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: Dan Riffle
2. a. Name of Accompanying Relative: _____ *OR* None ☑
   b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. **Dates:** Departure: June 14, 2019 Return: June 15, 2019
   b. Dates at Personal Expense, if any: _____ *OR* None ☑
4. Departure City: Washington, DC Destination: Toronto, Ontario Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Ontario New Democratic Party
6. Describe Meetings and Events Attended: Spoke on a q-and-a about working on progressive policy priorities in Congress during the ONDP conference.
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 24 AM 9:51
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: [signature] **Date:** July 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: Alexandria Ocasio-Cortez **Date:** July 18, 2019

Signature of Supervising Member: [signature]

Version date 12/2018 by Committee on Ethics

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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: Ontario New Democratic Party
2. Travel Destination(s): Toronto, Ontario
3. Date of Departure: June 14, 2019 Date of Return: June 15, 2019
4. Name(s) of Traveler(s): Dan Riffle

   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	$877.98	$219.23		
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: L Watson Date: JULY 24, 2019

Name: LUCY WATSON Title: PROVINCIAL DIRECTOR

Organization: NEW DEMOCRATIC PARTY OF ONTARIO

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

Address: 201-20169 LAKESHORE BLVD W, TORONTO, ON, M8V 3Z4

Telephone: 416-591-8637 x2230 Email: lwatson@ontariondp.ca

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.

Version date 12/2018 by Committee on Ethics

Dan Riffle Agenda/Itinerary – ONDP Provincial Convention

Friday, June 14, 2019

6:17 pm – arrival at Pearson International Airport, de-plane, clear customs.

7:00 pm-8:00 pm – Travel from Pearson to Sheraton Hamilton

8:00 pm – Sheraton Hamilton check-in

Saturday, June 15, 2019

9:00 am – Arrival at Convention centre, check-in with registration and backstage.

10:00am – 10:30 am – Speaking engagement

11:00 am – Hotel check-out

12:00 pm – 1:00 pm: Travel from hotel to Toronto Pearson.

4:50 pm – return flight to Washington DC departs.

U.S. House of Representatives
COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Dan Riffle
2. Sponsor(s) who will be paying for the trip: Ontario New Democratic Party
3. Travel Destination(s): Hamilton, Ontario, Canada
4. a. Date of Departure: Frida, June 14, 2019 Date of Return: Saturday, June 15, 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 the senior policy advisor, I work on policies like single payer healthcare, expanded family and parental leave, increasing top marginal tax rates, and criminal justice system reform. The NDP of Ontario works on many of these same policies, and would like for me to discuss and present my perspective working on those issues here in Congress.
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 5/10/2019

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: Ontario New Democratic Party

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): Dan Riffle - invited to provide remarks at the biennial Convention.

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

6. Date of Departure: Friday, June 14, 2019 Date of Return: Saturday June 15, 2019

7. a. City of departure: Washington, DC
   b. Destination(s): Hamilton, Ontario
   c. City of return: Washington, DC

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:
    The Ontario NDP works consistently to protect and expand public, universal accessible health care in the province of Ontario. Mr. Riffle offers a policy perspective which is of interest to our members and attendees. The ONDP is soley responsible for organizing and planningall events/activvities associated with the Convention and travel.

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): _____
    _____
    2) Provide the 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: Sheraton Centre City: Hamilton Cost Per Night: $225.00
    Reason(s) for Selecting: Proximity to Convention Centre
    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	$1500.00	$225.00	$100.00
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		
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: April 18, 2019

Name: Lucy Watson

Title: Provincial Director

Organization: Ontario New Democratic Party

Address: 2069 Lakeshore Blvd West, Suite 201, Toronto Ontario, M8V 3Z4

Telephone: 416-591-5455

Email: lwatson@ontariondp.ca

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

Version date 12/2018 by Committee on Ethics

Dan Riffle Agenda/Itinerary – ONDP Provincial Convention

Friday, June 14, 2019

8:17 pm – arrival at Pearson International Airport, de-plane, clear customs.

9:00 pm-10:00 pm – Travel from Pearson to Sheraton Hamilton

10:00 pm – Sheraton Hamilton check-in

Saturday, June 15, 2019

9:00 am – Arrival at Convention centre, check-in with registration and backstage.

10:00am – 10:30 am – Speaking Engagement – A Q&A with Dan Riffle on Health Care Policy – as the Ontario NDP works to expand accessible, universal health care in Ontario and across Canada, delegates will be given the opportunity to hear the perspective of an individual working for similar aims in a different country and legislative landscape.

11:00 am – Hotel check-out

12:00 pm – 1:00 pm: Travel from hotel to Toronto Pearson.

4:50 pm – return flight to Washington DC departs.

↑
Updated agenda/itinerary

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 12, 2019

Mr. Daniel Riffle
Office of the Honorable Alexandria Ocasio-Cortez
229 Cannon House Office Building
Washington, DC 20515

Dear Mr. Riffle:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Canada,[1] scheduled for June 14 to 15, 2019, sponsored by Ontario New Democratic Party.

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.

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[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,

Theodore E. Deutch
Chairman

Kenny Marchant
Ranking Member

TED/KM:tn