

U.S. House of Representatives
Committee on Ethics

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

LEGISLATIVE RESOURCE CENTER
2018 DEC 21 AM 11:33
U.S. OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES

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

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

1. Name of Traveler: Julius West
2. a. Name of accompanying relative: _____ or None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates of departure and return: Departure: Dec 4th Return: Dec 7th
 b. Dates at personal expense (if any): _____ or None
4. Departure city: Washington, DC Destination: Cambridge, MA Return city: Washington, DC
5. Sponsor(s) (who paid for the trip): Institute of Politics at Harvard Kennedy School
6. Describe meetings and events attended: 3 Day Program aiding members in their transition to Congress.
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: 12-18-18

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: Nancy Pelosi DATE: 12/21/18

SIGNATURE OF SUPERVISING MEMBER: Nancy Pelosi

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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): Institute of Politics at Harvard Kennedy School

2. Travel Destination(s): Cambridge, MA

3. Date of Departure: December 4, 2018 Date of Return: December 7, 2018

4. Name(s) of Traveler(s): Julius West

(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	\$383.90	1060.95	408.48	Binder - \$44.71 Tote bag - \$16.50
Accompanying Relative				

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. (Signify statement is true by checking box):

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

Signature: 

Name: Christian Flynn Title: Director of Special Projects

Organization: Institute of Politics at Harvard Kennedy School

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

Address: 79 John F. Kennedy Street, Cambridge, MA 02138

Telephone number: 617-496-7124

Email Address: Christian_Flynn@Harvard.edu

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: Julius West
2. Sponsor(s) (who will be paying for the trip): Institute of Politics,
Harvard Kennedy School
3. Travel destination(s): Boston, MA
4. a. Date of departure Dec 7, 2018 Date of return: Dec 7, 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.
(Attached)

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: 11.5.2018

Nancy Pelosi
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): Institute of Politics at Harvard University's John F. Kennedy School of Government
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):
Please see attached.
5. Is travel being offered to an accompanying relative of the House invitee(s)? Yes No
6. Date of departure: December 4, 2018 Date of return: December 7, 2018
7. a. City of departure: Washington, DC
b. Destination(s): Boston, MA
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:

The Institute of Politics has organized and funded the Bipartisan Program for Newly Elected Members of Congress since 1972. It is designed to help members successfully make the transition from campaign to Congress. The new member invitees will not be sworn in prior to coming to the conference. This year we will collaborate with CSIS, AEI and the Congressional Institute, however the event will be totally funded by Harvard University's endowment. No additional money will be used for this event. Collaborators offer counsel on the agenda and help recruit new members.

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: Charles Hotel City: Cambridge, MA Cost per night: \$309 plus tax

Reason(s) for selecting: Proximity to Harvard University

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	\$410	\$1094	\$500
For each accompanying relative			

	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	Taxi from BOS to Harvard
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: _____

Name: Christian B. Flynn

Title: Director of Special Projects

Organization: Institute of Politics at Harvard Kennedy School

Address: 79 JFK Street, Cambridge, MA 02138

Telephone number: 617-496-7124

Email address: Christian_Flynn@Harvard.edu

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

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

December 4, 2018

Mr. Julius West
Office of the Democratic Leader
H-131, The Capitol
Washington, DC 20515

Dear Mr. West:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Massachusetts, scheduled for December 4 to 7, 2018, sponsored by Harvard University - Institute of Politics.

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:jeb

Primary Trip Sponsor Form
Institute of Politics
Harvard Kennedy School

Two staff members from majority and minority staffs of the House Committee on Administration and three staff members from the Majority and Minority Leader's Office have been invited to the conference to act as resources for new members. The conference is meant to both provide policy education and practical advice for navigating Congress. Having staff available to answer questions and provide advice is invaluable.

1. Katie Patru, Deputy Staff Director for Member Services, Outreach & Communications, Office of the Committee on House Administration
2. Alyssa Hinman, Member Services Director, Office of the Committee on House Administration
3. Robert Henline, Member and Committee Services Director, Democratic, Office of the Committee on House Administration
4. Jaime Fleet, Staff Director, Democratic, Office of the Committee on House Administration
5. Jaime Lizarraga, House Democratic Minority Leader, Senior Adviser/Member Services Director
6. Patricia Ross, House Democratic Minority Leader, Senior Adviser
7. Julius West, House Democratic Minority Leader, Senior Adviser
8. TBD – Majority Leader's staff
9. TBD – Majority Leader's staff
10. TBD – Majority Leader's staff

DRAFT

**Bipartisan Program for Newly Elected Members of Congress
December 4 - 6, 2018**

Tuesday, December 4, 2018

- 4:30 p.m. **Welcome and Introductions**
- 5:00 p.m. **The Honorable Elaine Chao**, United States Secretary of
Transportation; United States Secretary of Labor (2001-2009); Director,
Peace Corps (1991-1992)
- 5:45 p.m. **Break**
- 6:00 p.m. ***Justice and the Power of Narrative***
Bryan Stevenson, Founder and Executive
Director of the Equal Justice Initiative; Author, *Just Mercy: A Story of
Justice and Redemption*
*This event is in the John F. Kennedy Jr. Forum and is open to the entire
Harvard community.*
- 7:00 p.m. **Reception**
- 7:30 p.m. **Dinner**
Wexner Commons, Wexner Building, Harvard Kennedy School
New Members Self Introductions

Wednesday, December 5, 2018

- 8:00 a.m. **Breakfast**
- 8:15 a.m. **Lawrence S. Bacow**, President, Harvard University
- 8:45 a.m. **Break**

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- 9:00 a.m. **How New Members Can Have an Impact on the Budget and Appropriations Process?**
Doug Elmendorf, Dean and Don K. Price Professor of Public Policy, Harvard Kennedy School; Former Director, Congressional Budget Office (2009-15)
Maya MacGuineas, President, Committee for a Responsible Federal
Matt Weidinger, Resident Fellow, AEI; former Deputy Staff Director, House Committee on Ways and Means
- 10:00 a.m. **Short Break**
- 10:10 a.m. **Technology and Public Purpose:
Emerging Technologies and the Public Good**
The Honorable Ashton Carter, U.S. Secretary of Defense (2015-2017); Director, Belfer Center for Science and International Affairs, Harvard Kennedy School
Anja Manuel, Lead, Technology and Public Purpose Project; Co-Founder and Partner, RiceHadleyGates LLC
- 11:00 a.m. **A Discussion with Business Leaders**
Margaret Talev (moderator), Senior White House Reporter, Bloomberg; Fall 2018 Fellow, Institute of Politics
- 12:00 p.m. Lunch for spouses and families
Hosted by:
Adele Fleet Bacow, President, Community Partners Consultants
- 12:15 p.m. **Lunch**
- 1:15 p.m. **Managing Weather Catastrophes: In Real Time and in the Future**
Juliette Kayyem, Belfer Lecturer in International Security, Harvard Kennedy School; Assistant Secretary for Intergovernmental Affairs, Department of Homeland Security
The Honorable Mitch Landrieu, Mayor, New Orleans, LA (2010-18); Fall 2018 Visiting Fellow, Institute of Politics *invited*
The Honorable Philip Sharp, Member, U.S. House of Representatives (IN-02,D); Member, Institute of Politics Senior Advisory Committee *invited*
Rob Stavins, A.J. Meyer Professor of Energy & Economic Development *invited*

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- 2:30 p.m. **Briefing**
Empowering Families to Rise Out of Poverty
Raj Chetty, William A. Ackman Professor of Economics, Harvard University
- 3:00 p.m. **Briefing**
America vs. Hackers:
Preventing and Responding to Cyber and Information Attacks
Eric Rosenbach, Lecturer in Public Policy and Co-Director, Belfer Center for Science and International Affairs, Harvard Kennedy School; Chief of Staff, U.S. Department of Defence (2015-17); Assistant Secretary of Defense for Global Security; (2014-15)
Robby Mook, Senior Fellow, Defending Digital Democracy Project; Harvard Kennedy School; Campaign Manager, Hillary Clinton for President
- 3:30 p.m. **Break**
- 3:45 p.m. **White House Congressional Relations:**
How to Advocate for Your Priorities
Dan Meyer, President, The Duberstein Group; Chair, Congressional Institute; Assistant to the President for Legislative Affairs (2007-2008); Chief of Staff, Speaker of the House Newt Gingrich (1989-1996) *invited*
Amy Rosenbaum, Assistant to the President and Director of Legislative Affairs (2016-2018) *invited*
Josh Pitcock, former Assistant to the President and Chief of Staff to Vice President Mike Pence; Vice President for Government Affairs, Oracle *invited*
David King (moderator), Senior Lecturer in Public Policy and Faculty Chair of the Masters in Public Administration Programs, Harvard Kennedy School
- 6:00 p.m. **Buses depart for Dinner at the John F. Kennedy Library**
- 9:00 p.m. **Buses return to The Charles Hotel**

DRAFT

Thursday, December 6, 2018

- 8:00 a.m. **Breakfast Discussions**
HKS Centers to host breakfast with new members for students.
- 9:30 a.m. **Civility and Democracy**
Danielle Allen, James Bryant Conant University Professor and Director, Edmond J. Safra Center for Ethics Harvard University *invited*
Arthur Brooks, President, AEI; incoming Professor of the Practice of Public Leadership and Senior Fellow, Harvard Business School
David Gergen, Professor of Public Service and Director, Center for Public Leadership, Harvard Kennedy School
- 10:30 a.m. **Break**
- 10:45 a.m. **An Economy that Works for All: Policies, Challenges and Politics**
Gary Cohn, Director, National Economic Council (2017-2018); President and CEO, Goldman Sachs (2006-17) *invited*
Jason Furman, Professor of the Practice of Economic Policy, Harvard Kennedy School; Chairman, Council of Economic Advisers (2013-17) *invited*
Karen Dinan, Professor of the Practice, Harvard University; Assistant Secretary for Economic Policy and Chief Economist, U.S. Department of the Treasury (2014-17) *invited*
Michael Strain, Director, Economic Policy Studies and Resident Scholar, AEI; Administrator, New York Census Research Data Center (2011-2012); Economist, Center for Economic Studies, U.S. Census Bureau (2008-2012)
Nancy Gibbs (moderator), Visiting Edward R. Murrow Professor of Practice of Press, Politics and Public Policy, Harvard Kennedy School; Editor in Chief, TIME (2013-17)
- 12:00 noon **Lunch TBD**
- 2:00 p.m. **Briefing**
Update on Brexit with Members of the British Parliament
- 2:30 p.m. **Briefing**
Making this the Reform Congress
Mark Strand, President, Congressional Institute

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- 3:45 p.m. **America's Role in the World**
Kathleen Hicks, Principal Deputy Under Secretary of Defense for Policy (2012-2013); Deputy Undersecretary of Defense for Strategy, Plans, and Forces (2009-2012); Senior Vice President, Henry A. Kissinger Chair and Director, International Security Program, CSIS
Dina Powell, Deputy National Security Advisor for Strategy (2017-18); Partner, Goldman Sachs *invited*
The Honorable Samantha Power, U.S. Permanent Representative to the United Nations (2013-2017); Anna Lindh Professor of the Practice of Global Leadership and Public Policy, Harvard Kennedy School; Professor of Practice, Harvard Law School *invited*
Stephen Walt, Robert and Renee Belfer Professor of International Affairs, Harvard Kennedy School; Author, The Hell of Good Intentions: America's Foreign Policy Elite and the Decline of U.S. Primacy *invited*
- 6:00 p.m. **Gleitsman Awards**
Malala Yousafzai, UN Messenger of Peace; Winner, 2014 Nobel Peace Prize; Co-founder, Malala Fund
This event is in the John F. Kennedy Jr. Forum and is open to the entire Harvard community.
- 7:30 p.m. **Closing Dinner**