Employee Post-Travel Disclosure Form

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: Gabrielle Gould

2. a. Name of Accompanying Relative: 
   b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): 

3. a. Dates: Departure: March 26, 2019 Return: April 1, 2019
   b. Dates at Personal Expense, if any: 


5. Sponsor(s), Who Paid for the Trip: National Democratic Institute

6. Describe Meetings and Events Attended: Meetings with civil society organizations, political party and candidate representatives, local and foreign election monitors, and conducted monitoring at polling stations on election day.

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: I participated in all activities during the days that I was present in Ukraine.

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: April 11, 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: William R. Keating
Date: April 11, 2019

Signature of Supervising Member: [Signature]
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 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: National Democratic Institute

2. Travel Destination(s): Kyiv, Ukraine and Odesa, Ukraine

3. Date of Departure: March 26, 2019
   Date of Return: April 1, 2019

4. Name(s) of Traveler(s): Gabrielle Gould
   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:

<table>
<thead>
<tr>
<th></th>
<th>Total Transportation Expenses</th>
<th>Total Lodging Expenses</th>
<th>Total Meal Expenses</th>
<th>Total Other Expenses (dollar amount per item and description)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveler</td>
<td>$1,232.93</td>
<td>$565.53</td>
<td>$76.00</td>
<td>$0</td>
</tr>
<tr>
<td>Accompanying</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family Member</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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: [Signature]
Date: 04/11/19

Name: Kristina Jeffers
Title: Program Director - Ukraine

Organization: National Democratic Institute

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

Address: 455 Massachusetts Ave NW, Washington, DC 20001

Telephone: 202-728-5679
Email: lauraj@ndi.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.

Version date 12/2018 by Committee on Ethics
TRAVELER FORM

1. Name of Traveler: Gabrielle Gould

2. Sponsor(s) who will be paying for the trip: National Democratic Institute

3. Travel Destination(s): Kyiv, Ukraine

4. a. Date of Departure: March 26, 2019
   Date of Return: April 1, 2019

   b. Will you be extending the trip at your personal expense?  [ ] Yes  [ ] No

   If yes, list dates at personal expense:

5. a. Will you be accompanied by a family member at the sponsor's expense?  [ ] Yes  [ ] No  If yes:

   (1) Name of Accompanying Family Member:

   (2) Relationship to Traveler:  [ ] Spouse  [ ] Child  [ ] Other (specify):

   (3) Accompanying Family Member is at least 18 years of age:  [ ] Yes  [ ] No

6. a. Did the trip sponsor answer “Yes” to Question 8(c) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)?  [ ] Yes  [ ] No

   b. If yes, and you are requesting lodging for two nights, explain why the second night 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.

   Staff Director of the House Foreign Affairs Europe, Eurasia, Energy, and the Environment Subcommittee. The itinerary for this trip directly supports my work for the Chairman on democracy, governance, and other issues in Ukraine and across the region.

9. Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, 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.

    Signature of Employing Member: [Signature]  Date: March 15, 2019
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):
   National Democratic Institute

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: USAID

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):
   Gabrielle Gould - specialized knowledge and expertise on the Eurasia region and politics

5. Is travel being offered to an accompanying relative of the House invitee(s)? ☐ Yes ☐ No

6. Date of departure: March 25, 2019 Date of return: April 2, 2019

7. a. City of departure: Washington, DC
   b. Destination(s): Kyiv, Ukraine
   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:
   NDI is conducting an international observation mission for Ukraine’s presidential election on March 31, 2019. NDI is making all logistical and travel arrangements and covering the costs of airfare, meals, and lodging for participants. NDI works to support and safeguard democratic elections around the world by observing electoral processes.

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):

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
   | Hotel name:     | Hyatt Regency | City: Kyiv | Cost per night: $269 |
   | Reason(s) for selecting: | Central location, availability of meeting space |
   | Hotel name: | | City: | Cost per night: | |
   | Reason(s) for selecting: | | | |
   | Hotel name: | | City: | Cost per night: | |
   | Reason(s) for selecting: | | | |
   | Hotel name: | | City: | Cost per night: | |
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:

<table>
<thead>
<tr>
<th></th>
<th>Total Transportation Expenses per Participant</th>
<th>Total Lodging Expenses per Participant</th>
<th>Total Meal Expenses per Participant</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each Member, Officer, or employee</td>
<td>$1112.93</td>
<td>$1883</td>
<td>$892.50</td>
</tr>
<tr>
<td>For each accompanying relative</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Expenses (dollar amount per item)</th>
<th>Identify Specific Nature of “Other” Expenses (e.g., taxi, parking, registration fee, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each Member, Officer, or employee</td>
<td>$100 (taxi's)</td>
</tr>
<tr>
<td>For each accompanying relative</td>
<td></td>
</tr>
</tbody>
</table>

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: Laura Jekel
   Title: Regional Director - Eurasia
   Organization: National Democratic Institute
   Address: 455 Massachusetts Ave NW, Washington, DC 20001
   Telephone number: 202-728-5679
   Email address: lauraj@ndi.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)
March 21, 2019

Ms. Gabrielle Gould
Office of the Honorable William Keating
2351 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Gould:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Ukraine,¹ scheduled for March 26 to April 1, 2019, sponsored by National Democratic Institute.

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.

Because the trip may involve meetings with foreign government representatives, we note that House employees may accept, under the Foreign Gifts and Decorations Act (FGDA), gifts “of minimal value [currently $390] tendered as a souvenir or mark of courtesy” by a foreign government. Any tangible gifts valued in excess of minimal value received from a foreign government must, within 60 days of acceptance, be disclosed on a Form for Disclosing Gifts from Foreign Governments and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

¹ Please be aware that the Committee’s review of the proposed trip does not extend to either the security situation in the destination country or security related to foreign travel in general. We recommend you contact the Sergeant at Arms (SAA) for a safety and security briefing prior to your departure. SAA may be reached at (202) 226-2044 or ohsstaff@mail.house.gov. House travelers should also register for the U.S. State Department’s Smart Traveler Enrollment Program at https://step.state.gov.
If you have any further questions, please contact the Committee’s Office of Advice and Education at extension 5-7103.

Sincerely,

Theodore E. Deutch  
Chairman  

Kenny Marchant  
Ranking Member

TED/KM:mso