



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.

- Name of Traveler: Mr. Kevin Roig
- a. Name of Accompanying Relative: _____ OR None
b. Relationship to Traveler: Spouse Child Other (specify): _____
- a. Dates: Departure: April 4, 2019 Return: April 8, 2019
b. Dates at Personal Expense, if any: _____ OR None
- Departure City: Washington, DC Destination: Antwerp, Belgium Return City: Washington, DC
- Sponsor(s), Who Paid for the Trip: The Humpty Dumpty Institute; Chamber of Commerce and Industry (VOKA) Antw
- Describe Meetings and Events Attended: A series of meetings/events with Belgium government officials & business leaders focused on US/Belgium gov/trade/business & other relations.
- Attached to this form are **each** of the following, signify that each item is attached by checking the corresponding box:
 - a completed *Sponsor Post-Travel Disclosure Form*;
 - 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*;
 - page 2 of the completed *Traveler Form* submitted by the employee; **and**
 - the letter from the Committee on Ethics approving my participation on this trip.
- 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: _____

2019 APR 23 PM 1:55

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: 4/22/2019

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: [Signature] Date: 4/22/2019

Signature of Supervising Member: _____



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: _____
 The Humpty Dumpty Institute; Chamber of Commerce and Industry (VOKA) Antwerp-Waasland

2. Travel Destination(s): Antwerp, Belgium

3. Date of Departure: April 4, 2019 Date of Return: April 8, 2019

4. Name(s) of Traveler(s): Mr. Kevin Roig

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	5334.43	680.37	478.43	
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: Joseph Merante Date: 4/18/2019

Name: Joseph Merante Title: Executive Director

Organization: The Humpty Dumpty Institute

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

Address: 527 Hudson Street #20061 New York, NY 10014

Telephone: 212-944-7111 Email: joseph.merante@thehdi.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: Kevin Roig
2. Sponsor(s) who will be paying for the trip: The Humpty Dumpty Institute
3. Travel Destination(s): Antwerp, Belgium
4. a. Date of Departure: April 4, 2019 Date of Return: April 8, 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.
 Rep. Graves serves on the Transportation & Infrastructure committee.

 This trip provides opportunities to learn about other countries infrastructure projects.

 Mr. Roig serves as Deputy Chief of Staff, and is a legislative aid to the congressman.

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

Date March 4, 2019



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: Chamber of Commerce and Industry (VOKA) Antwerp-Waasland; The Humpty Dumpty 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: _____
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 addendum
5. Is travel being offered to an accompanying family member of the House invitee(s)? Yes No
6. Date of Departure: April 4, 2019 Date of Return: April 8, 2019
7. a. City of departure: Washington, DC or Congressional District
b. Destination(s): Antwerp, Belgium
c. City of return: Washington DC or Congressional District
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: _____



U.S. House of Representatives
COMMITTEE ON ETHICS

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:
Please see attached addendum.

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): _____
Breakfast will be included in hotel room charge, lunch will cost \$35, dinner \$50, total cost \$85 per day.
2) Provide the reason for selecting the location of the event or trip: Antwerp - 2nd largest port in Europe; strategic business importance for U.S. commerce, trade and corporations in petro-chemical, port&infrastructure industries
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
Hotel Name: Hotel Franq City: Antwerp Cost Per Night: \$185
Reason(s) for Selecting: Proximity meeting locations, within USG lodging rate
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:*



U.S. House of Representatives COMMITTEE ON ETHICS

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	6350	555	290
For each Accompanying Family Member	6350		290

	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		
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: Joseph Merante Date: 3/1/2019

Name: Luc Luwel /// Joseph Merante

Title: CEO /// Executive Director

Organization: Chamber of Commerce and Industry (VOKA) Antwerp-Waasland /// The Humpty Dumpty Institute

Address: Markgravestraat 12, 2000 Antwerpen, Belgium /// 527 Hudson Street #20061 New York, NY 10014

Telephone: +32 3 232 22 19 /// 212-944-711

Email: luc.luwel@voka.be /// joe.merante@thehdi.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

Theodore E. Deutch, Florida
Chairman
Kenny Marchant, Texas
Ranking Member

Grace Meng, New York
Susan Wild, Pennsylvania
Dean Phillips, Minnesota
Anthony Brown, Maryland

John Ratcliffe, Texas
George Holding, North Carolina
Jackie Walorski, Indiana
Michael Guest, Mississippi



ONE HUNDRED SIXTEENTH CONGRESS

U.S. House of Representatives
COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

David W. Arrojo
Counsel to the Chairman

Christopher A. Donesa
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
Facsimile: (202) 225-7392

April 4, 2019

Mr. Kevin Roig
Office of the Honorable Garret Graves
2402 Rayburn House Office Building
Washington, DC 20515

Dear Mr. Roig:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Belgium,¹ scheduled for April 4 to 8, 2019, sponsored by Humpty Dumpty Institute, and Chamber of Commerce and Industry (VOKA) Antwerp-Waasland.

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,

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:adw



THE
HUMPTY DUMPTY INSTITUTE
PUTTING THE PIECES BACK TOGETHER

U.S. Congressional Visit to Antwerp, Belgium Thursday, April 4 – Monday April 8, 2019 Tentative Agenda

Thursday April 4, 2019

5:40PM Depart Washington DC Dulles (IAD) on Brussels Airlines SN0156

Friday April 5, 2019

7:30AM Arrival in Brussels, ground transportation to Antwerp (1 hour)

9:00AM Arrive in Antwerp, hotel check in at Hotel Franq

<http://www.hotelfranq.com/en/>
Kipdorp 10 – 12, 2000 Antwerp (phone: +32 3 555 31 80)

11:00AM – 1:00PM Visit to the Chamber of Commerce

Welcome by Mr. Bart De Wever, Mayor of Antwerp.

Welcome by Mr. Luc Luwel, CEO Chamber of Commerce.

Meeting with the Mayor and Board of the Chamber of Commerce, discussing strategic business interest for US commerce of the Antwerp port (2nd largest in Europe) and corporations, in petro-chemical, port & infrastructure, general trade with the US.

Meeting with HE Minister of the Interior of Belgium.

1:00PM - 2:30PM Working lunch with CEO and Board of Chamber of Commerce and individual business leaders with strategic investments in the US discussing US export opportunities.



2:45PM - 3:45PM **Visit to the Province House**

Meeting with Ms. Cathy Berx, Governor of the Province of Antwerp, discussing role of the larger Antwerp State (Province) in supporting trade and commerce with US business.

4:00PM – 6:00PM **Visit to the refinery of Exxon Mobil**

Working meeting with Exxon Mobil management, reviewing the importance of Antwerp as a partner for US petro-chemical & refining business

<https://www.exxonmobil.be/en-be/company/locations/belgium/antwerp-refinery>

Polderdijkweg, 2030 Antwerp, Haven 447

6:30PM **Return to the hotel**

7:00PM - 9:00PM **Working dinner, reviewing US business interests related to Antwerp-based corporations.**

Saturday April 6, 2019

8:00AM - 9:00AM **Breakfast Briefing at Hotel by U.S. Embassy**

9:30AM - 10:00AM **Visit of the Port House, iconic building by Zaha Hadid**

Overview of current and historic business ties between US and Antwerp
<https://www.portofantwerp.com/en/port-house>

10:00AM – 10:45AM **Meeting with Mr. Jacques Vandermeiren, CEO of the Port of Antwerp, discussing role of Port in supporting US trade**



THE
HUMPTY DUMPTY INSTITUTE
PUTTING THE PIECES BACK TOGETHER

11:00AM - 11:45AM Visit to Deme, one of the world's largest players in dredging and environment technology

Meeting with Mr. Alain Bernard, CEO of Deme, discussing opportunities for US related to dredging, port mobility & efficiencies.

12:00PM - 1:00PM Working lunch

1:30PM – 2:15PM Meeting at the Belgian Customs Office
<https://www.portofantwerp.com/en/customs-and-excise-administration>

2:30PM – 4:30PM Meeting with the US Coast Guard delegation (present in the Port of Antwerp since 9/11). Overview of security-related issues and role of USCG in protecting American business and national security.

5:00PM – 6:00PM Tour of the port by boat

6:30PM Return to the hotel, staff time

7:30PM - 10:00PM Working dinner

Sunday April 7, 2019

10:00AM – 11:00AM Breakfast with Cultural Representatives and visit to the Rubens House

“RUBENSHUIS”
Wapper 9-11, 2000 Antwerp
<https://www.rubenshuis.be/en>

11:30AM – 12:30PM Visit to the Cathedral-of-our-Lady, Antwerp

Meeting with Religious Leaders.
Groenplaats 21, 2000 Antwerpen
<https://www.visitantwerpen.be/en/sightseeing/churches/cathedral-of-our-lady-503073>



THE
HUMPTY DUMPTY INSTITUTE
PUTTING THE PIECES BACK TOGETHER

- 12:30PM – 1:00PM** Visit to the Diamond Museum – Antwerp “Home of Diamonds”
- Meeting with Jewish business and community leaders, focus on diamond trade between US and Antwerp
Suikerrui 17, 2000 Antwerp
<http://www.divaantwerp.be/en>
- 1:00PM-2:00PM** Working Lunch
- 2:30PM - 3:30PM** Visit to the Red Star Line, museum about the historic shipping line which transported more than 2 million people from Europe to the United States between 1873 and 1934 -
Montevideostraat 3, 2000 Antwerp
<https://www.redstarline.be/en>
- 4:00PM - 7:00PM** Staff time
- 7:00PM - 9:30PM** Working dinner with civic leaders

Monday April 8, 2019

- 6:00AM – 7:00AM** Breakfast at the hotel
- 8:00AM** Depart hotel for the airport in Brussels (ground transportation, 1 hour)
- 10:15AM** Depart BRU for IAD on Brussels Airlines SN0515
- 12:55PM** Arrive at Washington, DC Dulles (IAD)