

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

18 JUL 30 AM 11:38

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: Jessica Roxburgh
2. a. Name of accompanying relative: _____ *or* None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates of departure and return: Departure: June 29 Return: July 2, 2018
 b. Dates at personal expense (if any): _____ *or* None
4. Departure city: DC Destination: France Return city: DC
5. Sponsor(s) (who paid for the trip): Organization of Iranian American Communities-US (OIAC)
6. Describe meetings and events attended: The deteriorating human rights situation in Iran, worsening of women's rights violation, and desire for democratic change.
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: Jessica Roxburgh DATE: 7/18/18

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: Dana Rohrabacher DATE: 7-18-18

SIGNATURE OF SUPERVISING MEMBER: Dana Rohrabacher

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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): Organization of Iranian American Communities (OIAC)
2. Travel Destination(s): Paris (CDG)
3. Date of Departure: June 29, 2018 Date of Return: July 2, 2018
4. Name(s) of Traveler(s): Ms. Jessica Ann Roxburgh
(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	1458 USD	310 USD	55 USD	N/A
Accompanying Relative	N/A			

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: Ross Amin
Name: Ross Amin Title: President
Organization: Organization of Iranian American Communities (OIAC)

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

Address: 1717 Pennsylvania Ave., NW, Suite 1025
Washington, DC 20006
Telephone number: 202-876-8123
Email Address: info@oiac.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.

Revised 6/6

U.S. House of Representatives
Committee on Ethics
TRAVELER FORM

1. Name of Traveler: Jessica Roxburgh
2. Sponsor(s) (who will be paying for the trip): OIAC
Organization of Iranian American Communities - us
3. Travel destination(s): Paris, France
4. a. Date of departure June 30th, 2018 Date of return: July 7, 2018
b. Will you be extending the trip at your personal expense? Yes No
If yes, dates at personal expense: July 1, 2018
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:

OK

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 handle the Iran Human Rights and Democracy Caucus. I handle human rights including womens rights. Legislative Assistant. The conference will cover issues I handle - human rights.

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

OK

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: 5-23-18

Da R...
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): Organization of Iranian American Communities-US (OIAC)
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: _____
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):
Attachment A

5. Is travel being offered to an accompanying relative of the House invitee(s)? Yes No
6. Date of departure: Friday, June 29, 2018 Date of return: Sunday, July 1, 2018
7. a. City of departure: Washington, DC
b. Destination(s): Paris, CDG
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:
Attachment B

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): _____

2) Provide reason for selecting the location of the event or trip: _____

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

Hotel name: Hilton or Marriott at CDG City: Paris Cost per night: \$225

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	\$2500	\$500 ⁰⁰ Early checkin & night	\$150 ⁰⁰
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	\$100	Storage cos (Good Faith Estimate of Venue / Audio / Video / Snacks)
For each accompanying relative	N/A	N/A

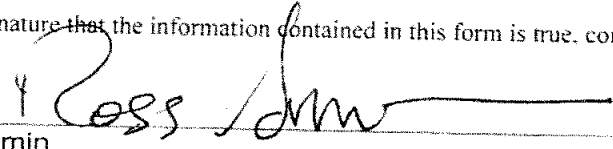
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

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: 

Ross Amin

Name:

President

Title:

Organization: Organization of Iranian American Communities-US (OIAC)

Address: 1717 Pennsylvania Ave., NW., 10th Floor (Suite 1025)

Telephone number: 202-876-8123

Email address: info@oiac.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

June 27, 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. Jessica Roxburgh
Office of the Honorable Dana Rohrabacher
2300 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Roxburgh:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to France,¹ scheduled for June 29 to July 2, 2018, sponsored by the Organization of Iranian American Communities (OIAC). We note that this trip includes one day at your personal expense.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$390 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

Because the trip may involve meetings with foreign government representatives, we note that House employees may accept, under the Foreign Gifts and Decorations Act (FGDA), gifts "of minimal value [currently \$390] tendered as a souvenir or mark of courtesy" by a foreign government. Any tangible gifts valued in excess of minimal value received from a foreign government must, within 60 days of acceptance, be disclosed on a Form for Disclosing Gifts from Foreign Governments filed with the Committee, and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

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

Ms. Jessica Roxburgh
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:adw



Ms. Jessica Roxburgh
Office of Representative Rohrabacher
U.S. House of Representatives
Washington, DC 20515

May 10, 2018

Dear Ms. Roxburgh,

On behalf of the Organization of Iranian American Communities-US (OIAC), a proud sponsor of the 2014, 2015, 2017 and 2018 Annual International Convention for Democracy, I have the honor of inviting you to attend at this event. The convention will be held on **Saturday, June 30, 2018** outside Paris.

Thousands of Iranian expatriates and their supporters from North America, Europe and other parts of the world will participate in this largest gathering of Iranians seeking a secular, democratic, non-nuclear republic Iran. The event highlights the deteriorating human rights situation in Iran, worsening of women's rights violation, and desire of the Iranian people for democratic change.

Prominent parliamentarians, former government officials, human rights activists, women activists and law experts from the U.S., Canada, Europe and the Middle East are expected to attend.

The Organization of Iranian American Communities-US (OIAC), as a nonprofit 501 (c)(3) institution, will cover the appropriate expenses including travel, lodging, and food for the guests, and any other expenses related to event itself, such as audio visual, production, dissemination, facility rental, VIP location, etc. (as the estimated cost/per attendee), according to the House ethics rules and regulations.

Pursuant to the requirements of House Rule XXV, clause 5, and to assist your preparation for receiving approval from the House Committee on Ethics, we have prepared the attached "Private Sponsor Travel Certification Form." **You must submit this form along with your "Traveler Form" to the Ethics Committee no later than May 29, 2018, or thirty (30) days prior to travel on June 30, 2017.**

Please review the attached form and contact us at your earliest convenience if you have any questions.

Ross Amin
President



Partial list of Guest speakers
International Convention for Free Iran
June 30, 2018

---Updated on May 7, 2018---

- John Baird**, former Canada's Minister of Foreign Affairs;
- Ken Blackwell**, former Amb. to the United Nations Commission on Human Rights;
- Ambassador Lincoln Bloomfield. Jr.**, former assistant Secretary of State for Political Military Affairs (2001-2005);
- Yves Bonnet**, former director of the French DST;
- Linda Chavez**, former White House Director for Public Liaison;
- General James Conway**, former 34th Commandant of the U.S. Marine Corps;
- Louis Freeh**, former Director of Federal Bureau of Investigation;
- Newt Gingrich**, former Speaker of the House of Representatives;
- Rudy Giuliani**, former Mayor of New York;
- Robert Joseph**, former U.S. Under Sec. of State for Arms Control and Int. Security;
- General Jack Keane**, former Vice Chief of Staff of the United States Army;
- Patrick Kennedy**, Member of US House of Representatives (1995-2011);
- Bernard Kouchner**, former French Minister of Foreign and European Affairs;
- Senator Joe Lieberman**, former US Senator from Connecticut;
- Judge Michael Mukasey**, former US Attorney General (2007-2009);
- Bill Richardson**, former U.S. Ambassador to the United Nations and Governor of New Mexico (2003-2011);
- Ambassador Mitchell Reiss**, former Director of Policy Planning at the US Department of State (2003-2005);
- Governor Tom Ridge**, first United States Secretary of Homeland Security (2003-2005) and Governor of Pennsylvania (1995-2001);
- Frances Townsend**, former White House Homeland Security Advisor (2004-2008);
- General Chuck Wald**, former Deputy Commander of U.S. European Command;
- Alejo Vidal-Quadras**, Vice President of the European parliament (2009-2013);
- Rama Yade**, Former French Secretary of Human Rights;



HOURLY GUEST ITINERARY
International Convention for Free Iran
Roissy, France
June 30, 2018

Friday, June 29, 2018

6:00 p.m. Leaving Washington, DC

Saturday, June 30, 2018

7:00 a.m. Arrive in Paris (Charles de Gaulle Airport)
7:30-8:00 a.m. Depart by car to Hilton or Marriot Paris Charles de
Gaulle Airport Roissypole, Rue de Rome, BP16461,
Roissy 95708
8:30 a.m. Hotel check-in
8:30-12:30 p.m. Personal time for rest
12:30 p.m.-1:30 p.m. Lunch at the Hotel
1:30 p.m. Depart Hotel to the Exposition Center
2:15 p.m. Arrive at the Exposition Center
2:15 p.m.-3:00 p.m. Registration and seating
3:00 p.m. Conference Opening
3:00 p.m. Opening Remarks
3:00 p.m.-3:30 p.m. Video clips, Musical performance by young Iranian
artists
3:30 p.m.-4:30 p.m. Remarks by prominent Iranian speakers
4:30 p.m.-5:30 p.m. Remarks by speakers from the United States
5:30 p.m.-6:30 p.m. Remarks by speakers from the European Union
6:30 p.m.-7:30 p.m. Remarks by Speakers from the Middle East
7:30 p.m.-8:00 p.m. Conference ends (Closing remarks)
8:00 p.m.-9:30 p.m. Reception & Dinner
9:30 p.m. Personal time

Sunday, July 1, 2018

8:00-9:30 a.m. Breakfast (at Hotel)
11:00 p.m. Depart for the airport
1:00 p.m. Return flight to the United States

List of invitees (As of May9, 2017)

A

International Convention for Free Iran, June 30, 2018

Rep. Ed Royce	Chair, HFAC
<i>Amy Poeter</i>	<i>COS Rep. Royce</i>
Rep. Eliot Engel	RM, HFAC
<i>Ned Michalek</i>	<i>COS Rep. Engel.</i>
Rep. Ileana Ros-Lehtinen	Cahir HFAC/MENA
<i>Christine DelPortillo</i>	<i>D COS Rep Ros-Lehtinen.</i>
REP. TOM GARRETT	HFAC
<i>Jimmy Keedy</i>	<i>COS. Rep. Tom Garrett</i>
Rep. Tom McClintock	Budget, (Iran Human Rights and Democracy Caucus)
Rep. Paul Gosar	Iran Human Rights and Democracy Caucus
<i>Tom Van Flein</i>	<i>COS. Rep. Paul Gosar</i>
Rep. Dana Rohrabacher	Chair, Europe, HFAC, Iran HR & Democracy
<i>Paul Behrends</i>	<i>DCOS. Rep Rohrabacher</i>
Rep. Sheila Jackson Lee	HHS
<i>Glenn Rushing</i>	<i>COS. Rep Jackson-Lee</i>
Rep. Ted Poe	Chair, HFAC, TNT Sub-Committee
<i>Oren Adaki</i>	<i>HFAC/TNT, Staff Dir.</i>
Rep. Danny Davis	Iran Human Rights and Democracy Caucus
Rep. Micahel McCaul.	Chair, HHS
<i>Steve Gilleland</i>	<i>COS. Rep McCaul</i>
<i>Brandon Batch</i>	<i>LA. Rep. Michael McCaul</i>
Rep. Mike Coffman	HASC
Rep. Steve Cohen	House Judiciary, Iran Human Rights and Democracy Cauc
<i>Marilyn Dillihay</i>	<i>COS Rep Cohen</i>
Rep. Judy Chu	WAYS & MEANS, Iran Human Rights and Democracy Caucus
Rep. Lacy Clay	Iran Human Rights and Democracy Caucus
Rep. Randy Weber	SCIENCE, Iran Human Rights and Democracy Caucus
<i>Chara McMichael.</i>	<i>COS. Rep Weber</i>
Rep. Darrell Issa	Iran Human Rights and Democracy Caucus
<i>Veronica Wong</i>	<i>COS. Rep. Issa</i>
Rep. Paul Cook	Iran Human Rights and Democracy Caucus

**** All of the invitees are either members/staffers of the relevant committees with focus on human rights, terrorism, Islamic Extremism, women rights and U.S. Policy in the Middle East or members of the House Human Rights and Democracy Caucus.