Employee Post-Travel Disclosure Form

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: Dinora Carolina Penalva-Arana

2. a. Name of Accompanying Relative: 
   OR None

   b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify):

3. a. Dates: Departure: 09/16/2019
   Return: 09/18/2019

   b. Dates at Personal Expense, if any:

4. Departure City: Washington DC
   Destination: Sacramento
   Return City: Washington

5. Sponsor(s), Who Paid for the Trip: National Biodiesel Foundation

6. Describe Meetings and Events Attended: Day long congressional briefings by industry leaders and tour of Sacramento city fleet and local rendering plant.

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:

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

Signature of Traveler: ___________________________ Date: 9/30/19

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: ___________________________ Date: 9/30/201

Signature of Supervising Member: ___________________________ Date:

Version date 12/2018 by Committee on Ethics
Sponsor Post-Travel Disclosure Form

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: National Biodiesel Foundation; National Biodiesel Board

2. Travel Destination(s): Sacramento, CA

3. Date of Departure: September 16, 2019
   Date of Return: September 18, 2019

4. Name(s) of Traveler(s): Carolina Penalva-Arana
   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:

<table>
<thead>
<tr>
<th></th>
<th>Total Transportation Expenses</th>
<th>Total Lodging Expenses</th>
<th>Total Meal Expenses</th>
<th>Total Other Expenses (dollar amount per item and description)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveler</td>
<td>$586.56</td>
<td>$416.36</td>
<td>$69.36</td>
<td>$0.00</td>
</tr>
<tr>
<td>Accompanying Family Member</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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: Tom Verry  Date: September 24, 2019
Name: Tom Verry  Title: Executive Director
Organization: National Biodiesel Foundation

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

Address: PO Box 104898, Jefferson City, MO 65110-4898
Telephone: 800-841-5849  Email: tom@biodieselfoundation.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.

Version date 12/2018 by Committee on Ethics
TRAVELER FORM

1. Name of Traveler: Dinora Carolina Penalva-Arana

2. Sponsor(s) who will be paying for the trip: National Biodiesel Foundation

3. City and State or Foreign Country of Travel: Sacramento, CA

4. a. Date of Departure: 09/16/2019. Date of Return: 09/18/2019
   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:
      The traveler is from Washington, D.C. and is required to take a 6 hour flight to attend the event which begins at 8am and ends at 8pm. The traveler will return on a morning flight the following day.

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.
   Traveler is a Policy Advisor in Congressman Mark Takano’s office responsible for Environmental and Science and Technology issues. Thus the focus of this trip lies well within their portfolio responsibilities.

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 Aug. 8, 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: National Biodiesel 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): See Attachment A

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

6. Date of Departure: 9/16/19 out of district- 9/17 in district Date of Return: 9/18/19 if out of district or 9/17 in district

7. a. City of departure: Washington, DC or local area/district office
   b. Destination(s): Sacramento, CA
   c. City of return: Washington, DC or local/district office

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. Participants starting in Washington DC have a six-hour flight and will require a 2-night stay. Participants driving from local district may not qualify for 2 nights stay in hotel.

Version date 12/2018 by 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:
   See Attachment B

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): $66/tour day and $49/each travel day

   2) Provide the reason for selecting the location of the event or trip: Sacramento is a key location for the primary tour speakers - CARB and CA Energy.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
   Hotel Name: Sheraton Grand Sacramento  City: Sacramento  Cost Per Night: $179
   Reason(s) for Selecting: Easy access for local speakers; within walking distance of CARB & CA Energy offices
   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: ☒
18. **Total Expenses for each Participant:**

<table>
<thead>
<tr>
<th></th>
<th>Total Transportation Expenses per Participant</th>
<th>Total Lodging Expenses per Participant</th>
<th>Total Meal Expenses per Participant</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each Member, Officer, or Employee</td>
<td>SEE ATTACHMENT C Wash.DC travel: $600 plane &amp; $39 airport</td>
<td>$358($179/night for non/local travel)</td>
<td>SEE ATTACHMENT C $154 - 1 full &amp; 2 travel days/ $68 for district</td>
</tr>
<tr>
<td>For each Accompanying Family Member</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Other Expenses (dollar amount per item)</th>
<th>Identify Specific Nature of &quot;Other&quot; Expenses (e.g., taxi, parking, registration fee, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each Member, Officer, or Employee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For each Accompanying Family Member</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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:** [Signature]

**Date:** 8/5/2019

**Name:** Tom Verry

**Title:** Executive Director

**Organization:** National Biodiesel Foundation

**Address:** PO Box 104898, Jefferson City, MO 65110-4898

**Telephone:** 800-841-5849

**Email:** tverry@biodiesel.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

Version date 12/2018 by Committee on Ethics
Non-Grantmaking Trip Sponsor Form

This form should be completed by a private individual or entity that provides funds, services, or in-kind donations 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. A Non-Grantmaking Sponsor that has a direct involvement in planning, organizing, conducting, or participating in the trip must complete this form. 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. Name of your organization: National Biodiesel Board

2. Name of Primary Trip Sponsor: National Biodiesel Foundation

3. My organization has provided funds to the above-named Primary Trip Sponsor to pay all or part of the expenses for a trip to (destination): Sacramento, California on date: September 16 - 18, 2019 that primarily is being organized or arranged by the above-named Primary Trip Sponsor. ☐ Yes ☐ No

4. My organization has had a direct role in the organizing, planning, arranging, or will have a role in conducting, the trip identified in response to Question 3 or an event that will occur during that trip. ☐ Yes ☐ No

5. Check only 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.

6. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒

7. 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]

Date: July 30, 2019

Name: Bradley Shimmens

Title: Director, Operations & Members

Organization: National Biodiesel Board

Address: 605 Clark Avenue, Jefferson City, MO 65101

Telephone: 573-635-3893

Email: bshimmens@biodiesel.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

Version date 12/2018 by Committee on Ethics
Ms. Dinora Carolina Penalva-Arana
Office of the Honorable Mark Takano
420 Cannon House Office Building
Washington, DC 20515

Dear Ms. Penalva-Arana:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Sacramento, California, scheduled for September 16 to 18, 2019, sponsored by National Biodiesel Foundation and the National Biodiesel Board. 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:ms
ATTACHMENT B

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:

**National Biodiesel Foundation** works closely with the National Biodiesel Board to address issues affecting the nation -- cleaner air, greater economic development for rural communities, and enhanced national security through energy independence. Organized in 1994, the Foundation’s mission is to accomplish outreach, education, research and demonstration activities for the advancement of biodiesel. The National Biodiesel Foundation is the primary tour sponsor and has overall responsibility for planning, organizing, and implementing the tour.

**National Biodiesel Board** is a membership organization comprised of state, national, and international feedstock and feedstock processor organizations, biodiesel suppliers, fuel marketers and distributors, and technology providers. This group works to create sustainable biodiesel industry growth through education, communication, governmental affairs, and technical and quality assurance programs. The National Biodiesel Board assisted with coordinating the tour and will serve as host/presenter. Their lobbyist had no more than *de minimis* involvement in the planning, organizing, requesting, or arranging the trip.
18. Total Expenses for each Participant:

<table>
<thead>
<tr>
<th>Good Faith Estimates</th>
<th>Total Transportation Expenses per Participant</th>
<th>Total Lodging Expenses per Participant</th>
<th>Total Meal Expenses per Participant</th>
</tr>
</thead>
</table>
| For each Member, Officer, or Employee | Wash. DC travel: $600 plane & $70 airport shuttle  
District travel: $0.58/mile  
All: $70 tour bus | $358 ($179/night for non/local travel) | $154 - 1 full & 2 travel days  
$66 - district office staff |

MONDAY, SEPTEMBER 16
Early Evening: Guests/Staffers arrive at the Sheraton Grand Sacramento Hotel, 13th & J, Sacramento, CA 95814 916 447-1700

TUESDAY, SEPTEMBER 17
8 a.m. Breakfast: Bondi Meeting Room, Sheraton Grand SAC Hotel: 13th & J, Sacramento, CA 95814

8:30 a.m. to 11:30 am Participants stay in the Sheraton Grand Hotel meeting room for the following presentations:

8:30 a.m. Welcome and Introductions
Danielle Brannan, Director, National Biodiesel Foundation and New Leaf Biodiesel, San Diego and Tom Verry, Executive Director National Biodiesel Foundation

8:45 a.m. Biomass U.S. Industry Overview
Paul Winters, National Biodiesel Board’s Director of Public Affairs and Federal Communications
Mr. Winters will provide an industry update, biomass diesel basics, compare and contrast renewable diesel versus biodiesel, and myths and facts of biomass diesel.

9:15 a.m. CA Biomass Diesel Overview
Harry Simpson, President and CEO, CA Advanced Biofuels Alliance and Crimson Renewable Energy, Bakersfield, CA
Mr. Simpson will provide an overview of the California biomass diesel market and discuss why CA is the country’s largest biomass diesel market.

9:45 a.m. BREAK

10:00 a.m. California Low Carbon Fuel Standard (LCFS)
Floyd Vergara, Division Chief, Industrial Strategies Division, California Air Resources Board
Mr. Vergara will provide an overview of the CA Low Carbon Fuel Standard and the role biomass diesel plays in helping to meet the goals of the LCFS.

10:30 a.m. California’s Energy Resources and Biomass Capacity
Tim Olson, Energy & Fuels Program Manager, California Energy Commission
Mr. Olson will provide an overview of California’s energy resources including biomass diesel capacity in the state and the opportunity to grow that capacity.

11:00 a.m. Marketing Biomass Diesel in California
Nathan Crum, Executive Vice President, Valley Pacific Petroleum Services
Mr. Crum will discuss the challenges and opportunities of marketing biomass diesel in California.

11:30 p.m. Depart for Sacramento County Fleet Management Headquarters, 4001 Branch Center Road, Sacramento, CA 95827
12:00 p.m. - 2:30 p.m.  Lunch & Presentations at Sacramento County Fleet Management Headquarters 4001 Branch Center Rd, Sacramento, CA 95827 916 206-2911

12:30 p.m.  Fleet Presentations and Tour Sacramento County Fleet Services Facility The following fleet representatives will present on their use of renewable diesel and the importance of the Biodiesel Tax Credit and Low Carbon Fuel Standard is to their fleet operations.
- Robert Myers, Chief of Equipment Division, Caltrans.
- Keith Leech, Chief, Fleet Services & Parking Enterprise, Sacramento Co.
- Mark Stevens, Fleet Manager, City of Sacramento
- Conor Peterson, Shared Services Analyst, SACOG
- Richard E. Battersby, Assistant Director of Public Works, City of Oakland
- Tim Taylor, Executive Director, Sacramento Clean Cities
Sacramento County Fleet Manager, Keith Leech will host a tour of their vehicle maintenance facility. Sacramento County Fleet consists of 2,300 vehicles that are fueled with a mix of alternative fuels including renewable diesel and has been recognized as one of the ‘greenest’ fleets in the country.

2:30 p.m.  Depart for Sacramento Rendering Company, 11350 Keifer Blvd., Sacramento, CA 95830 916 363-4821

3:00 p.m. - 4:30 p.m.  Tour Sacramento Rendering Company Sacramento Rendering Company, President, Mike Koewler will host a tour of the SRC facility. Sacramento Rendering Company (SRC) accepts and processes (renders) waste materials from supermarkets, butcher shops, restaurants, feedlots, ranches and dairies. SRC takes waste grease from restaurants and other sources that would otherwise be discarded and recycles the grease into biomass diesel and other value-added products.

4:30 p.m.  Depart Sacramento Rendering Company for Hotel

5:00 p.m.  Arrive at Hotel for a break, prepare for dinner & wrap up

6:00 p.m.  Depart Hotel for Dinner at Frank Fats, 806 L Street, Sacramento, 95814 Participants meet in hotel lobby to walk to Frank Fats Restaurant.

6:30 p.m. – 8 p.m.  Dinner & Wrap Up Session, at Frank Fats, 916-442-7092 Led by Tom Verry, Foundation Executive Director, the Sustainability Tour will conclude with a Q&A session with tour participants and staff. This will be the time for participants to answer all their questions, discuss the day’s events and get one-on-one time with biodiesel experts

WEDNESDAY, SEPTEMBER 18
8 a.m.  Depart for Sacramento International Airport