



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: Melissa Bair
- a. Name of Accompanying Relative: _____ OR None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
- a. Dates: Departure: April 17, 2019 Return: April 19, 2019
 b. Dates at Personal Expense, if any: _____ OR None
- Departure City: Washington, DC Destination: Boston, MA Return City: Washington, DC
- Sponsor(s), Who Paid for the Trip: Security Studies Program, Massachusetts Institute of Technology
- Describe Meetings and Events Attended: I attended panels and presentations with professors of political science to discuss the US role in foreign policy and defense policy and toured Lincoln Labs, an FFRDC in Lexington, MA.
- 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: _____

LEGISLATIVE RESOURCE CENTER
2019 APR 30 PM 3:26
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: Date: 4/24/2019

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: Steve Stivers Date: 4/24/2019

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: Massachusetts Institute of Technology

2. Travel Destination(s): Cambridge, MA

3. Date of Departure: April 17, 2019 Date of Return: April 19, 2019

4. Name(s) of Traveler(s): Please see list attached.

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	Flight- \$350; \$80 (MA bus trans)	\$398.00 (\$199/per night, 2 nights)	\$240.00 (\$80/day)	\$0.00
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: 4/26/2019

Name: James Wynn Title: Coordinator

Organization: Massachusetts Institute of Technology

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

Address: 1 Amherst Street, E40-482

Telephone: 617-258-6531 Email: jpwynn@mit.edu

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.



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COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Melissa Bair
2. Sponsor(s) who will be paying for the trip: Security Studies Program, Massachusetts Institute of Technology
3. Travel Destination(s): Boston, MA
4. a. Date of Departure: 4/17/2019 Date of Return: 4/19/2019
 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.

As a Legislative Assistant who handles the Defense and Foreign Affairs portfolios for Rep. Stivers, this trip will offer a unique opportunity to view the ways that institutions of higher education are addressing the security challenges facing policymakers today by experiencing new technology and speaking with top experts.

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 3-18-19



U.S. House of Representatives

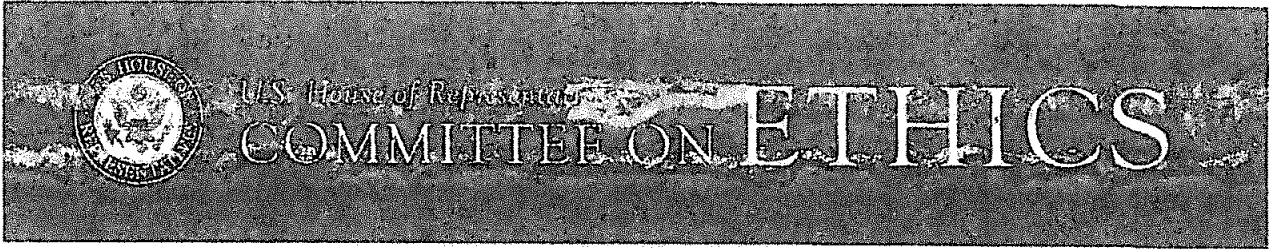
COMMITTEE ON ETHICS

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: Security Studies Program, Massachusetts Institute of Technology
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: The Frankel 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): Please see attached list
5. Is travel being offered to an accompanying family member of the House invitee(s)? Yes No
6. Date of Departure: April 17, 2019 Date of Return: April 19, 2019
7. a. City of departure: Washington, DC
b. Destination(s): Boston, MA
c. City of return: Washington, DC
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: _____



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:

The Massachusetts Institute of Techonology is a major non-profit research university with a mission focused on education and research in science, engineering and technology, and related fields and policy areas. MIT sponsors this seminar as a public service to educate staff from Congress and Executive Branch In important policy Issues.

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:

Air travel is coach class. A chartered bus will shuttle between meeting sites, including to the MIT Lincoln Laboratory located in Lexington, MA.

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): For many years, MIT has used the per diem of \$80/day, down to \$71 this year. The figure was discussed with Robert Eskridge and \$80 was allowed.

2) Provide the reason for selecting the location of the event or trip: On MIT campus in Cambridge, MA so there can be extensive interaction between faculty and regional experts and participants and use of MIT facilities.

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

Hotel Name: Hyatt Regency Cambridge City: Cambridge Cost Per Night: 199.00

Reason(s) for Selecting: The hotel is close to MIT's campus where events will be held, and includes breakfast.

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	Flight - \$350, \$80.00 (bus trans. in MA) Total - \$510	\$398.00 (\$199/per night, 2 nights)	\$240.00 (\$80/day)
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	\$110.00	\$50 possible checked bags (for round-trip airfare). And \$80 for est. \$40 trans. to/from DC airport
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: 3/12/2019

Name: Barry Posen Point of contact for seminar: James Wynn, Coordinator

Title: Professor, Director of MIT Security Studies Program

Organization: Massachusetts Institute of Technology

Address: Massachusetts Institute of Technology SSP E40-463, 77 Massachusetts Avenue, Cambridge, MA 02139

Telephone: 617-258-6531

Email: posen@mit.edu

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



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): The Frankel Foundation
has been designated a § 501(c)(3) nonprofit charitable organization by the Internal Revenue Service. Yes No

2. Name of Primary Trip Sponsor: Massachusetts Institute of Technology Security Studies Program

3. I certify that my organization (check and 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 only 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:  Date: 3/8/2019

Name: Belinda Frankel Title: President

Organization: The Frankel Foundation

Address: 6457 Landing Neck Rd Easton, MD 21601

Telephone: 410-200-5483 Email: belindakart@gmail.com

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 SIXTY-NINTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

David W. Argo
Counsel to the Chairman

Christopher A. Donosa
Counsel to the Ranking Member

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

April 10, 2019

Ms. Melissa Bair
Office of the Honorable Steve Stivers
2234 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Bair:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Boston, Massachusetts, scheduled for April 17 to 19, 2019, sponsored by Massachusetts Institute of Technology (MIT), with financial support from the Frankel 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,



Theodore E. Deutch
Chairman



Kenny Marchant
Ranking Member

TED/KM:re

2019 Congressional and Executive Branch Staff Seminar Participants

Name	Title	Office	Email
Florence Akinyemi	Georgetown/State Department Capitol Hill Fellow and Foreign Affairs Officer	Congressman Gregory W. Meeks	florence.akinyemi@mail.house.gov
Mimi Bair	Legislative Assistant	Congressman Steve Strivers	mimi.bair@mail.house.gov
Kara Benson	Legislative Fellow	Congresswoman Abigail Spanberger/Department of Defense	kara.benson@mail.house.gov
Molly Burke	Legislative Assistant	Congresswoman Ann Wagner	molly.burke@mail.house.gov
Caitlin Campbell	Analyst, Asian Affairs	Congressional Research Service	ccampbell@crs.loc.gov
Philip Caruso	Legislative Fellow	U.S. Senate Committee on Foreign Relations	philip_caruso@foreign.senate.gov
Alejandro Cisneros	Legislative Assistant	Senator Tim Scott	alex.cisneros@mail.house.gov
Charles Cogar	Legislative Director	National Intelligence Council - Strategic Futures Group	charles_cogar@scott.senate.gov
Robert Cowden	Director for Governance	Congressman Steve King	Robert.cowden@dni.gov
Suanne Edmiston	Legislative Director	Congressman Alan Lowenthal	suanne.edmiston@mail.house.gov
Tim Hyson	Chief of Staff	Congressman Mark Green	tim.hyson@mail.house.gov
Jay Kronzer	Legislative Director	Congresswoman Brenda L. Lawrence	jay.kronzer@mail.house.gov
Venkatasatya Krovi	Deputy Chief of Staff & Legislative Director	Congresswoman Vicky Hartzler	varun.krovi@mail.house.gov
Chrissi Lee	Legislative Director	Congressman Steve Daines	chrissi.lee@mail.house.gov
Douglas Pack	Military Legislative Assistant	Senator Steve Daines	jonathan.love@mail.house.gov
Ryan Pettit	Senior Advisor for National Security	Senator Patty Murray	doug_pack@daines.senate.gov
William Quinn	Defense Fellow	Congressman Seth Moulton	ryan_pettit@murray.senate.gov
Brandon Reavis	Chief Counsel	Senate Permanent Subcommittee on Investigations	william.quinn@mail.house.gov
Eric Snelgrove	Professional Staff Member	House Armed Services Committee	eric.snelgrove@mail.house.gov
Michael Songer	Military Legislative Assistant	Congressman Don Young	Brandon_Reavis@hsgac.senate.gov
Clayton Thomas	Analyst, Middle East Affairs	Congressional Research Service	michael.songer@mail.house.gov
Pranay Udutha	Policy Advisor to the Senior Counselor	Office of the Senior Counselor to the President, White House	cbthomas@crs.loc.gov
Christine Wagner	Senior Foreign Policy Advisor	Congressman Seth Moulton	Pranay.K.Udutha@whitehouse.gov
Lesley Warner	Senior Professional Staff Member	House Foreign Affairs Committee	christine.wagner@mail.house.gov
			lesley.warner@mail.house.gov