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: Chad Yelinski
2. a. Name of Accompanying Relative: _____ *OR* None ☑
   b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. **Dates:** Departure: 04/023/1019 Return: 04/26/2019
   b. Dates at Personal Expense, if any: _____ *OR* None ☑
4. Departure City: Denver, CO Destination: Stanford University, P Return City: Washington, D.C.
5. Sponsor(s), Who Paid for the Trip: Stanford University
6. Describe Meetings and Events Attended: A series of educational events focused on international economics, foreign policy, and national security lead by fellows and faculty at Stanford University.
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 MAY -3 PM 2:55
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:** 5/3/2019

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: Mark Meadows **Date:** 5/3/2019

Signature of Supervising Member: _____

Version date 12/2018 by Committee on Ethics

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: Stanford University
2. Travel Destination(s): Stanford University, Palo Alto, CA
3. Date of Departure: April 23, 2019 Date of Return: April 25, 2019
4. Name(s) of Traveler(s): see 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	$656.00 (Flight) $90.83 (Shuttle)	$400	$161.20	
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: Michael G. Franc Date: 05/01/2019

Name: Michael G. Franc Title: Director of DC Programs

Organization: Stanford University's Hoover Institution

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

Address: 1399 New York Avenue, NW, Suite 500, Washington, DC 20005

Telephone: 202.760.3200 Email: mfranc@stanford.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.

U.S. House of Representatives
COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Chad Yelinski
2. Sponsor(s) who will be paying for the trip: Stanford University
3. Travel Destination(s): Stanford University, Palo Alto, CA
4. a. Date of Departure: Tuesday, April 23, 2019 Date of Return: Thursday, April 25, 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 director handling national security issues, this trip will be beneficial to my current duties through the educational opportunity to hear from recognized experts on US foreign policy and grand strategy, and the US's role in the world economy. It will also be beneficial to develop relationships with my peer congressional staff on the trip who work in this policy space.
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 03/19/2019

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 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: Stanford University

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): Congressional staff included in the attached list are invited due to their background or interest in the policy areas discussed during the seminars.

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

6. Date of Departure: Tuesday, April 23, 2019 Date of Return: Thursday, April 25, 2019

7. a. City of departure: Washington, D.C.
   b. Destination(s): Stanford University, Palo Alto, CA
   c. City of return: Washington, D.C.

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

18. **Total Expenses for each Participant:**

☐ Actual Amounts ☑ Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	$650	$400	$160
For each Accompanying Family Member	n/a	n/a	n/a

	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	$60	Ground Transportation
For each Accompanying Family Member	n/a	n/a

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: Michael G. Franc Date: 03/01/19

Name: Michael G. Franc

Title: Director, Washington, D.C. Programs

Organization: Hoover Institution

Address: 1399 New York Avenue, NW Suite 500 Washington, D.C. 20005

Telephone: 202-760-3203

Email: mfranc@stanford.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

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. Chad Yelinski
Office of the Honorable Mark Meadows
2160 Rayburn House Office Building
Washington, DC 20515

Dear Mr. Yelinski:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Palo Alto, California, scheduled for April 23 to 25, 2019, sponsored by Stanford University.

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:mso

Capitol Hill House Staff Travelers:

Dorcus Adekunle
Charles Carithers
Emily Domenech
Valerie Foy
Carmen Frias
Michael Lowry
Graham Markiewicz
Troy Nienberg
Jalina Porter
Sandeep Prasanna
Chad Yelenski

THE HOOVER INSTITUTION IN WASHINGTON

STUART FAMILY CONGRESSIONAL FELLOWSHIP PROGRAM

U.S. POLICY AND INTERNATIONAL SECURITY IN A CHANGING WORLD

APRIL 23-25, 2019

HOOVER INSTITUTION, STANFORD UNIVERSITY

Note: There will be 10-minute breaks between sessions.

TUESDAY, APRIL 23

8:20 AM:	Depart IAD on United Airlines Flight 424
11:19 AM:	Arrive SFO, Shuttle to Lou Henry Hoover Building at Stanford University *Location: 580 Serra Mall, Stanford, CA 94305*
12:30 – 1:00 PM:	Welcome by Hoover Director Tom Gilligan and Lunch
1:00 – 2:10 PM:	State of Liberal Democracy Larry Diamond
2:20 – 3:30 PM:	History US Foreign Policy Grand Strategies HR McMaster
3:40 – 4:50 PM:	America's Place in the World Economy Edward Lazear
5:00 – 6:10 PM:	Pre-Dinner Keynote 360 look at Russia Michael McFaul
6:10 – 6:30 PM:	Transport to Dinner
6:30 – 8:30 PM:	Informal Dinner *Location: TBD*
8:30 PM:	Transport to Stanford Guest House ***Location: 2575 Sand Hill Rd, Menlo Park, CA 94025***

THURSDAY, APRIL 25

All meetings will be held in: Annenberg Conference Room
Continental Breakfast @ hotel
Shuttle leaves hotel at 8:00am for Annenberg

8:30 – 9:30 AM:	**World Order – Structure of the system and democracy** **Niall Ferguson**
9:40 – 10:50 AM:	**360-degree Look at China** **Elizabeth Economy**
10:50 AM:	**Pick up boxed lunch and Shuttle Departs Campus for SFO**
1:00 PM:	**Depart SFO on United Airlines Flight 727**
8:59 PM:	Arrive IAD