<b>Employee Post-Travel Disclosure For</b>	imployee	Post-Iravel	Disclosure	Form
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V	Original		Amendment
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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.

COI	mpleted. Please do not file this form with the Committee on Ethics.
NO	TE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.
1.	Name of Traveler: Jennifer Van der Heide
2.	a. Name of Accompanying Relative:
	b. Relationship to Traveler:  Spouse  Other (specify):
3.	a. Dates: Departure: May 2, 2019 Return: May 3, 2019
	b. Dates at Personal Expense, if any:OR None 🗹
4.	Departure City: Washignton Destination: New York City Return City: Washington
5.	Sponsor(s), Who Paid for the Trip: United Nations Foundation
6.	Describe Meetings and Events Attended: Meetings with various agencies at the United Nations, specifically focused on the crisis in Yemen.
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: **D**  b. If not, explain:
I au Disc crea	thorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel closure Form were necessary and that the travel was in connection with the employee's official duties and would not the the appearance that the employee is using public office for private gain.  Deb Haaland  Date: 5-21-19  Date: 5-21-19  Deb Haaland  Date: 5-21-19
	ion date 12/2018 by Committee on Ethics
v C131	ion date 12/2010 by Committee on Edites

## Sponsor Post-Travel Disclosure Form

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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.

and NO	1/or subject the curre	ent traveler to disciplinary a	ction or a requirement	to repay the trip expense	f future requests to sponsor trips es.			
1.	OTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.  Sponsor(s) who paid for the trip: United Nations Foundation							
2.	Travel Destination(s): New York, NY							
3.								
4.	- (b) of fraction (b).							
5.	Note: You may list more than one traveler on a form only if all information is identical for each person listed.							
		Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description			
	Traveler	\$194.00	\$253.00	\$114.00	\$20.00 Fee for UN Guided Tour and Lecture Briefing			
	Accompanying Family Member							
6.	All expenses conne statement is true by	ected to the trip were for a checking box:	actual costs incurred	and not a per diem or	lump sum payment. Signify			
I ce	rtify that the inform	mation contained in this	form is true, comple	ete, and correct to the	hest of my knowledge			
	ature:	1.Astron		Date: <u>5/6</u>	17.			
Nan	ne: Peter Yeo	,		Title:_Se	nior Vice President			
Org	anization: United N	Nations Foundation			3 2			
Iam	an officer of the al	bove-named organization	n. Signify statement i	s true by checking box	M M: 59			
Add	ress: 1750 Pennsy	Ivania Ave NW, Suite 30	0, Washington, D.C.	20006	55 =			
Telej	ohone: (646) 559-69	80 Ask for Troy Wolfe		Email: twolfe@	gunausa.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: Jennifer Van der Heide
2.	Sponsor(s) who will be paying for the trip: United Nations Foundation (UNF)
3.	Travel Destination(s): New York, NY
4.	a. Date of Departure: Thursday, May 2, 2019 Date of Return: Friday, May 3, 2019
	b. Will you be extending the trip at your personal expense?   Yes No  If yes, list dates at personal expense:
5.	<ul> <li>a. Will you be accompanied by a family member at the sponsor's expense?  Yes  No If yes:</li> <li>(1) Name of Accompanying Family Member:</li></ul>
	(2) Relationship to Traveler:  Spouse  Child  Other (specify):
	(3) Accompanying Family Member is at least 18 years of age:   Yes No
6.	<ul> <li>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)?          <ul> <li>Yes</li> <li>No</li> </ul> </li> <li>b. If yes, and you are requesting lodging for two nights, explain why the second night is warranted:</li> </ul>
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
8.	which the traveler will be participating.  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.  Jennifer Van der Heide is Rep. Haaland's Cheif of Staff. This trip covers foreign policy issues related to Rep. Haaland.
	Rep. Haaland is a member of the House Armed Services Committee.
	Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip? ☐ Yes ☑ No  For staff travelers, to be completed by your employing Member:
	ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL
dir tra	ereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my ect supervision, to accept expenses for the trip described in this request. I have determined that the above-described wel is in connection with my employee's official duties and that acceptance of these expenses will not create the pearance that the employee is using public office for private gain
Sig	nature of Employing Member

## **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. 6 1001. Failure

to	comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.
	Sponsor who will be paying for the trip: United Nations Foundation (UNF)
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.	
	a. The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip:
	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:
	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 <i>and</i> employees you are inviting. For each House invitee, provide are explanation of why the individual was invited (include additional pages if necessary):  Please see attached for explanation and invitee list.
5.	Is travel being offered to an accompanying family member of the House invitee(s)?  Yes  No
5.	Date of Departure: Thursday, May 2, 2019  Date of Return: Friday, May 3, 2019
7.	a. City of departure: Washington, D.C.
	b. Destination(s): New York, NY
	c. City of return: Washington, D.C.
3.	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 <i>and</i> lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was <i>de minimis</i> under the Committee's travel regulations.
	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). <i>Indicate agenda is attached by checking box</i> :						
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:						
	b. Not Applicable. Trip sponsor is a U.S. institution	on of h	igher education:				
12.	For <i>each</i> sponsor required to submit a sponsor for trip <i>and</i> its role in organizing and/or conducting	g the tr	ip:				
	UNF works to educate all Americans, including the						
	learning trip provides an opportunity for congress			part in meetings with UN officials to			
	learn about the UN response to the humanitar	ian cris	sis in Yemen.				
13.	Answer parts a and b. Answer part c if neccessa	ry:					
	a. Mode of travel: Air 🗌 Rail 🗹 Bus 🔲	Car	☐ Other ☐ (specify:_	)			
	b. Class of travel: Coach 🗸 Business 🗌 F	irst [	Charter Other	(specify:)			
	c. If travel will be first class, or by chartered or p	rivate a	aircraft, explain why such	travel is warranted:			
14.	I represent that the expenditures related to local recreational activities of the invitee(s). Signify the						
15.	<ul> <li>Check only one. I represent that either:</li> <li>a. The trip involves an event that is arranged or of meals provided to congressional participants are event attendees:</li> </ul>	organiz are sim	red without regard to cong ilar to those provided to c	ressional participation and that or purchased by other			
	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): \$57.00/day						
	2) Provide the reason for selecting the location of the event or trip:						
	This trip will bring participants to the UN Headquarters which is located in New York, NY.						
16.	Name, nightly cost, and reasons for selecting eac						
	Hotel Name: EVEN Hotel NY-Midtown East						
	Reason(s) for Selecting: This hotel was chosen because of favo			0			
	Hotel Name:						
	Reason(s) for Selecting:						
	Hotel Name:						
	Reason(s) for Selecting:						
17	I represent that all expenses connected to the trip						
~ / •	nayment Signify that the statement is true by she			a and not a per diem of fump sum			

# COMMITTEE ON ETHICS

18.	Total	Expenses	for each	Participant:
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Actual Amounts Good Faith Estimates	Total Transportation Expenses per Participant	Total <b>Lodging</b> Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$250.00, Round-trip train fare and shuttle bus to and from NY Penn Station	\$253.00	\$114.00
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	\$20.00	Fee for UN Guided tour and Lecture Briefing
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: I 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:

Peter Yeo

Title:

Senior Vice President

United Nations Foundation

Organization:

United Nations Foundation

Address:

1750 Pennsylvania Ave NW, Suite 300, Washington, D.C. 20006

Telephone:

(646) 559-6980 Ask for Troy Wolfe

Email:

twolfe@unausa.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



# 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

May 1, 2019

Ms. Jennifer Van Der Heide Escobar Office of the Honorable Debra A. Haaland 1237 Longworth House Office Building Washington, DC 20515

Dear Ms. Van Der Heide Escobar:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to New York, New York, scheduled for May 2 to 3, 2019, sponsored by United Nations 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:kej

# UNITED NATIONS FOUNDATION

#### AGENDA FOR:

United Nations Foundation's Congressional Staff Learning Trip to UN Headquarters May 2-3, 2019

Thursday.	8.000	2	2010
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Titaleady, May 2, 20	
3:25 PM - 6:56 PM	Depart Washington, D.C. via Amtrak Northeast Regional# 134 Union Station
6:56 PM - 7:30 PM	Transfer to EVEN Hotels New York - Midtown East
7:30 PM -7:45 PM	Check in at EVEN Hotels New York - Midtown East and Prepare for Dinner 221 E 44th St, New York, NY 10017
7:45 PM - 8:00 PM	Transfer to Osteria Laguna Restaurant for Dinner 209 42nd St, New York, NY 10017
8:00 PM - 9:30 PM	Working Dinner with Delegation Participants and Briefing the Office for the Coordination of Humanitarian Affairs (OCHA), the United Nations Development Programme (UNDP) and Members of the Business Council for the United Nations (BCUN).

- Ms. Melanie Hauenstein Regional Advisor in UNDPs Arab States Bureau,
- Mr. George Khoury, Middle East Division Director (OCHA)
- Mr. Daniel Schwartz, Director, Global Policy Affairs (MasterCard)
- Ms. Michele Malejki, Global Head of Strategic Programs for Corporate Sustainability (HP, Inc.)

Osteria Laguna Restaurant, 209 E 42nd St. New York, NY 10017

Briefing Focus: Explore the challenges for securing access, safe distribution corridors and providing protection for humanitarian workers while maintaining operational independence amid ongoing conflict in Yemen. Discuss the role of humanitarian and private sector partnerships in bringing innovation, new technologies and optimizing humanitarian response.

#### Friday, May 3, 2019

Friday, May 3, 2019	
7:30 AM – 7:45 AM	Hotel check-out. Please leave your luggage with the porter and meet in the lobby for departure to the U.S. Mission to the United Nations  EVEN Hotels New York - Midtown East, 221 E 44th St, New York, NY 10017
7:45 AM - 8:00 AM	Transfer to the U.S. Mission to the United Nations
8:00 AM — 9:15 AM	Working Breakfast and Briefing by the U.S. Mission to the United Nations U.S. Mission to the United Nations, 799 United Nations Plaza, New York, NY 10017
	Briefing Focus: To discuss the humanitarian crisis in Yemen and efforts by U.SUN to mitigate this conflict.
9:15 AM - 9:45 AM	Transfer to the United Nations Headquarters

# UNITED NATIONS FOUNDATION

9:45 AM - 10:30 AM

Briefing by Mr. Gresham Barrett, Sr. Director DC Office World Food Programme

(WFP)

Location: UNHQ CR-A

Briefing Focus: To discuss WFPs operations overall, including hotspots, and their work in

Yemen.

10:30 AM - 11:15 AM

Briefing by Mr. Andrew Gilmour, Assistant Secretary-General for Human Rights, United Nations Office of the High Commissioner for Human Rights (OHCHR)

Location: UNHQ CR-A

Briefing Focus: Provide overview of the Office of the UN High Commissioner's work and priorities for 2019 and discuss the High-Commissioners efforts to secure and advocate

for the human rights of affected civilians in the Yemen conflict.

11:15 AM - 11:20 AM

Break

11:20 AM - 12:05 PM

Briefing by Mr. Stewart Simonson, Assistant Director-General, WHO's office at the United Nations in New York, Ms. Ann Erb Leoncavallo, Humanitarian Specialist,

United Nations Population Agency (UNFPA)

Location: UNHQ CR-A

Briefing Focus: Discuss the ongoing health crisis in Yemen, its impact in the overall humanitarian situation and the UN's efforts to provide treatment amid challenges.

12:05 PM - 12:20 PM

Transfer to UN Guided Tour

12:20 PM - 1:20 PM

**United Nations Guided Tour and Briefing** 

UNHQ

Briefing Focus: UN expert-led tour including in-depth daily briefing, historic overview, and chamber-specific briefings on the UN Security Council, UN General Assembly, Economic

and Social Council, and Trusteeship Council.

1:20 PM - 1:30 PM

Transfer to Private Dining Room

1:30 PM - 2:30 PM

Lunch Briefing by and Mr. Darko Mocibob, UN Departments of Political/Peacebuilding Affairs and Peace Operations (DPPA-DPO)

Location: UNHQ Private Dining Room 1-3

Briefing Focus: Discuss the UN's ongoing programs to mediate the conflict in Yemen, including the ongoing operationalization of Security Council actions and resolutions.

2:30 PM - 2:45 PM

Depart United Nations Headquarters for New York Penn Station

2:45 PM - 3:35 PM

Transit to New York Penn Station

3:35 PM - 7:07 PM

Depart NYC via Amtrak Northeast Regional #173

New York Penn Station

# House Invitee List for United Nations Foundation Congressional Staff Learning Trip to the United Nations Thursday, May 2, 2019 – Friday, May 3, 2019

The following staff have been invited to participate in this learning trip to United Nations Headquarters in New York because they work on issues related to UN funding, international affairs, foreign policy, national security, global health, humanitarian assistance, and related topics.

- Reyn Archer, Chief of Staff, Rep. Jeff Fortenberry (R-NE)
- Jack Arriaga, Foreign Policy Legislative Assistant, Rep. Suzanne Bonamici (D-OR)
- Disha Banik, Foreign Policy Legislative Assistant, Rep. Hakeem Jeffries (D-NY)
- Isabela Belchior, Legislative Counsel, Rep. Sheila Jackson Lee (D-TX)
- Peter Billerbeck, Democratic Staff, House Foreign Affairs Committee
- Andrew Bower, Legislative Assistant, Rep. Alan Lowenthal (D-CA)
- Christopher Buki, Foreign Policy Legislative Assistant, Rep. David McKinley (R-WV)
- Ben Chao, Legislative Correspondent, Rep. Ed Case (D-HI)
- Perry Chappell, Legislative Assistant, Rep. David Rouzer (R-NC)
- Kat Cosgrove, Foreign Policy Legislative Assistant, Rep. Chris Pappas (D-NH)
- Jon Green, Foreign Policy Advisor, Rep. Jason Crow (D-CO)
- Jessica Hagens-Jordan, Defense and Foreign Policy Advisor, Rep. Jim Himes (D-CT)
- Jonathan Halpern, Legislative Director, Rep. Sanford Bishop (D-GA)
- Hailey Hart, Legislative Director, Rep. Blaine Luetkemeyer (R-MO)
- Holly Hough, Foreign Policy Legislative Assistant, Rep. Duncan Hunter (R-CA)
- Timothy Huebner, Legislative Assistant, Rep. Debbie Dingell (D-MI)
- Erik Kinney, Foreign Policy Legislative Assistant, Rep. Jim Sensenbrenner (R-WI)
- Andrew Kohlrieser, Foreign Policy Legislative Assistant, Rep. Bill Huizenga (R-MI)
- Jay Kronzer, Legislative Director, Rep. Mark Green (R-TN)
- Jennifer Lauterbach, Foreign Policy Legislative Assistant, Rep. Debbie Lesko (R-AZ)
- Sofya Leonova, Legislative Director, Rep. Daniel Lipinski (D-IL)
- Chrissy Liotta, Legislative Aide, Rep. Kevin Hern (R-OK)

- Zach Martin, Senior Legislative Assistant, Rep. Collin Peterson (D-MN)
- Carson Middleton, Deputy Chief of Staff/Legislative Director, Rep. Virginia Foxx (R-NC)
- Davis Pace, Legislative Director, Rep. John Ratcliffe (R-TX)
- Max Pedrotti, Foreign Policy Legislative Assistant, Rep. Carol Miller (R-WV)
- Michael Perez, Foreign Policy Legislative Assistant, Rep. Susan Davis (D-CA)
- Mary Ellen Richardson, Senior Legislative Assistant, Rep. Darin LaHood (R-IL)
- Samantha Schifrin, Legislative Assistant, Rep. David Price (D-NC)
- Brooke Stuedell, Foreign Policy Legislative Assistant, Rep. Xochitl Torres Small (D-NM)
- Amy Surber, Legislative Director, Rep. Jim Banks (R-IN)
- Clayton Swope, Foreign Policy Legislative Assistant, Rep. Derek Kilmer (D-WA)
- Ben Talus, Foreign Policy Legislative Assistant, Rep. Donna Shalala (D-FL)
- Betsy Thompson, Senior Defense & Foreign Policy Advisor, Rep. John Garamendi (D-CA)
- William Tranghese, Foreign Policy Legislative Assistant, Rep. Richard Neal (D-MA)
- Shivani Vakharia, Foreign Policy Legislative Assistant, Rep. Tom Graves (R-GA)
- Jennifer Van der Heide, Foreign Policy Legislative Assistant, Rep. Deb Haaland (D-NM)
- Jesse von Stein, Foreign Policy Legislative Assistant, Rep. Don Young (R-AK)
- Dominique Warren, Foreign Policy Legislative Assistant, Rep. Rashida Tlaib (D-MI)
- Leslie Zelenko, Foreign Policy Legislative Assistant, Rep. Mark Pocan (D-WI)