



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, by email at gifttravelreports@mail.house.gov, 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.

- Name of Traveler: Jessie Kaplan
- a. Name of Accompanying Relative: _____ OR None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
- a. Dates: Departure: 4/20/2022 Return: 4/22/2022
 b. Dates at Personal Expense, if any: _____ OR None
- Departure City: D.C. Destination: Cambridge, MA Return City: D.C.
- Sponsor(s), Who Paid for the Trip: MIT
- Describe Meetings and Events Attended:
Lincoln Lab visit, foreign policy briefings
- Attached to this form are each of the following, signify that each item is attached by checking the corresponding box:
 - a completed *Sponsor Post-Travel Disclosure Form*;
 - the *Primary Trip Sponsor Form* completed by the trip sponsor prior to the trip, including all attachments and the *Additional Sponsor Form(s)*;
 - page 2 of the completed *Traveler Form* submitted by the employee; and
 - the letter from the Committee on Ethics approving my participation on this trip.
- 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: Jessie Kaplan Date: May 6, 2022

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: Jin Hines Date: 5/6/22

Signature of Supervising Member: [Signature]



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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: _____

2. Travel Destination(s): _____

3. Date of Departure: _____ Date of Return: _____

4. Name(s) of Traveler(s): _____

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				
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: Mr. Taylor Date: _____

Name: _____ Title: _____

Organization: _____

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

Address: _____

Email: _____ Telephone: _____

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

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 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: Jessie Kaplan

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: Jessie Kaplan

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): Congressman Jim Himes

Office Address: 2137 Rayburn House Office Building

Telephone Number: 202.225.5541

Email Address of Contact Person: jessie.kaplan@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 e-mail: travel.requests@mail.house.gov.



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TRAVELER FORM

1. Name of Traveler: Jessie Kaplan

2. Sponsor(s) who will be paying or providing in-kind support for the trip:
Security Studies Program, MIT

3. City and State **OR** Foreign Country of Travel: Cambridge, MA

4. a. Date of Departure: 20 April 2022 Date of Return: 22 April 2022

b. Yes No Will you be extending the trip at your personal expense?
If yes, list dates at personal expense: _____

5. a. Yes No Will you be accompanied by a family member at the sponsor's expense? If yes:

(1) Name of Accompanying Family Member: _____

(2) Relationship to Traveler: Spouse Child Other (specify): _____

(3) Yes No Accompanying Family Member is at least 18 years of age:

6. a. Yes No 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)?

b. If yes, and you are requesting lodging for two nights, explain why the second night is warranted:

7. Yes No *Primary Trip Sponsor Form* is attached, including agenda, invitee list, and any other attachments and Additional Sponsor Forms.

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.

National Security, Intelligence and Foreign Policy LA


This seminar is focused on US foreign policy and includes panels/sessions on strategic, political and military analysis.

9. Yes No Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip?

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 03/16/2022



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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:
Security Studies Program, MIT
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 Raymond Frankel 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):

See attached list
5. Yes No Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: April 20, 2022 Date of return: April 22, 2022
7. a. City of departure: Washington, D.C
b. Destination(s): Cambridge, MA
c. City of return: Washington, D.C.
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:

MIT is a major non-profit research university with a mission focused on education and research in science, engineering and technology, and related fields, and policy areas. MIT sponsors and supports this seminar as a public service to educate the staff from Congress and the Executive Branch in important public policy issues.

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:

Air travel is coach class. A chartered bus will shuttle between meeting sites, including a trip to Lincoln Laboratory.

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):
- \$80 for dinner day 1, \$140 lunch and dinner day 2, Friday \$40 lunch and refreshment approx
- 2) Provide the reason for selecting the location of the event or trip:
- The seminar is being held on the MIT campus in Cambridge, MA to enable extensive partici

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Hyatt Regency City: Cambridge, MA Cost Per Night: \$259
- Reason(s) for Selecting: Hotel is close to campus and provides easy access to meetings and breakfast is included.
- 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 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	\$489.70	\$518	\$260
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		
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: Maris Taylor Fravel Digitally signed by Maris Taylor Fravel
Date: 2022.03.04 13:24:29 -05'00' Date: 03/04/2022

Name: M. Taylor Fravel Title: Director, MIT Security Studies Program

Organization: MIT Security Studies Program

Address: 1 Amherst Street, Cambridge, MA, 02142

Email: fravel@mit.edu Telephone: (617) 324-0222

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 15, 2022

Ms. Jessie Kaplan
Office of the Honorable James A. Himes
2137 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Kaplan:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Massachusetts, scheduled for April 20 to 22, 2022, sponsored by Massachusetts Institute of Technology and Raymond Frankel 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.

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:adw

Navigating the New Era : U.S. Foreign Policy amid a Pandemic

MIT Congressional & Executive Branch Seminar

MIT Security Studies Program | Cambridge, Massachusetts | April 20 to April 22, 2022

Wednesday, April 20

2:30p

American Airlines Flight 2149
Ronald Reagan to Boston Logan

4:15 - 4:30p

MIT staff to meet group at airport
Bus to Hyatt Regency Cambridge for check-in and bag drop

5:45p

Bus departs from hotel to Catalyst restaurant
for a welcome reception.

6:00 to 9:00p

Informal discussion with MIT SSP professors,
panel participants and graduate students.
Bus will return participants to hotel at 9.

Thursday, April 21

7:30 - 8:30a

Breakfast at Hyatt Regency Hotel.

8:45a

Field Trip to Lincoln Laboratory
Bus will bring participants from hotel to Lincoln Lab.

9:30a - noon:

Lincoln Lab overview & tours
Meet with Dr. Israel Soibelman, Chief Strategy Officer.

Noon - 1:30p

Travel to Hyatt Hotel.
One hour break for lunch (provided).

1:30 - 1:45p

Introduction and welcome address by M. Taylor Fravel,
Director of the MIT Security Studies Program

1:45 - 3:15p

Panel #1 - The Changing International Order

Chair:

M. Taylor Fravel Director of MIT SSP and Arthur and Ruth
Sloan Professor of Political Science

Speakers:

Barry Posen Ford International Prof. of Political Science, MIT

Jonathan Kirshner Professor of Political Science and
International Studies, Boston College

Carol Saivetz Senior Advisor, MIT SSP

3:30 - 5:00p

Panel #2 - New Tools of Statecraft

Chair:

Dr. R. David Edelman

Director, Project on Technology, Economy & National Security,
Computer Science & Artificial Intelligence Lab affiliate (CSAIL)

Speakers:

Richard Nielsen

Associate Professor of Political Science, MIT

Mariya Grinberg

Assistant Professor of Political Science, MIT

Joel Brenner

Senior Advisor, MIT SSP

6:00 - 7:00p

Reception, Hyatt Regency Hotel

7:00 - 9:00p

Formal dinner, Hyatt Regency Hotel

Keynote Speaker:

Admiral John Richardson

former Chief of Naval Operations, 2015-2019

Friday, April 22

7:30 - 8:30a

Breakfast at Hyatt Regency Hotel and check out.

8:45a

Bus to MIT Security Studies Program's Lucian Pye Room.
[1 Amherst Street, Cambridge, MA, Fourth Floor]

9:15 - 10:45a

Panel #3 - China's Growing Ambitions

Chair:

Richard Samuels

Professor of Political Science, and director of MIT Center for International Studies

Speakers:

Joseph Torigian

Assistant Professor, School of International Service,
American University

Fiona Cunningham

Assistant Professor of Political Science, University of
Pennsylvania

Taylor Fravel

Director of MIT SSP and Arthur and Ruth Sloan Professor of
Political Science

11am - 12:30p

Panel #4 - The New Nuclear Era

Chair:

M. Taylor Fravel

Director of MIT SSP and Arthur and Ruth Sloan Professor of
Political Science

Speakers:

Eric Heginbotham

Principal Research Scientist, MIT SSP

Caitlin Talmadge

Associate Professor, School of Foreign Service, Georgetown

Jim Walsh

Senior Research Associate, MIT SSP

1:00p

Closing remarks, boxed lunch

1:45 - 2:00p

Travel from SSP to Logan Airport

4:05p

American Airlines flight 2142 to Reagan National Airport