



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: Thomas Rice
2. a. Name of Accompanying Relative: _____ OR None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: 2/15/2020 Return: 2/22/2020
 b. Dates at Personal Expense, if any: 2/21/2020 OR None
4. Departure City: Washington, D.C., USA Destination: Kigali, Rwanda Return City: Washington, D.C.
5. Sponsor(s), Who Paid for the Trip: U.N. Foundation
6. Describe Meetings and Events Attended: Meetings were centered around the U.N.'s activities supporting Rwanda's economic and social development and rebuilding following the 1994 Genocie.
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: _____

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LEGISLATIVE RESOURCE CENTER
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: 2.24.2020

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: Michael T. McCaul Date: 2.24.2020

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: United Nations Foundation

2. Travel Destination(s): Kigali, Nyabihu, Rubavu, Bigesera, and Nogma, Rwanda

3. Date of Departure: Saturday, Feb. 15, 2020 Date of Return: Saturday, Feb. 22, 2020

4. Name(s) of Traveler(s): Thomas Rice

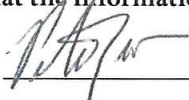
Note: You may list more than one traveler on a form only if *all* information is *identical* for each person listed.

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	\$1,729.38	\$812	\$293.90	\$50 (Rwanda visa)
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: 3/1/20

Name: Peter Yeo Title: Senior Vice President

Organization: United Nations Foundation

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

Address: 1750 Pennsylvania Ave NW Suite 300 Washington, DC 20006

Telephone: 202-887-9040 (please ask for Micah Spangler) Email: mspanglar@unfoundation.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: Thomas Rice

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

3. Travel Destination(s): Rwanda

4. a. Date of Departure: 2/15/2020 Date of Return: 2/22/2020

b. Will you be extending the trip at your personal expense? Yes No

If yes, list dates at personal expense: 2/21/2020

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 Legislative Director for the Ranking Member on the Foreign Affairs Committee, I often handle issues relating to Foreign Affairs, with Africa as in interest area to my boss. In addition, I am paid partially by the Foreign Affairs Committee, where I handle issues of Global Health

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 Michael T. McCaul

Date 1.14.2020



U.S. House of Representatives

COMMITTEE ON ETHICS

Primary Trip Sponsor Form

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a *Traveler Form* **at least 30 days before the start date of the trip**. The trip sponsor should *NOT* submit the form directly to the Committee. The Committee website (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor who will be paying for the trip: United Nations 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: The Ariadne Getty Foundation
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.
5. Is travel being offered to an accompanying family member of the House invitee(s)? Yes No
6. Date of Departure: Saturday, Feb. 15, 2020 Date of Return: Friday, Feb. 21, 2020
7.
 - a. City of departure: Washington, DC
 - b. Destination(s): Kigali, Nyabihu, Rubavu, Bugesera, and Ngoma, Rwanda
 - 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: _____



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:

Please see attached.

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): _____

Meals will be no more than \$84 per day in Kigali and \$42 per day while in the field.

2) Provide the reason for selecting the location of the event or trip: Please see attached.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel Name: Kigali Marriott Hotel City: Kigali, Rwanda Cost Per Night: \$203

Reason(s) for Selecting: Favorable cost and location.

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	\$1,840	\$812	\$378
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		\$50 (Rwanda visa)
For each Accompanying Family Member		

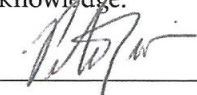
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

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: 1/8/2020

Name: Peter Yeo

Title: Senior Vice President

Organization: United Nations Foundation

Address: 1750 Pennsylvania Ave NW Suite 300 Washington, DC 20006

Telephone: 202-887-9040 (please ask for Micah Spangler)

Email: mspangl@unfoundation.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



U.S. House of Representatives

COMMITTEE ON ETHICS

Grantmaking Trip Sponsor Form

This form should be completed by a public charity or private foundation (both as defined under section 501(c)(3) of the Internal Revenue Code) that provides a grant of funds 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. **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. I certify that (name of your organization): The Ariadne Getty Foundation
has been designated a § 501(c)(3) nonprofit charitable organization by the Internal Revenue Service. Yes No

2. Name of Primary Trip Sponsor: United Nations Foundation

3. I certify that my organization (check and complete a or b):

a. Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. **OR**

b. Has had a direct role in the organizing, planning, or conducting of a trip to

Destination: _____ on Date: _____

that is being organized or arranged by the above-named Primary Trip Sponsor.

4. **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.

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

6. 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: 1/10/20

Name: Ariadne Getty Title: President

Organization: The Ariadne Getty Foundation

Address: 400 S. Hope St. #1000 Los Angeles, CA 90071

Telephone: 310-463-4909 Email: gettleigh@gmail.com

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 Ratchliffe, 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. Doneso
Counsel to the Ranking Member

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

February 12, 2020

Mr. Thomas Rice
Office of the Honorable Michael McCaul
2001 Rayburn House Office Building
Washington, DC 20515

Dear Mr. Rice:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Rwanda,¹ scheduled for February 15 to 22, 2020, sponsored by the 328 United Nations Foundation, with financial support from the Ariadne Getty Foundation. We note that this trip includes one day at your personal expense.

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.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Handwritten signature of Theodore E. Deutch in blue ink.

Theodore E. Deutch
Chairman

Handwritten signature of Kenny Marchant in blue ink.

Kenny Marchant
Ranking Member

TED/KM:jeb

UNF Learning Trip to Rwanda
Answers to Primary Trip Sponsor Form Questions 4, 12, and 15b2

4. Names and titles of all House invitees and explanation of why the individual was invited:

The following individuals have been invited to participate in this learning trip to Rwanda because they work directly on issues related to U.S. foreign policy, U.S.-UN relations, humanitarian assistance, global health, international development, and/or U.S.-Africa relations.

Rep. Suzanne Bonamici

Rep. Brenda Lawrence

Justin Oswald, Chief of Staff
Rep. Grace Meng

Thomas Rice, Legislative Director
Rep. Michael McCaul

Samantha Schifrin, Legislative Assistant
Rep. David Price

Emily Weber, Legislative Assistant
Rep. Colin Allred

Stacy Thompson, Legislative Assistant
Rep. Chrissy Houlahan

Samira Damavandi, Legislative Assistant
Rep. Barbara Lee

12. Description of the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:

The United Nations Foundation (UNF) works to educate all Americans, including the U.S. Congress, on the importance of a strong U.S.-UN relationship. This learning trip provides an opportunity for policymakers to observe U.S. and UN development, health, gender equality, and reconciliation efforts in Rwanda – a country that has become a vital post-conflict success story. UNF is partnering with the Ariadne Getty Foundation to sponsor this trip, but is handling all outreach to congressional offices, organizing all logistics, and is the primary contact for planning purposes.

Founded in 2004, the Ariadne Getty Foundation (AGF) is a U.S.-based 501(c)(3) non-profit organization that works with partners worldwide to improve the lives of individuals and communities through large-scale investments and hands-on advocacy, with a particular focus on promoting gender equality, protecting vulnerable women and girls, and advancing solutions that help combat extreme poverty in the developing world. The Ariadne Getty Foundation provided UNF with a grant to help fund this learning trip.

15b2. Provide the reason for selecting the location of the event or trip:

After the genocide against the Tutsi in 1994 many predicted Rwanda would become another failed state. The country, however, has transformed into a post-conflict success story. In the intervening years, the UN has become a fundamental partner in the reconstruction of Rwanda, helping rebuild a shattered nation and ensuring equality, justice, and reconciliation are essential elements of the country's national development agenda. Now 25 years after that ghastly tragedy shocked the international community's conscience, the range of UN agencies operating on the ground in Rwanda have become premier examples of "One UN"—a bold reform initiative designed to ensure the UN works together across numerous boundaries to achieve a common, shared mission.

Over the course of this trip, the delegation will see this vital work up close, along with that of key U.S. partners within the State Department and USAID to learn about how these international development successes could be potentially applied to other post-conflict settings in Africa. The delegation will travel to Kigali and the field to observe transformational projects that are combatting extreme poverty, accelerating early childhood development, overcoming regional health threats, empowering women and girls, and facilitating reconciliation.



U.S. House of Representatives

COMMITTEE ON ETHICS

TRAVELER FORM

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. This form, and any attachments, may be faxed to the Committee at 202-225-7392, sent or delivered to the Committee at 1015 Longworth, or e-mailed to travel.requests@mail.house.gov.

Your completed request must be submitted to the Committee no less than 30 days before your proposed departure date. Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. **You must receive explicit approval from the Committee before you depart on this trip.**

Name of Traveler: Thomas Rice

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

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

Signature: _____

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): Michael T. McCaul / House Foreign Affairs Committee

Office Address: 2001 Rayburn

Telephone Number: 202-225-2401

Email Address of Contact Person: thomas.rice@mail.house.gov

Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, and these forms are being submitted to the Committee less than 30 days before the trip departure date.

NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.

KEEP A COPY OF THIS FORM. Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

If there are any questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or via travel e-mail: travel.requests@mail.house.gov.