☑ *Original* ☐ *Amendment*

U.S. House of Representatives
Committee on Ethics

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

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

LEGISLATIVE RESOURCE CENTER
18 JUL 18 PM 2:25

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: Maxwell Huntley

2. a. Name of accompanying relative: _____ *or* None ■
   b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____

3. a. Dates of departure and return: Departure: 6/30/18 Return: 7/7/18
   b. Dates at personal expense (if any): _____ *or* None ■

4. Departure city: Dulles, VA Destination: Lithuania, Latvia, Estonia Return city: Dulles, VA

5. Sponsor(s) (who paid for the trip): Hudson Institute

6. Describe meetings and events attended: Met with foreign ministers and defense ministers to discuss NATO and their security issues.

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: 7/17/18

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: Rob Wittman DATE: 7/17/18

SIGNATURE OF SUPERVISING MEMBER: Rob Wittman

Version date 2/2015 by Committee on Ethics

9

☐ *Original* ☐ *Amendment*

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): Hudson Institute

2. Travel Destination(s): Vilnius, Lithuania; Riga, Latvia; Tallinn, Estonia

3. Date of Departure: June 30, 2018 Date of Return: July 7, 2018

4. Name(s) of Traveler(s): See attached
(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	$3,399.48	$886.14	$476.14	$11.66 per person for tour of Vilnius and I
Accompanying Relative	$0	$0	$0	$0

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: Craig Kennedy

Name: Craig Kennedy Title: Senior Fellow

Organization: Hudson Institute

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

Address: 1201 Pennsylvania Avenue NW
Suite 400, Washington, DC 20004

Telephone number: 202-964-2400

Email Address: ckennedy@hudson.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.

Version date 2/2013 by Committee on Ethics

U.S. House of Representatives
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Maxwell Huntley

2. Sponsor(s) (who will be paying for the trip): Hudson Institute, Baltic-American Freedom Foundation

3. Travel destination(s): Vilnius, Tallinn, and Riga Lithuania (Vilnius), Estonia (Tallinn), Latvia (Riga)

4. a. Date of departure June 30th, 2018 Date of return: July 7th, 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.
   As Congressman Wittman's Legislative Aide I am responsible for covering his Subcommittee on Tactical Air & Land portfolio. I assist Congressman Wittman in his duties as Chairman of the Subcommittee on Seapower and Projection Forces. There has been increased scrutiny on the U.S. role as a maritime force in the Baltic Region, and in strengthening the Nordic-Baltic piece of NATO. Meeting with key regional stakeholders will allow a deeper knowledge of the unique policy issues surrounding Baltic security will allow me to better assist Congressman Wittman in his Hou Armed Servic Committee fo

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: 5·29·18

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): Hudson Institute

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: Baltic American Freedom 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 attached

5. Is travel being offered to an accompanying relative of the House invitee(s)? ☐ Yes ■ No

6. Date of departure: June 30th, 2018 Date of return: July 7th, 2018

7. a. City of departure: Washington, DC
   b. Destination(s): Vilnius (Lithuania), Riga (Latvia), Tallinn (Estonia)
   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:

    Hudson Institute: Interest in the subject matter comes from Hudson's mission of promoting American leadership and global engagement. Hudson is organizing the trip, inviting staff members, and leading the delegation.
    BAFF wishes to strengthen cooperation between Baltics and USA, and to that end hosts educational trips between the region and U.S. Baltic American Freedom Foundation has provided the grant to Hudson that allows for Hudson to provide for this trip, as well as the network in the Baltic area that the delegation will be meeting.

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): 541.5 - 722 (per day cost if we get 6 or 8 people)
    2) Provide reason for selecting the location of the event or trip: The event will be in the Baltics due to BAFF's mission, and due to a need for greater understanding of the security situation there for American staffers and members.

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

    Hotel name: Radisson Blu Sky Hotel City: Tallinn Cost per night: $194
    Reason(s) for selecting: central location, affordable prices, comfortable lodging

    Hotel name: Radisson Blu Elizabete City: Riga Cost per night: $170
    Reason(s) for selecting: central location, affordable prices, comfortable lodging

    Hotel name: Artis Centrum Hotel City: Vilnius Cost per night: $146
    Reason(s) for selecting: central location, affordable prices, comfortable lodging

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:

☐ actual amounts ■ good faith estimates	Total *Transportation* Expenses per Participant	Total *Lodging* Expenses per Participant	Total *Meal* Expenses per Participant
For each Member, Officer, or employee	$2500	$1074	$722
For each accompanying relative	N/A	N/A	N/A

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (*e.g.*, taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	N/A	N/A
For each accompanying relative	N/A	N/A

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: Mitchell Tu

Name: Mitchell Tu

Title: Executive Assistant to the President & CEO of Hudson Institute

Organization: Hudson Institute

Address: 1201 Pennsylvania Avenue NW, Suite 400, Washington, D.C., 20004

Telephone number: 202-974-6440

Email address: mtu@Hudson.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)

Version date 4/2013 by Committee on Ethics

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

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

June 27, 2018

Mr. Maxwell Huntley
Office of the Honorable Robert J. Wittman
2055 Rayburn House Office Building
Washington, DC 20515

Dear Mr. Huntley:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Estonia, Latvia, and Lithuania, scheduled for June 30 to July 7, 2018, sponsored by the Hudson Institute with financial support from the Baltic-American Freedom 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.

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

Hudson **Institute Congressional Staff Study Trip to the Baltics**

June 30, 2018-July 7, 2018

Participants:

1. Kristen Johnson, Military Legislative Assistant, Office of Sen Tom Cotton (R-AR)
2. Patrick Hester, Senior Legislative Assistant, Office of Rep. Elise Stefanik (R-NY)
3. J.Z. Golden, Military Legislative Assistant, Office of Rep. Rick Larsen (D-WA)
4. Max Huntley, Legislative Aide, Office of Rep. Rob Wittman (R-VA)
5. Jason Knox, Navy Fellow, Office of Rep. Mike Gallagher (R-WI)
6. Peter Flynn, Navy Fellow, Office of Rep. Rob Wittman (R-VA)
7. Anna Borshchevskaya, Russia Policy Fellow, The Washington Institute
8. Boris Zilberman, Deputy Director of Congressional Relations, Foundation for Defense of Democracies (FDD)
9. Craig Kennedy, Senior Fellow, Hudson Institute
10. Ben Haddad, Fellow, Hudson Institute
11. Chris Gavin, Government Relations, Associate, Hudson Institute