

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM MAY 18 PM 4:03

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: Ashlee Vinyard
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 28, 2018 Return: May 4, 2018
 b. Dates at personal expense (if any): _____ *or* None
4. Departure city: Washington, DC Destination: Kigali, Rwanda Return city: Washington, DC
5. Sponsor(s) (who paid for the trip): Cooperative for Assistance and Relief Everywhere (CARE)
6. Describe meetings and events attended: Please see Addendum A and Addendum B

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: Ashlee Vinyard DATE: 5/18/18

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: Lamar Smith DATE: 5/18/18

SIGNATURE OF SUPERVISING MEMBER: Lamar Smith

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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): Cooperative for Assistance & Relief Everywhere, Inc. (CARE)

2. Travel Destination(s): Rwanda

3. Date of Departure: April 28, 2018 Date of Return: May 4, 2018

4. Name(s) of Traveler(s): Ashlee Vinyard

(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	\$1802.80	\$720.00	\$229.60	Interpreter: \$65.00, Security: \$652.79 Insurance: \$81.00, Visa: \$189.00
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: Rachel I Hall

Name: Rachel Hall Title: Deputy Director, Learning Tours

Organization: Cooperative for Assistance and Relief Everywhere, Inc. (CARE)

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

Address: 1899 L Street, NW, Suite 500, Washington, DC 20036

Telephone number: 202-569-7027

Email Address: Rachel.hall@care.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

LEGISLATIVE RESOURCE CENTER

18 MAY 18 PM 2:41

TRAVELER FORM

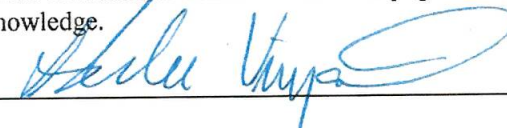
This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. *Form (and any attachments) may be faxed to the Committee at (202) 225-7392, sent or delivered to the Committee at 1015 Longworth, or e-mailed to travel.requests@mail.house.gov.*

YOUR COMPLETED REQUEST MUST BE SUBMITTED TO THE COMMITTEE NO LESS THAN 30 DAYS BEFORE YOUR PROPOSED DEPARTURE DATE. Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. You must receive explicit approval from the Committee before you depart on this trip.

Name of Traveler: Ashlee Vinyard

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

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

Signature: 

Name of signatory (if other than traveler): _____

For staff, name of employing Member or committee: Rep Lamar Smith

Office address: 2409 Rayburn Office Building, Washington, DC 20515

Telephone number: 202-225-4236

Email address of contact person: ashlee.vinyard@mail.house.gov

- Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, and these forms are being submitted to the Committee less than 30 days before the trip departure date.

NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.

KEEP A COPY OF THIS FORM. Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

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

Committee on Ethics
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (fax)
Travel email: travel.requests@mail.house.gov

U.S. House of Representatives
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Ashlee Vinyard
2. Sponsor(s) (who will be paying for the trip): Cooperative for Assistance and Relief Everywhere, Inc. (CARE)
3. Travel destination(s): Kigali, Rwanda
4. a. Date of departure April 28, 2018 Date of return: May 4, 2018
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 serve as the Chief of Staff for Rep. Lamar Smith. This learning tour to Rwanda will allow me to better understand women's empowerment and development issues and the challenges they are facing. It will also provide me with the opportunity to develop bipartisan relationships with others attending.

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: 3/28/18 _____
Lamar Smith
Signature of Employing Member

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 Bill & Melinda Gates Foundation
has been designated a § 501(c)(3) nonprofit charitable organization by the Internal Revenue Service.
 Yes No
2. Name of Primary Trip Sponsor: Cooperative for Assistance & Relief Everywhere, Inc. (CARE)
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) _____ on (date) _____ 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: Katy M. Bolton

Name: Katy Bolton

Title: Sr. Gov't Rel. officer

Organization: The Bill + Melinda Gates Foundation

Address: 1300 I St. NW Washington, DC 20005

Telephone number: 202-662-8187

Email: Katy.bolton@gatesfoundation.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**

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): _____
Cooperative for Assistance and Relief Everywhere, Inc. (CARE)
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 & 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):
See Addendum A.
5. Is travel being offered to an accompanying relative of the House invitee(s)? Yes No
6. Date of departure: April 28, 2018 Date of return: May 4, 2018
7. a. City of departure: Washington, DC
b. Destination(s): Kigali, Rwanda
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:

CARE is host to the delegation and responsible for logistics and content of the trip. CARE is a leading humanitarian organization focused on combating global poverty. CARE places a special emphasis on women and girls because, when equipped with proper resources, they help families and communities escape poverty. Gates Foundation provided CARE a grant to fund various activities, including congressional tours providing educational opportunities on international development.

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): _____
Meal costs will comply with the U.S. Government per diem rates of \$88/day in Kigali

2) Provide reason for selecting the location of the event or trip: _____
The U.S. Government is an important development partner in Rwanda sharing an interest in sustainable programs to combat poverty and empower women and girls in Rwanda.

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

Hotel name: Kigali Serena Hotel City: Kigali Cost per night: \$203

Reason(s) for selecting: The hotel offers western accommodations with ample security for the trip's activities.

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 <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	\$2,227.00	\$812.00	\$352.00
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	\$1,010.00	interpreter, security, insurance and visa
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: *Rachel L Hall*

Name: Rachel Hall

Title: Deputy Director, Learning Tours

Organization: Cooperative for Assistance and Relief Everywhere, Inc. (CARE)

Address: 1899 L Street, NW, Suite 500, Washington, DC 20036

Telephone number: 202-569-7027

Email address: rachel.hall@care.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

April 16, 2018

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. Ashlee R. Vinyard
Office of the Honorable Lamar Smith
2409 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Vinyard:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Rwanda,¹ scheduled for April 28 to May 4, 2018, sponsored by the Cooperative for Assistance and Relief Everywhere, Inc. (CARE), 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.

¹ We note that the U.S. Department of State (State Department) has issued a travel warning concerning travel to Rwanda, *available at* <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories/rwanda-travel-advisory.html>. You may wish to contact the State Department regarding the safety of your proposed trip.

Ms. Ashlee R. Vinyard

Page 2

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



CARE USA
1899 L St NW
Suite 500
Washington, DC 20036
USA
www.care.org

March 26, 2018

U.S. House of Representatives Committee on Ethics
1015 Longworth House Office Building
Washington, DC 20515

RE: CARE Learning Tour to Rwanda, April 28-May 4, 2018

To Whom It May Concern:

Over the past eight years, the CARE Learning Tours program has provided policymakers and influential opinion leaders the unique opportunity to see firsthand the impact of U.S. foreign assistance investments on health and development worldwide. CARE has engaged members of Congress and key staff from both political parties as well as influential opinion leaders on these Learning Tours.

On this CARE Learning Tour, we will be sponsoring a trip to Rwanda, which will include staffers from congressional offices in the Senate and House of Representatives. This trip has been funded with the assistance of a grant provided to CARE by the Bill & Melinda Gates Foundation with the purpose of raising awareness about the importance of U.S. investments in confronting global poverty. A portion of the activities funded by the grant include congressional travel, and CARE is using some of the grant funds to support this specific trip. The Foundation did not play a role in organizing the trip, and has not been involved in the selection or invitation of travel participants. This funding had not been earmarked for this specific trip as stated in Item 7 on the Private Sponsor Travel Certification Form.

We are committed to ensuring adherence to all Ethics Committee rules and regulations. For further information about CARE's advocacy and lobbying structure, please see the attached description. If you have any questions, please feel free to contact me at (202) 569-7027.

Sincerely,

Rachel Hall
Deputy Director, Learning Tours
CARE USA

CARE and CARE Action Now Structure Explained

Updated: September 2, 2016

CARE, a 501(c)(3) organization, is a leading international humanitarian organization fighting global poverty that places special focus on working alongside poor women who, equipped with the proper resources, can assist whole families and entire communities escape poverty through improved basic education, prevent the spread of HIV, increase access to clean water and sanitation, and expand economic opportunities and the protection of natural resources. CARE also delivers emergency aid to survivors of war and natural disasters, and helps people rebuild their lives.

CARE established CARE Action Now in October, 2007 as a related but separately incorporated 501(c)(4) organization. Served by a mostly independent Board of Directors, CARE Action Now undertakes a variety of programs and activities in furtherance the organizations' comparable missions, most notably directly influencing policymakers through public awareness campaigns, briefings, reports, meetings, testimony and other areas based on CARE's experience of working with poor people around the world over more than 60 years. The two organizations share facilities and resources, allocating the costs between them based upon use, as is common in the nonprofit sector. CARE provides grant funding to CARE Action Now to support the range of its advocacy and lobbying activities. CARE Action Now is increasingly raising funds independent of CARE. This is a common structure for related nonprofit organizations, where a 501(c)(3) organization uses some of its limited funding on lobbying to support a related 501(c)(4) rather than doing the lobbying directly itself.

CARE serves as common paymaster for both organizations, so that all shared employees receive one paycheck from CARE for services provided to either CARE or CARE Action Now. CARE Action Now reimburses CARE for its allocable share of salary, benefits, and payroll taxes. All staff time that qualifies as "lobbying activity" under the Lobbying Disclosure Act that is conducted by staff registered as lobbyists for CARE Action Now is charged to CARE Action Now under this arrangement, although those employees may also perform non-lobbying services for CARE. CARE Action Now treats its reimbursement payments to CARE as expenditures for salary and related items on its books.

This relationship which is consistent with customary practice leads us to conclude that CARE has properly completed this form, including that it does not employ or retain lobbyists. However, we include this additional information in the interests of full transparency so that the committee may make this determination for itself.

BILL & MELINDA
GATES *foundation*

1300 I (Eye) Street NW
Suite 200 East
Washington, DC 20005, USA
V +1.202.662.8130
F +1.202.220.6799
www.gatesfoundation.org

March 27, 2018

House Committee on Ethics
1015 Longworth House Office Building
Washington, DC 20515

This letter is submitted in response to your request regarding a learning trip beginning April 28, 2018. The Foundation made a grant to CARE USA on January 5, 2017 to fund various activities, including congressional tours to provide learning opportunities on U.S. foreign assistance programs.

I send this to confirm that the Bill & Melinda Gates Foundation is aware of this project and provided support, through the assistance of grant funding, to CARE USA for this project for the purpose of providing members of Congress, Congressional staff, other key decision-makers and influential individuals with the personal experience and knowledge of U.S. Government programs in the developing world and to provide follow-on information to tour participants, selecting countries that have a broad array of U.S. Government development projects.

However, the Foundation did not play a significant role in the project, or in organizing the related trip, and has not been involved in the selection or invitation of travel participants. Decisions regarding travel participants have been controlled by and under the sole discretion of CARE USA. Foundation funding has not been directly or indirectly earmarked to finance any aspect of this trip and, as defined in the grant agreement, grant funds, may not be earmarked for activities that are considered lobbying under the tax law provisions governing private foundations. Furthermore, the Bill & Melinda Gates Foundation does not retain or employ a registered federal lobbyist or foreign agent.

If we can provide any additional information, please contact me at dana.deruiter@gatesfoundation.org, or 202.370.8958.

Sincerely,



Dana DeRuiter
Senior Program Officer
Bill & Melinda Gates Foundation

Addendum A:

Names and titles of ALL House invitees and explanation of why the individual was invited.

We invited female senior staffers, including chiefs of staff and deputy chiefs of staff for members of Congress and key committee staff who work on issues related to women's empowerment or foreign affairs. We targeted these staffers because of their membership in the Women's Chiefs of Staff Program implemented by the Women's Congressional Policy Institute and because they work together on issues related to foreign assistance and women's empowerment, two of the central themes that will be explored throughout this trip.

Invited House Staffers

- Keenan Austin Reed – Deputy Chief of Staff, Rep. Donald McEachin (D-VA-04)
- Kelle Strickland – Chief of Staff, House Sergeant at Arms
- Angela Ramirez – Chief of Staff, Rep. Ben Ray Lujan (D-NM-03)
- Jen Daulby – Chief of Staff, Rep. Rodney Davis (R-IL-13)
- Megan Savage – Chief of Staff, Rep. Susan Brooks (R-IN-05)
- Stacy Barton – Chief of Staff, Rep. Steve Chabot (R-OH-01)
- Katie Hazlett – Chief of Staff, Rep. Rodney Frelinghuysen (R-NJ-11)
- Maria Bowie – Chief of Staff, Rep. Tom Cole (R-OK-04)
- Shalanda Young – Chief of Staff, House Committee on Appropriations
- Megan Bell – Chief of Staff, Rep. Hal Rogers (R-KY-05)
- Danyell Tremmell – Chief of Staff, Rep. Paul Ryan (R-WI-01)
- Kate Keating – Chief of Staff, Rep. Joe Crowley (D-NY-14)
- Torrie Miller Matous – Chief of Staff, Rep. Martha Roby (R-AL-02)
- Muffy Day – Chief of Staff, Rep. Karen Handel (R-GA-06)
- Carrie Meadows – Chief of Staff, Rep. Dan Newhouse (R-WA-04)
- Kara Ahem – Chief of Staff, Rep. Dan Newhouse (R-WA-04)
- Carmen Frias – Chief of Staff, Rep. Pramila Jayapal (D-WA-07)
- Julie Tagen – Chief of Staff, Rep. Jamie Raskin (D-MD-08)
- Cathy Hurwit – Chief of Staff, Rep. Jan Schakowsky (D-IL-09)
- Lindley Sherer – Chief of Staff, Rep. Elise Stefanik ((R-NY-21)
- Kim Rudolph – Chief of Staff, Rep. Andre Carson (D-IN-07)
- Carrie Kohns – Chief of Staff, Rep. Karen Bass (D-CA-37)
- Maia Estes – Chief of Staff, Rep. Anthony Brown (D-MD-04)
- LaDavia Drane – Chief of Staff, Rep. Yvette Clarke (D-NY-09)
- Jamie Gahun – Chief of Staff, Rep. John Culberson (R-TX-07)
- Kelicia Rice – Deputy Chief of Staff, Rep. John Carter (R-TX-31)
- Tricia Evans – Deputy Chief of Staff, Rep. Ken Calvert (R-CA-42)
- Anna Vetter – Deputy Chief of Staff, Rep. David Valadao (R-CA-21)
- Barret Karr – Chief of Staff, Majority Leader Kevin McCarthy (R-CA-23)
- Kelly Dixon – Operations Director, Majority Leader Kevin McCarthy (R-CA-23)
- Natalie Buchanan – Director of Member Services, Majority Leader Kevin McCarthy (R-CA-23)
- Janette Yarwood – Africa Sub-Committee Staff Director, Rep. Karen Bass (D-CA-37)

- Jeannette Windon – Oversight and Investigations Director, House Committee on Foreign Affairs
- Donna Cassutt – Chief of Staff, Rep. Keith Ellison (D-MN-05)
- Caroline Cash – Chief of Staff, Rep. James Comer (R-KY-01)
- Jessica Carter – Chief of Staff, Rep. Francis Rooney (R-FL-19)
- Mary Rosado – Chief of Staff, Rep. Andy Barr (R-KY-06)
- Ashlee Vinyard – Chief of Staff, Rep. Lamar Smith (R-TX-21)
- Ritika Robertson – Chief of Staff, Rep. Ken Buck (R-CO-04)
- Stefanie Dearie – Deputy Chief of Staff, Rep. Mia Love (R-UT-04)

Addendum B:

Cities of Departure:

Saturday, April 28, 2018:

11:00am – Depart Washington, DC (ET # 501)

Sunday, April 29, 2018:

7:15am – Arrive Addis Ababa, Ethiopia

11:10am – Depart Addis Ababa, Ethiopia (ET #817)

12:40pm – Arrive Kigali, Rwanda

Thursday, May 3, 2018:

4:20pm – Depart Kigali, Rwanda (ET #816)

7:45pm – Arrive Addis Ababa, Ethiopia

10:55pm – Depart Addis Ababa, Ethiopia (ET #500)

Friday, May 4, 2018:

9:15am – Arrive in Washington, DC

FINAL

AGENDA: CARE Learning Tour to Rwanda, April 28-May 4, 2018

Saturday, April 28

Travel Day

11:00am Depart U.S. for Kigali, Rwanda (ET #501)

Sunday, April 29

Travel Day/Kigali, Rwanda

12:40pm Delegation arrives in Kigali, Rwanda (ET #817)

1:30-2:00pm Transfer to hotel

2:00-2:30pm Check-in/unpacking/downtime

2:30-3:00pm Transfer to genocide memorial

3:30-5:00pm Tour of Rwandan Genocide Memorial to gain insight into the most significant event in Rwanda's history and understand how the country has worked to recover and foster development interventions in the decades since the mid-1990s

5:00-5:30pm Car briefing on the recent political context in Rwanda

5:30-7:00pm Downtime at hotel

7:00-7:30pm Welcome briefing to provide an overview of trip and introduce CARE staff and delegates to one another

7:30-9:00pm Scene-setter dinner briefing with technical experts to gain social, political and historical context for development and health in Rwanda

Overnight: Kigali Serena Hotel – Kigali, Rwanda

Monday, April 30

Kigali, Rwanda

8:30-10:00am Breakfast briefing with U.S. Mission to learn about the U.S. government's development and health priorities in Rwanda

10:00-10:30am Transfer to site visit 1

10:30-11:45am Site visit 1: Visit Save the Children early childhood development literacy program to learn about efforts to improve early-grade literacy to ensure all children leave school able to read

11:45-1:00pm Transfer to site visit 2
Note: Lunch provided in vehicles

1:00-2:30pm Site visit 2: Visit CARE Safe School for Girls (SS4G) program to learn about interventions to empower girls to remain at school, complete lower secondary

education, transition to upper-secondary education and to further their academic trajectory

2:30-3:00pm

Transfer to site visit 3

3:00-4:30pm

Site visit 3: Visit JHPIEGO clinic and community health workers (CHWs) to see how innovative mentorship models are helping to strengthen the ability of health providers to respond to emergency prenatal, neonatal and postnatal health needs to reduce maternal and infant mortality, as well as understand the role CHWs play in connecting rural Rwandan communities to the health system

4:30-5:30pm

Transfer to hotel

5:30-7:00pm

Downtime/shower time for reception

7:00-7:15pm

Transfer to reception

7:15-9:00pm

Reception with U.S. Ambassador, local government and NGO leaders to discuss the role of international partners, local governments and NGOs in development in Rwanda

9:00-9:15pm

Transfer to hotel

Overnight: Kigali Serena Hotel – Kigali, Rwanda

Tuesday, May 1

Southern Province, Rwanda

Breakfast on own

8:30-10:30am

Transfer to site visit 1

10:30-12:30pm

Site visit 1: Visit Feed the Future project to learn about the technical training provided to women and local smallholder farmers on how to increase crop yields and link producers to larger markets, helping to increase household income and promote better nutrition and dietary diversity among children

12:30-1:30pm

Car briefing on nutrition and women small-scale producers
Note: Lunch provided in vehicles

1:30-3:30pm

Site visit 2: Visit CARE Gender Equality and Women Empowerment Program (GEWEP) to learn about integrated efforts to encourage income-generating activities, promote financial literacy of and engage men around the importance of women's financial inclusion and decision-making

3:30-4:30pm

Car briefing on women's empowerment

4:30-6:30pm

Downtime/shower time for dinner

6:30-8:00pm Dinner with Minister of Health and Minister of Gender and Family Promotion to learn about the Rwandan government's priorities and interventions to support women's empowerment and address development challenges

Overnight: Kigali Serena Hotel – Kigali, Rwanda

Wednesday, May 2

Eastern Province, Rwanda

Breakfast on own

8:00-9:00am Transfer to site visit 1

9:00-10:15am Site visit 1: Gender-Based Violence Safe-Space Center to understand how integrated psychosocial support and legal services are being provided to women and vulnerable youth, reducing the barriers to accessing critical support services

10:15-10:45am Car briefing on prevention of gender-based violence and child marriage

10:45-12:30pm Site visit 2: Tour of the Urugo Women's Opportunity Center to learn about efforts to support rural entrepreneurs to incubate new businesses, gain new skills – including in tourism, hospitality and handicraft-making – and transition from subsistence farming to larger-scale entrepreneurial agriculture

12:30-2:00pm Lunch with influential women to discuss the status of women and girls in Rwanda and to receive an overview of national advocacy efforts to promote women and girls' empowerment

2:00-4:00pm Transfer to Kigali

4:00-7:00pm Downtime/Shower time for dinner

7:00-7:30pm Transfer to dinner

7:30-9:00pm Closing dinner to discuss policy objectives and trip takeaways

9:00-9:30pm Transfer to hotel

Overnight: Kigali Serena Hotel – Kigali, Rwanda

Thursday, May 3

Kigali, Rwanda

9:00-9:30am Car briefing on women's role in agricultural production in Rwanda

9:30-10:30am Site visit 1: Tour of Question Coffee to learn about public and private sector efforts to support women coffee growers in Rwanda

10:30-12:00pm Coffee discussion with women cross-border traders to learn about efforts to bring women together across dividing lines to strengthen their economic and social capacities to work for peace in a highly conflicted region

12:00-12:30pm	Transfer to hotel
12:30-2:45pm	Packing time
2:45-3:15pm	Transfer to airport
4:20pm	Delegation departs for Washington, DC (ET #816)

Friday, May 4

Travel Day

9:15am	Delegation lands in Washington, DC (ET #500)
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CARE USA
1899 L St NW
Suite 500
Washington, DC 20036
USA
www.care.org

March 23, 2018

Ashlee Vinyard
Chief of Staff
Congressman Lamar Smith
2409 Rayburn House Office Building
Washington, DC 20515

Dear Ashlee,

We are approaching you with a special opportunity to join CARE's next Learning Tour to Rwanda during the May Congressional recess. This trip will examine U.S. investments in women's empowerment and development, including issues of maternal and child health, food and nutrition security, economic empowerment and prevention of gender-based violence. The trip will take place **April 28-May 4, 2018 (including travel)**, and will also include key technical experts as well as leaders from the corporate sector and philanthropy.

On your journey, you will visit programs and meet with beneficiaries in Rwanda to see firsthand how critical U.S. investments are making a difference. You'll learn from experts on the ground who are working toward solutions at the community level, as well as government decision-makers who implement those solutions on the national and regional stage.

Rwanda is one of a handful of countries that achieved its Millennium Development Goals (MDGs) for the reduction of child and maternal mortality. The presence of skilled health providers during childbirth has more than doubled and nearly 90 percent of women give birth in health facilities – nearly threefold the rate seen just a decade ago. Yet despite this progress in health, the work is not yet done. Rwanda is on track towards reaching lower middle-income status, but poverty is still pervasive – more than 60 percent of the population lives on less than \$1.25 per day. Although Rwanda's economy depends heavily on agriculture, with 80 percent of its population employed in the sector, chronic malnutrition and stunting effect nearly half of the country. One in three girls are married in Rwanda before the age of 18 and there has been a slight recent increase in adolescent pregnancies. Violence against women is also a major area of concern in Rwanda. In recent surveys, 43 percent of Rwandan women and youth reported having experienced some form of physical or sexual violence from their husbands or partners contributing significantly to women's poor health, livelihood insecurity and inadequate social mobilization.

The United States is actively working to change this reality. U.S. investments in women's economic empowerment, combatting child marriage and violence, and promoting health and nutrition are having a measurable and significant impact in Rwanda and throughout the region. This Learning Tour will be a unique opportunity to explore these issues on the ground and return to Capitol Hill with a deeper understanding of how U.S. investments equip millions of women around the world with the knowledge and resources necessary to pull themselves and their families out of poverty.

In order to allow sufficient time for planning, we would appreciate a response indicating your interest by Wednesday, March 28. I have asked Kamille Gardner in CARE's Washington, DC office to follow up. You can also reach her directly at Kamille.gardner@care.org or (202) 459-8572.

Thank you for your ongoing support and for considering this opportunity.

Sincerely,

David Ray
VP of Advocacy
CARE USA

FINAL

ADDENDUM A

AGENDA: CARE Learning Tour to Rwanda, April 28-May 4, 2018

Saturday, April 28

Travel Day

11:00am Depart U.S. for Kigali, Rwanda (ET #501)

Sunday, April 29

Travel Day/Kigali, Rwanda

3:10pm Delegation arrives in Kigali, Rwanda (ET #817)

4:00-4:30pm Transfer to hotel

4:30-7:00pm Check-in/unpacking/downtime

7:00-7:30pm Welcome briefing to provide an overview of trip and introduce CARE staff and delegates to one another

7:30-9:00pm Scene-setter dinner briefing with technical experts to gain social, political and historical context for development and health in Rwanda

Overnight: Kigali Serena Hotel – Kigali, Rwanda

Monday, April 30

Kigali, Rwanda

8:30-10:00am Breakfast briefing with U.S. Mission to learn about the U.S. government's development and health priorities in Rwanda

10:00-10:30am Transfer to site visit 1

10:30-11:45am Site visit 1: Visit Early childhood development literacy program to learn about efforts to improve early-grade literacy to ensure all children leave school able to read

11:45-1:00pm Transfer to site visit 2
Note: Lunch provided in vehicles

1:00-2:30pm Site visit 2: Visit Safe School for Girls (SS4G) program to learn about interventions to empower girls to remain at school, complete lower secondary education, transition to upper-secondary education and to further their academic trajectory

2:30-3:00pm Transfer to site visit 3

3:00-4:30pm Site visit 3: Visit health clinic and community health workers (CHW)s to see how innovative mentorship models are helping to strengthen the ability of health providers to respond to emergency prenatal, neonatal and postnatal health needs to reduce maternal and infant mortality, as well as understand the role CHWs play in connecting rural Rwandan communities to the health system

- 4:30-5:30pm Transfer to hotel
- 5:30-7:00pm Downtime/shower time for reception
- 7:00-7:15pm Transfer to reception
- 7:15-9:00pm Reception with U.S. Ambassador, local government and NGO leaders to discuss the role of international partners, local governments and NGOs in development in Rwanda
- 9:00-9:15pm Transfer to hotel

Overnight: Kigali Serena Hotel – Kigali, Rwanda

Tuesday, May 1

Southern Province, Rwanda

Breakfast on own

- 8:30-10:30am Transfer to site visit 1
- 10:30-12:30pm Site visit 1: Visit Feed the Future project to learn about the technical training provided to women on how to create kitchen gardens and produce healthier crops, increase household income and promote better nutrition and dietary diversity among children
- 12:30-1:30pm Car briefing on link between women’s empowerment, health and nutrition
Note: Lunch provided in vehicles
- 1:30-3:30pm Site visit 2: Visit Gender Equality and Women Empowerment Program (GEWEP) to learn about integrated efforts to encourage income-generating activities, promote financial literacy of and engage men around the importance of women’s financial inclusion and decision-making
- 3:30-4:30pm Transfer to Kigali
- 4:30-6:30pm Downtime/shower time for dinner
- 6:30-8:00pm Dinner with Ministry of Gender and Family Promotion to learn about the Rwandan government’s priorities and interventions to support women’s empowerment and address health and development challenges

Overnight: Kigali Serena Hotel – Kigali, Rwanda

Wednesday, May 2

Eastern Province, Rwanda

Breakfast on own

- 8:30-10:30am Car briefing to discuss private sector’s role in promoting development and women’s empowerment in Rwanda

- 10:15-12:00pm Site visit 1: Tour of the Urugo Women’s Opportunity Center to learn about efforts to support rural entrepreneurs to incubate new businesses, gain new skills – including in tourism, hospitality and handicraft-making – and transition from subsistence farming to larger-scale entrepreneurial agriculture
- 12:00-1:30pm Lunch with influential women to discuss women’s economic empowerment and GBV
- 1:30-3:30pm Transfer to Kigali
- 3:30-7:00pm Downtime/Shower time for dinner
- 7:00-7:30pm Transfer to dinner
- 7:30-9:30pm Closing dinner to discuss policy objectives and trip takeaways
- 9:30-10:00pm Transfer to hotel

Overnight: Kigali Serena Hotel – Kigali, Rwanda

Thursday, May 3

Kigali, Rwanda

- 9:00-9:30am Transfer to Rwandan Genocide Memorial
- 9:30-11:00am Tour of Rwandan Genocide Memorial to gain insight into the most significant event in Rwanda’s history and understand how the country has worked to recover and foster development interventions in the decades since the mid-1990s
- 11:00-11:30am Transfer to lunch
- 11:30-1:30pm Lunch discussion with women cross-border traders to learn about efforts to bring women together across dividing lines to strengthen their economic and social capacities to work for peace in a highly conflicted region
- 1:30-2:00pm Transfer to airport
- 4:20pm Delegation departs for Washington, DC (ET #816)

Friday, May 4

Travel Day

- 9:15am Delegation lands in Washington, DC (ET #500)

ADDENDUM B

There are some slight changes in the final trip agenda from what was submitted to the Ethics Committee in the pre-trip paperwork. After paperwork was submitted and flights were purchased, Ethiopian Airlines altered the scheduled time of arrival in Kigali on April 29th from 12:40pm to 3:10pm. To ensure the delegation would still be able to visit the Genocide Memorial – an important visit to understand the historical and political context of Rwanda – we moved that visit from their first day in country to May 3rd at 9:30am. Lastly, due to transit time to the Urugo Women’s Opportunity Center, weather and changing road conditions, the visit to CARE’s Gender-Based Violence (GBV) Safe Space Center on May 2nd was also removed from the final trip agenda.