

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

17 NOV -3 PM 4:25

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES

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: Izmira Aitch
 2. a. Name of accompanying relative: _____ or None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
 3. a. Dates of departure and return: Departure: October 13, 2017 Return: October 20, 2017
 b. Dates at personal expense (if any): 1 or None
 4. Departure city: Washington Destination: Brussels Return city: Washington
 5. Sponsor(s) (who paid for the trip): Friedrich Ebert Stiftung
 6. Describe meetings and events attended: United States relations with European Union
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 did not attend the "Rule of Law" item due to fulfilling email demands of my boss, Rep. Gwen Moore.

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: November 3, 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: Gwen S. Moore DATE: 11/3/17

SIGNATURE OF SUPERVISING MEMBER: [Signature]

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**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): Friedrich Ebert Foundation

2. Travel Destination(s): Brussels, Belgium

3. Date of Departure: Oct 13 2017 Date of Return: Oct 20 2017

4. Name(s) of Traveler(s): Izmira Aitch

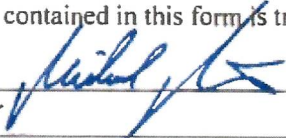
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)

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	\$1000	\$875	\$375	
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: Michael Meier Title: Director
 Organization: Friedrich Ebert Foundation

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

Address: 1023 15th St. NW Suite 801
Washington, D.C. 20005

Telephone number: 202-408-5444

Email Address: M.Meier@fesdc.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: Izmira Aitch
2. Sponsor(s) (who will be paying for the trip): Friedrich Ebert Foundation
3. Travel destination(s): Brussels, Belgium
4. a. Date of departure October 13, 2017 ^{10/13/17} Date of return: October 20, 2017
- b. Will you be extending the trip at your personal expense? Yes No
If yes, dates at personal expense: 10/14/17
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.

My employing member Gwen Moore is a U.S. Helsinki Commissioner, Ranking Member of the Monetary Policy and Trade Subcommittee of Financial Services Committee and a member of the House Democracy Partnership. As her legislative assistant, the itinerary is directly relevant to my areas of responsibility in service to Gwen Moore.

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: September 12, 2017

Gwen Moore (WI-04)
Signature of Employing Member

(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):
see attached
5. Is travel being offered to an accompanying relative of the House invitee(s)? Yes No
6. Date of departure: 10/14/17 Date of return: 10/20/17
7. a. City of departure: Washington, DC
b. Destination(s): Brussels, Belgium
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:

ties the House invitees will be participating in during the travel (i.e., for trip invitees) (indicate agenda is attached by checking box):

lobbyist or foreign agent will not accompany House Members or (signify that the statement is true by checking box): or of higher education.

nsor form, describe the sponsor's interest in the subject matter of the acting the trip:

ert Foundation seeks to encourage and foster open, ~~and debates to further US-EU cooperation on crucial issues~~ economic development and domestic policy. The aim of this ~~workings of the European Union and its institutions to offer~~ ~~inding of the current challenges as well as opportunities that~~ Friedrich Ebert Foundation is the sole sponsor of this trip.

necessary.

ir Bus Car Other (Specify:)

each First Charter Other (Specify:)

red or private aircraft, explain why such travel is warranted:

uring the trip will be unrelated to personal or is true by checking box):

hout regard to congressional participation and r to those provided to or purchased by other

gard to congressional participation:

a provided):

rea: ssels is the European capital

ip: _____

lodging facility: ssels Cost per night: 30

15 Cost per night: _____

Cost per night: _____

costs incurred and

m mp

statement is true by check

H. PARTICIPANT:

	Total Transportation Expenses per Participant	Other Expenses per Participant	Total Meal Expenses per Participant
	1200 USD		375 USD

	Number of Other Expenses (Dollar amount per item)	Description of "Other" Expenses (e.g., registration fees, etc.)

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: *[Signature]*

Name: Michael Meier

Title: Country Representative USA and Canada

Organization: Friedrich Ebert Foundation

Address: 1023 15th St. NW Suite 801

Telephone number: 202-408-5444

Email address: M.Meier@fesdc.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

October 12, 2017

Thomas A. Rust
Staff Director and Chief Counsel

Donna Herbert
Director of Administration

Megan Savage
*Chief of Staff and 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

Ms. Izmira Aitch
Office of the Honorable Gwen Moore
2252 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Aitch:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Belgium, scheduled for October 13 to 20, 2017, sponsored by the Friedrich Ebert Foundation. We note that this trip includes one day at your personal expense.

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.

Ms. Izmira Aitch
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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:tn