



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: Katherine Curtis
2. a. Name of Accompanying Relative: _____ **OR** None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: Saturday, April 9, 2022 Return: Saturday, April 16, 2022
 b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Washington, DC Destination: Tashkent, Uzbekistan Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: United Nations Foundation
6. Describe Meetings and Events Attended: Official meetings with Uzbek government officials, the U.S. Embassy team, and various U.N. entities in Tashkent and Samarkand.
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: Katherine Curtis Date: 4/26/22

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: 4/26/22

Signature of Supervising Member: Michael T. McCaul



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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.

- Sponsor(s) who paid for the trip: United Nations Foundation
- Travel Destination(s): Tashkent and Samarkand, Uzbekistan
- Date of Departure: Saturday, April 9, 2022 Date of Return: Saturday, April 16, 2022
- Name(s) of Traveler(s): Serena Gobbi; Katherine Curtis

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

- 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	\$2,169.37	\$728	\$405.89	\$230 (translation serv); \$59.97 (covid test)
Accompanying Family Member				

- 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: 4/25/2022

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

Email: pyeo@unfoundation.org Telephone: 202-887-9040

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.



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TRAVELER FORM

1. Name of Traveler: Katherine Curtis
2. Sponsor(s) who will be paying for the trip: United Nations Foundation
3. Travel Destination(s): Tashkent, Termez, and Samarkand, Uzbekistan
4. a. Date of Departure: Saturday, April 9, 2022 Date of Return: Saturday, April 16, 2022
 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:**

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 Professional Staff Member for HFAC GOP covering both Central Asia and Afghanistan, the trip focus on UN work in

Uzbekistan and humanitarian assistance in Afghanistan is directly related to my duties.

The trip will allow be to conduct oversight of US assistance dollars provided to the UN for use in Uzbekistan and Afghanistan.

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 3/8/22



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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:

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:

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

6. Date of departure: Saturday, April 9, 2022 Date of return: Saturday, April 16, 2022

7. a. City of departure: Washington, DC

b. Destination(s): Tashkent, Termez, and Samarkand, Uzbekistan

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; **OR**

b. I checked 8(c) above but am not offering any lodging; **OR**

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:
Please see attachment.
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 the 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):
\$97 per day in Tashkent; \$62 per day outside Tashkent.
- 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: Hyatt Regency Tashkent City: Tashkent Cost Per Night: \$180
Reason(s) for Selecting: Favorable cost and location.
- Hotel Name: Hotel Karvon Saroy City: Termez Cost Per Night: \$80
Reason(s) for Selecting: Favorable cost and location.
- Hotel Name: Emirhan Hotel City: Samarkand Cost Per Night: \$80
Reason(s) for Selecting: Favorable cost and location.
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 the box.*



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18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts <input checked="" type="checkbox"/> Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$2,300	\$780	\$415
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 \$160	Covid test to return to U.S. Uzbekistan 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 by my signature that

- a. I read and understand the Committee's Travel Regulations;
- b. I am not a registered federal lobbyist or registered foreign agent; and
- c. The information on this form is true, complete, and correct to the best of my knowledge.

Signature:  Date: 3/7/2022

Name: Peter Yeo Title: Senior Vice President

Organization: United Nations Foundation

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

Email: pyeo@unfoundation.org Telephone: 202-887-9040

INSTRUCTIONS

Complete the *Primary Trip Sponsor Form* and submit the agenda, invitation list, any attachments, and any *Additional Trip Sponsor Forms* directly to the Travelers.

Written approval from the Committee on Ethics is required before traveling on this trip. The Committee on Ethics will notify the House invitees directly and will not notify the trip sponsors.

Willful or knowing misrepresentation on this form may be subject to criminal prosecution under 18 U.S.C. § 1001. Signatures must comply with section 104(bb) of the Travel Regulations.

For questions, please contact the Committee on Ethics at:

1015 Longworth House Office Building
Washington, D.C. 20515

ethicscommittee@mail.house.gov | 202-225-7103
More information and forms available at ethics.house.gov

Theodore E. Deutch, Florida
Chairman
Jackie Walorski, Indiana
Ranking Member

Susan Wild, Pennsylvania
Dean Phillips, Minnesota
Veronica Escobar, Texas
Mondaire Jones, New York

Michael Guest, Mississippi
Dave Joyce, Ohio
John H. Rutherford, Florida
Kelly Armstrong, North Dakota



ONE HUNDRED SEVENTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

David W. Arrojo
Counsel to the Chairman

Kelle A. Strickland
Counsel to the Ranking Member

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

April 4, 2022

Ms. Katherine Curtis
Committee on Foreign Affairs
2120 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Curtis:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Uzbekistan,¹ scheduled for April 9 to 16, 2022, sponsored by United Nations Foundation.

This approval represents the Committee's determination that the proposed trip complies with relevant House rules, federal laws, and Travel Regulations promulgated by the Committee. You should engage in your own assessment of the risks and implications of engaging in travel during the current COVID-19 pandemic.

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 \$415 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.

¹ Please be aware that the Committee's review of the proposed trip does not extend to either the security situation in the destination country or security related to foreign travel in general. We recommend you contact the Office of House Security (OHS) for a safety and security briefing prior to your departure. OHS may be reached at (202) 226-2044 or ohsstaff@mail.house.gov. House travelers should also register for the U.S. State Department's Smart Traveler Enrollment Program at <https://step.state.gov>.

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 \$415] 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,



Theodore E. Deutch
Chairman



Jackie Walorski
Ranking Member

TED/JW:rp

UNF Learning Trip to Uzbekistan
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 Uzbekistan because they work directly on issues related to U.S. foreign policy, U.S.-UN relations, U.S.-Uzbekistan relations, humanitarian assistance, sustainable development, international organizations, and/or related regional issues.

Serena Gobbi, Legislative Director
Rep. Norma Torres

Emily Ackerman, Legislative Director
Rep. Guy Reschenthaler

Mena Hanna, Senior Policy Adviser
Rep. Jeff Fortenberry

Anubhav Gupta, Senior Professional Staff Member
House Foreign Affairs Committee

Katherine Curtis, Professional Staff Member
House Foreign Affairs Committee

Amber Unwala, Legislative Director
Rep. Greg Meeks

Zachary Isakowitz, Legislative Director
Rep. Michael McCaul

Mike Lucier, Legislative Director
Rep. Jennifer Wexton

Kelvin Lum, Legislative Director
Rep. Ami Bera

Alex Cisneros, Legislative Director
Rep. Young Kim

Hillary Caron, Legislative Director
Rep. Andy Kim

Paul Howell, Chief of Staff
Rep. Trent Kelly

Louise Bentsen, Chief of Staff
Rep. Vicente Gonzalez

Valerie Foy, Legislative Assistant
Rep. Don Bacon

Katie Gallagher, Legislative Assistant
Rep. Ron Estes

Bubba White, Legislative Assistant
Rep. Michael Guest

Eliana Goodman, Legislative Assistant
Rep. David Kustoff

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

UNF works to educate all Americans, including the U.S. Congress, on the importance of a strong U.S.-UN relationship. Over the course of this trip, the delegation will be offered an up-close view of the work of the 25 United Nations agencies, funds and programmes operating on-the-ground in Uzbekistan and how they, together with the U.S. and Uzbek government, are reducing poverty, strengthening health systems, advancing gender equality, safeguarding cultural heritage, and responding to dire humanitarian needs. Through these efforts, the delegation will develop a better understanding of how these joint efforts have enhanced Uzbekistan's prosperity, and, in turn, led to new mechanisms of multilateral support for national reforms aimed at liberalizing the economy, protecting fundamental human rights, and building responsive, democratic institutions.

The delegation will conduct multiple site visits and engage in several high-level meetings, including with the UN Resident Coordinator in Uzbekistan, U.S. Amb. Daniel Rosenblum, and various other UN leaders and Uzbekistan government officials. The delegation, in addition, will travel to Termez, a city on the Uzbekistan-Afghanistan border that has become a major logistical hub used by the UN Children's Fund (UNICEF), the UN High Commissioner for Refugees (UNHCR), the World Food Programme (WFP), the International Organization for Migration (IOM), and others to ensure the expeditious delivery of emergency lifesaving humanitarian supplies to the people of Afghanistan.

UNF is the sole sponsor of this trip, organizing all aspects of the program and logistics. UNF handles all outreach to congressional staff and is the contact for planning purposes.

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

This year marks the 30th anniversary of the establishment of diplomatic relations between the U.S. and Uzbekistan. While always a strategic partner, Uzbekistan has made, over the last six years, considerable progress towards greater transparency and prosperity, leveraging an expanded sense of openness to partner with the UN on a wide range of transformative projects. These developments, particularly considering recent regional events, have positioned Uzbekistan as an influential U.S. ally and, potentially, a long-term stabilizing force across Central Asia.

Additionally, as humanitarian demands swell across Afghanistan, the city of Termez—located on Uzbekistan’s southern border with Afghanistan—has become a critical staging post for emergency supplies delivered via the UN. Operating out of the Termez Cargo Center, UNHCR, UNICEF, WFP, and IOM have already sent hundreds of tons of food, shelter, and medical supplies to Afghanistan via the narrow Soviet-built bridge that connects the two countries, with much more planned for distribution. As debate rages on as to how to deliver humanitarian assistance most effectively without supporting or recognizing the Taliban, an understanding of the working environment and the successes and challenges involved in the emergency relief operations being coordinated via Termez will be critical to informing future U.S. response to the crisis.