



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: Bertha Alisia Guerrero
2. a. Name of Accompanying Relative: \_\_\_\_\_ OR None   
 b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: August 2, 2019 Return: August 4, 2019  
 b. Dates at Personal Expense, if any: August 4, 2019 OR None
4. Departure City: Arlington, VA Destination: San Diego, CA Return City: Arlington, VA
5. Sponsor(s), Who Paid for the Trip: UnidosUS
6. Describe Meetings and Events Attended: I participated in workshops through the conference to discuss legislative proposals before Congress that affect the Latino community.
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 SEP 23 AM 11:47

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

Signature of Traveler:  Date: 09/20/2019

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: Rep. Jimmy Gomez Date: 09/20/2019

Signature of Supervising Member:





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: UnidosUS

2. Travel Destination(s): San Diego, CA & Los Angeles, CA

3. Date of Departure: August 2, 2019 Date of Return: August 4, 2019

4. Name(s) of Traveler(s): Bertha Guerrero


*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	\$976.29	\$279.00	\$71.00	\$625: Waived fee for event registration
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: September 20, 2019

Name: Jennifer Brown Title: Associate Director

Organization: UnidosUS

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

Address: 1126 16th Street, NW, Suite 600

Telephone: 202-776-1660 Email: jbrown@unidosus.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: Bertha Alisia Guerrero
2. Sponsor(s) who will be paying for the trip: UnidosUS
3. City and State OR Foreign Country of Travel: San Diego, CA
4. a. Date of Departure: August 2nd, 2019 Date of Return: August 4, 2019  
 b. Will you be extending the trip at your personal expense?  Yes  No  
 If yes, list dates at personal expense: August 4, 2019
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 Chief of Staff and primary policy adviser to the Congressman, I find it necessary to partake in this conference to further my knowledge on how legislative proposals before Congress affect the Latino community.
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 7/16/2019





## 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: UnidosUS

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): Bertha Guerrero, Chief of Staff, Rep. Jimmy Gomez, Workshop speaker.

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

6. Date of Departure: August 2, 2019 Date of Return: August 4, 2019

7. a. City of departure: Arlington, VA

b. Destination(s): San Diego, CA & Los Angeles, CA

c. City of return: Arlington, VA

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: \_\_\_\_\_





U.S. House of Representatives  
COMMITTEE ON ETHICS

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:

UnidosUS, formerly the National Council of La Raza (NCLR), is the nation's largest Latino civil rights and advocacy organization. UnidosUS is active in the areas of health, economic, immigration and education policy and organizes its annual conference to cover policy developments in these areas.

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 Marquis San Diego Marin City: San Diego, CA Cost Per Night: \$279.00

Reason(s) for Selecting: UnidosUS reserved a block of rooms for conference participants in this hotel.

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:

<input type="checkbox"/> Actual Amounts	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
<input checked="" type="checkbox"/> Good Faith Estimates			
For each Member, Officer, or Employee	\$976.29	\$279.00	\$71.00
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	\$625	Waived fee for event registration
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: July 10, 2019

Name: Jennifer Brown

Title: Associate Director, Economic Policy Project

Organization: UnidosUS

Address: 1126 16th Street, NW, Suite 600

Telephone: 202-776-1660

Email: jbrown@unidosus.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

July 25, 2019

Ms. Bertha Guerrero  
Office of the Honorable Jimmy Gomez  
1530 Longworth House Office Building  
Washington, DC 20515

Dear Ms. Guerrero:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to San Diego, California, scheduled for August 2 to 4, 2019, sponsored by UnidosUS. We note that this trip includes one day at your personal expense. We remind you that, because the trip sponsor employs a federal lobbyist, you may participate in officially-connected activity on one calendar day only.

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:tn

## Bertha Guerrero's Itinerary – UnidosUS 2019 Annual Conference

August 3, 2019 | 7:45 am – 5:00 pm

7:45–8:45 a.m. – **Morning Networking Hour**

The Morning Networking Hour is an opportunity for conference participants and featured speakers to connect and discuss policies and legislation that affects the Latino community.

9:00-10:30 am – **Legislative Workshop**

**Title:** 2020 Vision: Empowering the Latino Community in the 116<sup>th</sup> Congress and Beyond

**Description:** In the 116<sup>th</sup> Congress, America elected the most diverse group of legislators in our nation's history, Democrats took back the majority in the House, and new political voices emerged. With the 2020 elections rapidly approaching, significant questions remain: what proposals coming out of Congress have the staying power to get passed by 2020 or beyond? Can anything get passed this year that would benefit the Latino community? How can we build on the activism and civic engagement we experienced in the midterm elections to further elevate the voices and concerns of the Latino community?

In this workshop, **Bertha Guerrero**, Chief of Staff to Rep. Jimmy Gomez (CA-34), along with UnidosUS policy and legislative affairs experts will share the state of play in Washington on health, economic, immigration, and education policies. Together, we will look back and bring into focus significant lessons learned in the past year to determine expectations for the remainder of this Congress and to shape our vision for 2020 and beyond.

Run of Show:

9:10 am – Realistic start time

9:12 am – Introductions and housekeeping

9:13 am – Overview of the program and introduction of speakers

**9:20 am – Guest speaker remarks (Bertha will share her insights and the state of play in Washington on health, economic, immigration, and education policies).**

9:27 am – First policy speaker remarks



9:34 am – Second policy speaker remarks

9:41 am – Third policy speaker remarks

9:48 am – Q&A

**11:00 am–12:30 pm – Financing Our Future: Managing Loans and Avoiding the Student Debt Trap**

More and more Latinos are achieving their goals of pursuing higher education, but because of the rising costs of attending college, more Latinos are also taking out student loans to finance their dreams. This rise in the balance of student loans among Latinos has serious implications for the financial security of Latino students and their families. Latino borrowers are more likely to struggle to repay their student loans than their White peers, and repayment is particularly difficult if they did not complete their degrees. This workshop will discuss the ins and outs of student loans and how they can impact Latinos' financial well-being. We'll also dig into some of the options available to help borrowers who are struggling, including a Q&A with experts and financial coaches, and opportunities for advocacy around this issue.

**1:00-3:00 pm – National Affiliate Tribute: Transforming Communities**

The official program kickoff offering a special tribute to the nearly 300 Affiliates and staff across the country. It is also the prime opportunity to engage with Conference attendees in one setting.

**UNIDOS US FAMILY STRENGTHENING AWARDEES**

- Para Los Niños (Los Angeles, CA)
- Sociedad Latina (Roxbury, MA)

**EMCEE**

- León Krauze, News Anchor, Univision, KMEX Los Angeles

**PRESIDENT'S MESSAGE**

- Janet Murguía, President and CEO, UnidosUS

**AFFILIATE ROLL CALL**

- Maria Salinas, Board Chair, UnidosUS
- Arnulfo Manriquez, President and CEO, MAAC, UnidosUS Board of Directors

## FEATURED SPEAKER

- Paola Mendoza, Artist & Filmmaker

## KEYNOTE SPEAKER

- Anthony D. Romero, Executive Director, American Civil Liberties Union (ACLU)

**3:30–5:00 pm: Economy Plenary Session: Is the American Dream Still Achievable for Latinos? A Conversation About Affordable Housing**

The United States faces a housing crisis for Latinos and other low- and moderate-income families. Homeownership rates have not improved since the Great Recession and availability of affordable rental units continues to be a struggle in communities across the country. Perspectives on how to address this crisis range from focusing on more efficient market mechanisms to fostering the political will to make affordable housing a greater national priority. The plenary session will explore these strategies to help attendees better understand the issue of affordable housing and advocate for policies that could help our community find affordable homes.

## SPEAKERS

- Lourdes Castro-Ramirez, President, University Health System Foundation
- Diane Yentel, President and CEO, National Low-Income Housing Coalition

**Bertha Guerrero's Travel Itinerary****Friday, August 2<sup>nd</sup>**

American Airlines #429 12:00 pm DCA > 2:19 pm DFW

American Airlines #2758 4:54 pm DFW > 5:51 pm SAN

**Sunday, August 4<sup>th</sup>**

American Airlines #2532 1:05 pm LAX > 9:21 pm DCA