart, Avianca Flight 582
- 1:16 pm Arrive at Washington Dulles

**Attachment to House Primary Trip Sponsor Form**

**4. Cynthia Buhl, Legislative Director for Rep. James McGovern**

Cynthia Buhl is legislative director for Rep. McGovern, who has been the leading advocate in the House of Representatives for human rights concerns in El Salvador since he was first elected to Congress in 1996. Because of her role as legislative director, and because of her prior work experience, Ms. Buhl has deep knowledge about El Salvador, and is well placed to advise Rep. McGovern. This trip focuses on a call for investigations into the more than 5000 unresolved cases of disappearances that took place during El Salvador's civil war. U.S. and Salvadoran family members of the disappeared will meet with government officials, hold a public forum, and advocate for investigations that will uncover what happened to their loved ones. Ms. Buhl's participation will provide her with information and experience that will allow her to advise Representative McGovern, both on the trip and subsequently, on issues related to the disappeared, to human rights, and to the rule of law in El Salvador.

**10. Please see the agenda below.**

**12. The Washington Office on Latin America (WOLA) has followed human rights issues in El Salvador, and U.S. relations with El Salvador since the late 1970s. WOLA has worked closely with interested Members of Congress, and with the State Department and other U.S. agencies on human rights related issues over many years, and continues today to educate and inform U.S. government officials, the media, and the interested public on human rights and rule of law issues, including issues related to transitional justice, and the disappeared.**

**WOLA will act as the sole sponsor of this trip, covering all related expenses. WOLA, as the sole sponsor, is responsible for facilitating all transportation, meals, lodging and any other necessities.**

**Agenda**

**WOLA Delegation to El Salvador: The War Time Disappeared and the Rule  
of Law**

**January 26- 29, 2017**

**Thursday, January 26th**

**8:00 am**                    **Check in, Dulles Airport**

**10:10am**                   **Flight departs for San Salvador**

**1:45pm**                    **Arrive in San Salvador, clear customs**

**4:00pm**                    **Meeting with President Salvador Sanchez Ceren,  
Casa Presidencial, San Salvador**

**6:00pm**                    **Check in, Holiday Inn San Salvador**

**7:30pm**                    **Dinner and briefing with Rick Jones, regional director, Catholic Relief  
Services**

**Friday, January 27<sup>th</sup>**

**8:30-9:30am**              **Press conference, Jesuit University of Central America**

**10:00- 12:00 noon**      **Working meeting on investigations of the wartime disappeared with  
officials of the Salvadoran Attorney  
General's office, the Ministry of Foreign Relations, and the Secretary  
of Governance**

**12:30-1:30pm**            **Lunch and discussion with Rector, Jesuit University of Central  
America**

**2:00-3:00 pm**            **Meeting with Salvadoran Attorney General Douglas Melendez**

**3:30-4:00pm**            **Group meeting with U.S. Ambassador Jean Manes**

**4:00-5:00pm**            **Private meeting, Rep. McGovern and LD Buhl, with Ambassador  
Manes**

**6:00 8:00 pm**            **Dinner and discussion with Mauricio Aquino Foundation, Due Process  
of Law Foundation and others**

**Saturday, January 28**

- 8:30-9:30am**            **Mass at chapel of the martyrs, Jesuit University of Central America**
- 10:00- 12:00noon**    **Forum with families and children of the disappeared, Jesuit University of Central America**
- 12:30- 2:00 pm**        **Lunch and informal conversation with U.S. and Salvadoran families of the disappeared**
- 3:00- 4:30 pm**         **Visit to memorial wall commemorating those who died or disappeared during the civil war in El Salvador, accompanying U.S and Salvadoran families of the disappeared**
- 6:00-8:00pm**           **Dinner and briefing on internal displacement, with Noah Bullock, executive director, Foundation Cristosal**

**Sunday, January 29**

- 5:30 am**                 **Depart hotel**
- 8:00 am**                 **Flight to Washington**
- 1:16 pm**                 **Arrival in Washington Dull**