

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

18 APR 11 AM 11:19

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: Alex Payne
2. a. Name of accompanying relative: _____ *or* None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates of departure and return: Departure: 4/5/18 Return: 4/5/18
 b. Dates at personal expense (if any): _____ *or* None
4. Departure city: Washington, DC Destination: Fredericksburg, VA Return city: Washington, DC
5. Sponsor(s) (who paid for the trip): Jobs for the Future w/ a grant from Lumina Foundation
6. Describe meetings and events attended: Met with state and college officials about workforce development efforts.
Toured and discussed apprenticeship programs at Germanna Community College.
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: 4/6/18

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: Robert C. "Bobby" Scott DATE: 4/10/18

SIGNATURE OF SUPERVISING MEMBER: 

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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.

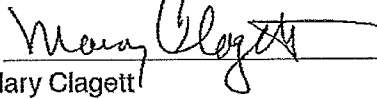
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Sponsor(s) (who paid for the trip): Jobs for the Future
2. Travel Destination(s): Fredericksburg, VA
3. Date of Departure: 4/5/2018 Date of Return: 4/5/2018
4. Name(s) of Traveler(s): Eunice Ikene, Robin Juliano, Jason Kanter, Bo Morris, Heather Painter, Alexander Payne, James Redstone, Kimberly Toots
(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	\$46.60	\$0.00	\$27.00	\$0.00
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: Mary Clagett Title: Senior Director of National Workforce Policy
 Organization: Jobs for the Future

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

Address: 122 C st NW
Washington D.C. 20001
 Telephone number: 703-517-6368
 Email Address: mclagett@jff.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: Alex Payne
2. Sponsor(s) (who will be paying for the trip): Jobs for the Future with a grant from the Lumina Foundation
3. Travel destination(s): Germana Community College, Fredericksburg, VA
4. a. Date of departure 4/5/18 Date of return: 4/5/18
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.
As the education and workforce development policy advisor, I handle workforce development issues and this trip is about best practices in workforce development. - *AP*
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: 3/5/18

Bob Scott
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): Jobs for the Future (JFF) with a grant from the Lumina Foundation.
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 Lumina 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):
See attachment two.
5. Is travel being offered to an accompanying relative of the House invitee(s)? Yes No
6. Date of departure: April 5, 2018 Date of return: April 5, 2018
7. a. City of departure: Washington, D.C.
b. Destination(s): Germanna Community College, Fredericksburg, VA
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:

JFF selects sites and topics of interest around which to base visits and forums, taking into account

Congressional staff interest, the quality of the program and their relationship to workforce development and education policy. See attachment three for more detail.

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:
N/A

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):
See attachment four, following government per diem rates for Washington, D.C. and Fredericksburg, VA.
2) Provide reason for selecting the location of the event or trip:
JFF selected Fredericksburg, VA because of teh innovative work the state is doing around workforce development. See attachment two for more detail.

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

Hotel name: _____ City: _____ Cost per night: _____

Reason(s) for selecting: _____

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	\$46.60 (see attachment 4)	NA	\$27.00 (see attachment 4)
For each accompanying relative	NA	NA	NA

	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	NA	NA
For each accompanying relative	NA	NA

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: _____

Maria K. Flynn

Name: Maria Flynn

Title: President/CEO

Organization: Jobs for the Future

Address: 122 C st NW Washington, D.C. 20001

Telephone number: 617-728-4446

Email address: mflynn@jff.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)

U.S. House of Representatives
Committee on Ethics

GRANTMAKING TRIP SPONSOR FORM

This form should be completed by a public charity or private foundation (both as defined under section 501(c)(3) of the Internal Revenue Code) that provides a grant of funds to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. Provide a copy of your completed form to the primary sponsor of the trip.

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. I certify that (name of your organization): The Lumina Foundation
has been designated a § 501(c)(3) nonprofit charitable organization by the Internal Revenue Service.
 Yes No.
2. Name of Primary Trip Sponsor: Jobs for the Future (JFF)
3. I certify that my organization (complete a or b):
 - a. Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. *or*
 - b. Has had a direct role in the organizing, planning, or conducting of a trip to
(destination) Fredericksburg, VA on (date) April 5, 2018 that is being organized or arranged by the above-named Primary Trip Sponsor.
4. Check one:
 - a. My organization does not employ or retain a registered federal lobbyist or foreign agent *or*
 - b. My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
5. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.
6. 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: Jamie Merisotis Title: President/CEO

Organization: The Lumina Foundation

Address: 80 S. Meridian St. Suite 700 Indianapolis, IN 46204

Telephone number: 800-834-5756 Email: jmerisotis@luminafoundation.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

Kenny Marchant, Texas
Leonard Lance, New Jersey
Mimi Walters, California
John Ratcliffe, Texas

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

March 29, 2018

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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

Mr. Alex Payne
Committee on Education and the Workforce
2101 Rayburn House Office Building
Washington, DC 20515

Dear Mr. Payne:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Fredericksburg, Virginia, scheduled for April 5, 2018, sponsored by Jobs for the Future, with financial support from the Lumina 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.

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:adw

Attachment 2.

Congressional Staff Network for Workforce and Economic Security Issues April 5, 2018 Site Visit Fredericksburg, Virginia

House Staff:

- Eunice Ikene, Labor Policy Advisor, House Education and Workforce Committee
- Robin Juliano, Professional Staff Member, House Appropriations Committee
- Jason Kanter, Professional Staff Member, House Ways and Means Committee
- Bo Morris, Senior Legislative Assistant, Rep. Jared Polis
- Udochi Onwubiko, Counsel, House Education and Workforce Committee
- Heather Painter, Legislative Fellow, Rep. Seth Moulton
- Alexander Payne, Policy Advisor, House Education and Workforce Committee
- James Redstone, Professional Staff Member, House Education and Workforce Committee
- Lakeisha Steele, Legislative Assistant, Rep. Suzanne Bonamici
- Kimberly Toots, Legislative Fellow, House Education and Workforce Committee
- Cheryl Vincent, Professional Staff Member, House Ways and Means Committee

House staff have been invited as a result of their work on education and workforce development issues. All have responsibility over these federal issues in their offices. The site visit will highlight the successes and challenges of the education and workforce programs in Virginia.

Reason for Selecting Location: JFF selected Fredericksburg, Virginia for this site visit because of the innovative work the state is doing around workforce development. Recently, Virginia was recognized as the top Mid-Atlantic state in annual workforce development rankings and we believe the Commonwealth's commitment to innovative post-secondary skill development is worth highlighting. The visit will shed light on implications for higher education and workforce development policy, specifically on: Pre-apprenticeship and apprenticeship programs, career pathway approaches and strategies for supporting today's most vulnerable postsecondary students.

Attachment 3.

- A) **Role of Sponsor.** Jobs for the Future (JFF) selects sites and topics of interest around which to base site visits and forums, taking into account congressional staff interest, the quality of programming, and whether or not these programs have a relationship to workforce development and education policy. JFF develops and executes the agenda; arranges logistics for the trip; and communicates with the staff. The Lumina Foundation provides a grant to Jobs for the Future to convene the Congressional Staff Network on Workforce and Economic Security Issues.
- B) **Purpose of the Trip and Mission of the Sponsor.** Jobs for the Future is interested in the development of education, training and supportive programs and policies that expand opportunities for low income and disconnected youth and adults to attain

the education, training and credentials necessary to find good jobs and family sustainable careers. JFF's work is informed by research, analysis, and best practice. The purpose of this trip is to examine high quality and innovative education and workforce training programs that focus on the economic needs of the state, its employers and its people. Staff will see innovative programs that meet the skill needs of the region's critical industries, talk with students, teachers, state and local officials and employers who are involved in the development and in carrying out these programs. In addition, our funder, The Lumina Foundation is interested in increasing postsecondary education attainment, including through high quality and innovative approaches that meet national, state, and local economic needs.

- C) **History Carrying out Site Visits.** Jobs for the Future has carried out the Congressional Network on Workforce Development and Economic Security for nearly 10 years. As part of that work we have held numerous DC-based forums and conducted multiple site visits where senior congressional staff have the opportunity to see high quality workforce programs and learn from experts and practitioners on the ground, about the impact of federal policy in their fields of responsibility. Our visits have included programs in: Charlotte, NC; Bridgeport, CT; Cincinnati, OH; Madison, WI; Philadelphia, PA; Detroit, MI, Wichita, KS, Nashville, TN, Seattle, WA and Eastern KY. The purpose of these trips (and the Network) is to provide in-depth learning opportunities for staff on workforce, education, and economic security issues.
- D) **Other Education Activities.** JFF works with partners around the country to design and drive the adoption of education and career pathways leading to college, career readiness and career advancements for those struggling to succeed in today's economy. In more than 100 communities across 39 states, JFF improves the pathways leading from high school to college to family-sustaining careers.

Attachment 4: Good Faith Estimates for Senate Staff Travel and Meal Expenses

On the ground travel estimates: Transportation (via bus) for one day to and from DC: \$1,350.00 divided by 29 people = Approx. \$46.60 each.

Meals: Will meet government per diem rates of \$16.00 per person for breakfast (in DC) and \$11.00 per person for lunch (in Fredericksburg). Bringing the total meal cost to \$27.00 per person.