



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.

1. Name of Traveler: Mark Iozzi
2. a. Name of Accompanying Relative: _____ **OR** None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: May 13, 2022 Return: May 15, 2022
 b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Washington, DC Destination: Cambridge, MD Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: National Security Action
6. Describe Meetings and Events Attended:
 Meetings on national security issues related to Congress; democracy and human rights; diversity, equity, and inclusion; technology; and other relevant issues as reflected in the itinerary.
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 *Additional Sponsor Form(s)*;
 - c. page 2 of the completed *Traveler Form* submitted by the employee; **and**
 - d. the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda.
Signify statement is true by checking the box.
 b. If not, explain:

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

Signature of Traveler: Date: 6/6/2022

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: Steny Hoyer Date: 6/6/2022

Signature of Supervising Member:



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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: Carol Ter 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: Mark Iozzi

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): Majority Leader Hoyer

Office Address: H-107, The U.S. Capitol, Washington, DC, 20515

Telephone Number: 202-793-1093

Email Address of Contact Person: mark.iozzi@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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COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Mark Iozzi
2. Sponsor(s) who will be paying or providing in-kind support for the trip:
National Security Action
3. City and State OR Foreign Country of Travel : Cambridge, Maryland
4. a. Date of Departure: May 13, 2022 Date of Return: May 15, 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.
I am the Majority Leader's Senior Policy Advisor responsible for foreign policy and national security. The itinerary is comprised of discussions and other sessions related to US foreign policy and national security all of which deal with topics that relate to ongoing work in Congress.
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

6/2/22



U.S. House of Representatives

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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:
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):
5. Yes No Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: _____ Date of return: _____
7. a. City of departure: _____
b. Destination(s): _____
c. City of return: _____
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:
- National Security Action brings together and supports the most knowledgeable, skilled, and talented voices within the national security community to provide a platform for the next generation of policy makers. This trip convenes leaders within the national security community to come together as the next generation of policymakers to discuss pressing national security issues. National Security Action organizes all logistics and content of the trip.
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):
- 2) Provide the reason for selecting the location of the event or trip:
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 the box.*

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

<input type="checkbox"/> Actual Amounts	Total Transportation	Total Lodging Expenses	Total Meal Expenses
<input type="checkbox"/> Good Faith Estimates	Expenses per Participant	per Participant	per Participant
For each Member, Officer, or Employee	\$37.50 (provided transportation) OR \$102.96 (mileage reimbursement)		
For each Accompanying Family Member			

	Other Expenses	Identify Specific Nature of "Other" Expenses
	(dollar amount per item)	(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:

- I certify that I am an officer of the organization listed below; **OR**
- Not Applicable*. Trip sponsor is an individual or a U.S. institution of higher education.

20. I certify by my signature that

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

Signature: *Carol Ter* Date: _____

Name: _____ Title: _____

Organization: _____

Address: _____

Email: _____ Telephone: _____

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

May 10, 2022

Mr. Mark Iozzi
Office of the Majority Leader
H-107, The Capitol
Washington, DC 20515

Dear Mr. Iozzi:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Maryland, scheduled for May 13 to 15, 2022, sponsored by National Security Action.

Committee travel regulations require that you submit your complete pre-trip approval request to the Committee at least 30 days before the commencement of the trip or it will not be granted. Despite your failure to do so in this instance, we are approving your current request. However, any future requests must adhere to the 30-day requirement or they will be denied.

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:tn

ATTACHMENT

4. George Saba, Mark Iozzi, Erica Fein, Corey Jacobson, Hope Goins, Representative Jason Crow. These individuals were invited for their experience and involvement in national security policy.

RETREAT ITINERARY

FRIDAY, MAY 13

- 2:30 - 5:00pm NSA Transportation departs from Downtown DC (*optional*)
- 5:00pm Arrival requested
- 5:30 - 6:30pm Welcome reception
- 6:30 - 7:30pm Dinner
- 7:30 - 8:30pm **Moderated Conversation: Behind the Scenes of Congress**
With Rep. Colin Allred, Rep. Andy Kim, Rep. Sara Jacobs, Rep. Jason Crow
Moderator: Ben Rhodes
Representatives will describe their experiences in Congress and their best advice on how to work with Capitol Hill.

SATURDAY, MAY 14

- 7:00 - 9:00am Breakfast
- 9:00 - 9:30am Opening Discussion led by Caroline Tess and Ben Rhodes, National Security Action
Each attendee will be introduced and answer the question "What is the biggest threat to National Security?"
- 9:30 - 10:15am Break & Group Picture
- 10:15 - 11:45am Breakout Session #1 (participants will choose one breakout below to attend)

Option 1: Diversity, Equity and Inclusion in National Security: What does it mean to prioritize diversity, equity, and inclusion in the national security community? This is a small group discussion aiming to get everyone involved in this conversation.

Facilitator: Claire Tse, Consultant, Jennifer Brown Consulting

Option 2: Developments in Democracy at Home: A panel discussion which will provide an update on the American democratic system with a focus on solutions.

Moderator: Nealin Parker, Executive Director, Common Ground USA

Speakers:

- Ross Morales Rocketto, Co-Founder and Co-Executive Director, Run for Something
- Ashley Quarcoo, Senior Director for Democracy Programs and Pillars, Partnership for American Democracy
- John Bisognano, Executive Director, National Democratic Redistricting Committee

Option 3: Managing and Leading People Through Change: An interactive and open discussion for leaders who are leading a team. Topics include leading in a hybrid environment, managing employee burnout, and attaining fulfillment as a leader.

Facilitator: John Hart, Founder, Impact Center

12:00 - 1:00pm Lunch

1:00 - 2:30pm Breakout Session #2 (participants will choose one breakout below to attend)

Option 1: Diversity, Equity and Inclusion in National Security: What does it mean to prioritize diversity, equity, and inclusion in the national security community? This is a small group discussion aiming to get everyone involved in this conversation.

Facilitator: Claire Tse, Consultant, Jennifer Brown Consulting

Option 2: Managing and Leading People Through Change: An interactive and open discussion for leaders who are leading a team. Topics include leading in a hybrid environment, managing employee burnout, and attaining fulfillment as a leader.

Facilitator: John Hart, Founder, Impact Center

Option 3: The Biden Administration and the Progressive Community: A discussion with Civil Society leaders and the Biden Administration about potential avenues for partnership moving forward.

Moderator: Ben Rhodes, Chair, National Security Action

Speakers:

- Jon Finer, Deputy National Security Advisor, National Security Council
- Joshua Geltzer, Special Advisor on Countering Domestic Violent Extremism, National Security Council
- Adrienne Watson, Spokesperson and Senior Director for Press, National Security Council

2:30 - 5:00pm Executive Time

5:30 - 6:30pm Moderated Conversation with Jake Sullivan, National Security Advisor
Moderator: Nayeera Haq, Talk Show Host, SiriusXM
Jake Sullivan will discuss the Biden Administration's national security agenda in the coming years and will answer questions from attendees.

7:00 - 8:30pm Dinner

SUNDAY, MAY 15

7:00 - 9:00am Breakfast

9:00 - 10:00am Executive Time

10:00 - 11:30am Breakout Session #3 (participants will choose one breakout below to attend)

Option 1: Promoting Democracy and Human Rights Abroad: A panel discussion and forward-thinking conversation on the themes and trends we're seeing in democracies around the world—from the changing role of technology to the

economic impact of the COVID-19 pandemic.

Moderator: Anna Makanju, Head of Public Policy, OpenAI

Speakers:

- Derek Mitchell, President, National Democratic Institute
- Suzanne Nossel, CEO, PEN America

Option 2: Foreign Policy and Technology: A seminar style conversation about the impact of technology on our foreign policy priorities.

Speakers:

- TBD

Option 3: Managing and Leading People Through Change: An interactive and open discussion for leaders who are leading a team. Topics include leading in a hybrid environment, managing employee burnout, and attaining fulfillment as a leader.

Facilitator: John Hart, Founder, Impact Center

11:30am -
12:30pm

Lunch

1:00pm

Departure