



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: Tatyana Kalinga
2. a. Name of Accompanying Relative: N/A **OR** None ☒
 - b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): N/A
3. a. Dates: Departure: 7.21.2019 Return: 7.25.2019
 - b. Dates at Personal Expense, if any: N/A **OR** None ☐
4. Departure City: SFO Destination: Mexico City Return City: SFO
5. Sponsor(s), Who Paid for the Trip: San Francisco AIDS Foundation
6. Describe Meetings and Events Attended: I attended the 2019 IAS Scientific conference in my capacity as HIV/AIDS district point person for Congresswoman Lee. I attended sessions, took part in meetings related to the 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 AUG -9 PM 1:28
 OFFICE OF THE CLERK
 U.S. HOUSE OF REPRESENTATIVES

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

Signature of Traveler: Tatyana Kalinga Date: 8.5.2019

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 was using public office for private gain.

Name of Supervising Member: Barbara Lee Date: 8.5.2019

Signature of Supervising Member: BARBARA LEE (CA-13)



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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: San Francisco AIDS Foundation

2. Travel Destination(s): Mexico City, Mexico

3. Date of Departure: 7/21/2019 Date of Return: 7/25/2019

4. Name(s) of Traveler(s): Tatyana Kalinga

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	720.99	799.92	8.87	860 - registration fee
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: 8/8/19

Name: Joe Hollendoner Title: CEO

Organization: San Francisco AIDS Foundation

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

Address: 1035 Market Street, Suite 400 San Francisco, CA 94103

Telephone: 415-487-3033 Email: jhollendoner@sfaf.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.



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TRAVELER FORM

1. Name of Traveler: Tatyana Kalinga
2. Sponsor(s) who will be paying for the trip. San Francisco AIDS Foundation
3. Travel Destination(s): SFO to Mexico City return to SFO
4. a. Date of Departure: 7.21.2019 Date of Return: 7.25.2019
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No
If yes, list dates at personal expense: N/A
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: N/A
(2) Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): N/A
(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:
N/A
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.
My attendance to the IAS Mexico City conference is tied to my responsibilities and role as district director & the HIV/AIDS liaison for Rep. Lee on international and domestic matters.
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

Barbara Lee

Date 3 27. 2019



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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 misrepresentation 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: San Francisco AIDS Foundation
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): As District Director for Congresswoman Barbara Lee, Tatyana Kalina serves as the primary liaison in her district for HIV/AIDS
5. Is travel being offered to an accompanying family member of the House invitee(s)? ☐ Yes ☒ No
6. Date of Departure: 7/21/2019 Date of Return: 7/25/2019
7. a. City of departure: San Francisco, CA USA
b. Destination(s): Mexico City, Mexico
c. City of return: San Francisco, CA USA
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:
- San Francisco AIDS Foundation works to end the HIV epidemic in the city where it began, and eventually everywhere. Through education, advocacy and direct services for prevention and care, we are confronting HIV in communities most vulnerable to the disease by developing and delivering evidence-based programs.
13. *Answer parts a and b, Answer part c if necessary:*
- 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: Marriott Courtyard City: Mexico City Cost Per Night: 236.00
- Reason(s) for Selecting: Proximity to IAS 2019 conference venue with negotiated rate.
- 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:

<input checked="" type="checkbox"/> Actual Amounts <input type="checkbox"/> Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	682.59	946.52	400.00
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: 7/3/19

Name: Joseph Hollendonner

Title: Chief Executive Officer

Organization: San Francisco AIDS Foundation

Address: 1035 Market Street, Suite 400 San Francisco, CA 94103

Telephone: 415-487-3067

Email: jhollendonner@sfaf.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

Thomas A. Rust
Staff Director and Chief Counsel

David W. Arroyo
Counsel to the Chairman

Christopher A. Donosa
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, DC 20515-6328
Telephone: (202) 225-7103
Facsimile: (202) 225-7392

ONE HUNDRED SIXTEENTH CONGRESS

U.S. House of Representatives
COMMITTEE ON ETHICS

July 19, 2019

Ms. Tatyana Kalinga
Office of the Honorable Barbara Lee
2267 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Kalinga:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Mexico,¹ scheduled for July 21 to 25, 2019, sponsored by San Francisco AIDS 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.

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.

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 osstaff@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,

A handwritten signature in blue ink, appearing to read "Theodore E. Deutch".

Theodore E. Deutch
Chairman

A handwritten signature in blue ink, appearing to read "Kenny Marchant".

Kenny Marchant
Ranking Member

TED/KM:mso



Dear Tatyana Kalinga,

I would like to extend an invitation to attend the International AIDS Society annual scientific conference in Mexico City in July. As a member of the San Francisco/Oakland Delegation, San Francisco AIDS Foundation would be honored to cover all expenses associated with your attendance. Please confirm your acceptance of this invitation. Once we receive confirmation, Miranda will be in-touch regarding travel.

For more information on AIDS 2019, visit: <https://www.ias2019.org/>

Many thanks,

Joe

A handwritten signature in black ink, consisting of a large, stylized 'J' followed by a horizontal line and a small loop.

Joe Hollendoner
Chief Executive Officer
San Francisco AIDS Foundation

IAS Mexico City Conference Agenda

July 21, 2019

7:00 pm to 9:00 pm Arrive into MEX @ 7:35pm on United Flight 821
Check into Courtyard Marriott Mexico City Tere

July 22, 2019

7:00 am – 8:30 am Launch of the Start Free Stay Free AIDS Free report 2019 – global progress in HIV testing, treatment and prevention for children, adolescents and mothers and elimination of mother-to-child transmission of HIV

8:00 am to 10:00 am SCALING UP TREATMENT IN RESOURCE-CONSTRAINED SETTINGS: WHAT WILL IT TAKE TO ACHIEVE THE LAST 90?

10:00 am to 11:00 am Break

11:00 am to 12:30 pm NEW AND OLD PLAYERS IN HIV REPLICATION

1:00 pm to 2:00 pm 4G: GAMING, GRINDR AND GETTING THE GOODS
STEM CELL AND GENOME EDITING FOR HIV CURE

3:00 pm to 3:15 pm IMPLEMENTATION SCIENCE AROUND TRANSGENDER ISSUES

3:15 pm to 4:45 pm Presentations

6:00 pm to 8:00 pm Evening Reception

July 23, 2019

7:30 am to 8:00 am Continental Breakfast

8:00 am to 10:00 am THE ROLE OF MICROBIOME IN HIV TRANSMISSION AND PATHOGENESIS

10:00 am to 10:30 am Break

11:00 am to 12:30 pm HIV testing and management in the era of PrEP

12:00 pm to 1:30 pm BARRIERS TO ACCESS TO DIAGNOSIS AND TREATMENT

3:15 pm to 4:00 pm Meeting with IAS Secretariat and Local Planning Group Leadership; Tatyana to give federal funding updates

4:00 pm to 5:30 pm KEY POPULATIONS IN LATIN AMERICA: YOUNG MEN WHO HAVE SEX WITH MEN

4:30 pm to 6:00 pm	Approaches and opportunities in HIV-related behavioral and social sciences research: A view from the National Institutes of Health
6:00 pm to 8:00 pm	Evening Reception

July 24, 2019

7:30 am to 8:00 am	Continental Breakfast
8:00 am to 10:00 am	CO-MORBIDITIES Plenary
11:00 am to 12:30 pm	Sexual and reproductive health and HIV prevention
12:00 pm to 1:30 pm	SUSTAINABILITY OF HIV PROGRAMMES AND FINANCING THE HIV RESPONSE
1:30 pm to 3:00 pm	PRIMARY HIV INFECTION: AN OPPORTUNITY NOT TO BE MISSED?
2:30 pm to 4:00 pm	The 10-10-10: How to address syndemics among those left behind in the 90-90-90 targets to end the HIV epidemic
4:30 pm to 6:00 pm	Political will to get to zero infections
5:00pm to 7:00pm	Closing ceremonies

July 25, 2019

7:30 am to 8:00 am	Continental Breakfast
8:00 am to 10:00 am	Check out of Courtyard Marriott
10:00 am to 10:30 am	Make way to MEX
1:40 pm	Board United flight 718
4:25pm	Arrive into SFO