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: Ms. Lindsay Owens
2. a. Name of Accompanying Relative: _____ *OR* None ☑
   b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. **Dates:** Departure: June 13, 2019 Return: June 14, 2019
   b. Dates at Personal Expense, if any: _____ *OR* None ☑
4. Departure City: Washington, DC Destination: New York, NY Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: The Humpty Dumpty Institute
6. Describe Meetings and Events Attended: UN general assembly council on human rights, secretary general, women's initiative
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 22 PM 1:19
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:** 7/22/19

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: Pramila Jayapal **Date:** 7/22/19

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: The Humpty Dumpty Institute;
2. Travel Destination(s): New York, NY
3. Date of Departure: June 13, 2019 Date of Return: June 14, 2019
4. Name(s) of Traveler(s): Ms. Lindsay Owens

   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	434	299	126.81	
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: Joseph Merante Date: 6/24/2019

Name: Joseph Merante Title: Executive Director

Organization: The Humpty Dumpty Institute

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

Address: 527 Hudson Street #20061 New York, NY 10014

Telephone: 609-582-6435 Email: joseph.merante@thehdi.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: Lindsay Owens
2. Sponsor(s) who will be paying for the trip: Humpty Dumpty Institute
3. Travel Destination(s): New York City
4. a. Date of Departure: June 13, 2019 Date of Return: June 14, 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.
   Deputy Chief of Staff & Legislative Director, covering Congressional Progressive Caucus activities for member
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:

as her top policy aide I curate, direct, develop and implement her foreign policy agenda, including covering all activities & Politics related to the

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 5/13/19

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: The Humpty Dumpty 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: _____
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 addendum
5. Is travel being offered to an accompanying family member of the House invitee(s)? ☑ Yes ☐ No
6. Date of Departure: June 13, 2019 Date of Return: June 14, 2019
7. a. City of departure: Washington, DC or Congressional District
   b. Destination(s): New York, NY
   c. City of return: Washington DC or Congressional District
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: _____

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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:
    Please see attached addendum.

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):
    Breakfast will cost $25; lunch will cost $35, dinner $40, total cost $100 per day.
    2) Provide the reason for selecting the location of the event or trip: United Nations is headqaurtered in New York City

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
    Hotel Name: Millenium Hilton New York One UN City: New York Cost Per Night: 315
    Reason(s) for Selecting: Proximity to meeting locations,
    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:* ☑

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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	900	315	100
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		
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: Joseph Merante Date: 5/8/2019

Name: Joseph Merante

Title: Executive Director

Organization: The Humpty Dumpty Institute

Address: 527 Hudson Street #20061 New York, NY 10014

Telephone: 609-582-6435

Email: joe.merante@thehdi.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

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

June 11, 2019

Ms. Lindsay Owens
Office of the Honorable Pramila Jayapal
1510 Longworth House Office Building
Washington, DC 20515

Dear Ms. Owens:

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 June 13 to 14, 2019, sponsored by Humpty Dumpty 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.

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:adw

THE
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PUTTING THE PIECES BACK TOGETHER

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 Humpty Dumpty Institute:

One of the Humpty Dumpty Institute's (HDI) main focuses is to foster dialogue between the U.S. Congress and the United Nations. To date, over 650 Members and their staff have participated in our U.N. programs. Since 2009, HDI has also developed overseas programs by which Members of the U.S. Congress and Staff Employees have had the opportunity to meet and discuss issues on an international basis. Most recently, HDI brought Congressional Delegations (incl. Staff) to Belgium, Malawi, Bahrain and Sudan. HDI is organizing a delegation to the United Nations to bring together the leadership of the legislative branch of the United States Government and the leadership of the United Nations. The program allows U.S. elected leaders to better understand how the United Nations can complement U.S. foreign policy objectives as well as allows them to present ideas, concerns, and proposals directly to the United Nations. HDI will conduct the program from start to finish, including sending invitations to Members, providing logistical arrangements, providing appropriate Ethics Committee forms for reporting, and coordinating with the U.S. Department of State and the U.S. Department of the Treasury to ensure that everything is done appropriately. HDI will accompany the participants to all meetings and make sure that the program follows the House Ethics Rules.

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The Humpty Dumpty Institute's 52nd Congressional Delegation to the United Nations June 13 – 14, 2019 Tentative Agenda

Thursday, June 13, 2019

Various Times	**Depart Washington D.C. -- Arrive in New York (LGA/JFK/Penn Station)** **Suggested departure times via air: 5/6PM; via train: 4/5PM Acela** **Transportation to Hotel** *Hotel: TBC*
7:40PM	**Meet in the Hotel Lobby**
8:00PM	**Working Dinner with the Delegation Participants and Distinguished Guests** *Hosted by Mr. Mark L. Epstein, Board of Directors, HDI* *Location: 30 Vandam St. (between 6th Avenue and Varick Street) New York, New York 10013*

Friday, June 14, 2019

8:00AM- 8:30AM	**Hotel check-out. Proceed to United States Mission to the United Nations**
8:45AM	**Working Breakfast at the United States Mission to the United Nations.** **Meeting with Acting United States Permanent Representative to the United Nations, Jonathan R. Cohen** *(meeting requested)* *Location: United States Mission to the United Nations* *799 United Nations Plaza, New York, NY 10017*
9:45AM	**Proceed to the United Nations Headquarters**
10:05AM	**Briefing by Ambassador Rosemary DiCarlo, United Nations Department of Political Affairs** *(Requested)* *Location: United Nations Headquarters, Conference Room F*
11:00AM -11:45AM	**Meeting with Hon. António Guterres, Secretary-General of the United Nations** *(Requested)* *Location: United Nations Headquarters, Conference Room TBC*
12:00PM	**Briefing by Craig Mokhiber, Office of the United Nations High Commissioner for Human Rights** *(Requested)* *Location: United Nations Headquarters, Conference Room F*
1:30PM	**Working Lunch with Distinguished Guests** **Remarks by Mr. Christopher Williams, UN-Habitat** *Location: UN Delegate Dining Room – Private Dining Rooms 1 and 2*
3:00PM- 3:30PM	**Transportation to Airports/Penn Station** *Location: Hotel*
Various Times	**Depart to Washington D.C. or Congressional District**

POCs: Steve Ginther 917-941-3040, Joseph Merante 202-494-0942

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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):

This program is designed to bring together Members of Congress and Staff and the leadership of the United Nations. The program allows U.S. elected leaders to better understand how the United Nations can complement U.S. foreign policy objectives as well as allows them to present ideas, concerns, and proposals directly to the United Nations.

List of Invitees:

- **Members of Congress:**
- Mark Pocan
- Pramila Jayapal
- Raúl Grijalva
- Barbara Lee
- Ro Khanna
- David Cicilline
- Katherine Clark
- Debbie Dingell
- Veronica Escobar
- Ruben Gallego
- Sheila Jackson Lee
- Joe Neguse
- Donald Norcross
- Jan Schakowsky
- Mark Takano
- Ilhan Omar
- Mark DeSaulnier
- Lloyd Doggett

- Deb Haaland
- Adriano Espaillat
- Andy Levin
- Katie Porter
- Rashida Tlaib
- Jamie Raskin
- Alma Adams
- Nanette Barragán
- Karen Bass
- Eddie Bernice Johnson
- Don Beyer
- Earl Blumenauer
- Lisa Blunt Rochester
- Suzanne Bonamici
- Brendan Boyle
- André Carson
- Matt Cartwright
- Judy Chu
- Gil Cisneros
- Yvette Clarke
- William Lacy Clay
- Steve Cohen
- Angie Craig
- Elijah Cummings
- Danny Davis
- Madeleine Dean
- Peter DeFazio
- Rosa DeLauro
- Antonio Delgado
- Dwight Evans
- Lois Frankel
- Marcia Fudge

- Tulsi Gabbard
- Chuy Garcia
- Sylvia Garcia
- Jared Golden
- Jimmy Gomez
- Katie Hill
- Eleanor Holmes Norton
- Steven Horsford
- Jared Huffman
- Hakeem Jeffries
- Hank Johnson
- Joe Kennedy III
- Dan Kildee
- Andy Kim
- Brenda Lawrence
- Barbara Lee
- Mike Levin
- John Lewis
- Ted Lieu
- David Loebsack
- Zoe Lofgren
- Carolyn Maloney
- James McGovern
- Gwen Moore
- Joseph Morelle
- Debbie Mucarsel-Powell
- Jerrold Nadler
- Grace Napolitano
- Alexandria Ocasio-Cortez
- Frank Pallone
- Jimmy Panetta
- Chellie Pingree

- Ayanna Pressley
- Lucille Roybal-Allard
- Linda Sanchez
- Mary Gay Scanlon
- José Serrano
- Adam Smith
- Darren Soto
- Bennie Thompson
- Nydia Velázquez
- Maxine Waters
- Bonnie Watson Coleman
- Peter Welch
- Frederica Wilson
- John Yarmuth

- **Congressional Staff:**
- Michael Darner
- Lindsay Owens
- David Bagby