



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: Jack Spasiano
2. a. Name of Accompanying Relative: _____ OR None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: 4/16/2019 Return: 4/23/2019
 b. Dates at Personal Expense, if any: _____ OR None
4. Departure City: Washington, DC Destination: Kyiv, Ukraine Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: National Democratic Institute
6. Describe Meetings and Events Attended: See Attached.
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: _____

2019 MAY -3 AM 9:51
OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES
LEGISLATIVE RESOURCE CENTER

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

Signature of Traveler: *Jack Spasiano* Date: 3 May 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: Rosa L. DeLauro Date: 3 May 2019
Signature of Supervising Member: *Rosa L. DeLauro*



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: National Democratic Institute

2. Travel Destination(s): Kyiv, Ukraine

3. Date of Departure: 4/16/2019 Date of Return: 4/23/2019

4. Name(s) of Traveler(s): Jack Spasiano


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	\$1304.73	\$610	\$130	
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: 5/1/2019

Name: Kristina Jeffers Title: Program Director

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) 728-5455 Email: kjeffers@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.



TRAVELER FORM

1. Name of Traveler: Jack Spasiano

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

3. Travel Destination(s): Kyiv, Ukraine

4. a. Date of Departure: 16 April 2019 Date of Return: 23 April 2019

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

If yes, list dates at personal expense:

5. a. Will you be accompanied by a family member at the sponsor's expense? [] Yes [x] 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 [x] 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: [x] 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 Rep. DeLauro's Senior Legislative Assistant advising the Congresswoman on international relations issues, this trip is related to my work on Russian disinformation efforts in Ukraine, the Eurasia region, and Congressional action in support of Ukraine through the appropriations and authorization process.

9. Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip? [] Yes [x] 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 Rosa D. De Lauro Date 3/15/19

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 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):
Jack Spasiano, Victoria Rivas, Jessica Lewis, Sarah Arkin, Ben Peterson. All invited for their specialized knowledge of 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: April 16, 2019 Date of return: April 23, 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 the anticipated second round of Ukraine's presidential election, which is to be held on April 21, 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): _____

2) Provide reason for selecting the location of the event or trip: _____

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: _____

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:

<input checked="" type="checkbox"/> actual amounts <input type="checkbox"/> good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	1112.93	\$ 1883	\$ 892.50
For each accompanying relative			

	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	100	(taxis)
For each accompanying relative		

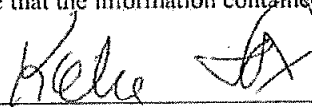
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

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: Katie Fox

Title: Deputy Regional Director for Eurasia

Organization: National Democratic Institute

Address: 455 Massachusetts Ave NW, Washington, DC 20001

Telephone number: 202-728-5682

Email address: katief@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)

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 10, 2019

Mr. John Spasiano
Office of the Honorable Rosa DeLauro
2413 Rayburn House Office Building
Washington, DC 20515

Dear Mr. Spasiano:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Ukraine,¹ scheduled for April 16 to 23, 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,

A handwritten signature in blue ink, appearing to read "Theodore E. Deutch". The signature is fluid and cursive, with a large loop at the end.

Theodore E. Deutch
Chairman

A handwritten signature in blue ink, appearing to read "Kenny Marchant". The signature is fluid and cursive, with a large loop at the end.

Kenny Marchant
Ranking Member

TED/KM:jeb



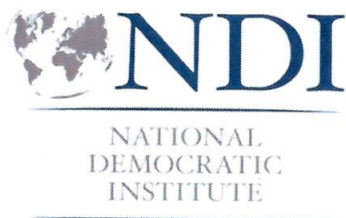
NATIONAL
DEMOCRATIC
INSTITUTE

Agenda for Jack Spasiano
NDI Election Day Observation Mission
April 21 Presidential Election
Hyatt Hotel, Kyiv

Time	Activity
	April 17, Wednesday
<i>All day</i>	<i>Delegates arrive in Kyiv, Ukraine</i>
<i>19:00</i>	<i>Briefing dinner for delegates</i>
	April 18, Thursday
09:00 -9:30	Welcome and Introductions <ul style="list-style-type: none">→ Purpose of the mission→ Agenda highlights→ Media guidelines <i>Laura Jewett, NDI Eurasia Regional Director</i> <i>Mary O'Hagan, NDI Global Associate/Senior Director, NDI Ukraine</i> <i>Ian Woodward, Deputy Director, NDI Ukraine</i>
9:30 - 12:30	Political and Electoral Briefing <ul style="list-style-type: none">→ Political Context→ Campaign Environment in Ukraine→ Electoral system, Administration, and Legal Framework→ Gender and Inclusion Issues→ Media and Information Space <i>Natia Jikia, Deputy Director, NDI Ukraine</i> <i>Stefan Szwed, Team Lead, Political Processes Analyst</i> <i>Rachel Eschenbacher, Election Administration Analyst</i> <i>Maka Meshveliani, Gender and Inclusion Analyst</i> <i>Calvin Garner, Information Environment Analyst</i>

12:30 - 13:30	<i>Lunch</i>
14:00 - 15:30	Briefing with leaders of nonpartisan citizen election monitoring group <i>Opora</i> on electoral environment
15:15 - 15:45	<i>Coffee Break</i>
15:45 - 17:45	<i>Presentation on disinformation in the Ukrainian political environment - Mary O'Hagan</i> <i>Meeting with Ukrainian NGOs focused on countering disinformation - Stopfake, Internews Vox Ukraine, Hromadske</i>
17:00 - 18:30	<i>Briefings from Ukrainian NGOs focused on promoting the integrity of Ukraine's political and electoral environment: CenterUA, Reanimation Package of Reforms, Institute Respublika, Committee of Voters of Ukraine, Chesno, Centre of Policy and Legal Reform</i>
April 19, Friday	
8:30 - 09:00	Briefing from NDI staff on International Election Observation and Code of Conduct
9:00 - 11:00	Briefing on Election Day Procedures and Forms and Reporting instructions
11:00 -12:00	Briefing on Security and Logistics
12:00 - 13:00	<i>Lunch</i>
13:00 - 14:00	Briefing on Deployment Plans and Distribution of Deployment Kits
15:00 - 18:30	<i>Depart for Vinnytsia (Drive)</i>
18:30	<i>Check in at Hotel: Aristoktar Hotel</i>
April 20, Saturday	

09:00 - 18:00	Meetings in Vinnytsia with representatives of political parties, presidential campaign teams, civil society organizations, citizen election monitoring groups, media organizations, and election administration bodies.
April 21, Sunday	
07:00 - 22:00 or later	ELECTION DAY! → Observe opening in precincts → Voting process → Closing, Counting, and Tabulation
April 22, Monday	
6:00 - 9:30	<i>Return to Kyiv from Vinnytsia</i>
9:30 - 12:30	Debrief with delegates/statement review
12:30 - 15:30	Preparation for the Press Conference
16:00 - 17:00	Press Conference
17:00 - 19:00	<i>Debriefing Dinner</i>
April 23, Tuesday	
	<i>Delegates depart Kyiv</i>



Participant List

NDI International Observation Mission Ukraine 2019 Presidential Election April 18 - 22, 2019

First Name	Last Name	Affiliation
Hattie	Babbitt	Vice Chair, NDI Board of Directors
Gulnura	Baialinova	NDI Kyrgyzstan
Colleen	Bell	Former US Ambassador to Hungary
Corina	Cepoi	Internews in Moldova
Laurie	Fulton	Former US Ambassador to Denmark
Audrey	Glover	Chairman, Foreign Policy Centre
David	Hamilton	International Elections and Political Party Expert
Christina	Hartman	Independent Elections Expert and Political Consultant
Laura	Jewett	NDI Senior Associate and Regional Director for Eurasia
Nicholas	Kazvini-Gore	Staff Member, U.S. House of Representatives
Mirjam	Krijnen	Candidate for Dutch Senate
Luis	Navarro	Fellow, Foreign Policy Research Institute
Mary	O'Hagan	Resident Senior Director, NDI Ukraine
Vardan	Partamyan	NDI Armenia
Erik	Petersson	Swedish International Development Cooperation Agency
Lesia	Radelicki	Party of European Socialists (PES Women)
Bob	Satawake	NDI Equal Voices for Democracy Committee
Jack	Spasiano	Staff Member, U.S. House of Representatives
Bill	Taylor	Executive Vice President, United States Institute of Peace
Sarah	Trister	Staff Member, U.S. House of Representatives