

U.S. House of Representatives  
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM 18 AUG 29 PM 12:01

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 Vallejo
2. a. Name of accompanying relative: \_\_\_\_\_ *or* None   
 b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates of departure and return: Departure: August 12, 2018 Return: August 16, 2018  
 b. Dates at personal expense (if any): \_\_\_\_\_ *or* None
4. Departure city: Washington, DC Destination: Arctic Refuge, AK Return city: Seattle, WA
5. Sponsor(s) (who paid for the trip): Campion Advocacy Fund
6. Describe meetings and events attended: Discussions in field to learn about arctic natural systems, Arctic Refuge history, the potential impact of proposed development, and met local stakeholders.
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 Vallejo DATE: 08/28/18

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: Joseph Crowley DATE: 08/28/2018

SIGNATURE OF SUPERVISING MEMBER: Joseph Crowley

(9)

**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): Campion Advocacy Fund
2. Travel Destination(s): Arctic National Wildlife Refuge, AK and Fairbanks, AK
3. Date of Departure: August 12, 2018 Date of Return: August 16, 2018
4. Name(s) of Traveler(s): Jessica Vallejo  
(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	<b>\$5,547</b>	\$383	\$33	\$1,300 for Arctic Treks guide company
Accompanying Relative	N/A	N/A	N/A	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:   
 Name: Melanie Matthews Title: Chief Operating Officer  
 Organization: Campion Advocacy Fund

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

Address: 1904 3rd Avenue, Suite 405  
Seattle, WA 98101

Telephone number: for questions please contact John Daly at 206-686-5320

Email Address: jdaly@campionadvocacyfund.org

*Committee staff may contact the above-named individual if additional information is required.*

If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7103.

U.S. House of Representatives  
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Jessica Vallejo
2. Sponsor(s) (who will be paying for the trip): Campion Advocacy Fund
3. Travel destination(s): Artic National Wildlife Refuge, Alaska (stopover in Fairbanks, AK)
4. a. Date of departure 08/12/18 Date of return: 08/16/18  
b. Will you be extending the trip at your personal expense?  Yes  No  
If yes, dates at personal expense: \_\_\_\_\_
5. a. Will you be accompanied by a relative at the sponsor's expense?  Yes  No  
b. If yes:  
(1) Name of accompanying relative: \_\_\_\_\_  
(2) Relationship to traveler:  Spouse  Child  Other (specify): \_\_\_\_\_  
(3) Accompanying relative is at least 18 years of age:  Yes  No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)?  Yes  No  
b. If yes, explain why the second night of lodging is warranted:  
\_\_\_\_\_  
\_\_\_\_\_
7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms:  Yes  No  
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.  
As the environmental legislative staffer, I will be see and learn firsthand about the artic natural systems and the potential impacts of development and discussing these matters with local leaders.
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

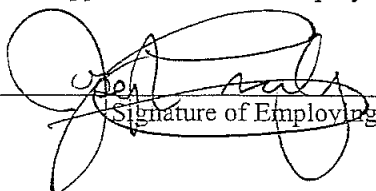
10. **FOR STAFF TRAVELERS:**

**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: 07/12/18

  
\_\_\_\_\_  
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): \_\_\_\_\_  
Campion Advocacy Fund
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):  
Jessica Vallejo, Legislative Aide (Crowley), has been invited to build her knowledge of the Arctic National Wildlife Refuge by seeing it first hand and interacting with Alaskan stakeholders.
5. Is travel being offered to an accompanying relative of the House invitee(s)?  Yes  No
6. Date of departure: August 12, 2018 Date of return: August 16, 2018
7. a. City of departure: Washington, DC  
b. Destination(s): Arctic National Wildlife Refuge, Alaska (with stopover in Fairbanks, AK)  
c. City of return: Seattle, WA
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:

Campion Advocacy Fund's (CAF) mission is to accelerate the protection of wilderness through direct advocacy. CAF advocates for the protection of the Arctic National Wildlife Refuge from oil and gas development. CAF is funding the trip, will have staff attending the trip, doing itinerary development, and organizing trip logistics.

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: Air Taxi in Alaska )  
c. If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:  
The flight in and out of the Arctic National Wildlife Refuge will be in an air taxi, which is the only way to access the remote landing sites in the Refuge.

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): \_\_\_\_\_  
Estimating \$35 for one dinner and \$25 for one breakfast in Fairbanks, other basic camp food provided by guides while in Refuge  
2) Provide reason for selecting the location of the event or trip:  
A fact-finding trip to the Arctic National Wildlife Refuge provides an excellent opportunity to experience this remote wild landscape, learn about arctic natural systems and the potential impacts of development, and meet local community leaders.

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

Hotel name: Regency Fairbanks Hotel City: Fairbanks, AK Cost per night: \$154  
Reason(s) for selecting: rooms still available, comparable local rate, basic room selected  
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 checked="" 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	\$1,031 (for D.C. - Fairbanks - Seattle - Rights), \$4,500 (for B...	\$308 (for 2 nights <input checked="" type="checkbox"/> )	\$60 (estimate for di... <input checked="" type="checkbox"/>
For each accompanying relative	N/A	N/A	N/A

	<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	\$1,300	professional guides and camp meals (w/ <input checked="" type="checkbox"/>
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: 

Name: Melanie Matthews

Title: Chief Operating Officer

Organization: Campion Advocacy Fund

Address: 1904 3rd Avenue, Suite 405, Seattle, WA 98101

Telephone number: 206-686-5320 or (c) 206-948-6335 (John Daly for follow-up questions)

Email address: jdaly@campionadvocacyfund.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

July 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 Vallejo  
Office of the Honorable Joseph Crowley  
1035 Longworth House Office Building  
Washington, DC 20515

Dear Ms. Vallejo:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Fairbanks, Alaska, scheduled for August 12 to 16, 2018, sponsored by the Campion Advocacy Fund.

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

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Susan W. Brooks  
Chairwoman

Theodore E. Deutch  
Ranking Member

SWB/TED:re



## Campion Advocacy Fund

### *Arctic National Wildlife Refuge 2018 Fact-Finding Trip Itinerary*

#### **Sunday, August 12, 2018**

- Travel from Washington DC / Seattle, WA to Fairbanks, AK
  - **8:03 a.m.** Depart DCA, Alaska Air 1, **10:58 a.m.** Arrive SEA
  - **2:05 p.m.** Depart SEA, Alaska Air 123, **4:50 p.m.** Arrive FAI
  - **5:15 p.m.** Taxi from airport to Regency Fairbanks Hotel, 95 10<sup>th</sup> Avenue, Fairbanks, AK
- **7:00 p.m. – 9:00 p.m.** Working Dinner - LaVelle's restaurant, 575 First Avenue, Fairbanks, AK
  - Discussion with conservation leaders, Alaska Natives, and wilderness tour operators about their history of working to protect the Arctic National Wildlife Refuge (ANWR).
  - Attendees: *Kevin Lefebber (Durbin), Jessica Vallejo (Crowley), John Daly – Campion Advocacy Fund, Jim Campbell and Jeff Gillespie – owners/operators of Arctic Treks trip guides, Princess Lucaj and Bernadette Demientieff – Alaska Native conservation leaders*

#### **Monday, August 13, 2018**

- Travel from Fairbanks to basecamp in Arctic National Wildlife Refuge (ANWR)
  - **7:00 a.m.** Taxi to airport
  - **8:00 a.m.** Depart FAI, Wright's Air, **9:00 a.m.** Arrive Coldfoot
  - **10:00\* a.m.** Depart Coldfoot, Coyote Air, **12:00\* p.m.** Arrive ANWR basecamp (\* flight times to ANWR subject to change based on weather)
- **12:00 p.m. – 1:30 p.m.** Set up camp and have lunch
- **1:30 p.m. – 3:00 p.m.** Discussion: Introduction to arctic natural systems and seasons, particular importance of ANWR to birds, caribou, polar bears
- **3:00 p.m. – 4:00 p.m.** Discussion: History leading up to designation of ANWR
- **4:00 p.m. – 6:00 p.m.** Guided hike from basecamp to observe wildlife and plants and discuss how natural systems function in this wild and remote arctic landscape
- **6:00 p.m. – 7:00 p.m.** Working Dinner: overview and discussion about arctic governance and the Arctic Council
  - *Attendees: Kevin Lefebber, Jessica Vallejo, John Daly, Jeff Gillespie (Arctic Treks guide assigned to trip).*

#### **Tuesday, August 14, 2018**

- **8:00 a.m. – 9:00 a.m.** Breakfast
- **9:00 a.m. – 10:30 a.m.** Discussion: History of legislation impacting public lands in Alaska (Alaska National Interest Lands Conservation Act), and history of legislation governing Alaska native claims (Alaska Native Claims Settlement Act)
- **10:30 a.m. – 12:00 p.m.** Discussion: Overview of indigenous community connections to ANWR



- **12:00 p.m. – 1:00 p.m.** Lunch
- **1:00 p.m. – 2:00 p.m.** Discussion: Overview of oil development on AK North Slope
- **2:00 p.m. – 5:00 p.m.** Guided hike from basecamp to observe geologic features of the coastal plain that are indicative of the subsurface oil potential, as well as to observe permafrost soils that would be impacted by potential exploration and extraction activities
- **5:00 p.m. – 7:00 p.m.** Discussion: Recent history of competing legislative proposals to develop or protect ANWR's Coastal Plain
- **7:00 pm. – 8:00 p.m.** Working Dinner: overview and discussion about climate impacts on subsistence use

○ *Attendees: Kevin Lefeber, Jessica Vallejo, John Daly, Jeff Gillespie.*

#### **Wednesday, August 15, 2018**

- **8:00 a.m. – 9:00 a.m.** Breakfast
- **9:00 a.m. – 10:30 a.m.** Discussion: US Fish and Wildlife Service Comprehensive Conservation Plan (CCP) for ANWR and 2015 Wilderness recommendation by Administration
- **10:30 a.m. – 12:00 p.m.** Discussion: Review of trends in public support for developing or conserving ANWR
- **12:00 p.m. – 1:00 p.m.** Lunch
- **1:00 p.m. – 2:30 p.m.** Discussion: How ANWR impacts other conservation activities in Alaska
- **2:30 p.m. – 4:30 p.m.** Break down camp, then final guided hike from basecamp to discuss how the topography of the coastal plain contributes to wildlife use of different parts of the region in different seasons, and how those areas could be impacted by potential development activities
- Travel from basecamp in Arctic National Wildlife Refuge to Fairbanks
  - **4:30\* p.m.** Depart ANWR basecamp, Coyote Air, **6:30\* p.m.** Arrive Coldfoot (\* flight times from ANWR subject to change based on weather)
  - **8:00 p.m.** Depart Coldfoot, Wright's Air, **9:00 p.m.** Arrive FAI
  - **9:20 p.m.** Shuttle from airport to Regency Fairbanks Hotel, 95 10<sup>th</sup> Avenue, Fairbanks, AK

○ *Attendees: Kevin Lefeber, Jessica Vallejo, John Daly, Jeff Gillespie.*

#### **Thursday, August 16, 2018**

- **4:30 a.m.** Shuttle from hotel to FAI airport
- Travel from Fairbanks, AK to Seattle, WA
  - **6:05 a.m.** Depart FAI, Alaska Air 198, **10:39 a.m.** Arrive SEA