



U.S. House of Representatives

COMMITTEE ON ETHICS

Employee Post-Travel Disclosure Form

Original Amendment

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, B-81 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: Michelle Dorothy
2. a. Name of Accompanying Relative: _____ OR None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: February 28, 2019 Return: March 1, 2019
 b. Dates at Personal Expense, if any: _____ OR None
4. Departure City: Washington, DC Destination: New York, NY Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: UN Foundation
6. Describe Meetings and Events Attended: The meetings at both the UN and the US Mission to the UN proved helpful in understanding the UN and the role Congress plays in both supporting and providing oversight
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 the *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 statement is true by checking the box:
 b. If not, explain: _____

LEGISLATIVE RESOURCE CENTER
2019 MAR 15 PM 1:06
OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES

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

Signature of Traveler: Michelle Dorothy Date: March 15, 2019

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. Chrissy Houlahan Date: March 15, 2019

Signature of Supervising Member: Chrissy Houlahan



U.S. House of Representatives

COMMITTEE ON ETHICS

Sponsor Post-Travel Disclosure Form

Original Amendment

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 ten 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: United Nations Foundation

2. Travel Destination(s): New York, NY

3. Date of Departure: Thursday, February 28, 2019 Date of Return: Friday, March 1, 2019

4. Name(s) of Traveler(s): Jonathan Martinez, Michelle Dorothy, Scott Rausch


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 Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$376.00	\$139.00	\$108.95	\$20.00 Fee UN Guided Tour and Lecture Briefing
Accompanying Family Member				

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:  Date: 3/6/2019

Name: Peter Yeo Title: Senior Vice President

Organization: United Nations Foundation

I am an officer of the above-named organization. Signify statement is true by checking box:

Address: 1750 Pennsylvania Ave NW, Suite 300, Washington, DC 20006

Telephone: (646) 559-6980 Ask for Troy Wolfe Email: twolfe@una-usa.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: Michelle Dorothy
2. Sponsor(s) (who will be paying for the trip): United Nations Foundation
3. Travel destination(s): NYC, NY
4. a. Date of departure Feb 28 Date of return: Mar 1
b. Will you be extending the trip at your personal expense? Yes No
If yes, dates at personal expense: Mar 3
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. Chrissy Houlahan is a member of the Foreign Affairs Committee and my legislative portfolio includes staffing her on this committee. Having a better understanding of the work done by the United Nations will enable me to better serve her and the district.
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: 1.29.2019

Chrissy Houlahan
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 website (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: United Nations Foundation (UNF)

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 for explanation and invitee list.
5. Is travel being offered to an accompanying family member of the House invitee(s)? Yes No
6. Date of Departure: Thursday, February 28, 2019 Date of Return: Friday, March 1, 2019
7. a. City of departure: Washington, D.C.
b. Destination(s): New York, NY
c. City of return: Washington, D.C.
8. **Check only one.** I represent that:
 - 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 only 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 you checked this box, explain why the second night of lodging is warranted: _____



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10. Attached is a detailed agenda of the activities 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 only one of the following:**
- 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. *Not Applicable.* 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:
UNF works to educate all Americans, including the U.S. Congress, on the importance of a strong U.S.-UN relationship. This learning trip provides an opportunity for congressional staff to visit the UN and take part in meetings with UN officials to learn about the most critical challenges the UN will be tackling in 2019 and highlight the many ways the UN and U.S. work together to achieve a number of shared policy goals.
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. **Check only one.** I represent that either:
- 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): \$57.00/day
 - 2) Provide the reason for selecting the location of the event or trip: _____
This trip will bring participants to the UN Headquarters which is located in New York, NY.
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: EVEN Hotel NY-Midtown East City: New York, NY Cost Per Night: \$139.00
 Reason(s) for Selecting: This hotel was chosen because of favorable cost and location. All attendees will be staying at this hotel.
- 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:*



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18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
<input checked="" type="checkbox"/> Good Faith Estimates			
For each Member, Officer, or Employee	\$200.00	\$139.00	\$114.00
For each Accompanying Family Member			

	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	\$20.00	Fee for UN Guided tour and Lecture Briefing
For each Accompanying Family Member		


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

19. Check only one:

- a. I certify that I am an officer of the organization listed below: **OR**
- b. *Not Applicable.* Trip 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:  Date: 1/25/2019

Name: Peter Yeo

Title: Senior Vice President

Organization: United Nations Foundation

Address: 1750 Pennsylvania Ave NW, Suite 300, Washington, D.C. 20006

Telephone: (646) 559-6980 Ask for Troy Wolfe

Email: twolfe@unausa.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, D.C. 20515
Phone: 202-225-7103 General Fax: 202-225-7392



ONE HUNDRED SIXTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

February 27, 2019

Ms. Michelle Dorothy
Office of the Honorable Chrissy Houlahan
1218 Longworth House Office Building
Washington, DC 20515

Dear Ms. Dorothy:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to New York, New York, scheduled for February 28 to March 1, 2019, sponsored by the United Nations 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,

A handwritten signature in blue ink, appearing to read "Theodore E. Deutch".

Theodore E. Deutch
Chairman

A handwritten signature in blue ink, appearing to read "Kenny Marchant".

Kenny Marchant
Ranking Member

TED/KM:kej

**House Invitee List for United Nations Foundation
Congressional Staff Learning Trip to the United Nations
Thursday, February 28, 2019 – Friday, March 1, 2019**

The following staff have been invited to participate in this learning trip to United Nations Headquarters in New York because they work on issues related to UN funding, international affairs, foreign policy, national security, global health, humanitarian assistance, counterterrorism, and related topics.

- Andrea Harris, Chief of Staff
Rep. Lauren Underwood (D-IL-14)
- Eduardo Lerma, Chief of Staff
Rep. Veronica Escobar (D-TX-16)
- Tim Nelson, Chief of Staff
Rep. Edward "Ed" Case (D-HI-1)
- Stephen Siao, Chief of Staff
Rep. Mark Green (R-TN-7)
- Izmira Violeta Aitch
Foreign Policy Legislative Assistant
Rep. Gwen Moore (D-WI-04)
- Florence Akinyemi,
Foreign Policy Legislative Assistant
Rep. Gregory Meeks (D-NY-5)
- Emily Burns, Chief of Staff
Rep. Katherine "Katie" Hill (D-CA-25)
- Aissa Canchola, Chief of Staff
Rep. Ayanna Pressley (D-MA-7)
- Tom Carnes
Foreign Policy Legislative Assistant
Rep. Alcee Hastings (D-FL-20)
- Ryan Carney, Chief of Staff
Rep. Bryan Steil (R-WI-1)
- Zach Dooley, Legislative Director
Rep. Tim Burchett (R-TN-2)
- Michelle Dorothy, Chief of Staff
Rep. Chrissy Houlahan (D-PA-6)
- Betsy Dudley
Foreign Policy Legislative Assistant
Rep. Steve Cohen (D-TN-09)
- Jose Fuentes
Foreign Policy Legislative Assistant
Rep. Ken Calvert (R-CA-42)
- Francois Genard, Chief of Staff
Rep. T.J. Cox (D-CA-21)
- Michael Grider, Chief of Staff
Rep. Tim Burchett (R-TN-2)
- Katie Heffernan
Foreign Policy Legislative Assistant
Rep. John Rutherford (R-FL-04)
- Micah Ketchel, Chief of Staff
Rep. Michael "Mike" Waltz (R-FL-6)

- Ari Kirsh, Foreign Policy Legislative Assistant
Rep. John Shimkus (R-IL-15)
- Jonathan Martinez
Foreign Policy Legislative Assistant
Rep. Nydia Velazquez (D-NY-07)
- Svetlana Matt
Foreign Policy Legislative Assistant
Rep. Jerry McNerney (D-CA-09)
- Erin Meegan, Legislative Director
Rep. Max Rose (D-NY-11)
- Emma Mehrabi
Foreign Policy Legislative Assistant
Rep. Barbara Lee (D-CA-13)
- Eddie Meyer
Foreign Policy Legislative Assistant
Rep. Juan Vargas (D-CA-51)
- Bo Morris, Legislative Director
Rep. Joe Neguse (D-CO-02)
- John Partin
Foreign Affairs Legislative Assistant
Rep. William Timmons (R-SC-4)
- Scott Rausch
Foreign Policy Legislative Assistant
Rep. Alex Mooney (R-WV-02)
- Ryan Thompson, Chief of Staff
Rep. Ronald "Ron" Wright (R-TX-6)
- Zach Gates,
Foreign Policy Legislative Assistant
Rep. Ann Wagner (R-MO-02)

UNITED NATIONS FOUNDATION

**AGENDA FOR:
United Nations Foundation's
Congressional Staff Learning Trip to UN Headquarters
February 28-March 1, 2019**

Thursday, Feb. 28, 2019

- 4:07 PM – 7:22 PM **Depart Washington, D.C. via Amtrak Northeast Regional# 178
Union Station**
- 7:22 PM – 7:45 PM **Transfer to EVEN Hotels New York - Midtown East**
- 7:45 PM – 8:00 PM **Check in at EVEN Hotels New York - Midtown East and Prepare for Dinner
221 E 44th St, New York, NY 10017**
- 8:00 PM – 8:15 PM **Transfer to Osteria Laguna Restaurant for Dinner
209 E 42nd St, New York, NY 10017**
- 8:15 PM – 9:45 PM **Working Dinner with Delegation Participants and Briefing by Mr. Stéphane Dujarric,
Spokesperson for United Nations Secretary-General António Guterres
Osteria Laguna Restaurant, 209 E 42nd St, New York, NY 10017**

Briefing Focus: To discuss the Secretary-General's ongoing reform agenda and priorities for 2019.

Friday, March 1, 2019

- 7:30 AM – 7:45 AM **Hotel check-out. Please leave your luggage with the porter and meet in the lobby
for departure to the U.S. Mission to the United Nations
EVEN Hotels New York - Midtown East, 221 E 44th St, New York, NY 10017**
- 7:45 AM – 8:00 AM **Travel to the U.S. Mission to the United Nations**
- 8:00 AM – 9:00 AM **Working Breakfast and Briefing by the U.S. Mission to the United Nations
U.S. Mission to the United Nations, 799 United Nations Plaza, New York, NY 10017**
- Briefing Focus: To provide an overview of U.S.- UN relations and strategic priorities for 2019.*
- 9:00 AM – 9:15 AM **Transfer to the United Nations Headquarters**
- 9:15 AM – 10:00 AM **Briefing by Ms. Ulrika Modéer, Assistant Secretary General & Director of the
Bureau of External Relations & Advocacy and Mr. Bruno Lemarquis, Deputy
Director of the Crisis Bureau, United Nations Development Programme (UNDP)
UNHQ CR-A**

Briefing Focus: To provide an overview on UNDP development approaches to work in post conflict situations and why it is important to have development institutions involved in these contexts along with a look at how the agency engages with those in-country.

UNITED NATIONS FOUNDATION

- 10:00 AM – 11:00 AM **Briefing by Mr. Richard Towle, Deputy Director, United Nations High Commissioner for Refugees (UNHCR)**
UNHQ CR-A
- Briefing Focus: Discuss the UN's ongoing humanitarian assistance operations responding to crises in Venezuela, Syria and Bangladesh, and how they address the unique needs of vulnerable populations to ensure no-one is left behind.*
- 11:00 AM – 11:45 PM **United Nations Guided Tour and Briefing**
UNHQ
- Briefing Focus: UN expert-led tour including in-depth daily briefing, historic overview, and chamber-specific briefings on the UN Security Council, UN General Assembly, Economic and Social Council, and Trusteeship Council.*
- 11:45 AM- 12:00 PM **Transfer to Conference Room A**
- 12:00PM – 12:45PM **Panel Briefing by Mr. Grant Leaity, Deputy Director, Office of Emergency Programs, Ms. Carla Haddad Mardini, Director of Public Partnerships Division and Ms. Aisha Sabar, Senior Adviser, Public Partnerships Division, United Nations Children's Fund (UNICEF)**
UNHQ CR-A
- Briefing Focus: Discuss UNICEF's work in humanitarian and emergency settings and environments, such as Yemen, and discuss how specific circumstances in-country shape the agency's response.*
- 12:45 PM – 1:00 PM **Transfer to Millennium Hilton New York One UN Plaza**
One United Nations Plaza, New York, NY 10017
- 1:00 PM – 2:00 PM **Working Lunch Briefing by Mr. Nick Birnback, Chief Public Affairs Section, Department of Peace Operations (DPO)**
Millennium Hilton New York One UN Plaza, Riverview Room
- Briefing Focus: Discuss the role and impact of UN peacekeeping, current missions, recent successes and setbacks, and the importance of narratives and strategic communications in the field.*
- 2:00 PM – 2:30 PM **Depart Millennium Hilton New York One UN Plaza for EVEN Hotels New York – Midtown**
- 2:30 PM – 4:02 PM **Depart EVEN Hotels New York - Midtown for New York Penn Station**
- 4:02 PM – 7:00 PM **Depart NYC via Amtrak Northeast Regional #173**
New York Penn Station