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: Matar, Sara
2. a. Name of Accompanying Relative: _____ *OR* None ☑
   b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. **Dates:** Departure: Sep. 27, 2019 Return: Sep. 30, 2019
   b. Dates at Personal Expense, if any: Sep. 28-30, 2019 *OR* None ☐
4. Departure City: Washington, DC Destination: New York, NY Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Council on Foreign Relations
6. Describe Meetings and Events Attended: Please see attached documentation for trip details and descriptions
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 OCT 21 PM 3:59
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:** _____ **Date:** 10-15-19

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:** Rep. Lee Zeldin **Date:** 10-15-19

**Signature of Supervising Member:** _____

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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: Council on Foreign Relations
2. Travel Destination(s): New York, NY
3. Date of Departure: September 27, 2019 Date of Return: September 30, 2019
4. Name(s) of Traveler(s): Sara Matar

   *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 | $198 (rail) + $3.75 (subway) | | $47.18 | |
| 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: Oct, 7 2019

Name: Patrick C. Costello Title: Director, Wash. External Affairs

Organization: Council on Foreign Relations

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

Address: 1777 F Street NW, Washington, DC 20006

Telephone: 202-509-8458 Email: pcostello@cfr.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
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# TRAVELER FORM

1. Name of Traveler: Sara Matar
2. Sponsor(s) who will be paying for the trip: Council on Foreign Relations (CFR)
3. City and State OR Foreign Country of Travel : New York, NY
4. a. Date of Departure: September 27, 2019 Date of Return: October 1, 2019
   b. Will you be extending the trip at your personal expense? ☑ Yes ☐ No
   If yes, list dates at personal expense: September 28, 2019- October 1, 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 a participant in the CFR's foreign policy study group, I will be traveling to New York to meet with foreign policy, economic, and national security experts at CFR headquarters.
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 07/25/2019

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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 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: Council on Foreign Relations

2. I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. *Signify that the statement is true by checking box:* ☑

3. ***Check only one.*** I represent that:
   a. The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip: ☑ **OR**
   b. The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds: ☐ **OR**
   c. The primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. ☐
   If "c" is checked, list the names of the additional sponsors:

4. Provide names and titles of **ALL** House Members *and* employees you are inviting. **For each House invitee, provide an explanation of why the individual was invited** (include additional pages if necessary):
   Please see attached documentation

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

6. Date of Departure: Friday, September 27, 2019 Date of Return: Friday, September 27, 2019

7. a. City of departure: Washington, DC
   b. Destination(s): New York, NY
   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:

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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:
    The Council on Foreign Relations (CFR) is the sole sponsor of this trip. CFR is an independent think tank dedicated to educating policymakers on Capitol Hill. This program will allow participants to attend panel discussions and meet with foreign policy and national security experts located at CFR's New York offices.

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): Approximately $50 per day
    2) Provide the reason for selecting the location of the event or trip: The Council on Foreign Relations is headquartered in New York, NY

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
    Hotel Name: _____ City: _____ Cost Per Night: _____
    Reason(s) for Selecting: _____
    Hotel Name: _____ City: _____ Cost Per Night: _____
    Reason(s) for Selecting: _____
    Hotel Name: _____ City: _____ Cost Per Night: _____
    Reason(s) for Selecting: _____

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking box:* ☑

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18. **Total Expenses for each Participant:**

| ☐ Actual Amounts<br>☑ Good Faith Estimates | Total Transportation Expenses per Participant | Total Lodging Expenses per Participant | Total Meal Expenses per Participant |
|---|---|---|---|
| For each Member, Officer, or Employee | $400 | N/A | $50 |
| For each Accompanying Family Member | N/A | N/A | N/A |

| | 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 | $50 | Taxi expenses |
| 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: 07/23/19

Name: Patrick C. Costello

Title: Director, Washington External Affairs

Organization: Council on Foreign Relations

Address: 1777 F Street NW, Washington, DC 20006

Telephone: 202-509-8458

Email: pcostello@cfr.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

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
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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

September 24, 2019

Ms. Sara Matar
Office of the Honorable Lee Zeldin
2441 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Matar:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to New York, New York, scheduled for September 27, 2019, sponsored by Council on Foreign Relations. We note that you will not accept return travel from the sponsor.

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:mso

List of House Invitees to Council on Foreign Relations Trip to New York, NY

The below mentioned employees of the United States House of Representatives have been selected to participate in a Council on Foreign Relations (CFR) congressional study group. This is a CFR initiative where we have identified a cohort of senior-level congressional staff to participate in off-the-record dinner discussions with members of the Council on Foreign Relations, CFR fellows, and other notable individuals and is part of our ongoing efforts to help build an informed, bipartisan community of senior congressional staff from both chambers. This trip to the CFR offices in New York is part of the study group activities and participants will attend a lunch meeting, with other members of the CFR, and meet with CFR experts based in New York.

1. Joseph Bartlett, Legislative Assistant, Office of Representative Francis Rooney
2. Daniel Bleiberg, Foreign Policy Advisor, Office of Representative Lois Frankel
3. Clay Boggs, Legislative Director, Office of Representative Norma Torres
4. Kendra Brown, Chief of Staff, Office of Representative G.K. Butterfield
5. Charles A. Carithers, Professional Staff Member, House Committee on Homeland Security
6. David Dorfman, Legislative Director and General Counsel, Office of Representative Yvette Clarke
7. Aharon Friedman, Tax Counsel, House Committee on Ways and Means
8. Dylan Frost, Legislative Director, Office of Representative French Hill
9. Elizabeth Leibowitz, Foreign Affairs Legislative Assistant, Office of Representative Nita Lowey
10. Matthew Manning, Legislative Director, Office of Representative Jimmy Panetta
11. Daniel Marrow, Senior Legislative Assistant, Office of Representative Josh Gottheimer
12. Josh Martin, Chief of Staff, Office of Representative Mac Thornberry
13. Sara Matar, Senior Legislative Assistant, Office of Representative Lee Zeldin
14. Jalina Porter, Communications Director, Office of Representative Cedric Richmond
15. Benjamin Talus, Senior Legislative Assistant, Office of Representative Donna Shalala
16. Jesse von Stein, Legislative Assistant, Office of Representative Don Young

The following employees of the Senate have also been invited:

1. Elizabeth Banicki, Legislative Assistant, Office of Senator Dan Sullivan
2. Naz Durakoglu, Senior Policy Advisor, Office of Senator Jeanne Shaheen
3. Carol Fowler, Legislative Assistant, Office of Senator Ron Johnson
4. Christopher Griswold, Senior Policy Advisor, Senate Committee on Small Business and Entrepreneurship
5. Katherine Clark Harris, Minority Counsel, Senate Select Committee on Intelligence
6. R. Wayne Jones, National Security Advisor, Office of Senator Rob Portman
7. Brianne Miller, Senior Professional Staff Member, Senate Committee on Energy and Natural Resources
8. Sam Mulopulos, Legislative Assistant, Office of Senator Rob Portman
9. Nathan Paxton, Legislative Assistant, Office of Senator Angus King
10. Christopher Soghoian, Senior Technologist, Office of Senator Ron Wyden
11. Katherine Sutton, Professional Staff Member, Senate Committee on Armed Services

COUNCIL on
FOREIGN
RELATIONS

1777 F Street, NW, Washington, DC 20006
tel 202.509.8400 fax 202.509.8490 www.cfr.org

*Congressional Foreign Policy Study Group*
*New York Program*
*Friday, September 27, 2019*

7:55 a.m. Depart Union Station (Acela 2104)

10:50 a.m. Arrive New York Penn Station

11:30 a.m. Arrive at Council on Foreign Relations (58 East 68th Street, New York)

11:45 a.m. – 12:00 p.m.
Coffee Reception

12:00 p.m. – 1:00 p.m.
Council on Foreign Relations General Meeting
A Conversation with Barham Salih, *President, Republic of Iraq*

1:15 p.m. – 2:00 p.m.
Working Lunch Discussion with Ambassador Michelle Gavin, *Senior Fellow for Africa Studies, Council on Foreign Relations.* Topic: Strategic and economic priorities in Africa.

2:00 p.m. – 2:45 p.m.
Discussion with Dr. Brad Setser, *Senior Fellow, Council on Foreign Relations.* Topic: International finance, financial markets, and trade policy.

3:00 p.m. – 3:30 p.m.
Meeting with Richard N. Haass, *President, Council on Foreign Relations*

3:45 p.m. – 4:45 p.m.
Discussion with Dr. Adam Segal, l, Ira A. Lipman Chair in Emerging Technologies and *National Security and Director of the Digital and Cyberspace Policy Program, Council on Foreign Relations.* Topic: Innovation and national security, cybersecurity and China's technology development and acquisition strategy.

4:45 p.m. Meeting Concludes

5:00 p.m. Depart CFR for New York Penn Station

6:00 p.m. Depart New York Penn Station (Acela 2119)

8:53 p.m. Arrive in Washington DC