

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

2019 MAR -8 PM 2: 11

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.

CLERK OF THE HOUSE OF REPRESENTATIVES

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: Lakeisha Steele
2. a. Name of accompanying relative: _____ or None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates of departure and return: Departure: 2/19/19 Return: 2/21/19
 b. Dates at personal expense (if any): _____ or None
4. Departure city: Washington, DC Destination: St. Michaels, MD Return city: Washington, DC
5. Sponsor(s) (who paid for the trip): The Aspen Institute, Inc
6. Describe meetings and events attended: The meetings covered meeting at academies and field experts about implementation of the Every Student Succeeds Act
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: Lakeisha Steele DATE: 3/8/19

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: Rep Bobby Scott DATE: 3/8/19

SIGNATURE OF SUPERVISING MEMBER: Bobby Scott

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): The Aspen Institute (Education & Society Program)

2. Travel Destination(s): St. Michaels, MD

3. Date of Departure: February 19, 2019 Date of Return: February 21, 2019

4. Name(s) of Traveler(s): Lakeisha Steele, Philip Tizzani, Loredana Valtierra

(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	n/a	\$236.00 (two nights total)	\$122.50	\$452.57 meeting room fees (includes meeting facilities, set up/take down, cleaning, meeting materials)
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: Elliot Gerson Title: Executive Vice President, Policy & Public Programs

Organization: The Aspen Institute

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

Address: 2300 N Street NW, Suite 700
Washington, DC 20037

Telephone number: 202-736-5859 (Lisa Jones, Deputy General Counsel)

Email Address: lisa.jones@aspeninstitute.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: Lakeisha Steele
2. Sponsor(s) (who will be paying for the trip): The Aspen Institute
3. Travel destination(s): St- Michaels, MD
4. a. Date of departure 2/19/19 Date of return: 2/21/19
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 a professional staff member who works on K-12 education, it is my responsibility to understand the every student succeeds act to help ensure a successful implementation.

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: 1/18/19

Bob Scott

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. F
Travel Regulations may also lead to the denial of permission to sponsor future trips.**

1. Sponsor (who will be paying for the trip): _____
The Aspen Institute, Inc. (Education and Society Program) _____
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 is checked, list the names of the additional sponsors: _____
The Bill & Melinda Gates Foundation _____
4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):
See attached list of staff invited and explanation (note: all are senior education staffers responsible for education policy) _____
5. Is travel being offered to an accompanying relative of the House invitee(s)? Yes No
6. Date of departure: February 19, 2019 Date of return: February 21, 2019
7. a. City of departure: Washington, DC
b. Destination(s): St. Michaels, MD
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 _____ 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:
d 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 trip and its role in organizing and/or conducting the trip:

The Aspen Institute's Education and Society Program has an 12 year history of providing non-partisan education programs for Congressional staff. The purpose of this trip is to convene a conference to discuss the implementation of the Every Student Succeeds Act. Aspen's Education and Society Program is solely responsible for organizing and conducting the meeting. The Bill & Melinda Gates Foundation provides funding to the Education and Society Program but does not have a role in organizing or conducting the 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: self-travel)

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:

1) Detail the cost per day of meals (approximate cost may be provided): _____
2/19/19 \$35.25, 2/20/19 \$61.00, 2/21/19 \$26.25

2) Provide reason for selecting the location of the event or trip: _____
The meeting space creates the appropriate atmosphere to support off-the-record, non-partisan exchanges of ideas and professional learning a short distance away from Washington, DC.

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

Hotel name: Inn at Perry Cabin City: St. Michaels, MD Cost per night: \$118.00

Reason(s) for selecting: Easily accessible with sufficient lodging and meeting space for all participants

Hotel name: _____ City: _____ Cost per night: _____

Reason(s) for selecting: _____

Hotel name: _____ City: _____ Cost per night: _____

Reason(s) for selecting: _____

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box):

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total <i>Transportation</i> Expenses per Participant	Total <i>Lodging</i> Expenses per Participant	Total <i>Meal</i> Expenses per Participant
For each Member, Officer, or employee	\$95.58 (round trip mileage and tolls)	\$236.00(two nights total)	\$122.50
For each accompanying relative	n/a	n/a	n/a

	<i>Other</i> Expenses (dollar amount per item)	Identify Specific Nature of Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	\$452.57	meeting room fees (includes meeting facilities, setup/takedown, cleaning, meeting materials)
For each accompanying relative	n/a	n/a

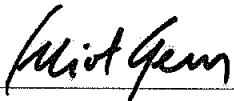
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

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: Elliot Gerson

Title: Executive Vice President, Policy & Public Programs

Organization: The Aspen Institute

Address: 2300 N Street NW, Suite 700, Washington, DC 20037

Telephone number: 202-736-5859 (Lisa Jones, Deputy General Counsel)

Email address: lisa.jones@aspeninst.org

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

Committee on Ethics
 U.S. House of Representatives
 1015 Longworth House Office Building
 Washington, DC 20515
 (202) 225-7103 (phone)
 (202) 225-7392 (general fax)

U.S. House of Representatives
Committee on Ethics

GRANTMAKING TRIP SPONSOR FORM

This form should be completed by a public charity or private foundation (both as defined under section 501(c)(3) of the Internal Revenue Code) that provides a grant of funds to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. **Provide a copy of your completed form to the primary sponsor of the trip.**

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. I certify that (name of your organization): Bill & Melinda Gates Foundation
has been designated a § 501(c)(3) nonprofit charitable organization by the Internal Revenue Service.
 Yes No
2. Name of Primary Trip Sponsor: The Aspen Institute Education and Society Program
3. I certify that my organization (*complete a or b*):
- a. Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. *or*
- b. Has had a direct role in the organizing, planning, or conducting of a trip to
(destination) _____ on (date) _____ that is
being organized or arranged by the above-named Primary Trip Sponsor.
4. Check one:
- a. My organization does not employ or retain a registered federal lobbyist or foreign agent *or*
- b. My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
5. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.
6. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Patrick Murray

Name: Patrick Murray Title: Senior Program Officer

Organization: Bill & Melinda Gates Foundation

Address: 1300 I Street Suite 200, Washington, DC, 20005

Telephone number: 202-662-8130 Email: patrick.murray@gatesfoundation.org

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

Committee on Ethics
U.S. House of Representatives
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)



ONE HUNDRED SIXTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

February 5, 2019

Ms. Lakeisha Steele
Office of the Honorable Suzanne Bonamici
439 Cannon House Office Building
Washington, DC 20515

Dear Ms. Steele:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to St. Michaels, Maryland, scheduled for February 19 to 21, 2019, sponsored by Aspen Institute, Inc., with financial support from the Bill & Melinda Gates Foundation.

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

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

Sincerely,

Handwritten signature of Theodore E. Deutch in blue ink.

Theodore E. Deutch
Chairman

Handwritten signature of Kenny Marchant in blue ink.

Kenny Marchant
Ranking Member

TED/KM:kej

Aspen Senior Congressional Education Staff Network Retreat

Implementing ESSA: Accountability Systems and Human Capital

**Inn at Perry Cabin
308 Watkins Lane
St. Michaels, MD 21663
P: 410-745-2200**

February 19-21, 2019

#4. Please provide names and titles of ALL House Members and employees you are inviting.

The House employees invited (listed below) are senior education staff responsible for education issues; they are invited specifically because of their education portfolio to meet with leaders and educational experts from states, districts, research, and support organizations to engage in non-partisan dialogue on the impact of federal policy on different levels of the education system.

HOUSE CONGRESSIONAL STAFF

Amy Jones

Minority Director of Education and Human Services Policy
House Committee on Education and Labor

Robin Juliano

Majority Professional Staff
House Appropriations Subcommittee on Labor, Health and Human Services, and Education

Kim Knackstedt

Majority Disability Policy Advisor
House Committee on Education and Labor

Jacque Chevalier Mosely

Majority Education Policy Director
House Committee on Education and Labor

Véronique Pluviose

Majority Staff Director
House Committee on Education and Labor

Brandon Renz

Minority Staff Director
House Committee on Education and Labor

Susan Ross

Minority Staff Director
House Appropriations Subcommittee on Labor, Health and Human Services, and Education

Mandy Schaumburg

Minority Education Deputy Director and Senior Counsel
House Committee on Education and Labor

Lakeisha Steele

Majority Professional Staff
House Committee on Education and Labor

Brad Thomas

Minority Senior Education Policy Advisor
House Committee on Education and Labor

Philip Tizzani

Majority Professional Staff
House Appropriations Subcommittee on Labor, Health and Human Services, and Education

Loredana Valtierra

Majority Education Policy Fellow
House Committee on Education and Labor


THE ASPEN INSTITUTE
EDUCATION & SOCIETY PROGRAM

January 3, 2019

Dear House Colleague,

We are writing to invite you to participate in an upcoming retreat – ***“Implementing ESSA: Accountability Systems and Human Capital”*** – for the Aspen Senior Congressional Education Staff Network from **12:00 PM Tuesday, February 19, 2019 to 1:00 PM Thursday, February 21, 2019** at the Inn at Perry Cabin, located 79 miles from Washington, DC.

At this convening, staffers will hear from state and district leaders on the implementation of the Every Student Succeeds Act. Staffers will understand how states implementing their ESSA plans and building coherence across priorities, systems, and programs. Participants will also have a chance to explore state accountability systems, taking a deep dive into the operation of one state’s accountability and discussing implications for school identification and improvement, student subgroups, and the school quality/student success indicator. Our conversations will also focus on human capital strategy and systems. Finally, the retreat will provide an opportunity for staffers to engage in their own learning and build working relationships with colleagues from different parties and chambers and with leading experts in the field.

We are committed to working with you and the House Ethics Committee to ensure compliance with the House rules regarding privately-funded sponsored travel. Enclosed you will find all the forms necessary for filing the trip with the Ethics Committee:

- A detailed agenda listing discussion sessions
- A completed Primary Trip Sponsor Form
- A list of invited House staffers
- A blank Traveler Form
- Completed Grantmaking Trip Sponsor Form from the Bill & Melinda Gates Foundation

You must complete the Traveler Form and submit it with the enclosed agenda, list of invited staffers, and Primary Trip Sponsor Form directly to the Committee on Ethics (1015 Longworth) no later than Friday, January 18, 2019. After receiving the completed travel package, the Ethics Committee will review and issue an approval to you or your sponsoring Member. After the trip, you will need to complete a post-travel form that we will email to you after the site visit.

Attendance is by invitation only, with no outside observers or lobbyists. Funding is provided solely by grants from established foundations – no government, individual, foreign, corporate, or special interest money is accepted. The Network is supported by The Bill & Melinda Gates Foundation. The Aspen Education & Society Program maintains autonomy over invitations, materials, and the agenda for the retreat.

The retreat will begin at **12:00 PM on Tuesday, February 19, 2019**, at the Inn at Perry Cabin and will conclude at **11:30 AM on Thursday, February 21, 2019**. Please plan your travel accordingly in order to be present for the duration of the retreat. Dress is business casual for all meetings.

The retreat promises to be productive and informative. We look forward to seeing you there.

Warm regards,



Ross Wiener



Danielle Gonzales



Marisa Goldstein



Doug Mesecar