

HAND DELIVERED

Original Amendment

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM PM 3:44

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.

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: Mark McCoy Snyder
2. a. Name of accompanying relative: _____ *or* None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates of departure and return: Departure: April 8, 2017 Return: April 14, 2017
 b. Dates at personal expense (if any): _____ *or* None
4. Departure city: Washington, DC Destination: Dakar, Senegal Return city: Washington, DC
5. Sponsor(s) (who paid for the trip): World Vision International
6. Describe meetings and events attended: USAID overview meeting of activities in county, lunch with implementing partners, lunch with the reps from the Ministry of Finance, tour of food research center, tour of various development projects in the field, meetings with local government officials.
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: [Signature] DATE: 5/1/2017

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: Ruben Kihuen DATE: 5/1/17

SIGNATURE OF SUPERVISING MEMBER: [Signature]

**U.S. House of Representatives
Committee on Ethics**

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): World Vision International

2. Travel Destination(s): Dakar, Senegal

3. Date of Departure: April 8, 2017 Date of Return: April 14, 2017

4. Name(s) of Traveler(s): Mark Snyder

(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	1522.86	704.70	335.08	236.39 - Interpreter
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: *Lisa Bos*

Name: Lisa Bos Title: Director of Government Relations

Organization: World Vision

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

Address: 300 I Street NE

Washington, DC 20002

Telephone number: 202-572-6545

Email Address: LBos@WorldVision.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: Mark McCoy Snyder
2. Sponsor(s) (who will be paying for the trip): World Vision US
3. Travel destination(s): Senegal
4. a. Date of departure April 8, 2017 Date of return: April 14, 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.
Legislative Director- I handle the Congressman's work on the Financial Services Committee with oversight over international finance programs, which makes the meeting with the Ministry of Finance valuable.
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: 3/8/17



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): _____
World Vision International
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: _____
The Bill and Melinda Gates Foundation
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):
Please see Addendum A.
5. Is travel being offered to an accompanying relative of the House invitee(s)? Yes No
6. Date of departure: April 8, 2017 Date of return: April 14, 2017
7. a. City of departure: Washington, D.C.
b. Destination(s): Dakar, Senegal
c. City of return: Washington, D.C.
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:

World Vision is a Christian international relief and development organization working in nearly 100 countries, including Senegal. World Vision is solely responsible for the planning, content, and logistics of all aspects of this learning trip. To improve understanding of international development and maternal and child health programs, the Bill and Melinda Gates Foundation provides grant funding to World Vision to support learning trips. Besides their role as financial donor, the Foundation has had no other participation in the planning on the trip.

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): _____
Approximate cost is \$40 a day

2) Provide reason for selecting the location of the event or trip: _____
The U.S. government provides significant funding and supports many international development programs in Senegal. Senegal is a priority country for the U.S. government in global health. The delegation will have the opportunity to view U.S. government and partner programs to review their impact and efficacy.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel name: Radisson Blu City: Dakar Cost per night: \$200
Reason(s) for selecting: Hotel has good meeting space and adequate security.

Hotel name: Hotel Royal Malango City: Fatick Cost per night: \$44
Reason(s) for selecting: Hotel is close to project visits and has adequate security.

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 <i>Transportation</i> Expenses per Participant	Total <i>Lodging</i> Expenses per Participant	Total <i>Meal</i> Expenses per Participant
For each Member, Officer, or employee	\$1,900	\$611	\$280
For each accompanying relative			

	<i>Other</i> Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	\$70	Split cost of interpreter for 4 days
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: Lisa Bos

Name: Lisa Bos

Title: Director of Government Relations

Organization: World Vision

Address: 300 I Street NE, Washington, D.C. 20002

Telephone number: 202-572-6545

Email address: LBos@worldvision.org

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)

Susan W. Brooks, Indiana
Chairwoman
Theodore E. Deutch, Florida
Ranking Member

Patrick Meehan, Pennsylvania
Trey Gowdy, South Carolina
Kenny Marchant, Texas
Leonard Lance, New Jersey

Yvette D. Clarke, New York
Jared Polis, Colorado
Anthony Brown, Maryland
Steve Cohen, Tennessee



ONE HUNDRED FIFTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

April 5, 2017

Thomas A. Rust
Staff Director and Chief Counsel

Donna Herbert
Director of Administration

Sheria A. Clarke
Counsel to the Chairwoman

Daniel J. Taylor
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
Facsimile: (202) 225-7392

Mr. Mark McCoy Snyder
Office of the Honorable Ruben Kihuen
313 Cannon House Office Building
Washington, DC 20515

Dear Mr. Snyder:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Senegal, scheduled for April 8 to 14, 2017, sponsored by World Vision International, with financial support from the Bill and Melinda Gates Foundation.

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] 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 filed with the Committee, and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

Mr. Mark McCoy Snyder
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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
Chairwoman



Theodore E. Deutch
Ranking Member

SWB/TED:re

Senegal Congressional Staff Learning Trip Itinerary | April 8-13, 2017

Transit Day – Saturday, April 8

5:05pm Depart Washington, D.C. from Dulles (short layover in JFK, New York)

Orientation Day – Sunday, April 9

Location: Dakar

10:15am Arrive in Dakar

11:30am Transit to Radisson Blu Hotel and check in

4:30pm – 6pm Security brief with US Embassy staff – US security and development priorities

6pm – 8pm Dinner with WV Senegal staff – Introductions, trip overview + themes, and overview of Senegalese politics, economy, and society

Overnight: Radisson Blu Hotel, Dakar

Day 1 – Monday, April 10

Location: Dakar

8am Breakfast at hotel

9am – 11:30am USAID Mission briefing – Overview of USG investments and engagement in Senegal, time for questions & discussion

11:30am – 1pm Roundtable lunch with US implementing partners – Partnerships in Senegal: how NGOs work with USG and the Government of Senegal

1pm – 1:30pm Transit to Senegal Ministry of Finance

1:30pm – 2:30pm Meeting with representative from Senegalese Ministry of Finance regarding domestic and international resource mobilization for development

2:30pm – 3pm Transit to Food Technology Institute

3pm – 5pm Tour millet processing lab at the Food Technology Institute and discuss Feed the Future project to connect agriculture and business experts in West Africa and the United States

5pm Transit back to Radisson Blu Hotel

6pm – 8pm Dinner discussion with US Ambassador James Zumwalt – US Government’s overall strategy and development priorities in Senegal

Overnight: Radisson Blu Hotel, Dakar

Day 2 – Tuesday, April 11

Location: Fatick

7:30am	Breakfast at hotel
8am – 11am	Transit to Fatick Region, scene setter in transit – Development challenges and opportunities in rural Senegal
11am – 11:30am	Greetings with local government officials of Niakhar District
11:30am – 1pm	Visit Community Savings and Loans Group (economic empowerment program) – presentation from the group on the savings and loan process and hear from community members on the impact
1pm – 1:30pm	Transit to lunch
1:30pm – 2:30pm	Working lunch with World Vision regional staff – Discuss regional programs, priorities, and challenges and how integrated programming achieves development goals
2:30pm – 3:00pm	Transit to household visit
3:00pm – 4:30pm	Visit household on the introduction of poultry, an integrated approach to improving nutrition, food security, and livelihoods
4:30pm	Transit and check-in to Hotel Royal Malango
6pm – 8pm	Working dinner at hotel – Debrief of the day, review of next day’s itinerary

Overnight: Hotel Royal Malango, Fatick

Day 3 – Wednesday, April 12

Location: Fatick

8am	Breakfast at hotel
9:30am – 10am	Greetings with local government officials of Diakhao District
10am – 10:30am	Transit to health post

10:30am – 12pm	Visit Boof Poupouye Health Post – observe and interact with maternal and child health interventions including immunizations, malnutrition care, healthy timing and spacing of pregnancies, and antenatal visits
12:15pm – 12:45pm	Walk next door to visit a household – discuss how Water, Sanitation, and Hygiene (WASH) programs affect household’s daily life including household, kitchen, garden, latrine, and livelihoods
12:45pm – 1pm	Transit to lunch
1pm – 2:15pm	Lunch with World Vision program staff, local government leaders, and local development partners – Program challenges and successes in the region and where to go next
2:15pm – 2:30pm	Transit to household visit
2:30pm – 4:30 pm	Accompany community health workers on visit to TB patient household – community care and health systems strengthening component of the Global Fund’s program
4:30pm	Transit to hotel
6pm – 8pm	Working dinner at hotel – Debrief of the day, review of next day’s itinerary

Overnight: Hotel Royal Malango, Fatick

Day 4 – Thursday, April 13

Location: Fatick, Dakar

8am	Breakfast at hotel
9am – 10am	Meeting with the Governor of Fatick
10am – 11:30am	Mbafaye Cereal Bank – Visit with women’s group, observe peanut and fruit food processing, and learn about program integration with health through women’s health skit
11:30am – 12pm	Transit to hotel and check-out
12pm – 1:30pm	Working lunch – Discuss country ownership and development sustainability, overview of health systems strengthening partnership between USG and Senegalese Government
1:30pm – 4:30pm	Transit back to Dakar
4:30pm	Check-in to Radisson Blu Hotel and refresh

6pm – 8pm Working dinner – Share takeaways and final questions with World Vision staff

12am Leave for airport

Hotel: Radisson Blu Hotel, Dakar

Transit Day – Friday, April 14

2:00am Flight leaves Dakar

6:30am Arrive at Dulles International Airport, Washington, D.C.