



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: Kathleen Heffernan
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: United Nations Foundation
6. Describe Meetings and Events Attended: We attended meetings with leaders at the UN both from the U.S. Mission and UNF Agencies including UNDP, UNHCR, UNICEF, and FPO. We also toured the United Nations facilities.
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 APR 3 AM 11:16

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

Signature of Traveler:  Date: 4/3/19

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: John H. Rutherford Date: 4/3/19

Signature of Supervising Member: 

U.S. House of Representatives  
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Kathleen Heffernan
2. Sponsor(s) (who will be paying for the trip): United Nations Foundation
3. Travel destination(s): New York, New York
4. a. Date of departure February 28, 2018 Date of return: March 1, 2019  
b. Will you be extending the trip at your personal expense?  Yes  No  
If yes, dates at personal expense: I will be paying for the return travel and my 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 Legislative Assistant I handle global health and law enforcement.  
This trip will give me further insight into the United Nations and what they are doing in regards to the global opioid crisis.
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: 2/26/19

  
Signature of Employing Member

**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)