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: Joshua Wentzel
2. a. Name of Accompanying Relative: _____ OR None ☑
   b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: June 8, 2019 Return: June 9, 2019
   b. Dates at Personal Expense, if any: _____ OR None ☐
4. Departure City: Washington D.C. Destination: Warrenton, VA Return City: Washington D.C.
5. Sponsor(s), Who Paid for the Trip: Partnership for a Secure America
6. Describe Meetings and Events Attended: Events pertained to Partnership for a Secure America's Congressional Partnership Program. Topics of discussion pertained to US national security and foreign policy
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 JUL 18 PM 2:44
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: 7/18/2019

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: 7/19/2019

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: Partnership for a Secure America
2. Travel Destination(s): Airlie Center, Warrenton, VA
3. Date of Departure: June 8, 2019 Date of Return: June 9, 2019
4. Name(s) of Traveler(s): _____

   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	$35	$90	$77	$191
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: June 13, 2019

Name: John Sullivan Title: Congressional Relations

Organization: Partnership for a Secure America

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

Address: 1129 20th Street NW, Suite 500, Washington D.C. 20036

Telephone: 202-293-8580 Email: sullivan@psaonline.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: Joshua Wentzel
2. Sponsor(s) who will be paying for the trip: Partnership for a secure America
3. Travel Destination(s): Warrenton, VA
4. a. Date of Departure: June 8, 2019 Date of Return: June 9, 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.**
   I am a legislative assistant for Rep Meadows. I am responsible for foreign affairs-related initiatives for the office. PSA's focus reflects this subject area and building the capacity of staff generally.
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: [signature] Date: 5/16/2019

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: Partnership for a Secure America

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: Carnegie Corporation of New York

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):

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

6. Date of Departure: June 8, 2019 Date of Return: June 9, 2019

7. a. City of departure: Washington D.C.
   b. Destination(s): Warrenton, VA
   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:

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:
    Carnegie is focused on educating future leaders in national security and foreign policy. The purpose of this trip is to foster and promote bipartisanship, a goal that Partnership for a Secure America (PSA) supports. PSA is a 501(c)3 registered nonprofit and has sole responsibility for organizing and conducting the trip.

13. *Answer parts a and b.* ***Answer part c if neccessary:***
    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): $38
    2) Provide the reason for selecting the location of the event or trip: The location is close to Washington D.C. to allow travel for participants and speakers

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
    Hotel Name: Airlie Center City: Warrenton, VA Cost Per Night: $90
    Reason(s) for Selecting: _____
    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:**

☐ 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	$35	$90	$77 (over 2 days)
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	$191	Conference Services over 2 days
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: May 9, 2019

Name: Nathan Sermonis

Title: Executive Director

Organization: Partnership for a Secure America

Address: 1129 20th Street NW, Suite 50, Washington, DC 20036

Telephone: (202) 293-8580

Email: sermonis@psaonline.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

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): Carnegie Corporation of NY has been designated a § 501(c)(3) nonprofit charitable organization by the Internal Revenue Service.
   ☑ Yes ☐ No
2. Name of Primary Trip Sponsor: Partnership for a Secure America
3. I certify that my organization (*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 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: [signature]

Name: NICOLE HOWE BURGIS Title: ASSOCIATE CORPORATE SECRETARY + DIR. GRANTS MGM

Organization: CARNEGIE CORPORATION OF NY

Address: 437 MADISON AVE, NY, NY 10022

Telephone number: 212|371-3200 Email: nb@carnegie.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)

Version date 4/2013 by Committee on Ethics

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

David W. Arroyo
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

June 4, 2019

Mr. Joshua Wentzel
Office of the Honorable Mark Meadows
2160 Rayburn House Office Building
Washington, DC 20515

Dear Mr. Wentzel:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Warrenton, Virginia, scheduled for June 8 to 9, 2019, sponsored by Partnership for a Secure America, with financial support from the Carnegie Corporation of New York.

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

PARTNERSHIP FOR
A SECURE AMERICA

Congressional Partnership Program
Summer 2019
House of Representatives

All invited congressional staff members handle foreign policy and national security topics in their professional office capacity.

Mimi Bair
Rep. Steve Stivers
(R-OH)

Jessica Carter
Rep. Francis Rooney
(R-FL)

Gabriel Cruz
Rep. Stephanie Murphy
(D-FL)

David Dorfman
Rep. Yvette Clarke
(D-NY)

Betsy Dudley
Rep. Steve Cohen
(D-TN)

John Gorczynski
Rep. Sylvia Garcia
(D-TX)

Zachary Keck
House Committee on Foreign Affairs
(Majority)

Samuel Mahler
Rep. Tom Graves
(R-GA)

Lindsay Markle
Rep. Jim Banks
(R-IN)

Michael McCabe
Rep. Brian Fitzatrick
(R-PA)

Taylor Redick
House Committee on Foreign Affairs
(Majority)

Matthew Rich
Rep. Jared Golden
(D-ME)

Todd Ringler
Rep. Ben Ray Luján
(D-NM)

Shira Siegel
Rep. Nita M. Lowey
(D-NY)

Christina Tsafoulias
Rep. David Trone
(D-MD)

Josh Wentzel
Rep. Mark Meadows
(R-NC)

PARTNERSHIP FOR
A SECURE AMERICA

Congressional Partnership Program Retreat Spring 2019

Saturday, June 8th

1:30 pm	Depart from Union Station, Washington, DC
3:00 – 4:00 pm	Arrive at Airlie Conference Center & Check-in
4:00 – 5:00 pm	Material Review and Preparation
5:00 – 5:30 pm	Opening Remarks and Review of Agenda: Andy Semmel, PSA Chairman Andy Semmel will outline retreat agenda, provide logistical information for the weekend (i.e. location of restrooms, where to store luggage, etc.), and all attendees will introduce themselves.
5:30 – 7:00 pm	Airlie House – Meadow Room **Guest Speakers:** Ed Levine, former Professional Staff Member on Senate Committee on Foreign Relations; Tom Mooree, former Professional Staff Member on Senate Committee on Foreign Relations ***Topic:*** Bipartisan Panel on the ratification of the New START Treaty Discussion will cover the specifics of how a bipartisan Congressional staff group negotiated Senate consent of the 2010 ratification of the New START Treaty.

7:00 – 7:30 pm	Federal Room Pre-Dinner Reception Informal conversations with guest speakers Attendees will have an opportunity to informally speak with the Ed Levine, Tom Moore, VADM Michael Franken, and Carol Giacomo.
7:30 – 9:00 pm	Federal Room Keynote Dinner **Guest Speaker:** Carol Giacomo, Member of the New York Time Editorial Board; Former Diplomatic Correspondent for Reuters **Topic:** Being a Reporter on US Foreign Policy Carol Giacomo will speak on her experience as a foreign policy and diplomatic reporter and may discuss her thoughts of the current U.S. foreign policy posture
9:00 – 10:00 pm	Federal Room After-Dinner Reception Informal conversations with guest speakers Attendees will have an opportunity to informally speak with the Ed Levine, Tom Moore, VADM Michael Franken, and Carol Giacomo.

Sunday, June 9th

Between 8:00 – 9:00 am	Airlie House – Dining Room Breakfast
9:00 – 12:00 pm	*Group A* Airlie House – Meadow Room National Security Council Simulation **National Security Advisor:** Mr. Robert Sheldon, Head of Technology Strategy for Public Sector at CrowdStrike *(Invited)* Participants will engage in a simulation where they are asked to negotiate a solution to a hypothetical foreign policy crisis.
9:00 – 10:30 am	*Group B* Airlie House – Jefferson Room **Guest Speaker:** VADM Michael Franken, Deputy Commander of AFRICOM (2015-2017) **Topic:** U.S. Security Priorities in Africa VADM Franken will discuss issues relevant to U.S. national security interests in Africa
10:30 – 12:00 pm	*Group B* Airlie House – Jefferson Room **Guest Speaker:** Ambassador Bob King, U.S. Special Envoy for North Korea Human Rights Issues 2009-2017 ***Topic:*** North Korea Negotiations

	Amb. King will discuss ongoing negotiations with North Korea and related issues to U.S. national security
12:00 – 1:00 pm	Airlie House – Dining Room Lunch
1:00 – 2:00 pm	Informal conversations with guest speakers
2:00 – 5:00 pm	*Group B* Airlie House – Meadow Room National Security Council Simulation **National Security Advisor:** Mr. Robert Sheldon, Head of Technology Strategy for Public Sector at CrowdStrike *(Invited)* Participants will engage in a simulation where they are asked to negotiate a solution to a hypothetical foreign policy crisis.
2:00 – 3:30 pm	*Group A* Airlie House – Jefferson Room **Guest Speaker:** VADM Michael Franken, Deputy Commander of AFRICOM (2015-2017) **Topic:** U.S. Security Priorities in Africa VADM Franken will discuss issues relevant to U.S. national security interests in Africa

3:30 – 5:00 pm	*Group A* Airlie House – Jefferson Room **Guest Speaker:** Ambassador Bob King, U.S. Special Envoy for North Korea Human Rights Issues 2009-2017 ***Topic:*** North Korea Negotiations Amb. King will discuss ongoing negotiations with North Korea and related issues to U.S. national security
5:00 – 5:30 pm	Airlie House – Meadow Room Wrap-up and Departure from Airlie