



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.

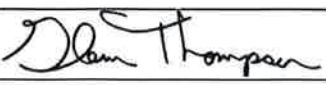
1. Name of Traveler: Caleb Crosswhite
2. a. Name of Accompanying Relative: _____ OR None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: 10/1/22 Return: 10/5/22
 b. Dates at Personal Expense, if any: _____ OR None
4. Departure City: DC Destination: Nairobi, Kakuma, Isiol Return City: DC
5. Sponsor(s), Who Paid for the Trip: World Food Program USA
6. Describe Meetings and Events Attended: Observed emergency food aid distribution projects, school feeding, and development projects carried out with Federal US funds. Met with relevant US and Kenyan govt officials.
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:  Date: 10/27/22

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: Glenn "GT" Thompson Date: 10/27/22

Signature of Supervising Member: 



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SPONSOR POST-TRAVEL DISCLOSURE FORM

Original Amendment

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. **A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within ten days of their return.** You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee’s travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

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

1. Sponsor(s) who paid for the trip: _____
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: _____ 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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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:
World Food Program USA
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: Saturday, October 1, 2022 Date of return: Thursday, October 6, 2022
7. a. City of departure: Washington, DC
b. Destination(s): Nairobi, Kakuma and Isiolo, Kenya
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 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: UNHAS Flight _____)
- c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:
Please see attached.
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):
\$75 per day in Nairobi; \$50 per day in Kakuma region
- 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: Hotel Ole Sereni City: Nairobi Cost Per Night: \$200
Reason(s) for Selecting: Security concerns and favorable rate.
- Hotel Name: Cairo Hotel City: Kakuma Cost Per Night: \$125
Reason(s) for Selecting: Security concerns and favorable rate.
- 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	\$5722.97	\$525.00	\$300.00
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	\$301.00	Snacks, bottled water, Single Entry 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: August 15, 2022

Name: Rebecca Middleton Title: Chief Advocacy & Engagement Officer

Organization: World Food Program USA

Address: 1725 I St NW, Suite 510, Washington DC 20005

Email: rmiddleton@wfpusa.org Telephone: (202) 997-8530

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



**WFP USA Learning Trip to Kenya
October 1-6, 2022**

All Times Local

+8 hours from Washington, DC

Agenda includes all participants. Flights and ground transportation are the same for all participants.

Saturday, October 1

TRANSIT: WASHINGTON > PARIS

18:00 Arrive Washington Dulles International Airport (IAD)
21:10 Depart IAD on Delta #8631 (Code Share with Air France)

Sunday, October 2

TRANSIT: PARIS > NAIROBI | HOTEL: Tribe Hotel

10:45 Arrive Paris-DeGaulle (CDG) for Connection
12:15 Depart CDG on Delta #8681 (Code Share with Air France)
21:20 Arrive Nairobi (NBO)
22:00 Transit via Hired Car to Tribe Hotel, Gigiri
22:30 Check-in to Hotel



Monday, October 3

TRANSIT: NAIROBI > KAKUMA | Hotel: Cairo Hotel

Location: Kakuma Sites: WFP Projects Attire: Field

05:30 Depart Hotel

06:00 Check-in at Wilson Airport (WIL)

06:15 – 06:45 **Orientation Briefing**

Discuss the role of the United Nations Humanitarian Air Service. Provide background and context on the Kakuma Refugee Settlement.

07:30 – 09:15 Charter Flight to Kakuma

09:15 – 09:45 Transfer to WFP Office: Overview of the Visit. (Health Break if Required.)

09:45 – 09:55 Transfer to Deputy County Commissioner (DCC) Office

10:00 – 10:45 **Courtesy Call**, Deputy County Commissioner, Mr. Mohamed Chaunga

Note: A courtesy call on the DCC is an important protocol to be observed when visiting the refugee camp. The meeting lasts around 30 minutes and provides an opportunity to explain the purpose of the mission, and for the DCC to provide an overview of the camp, the potential transition to a more liberal approach to refugees under new legislation, and the connections between the camps and the local economy.

10:45 – 11:15 Transfer to Kakuma 3

11:15 – 12:15 **Food Distribution Point: Kakuma 3**

View Bill Emerson Humanitarian Trust commodities and from other sources, in warehouse. Observe food distribution as General Food Distribution will be ongoing at that time. Possible meeting with the Food Advisory Committee – made up of camp residents who represent the refugee population.

12:15-12:45 Transfer to Kalobeyei

12:45-13:45 **Visit Water Pan Project Kalobeyei Village One**

WFP has been working with the United Nations High Commissioner for Refugees (UNHCR), the Food and Agriculture Organization of the United Nations (FAO), the United Nations International Children’s Emergency Fund (UNICEF), and the United Nations Human Settlements Programme (UN HABITAT) to develop food security projects that benefit both local populations and refugees. The proposed site is a water pan implemented through WFP’s engineering service that collects rainwater to feed an associated horticultural farm that facilitates fresh fruit and vegetable growing for almost 900 refugee and local host community families.

13:45 – 14:15 Transfer to Kalobeyei Host Community

Technical briefing enroute: *These WFP-constructed water pans for host community livestock hold over 100,000 cubic meters of water and provide fresh water for host community livestock for a period of 6 months after the rains have stopped. The project has gone a long way in solving water conflicts not only within Kalobeyei but also with neighboring countries like Uganda where the people of Turkana go in search of water for their animals during every dry spell.*

14:15 – 16:30 **View Two Resilience Programming Activities in Kalobeyei**

Visit beekeeping households and honey processing hub at Kalobeyei; site visit of the apiary and honey processing project to learn how the programs contribute to economic mobility and stability.

Poultry project with two youth groups and women implemented with Kalobeyei Catholic parish.

16:30 – 17:15 Transfer to Kakuma by Road and Overnight in Cairo Hotel in Kakuma

18:00 – 19:30 **Working Dinner**

Discussion topic: The impacts of the region’s unprecedented drought and the amplifying impacts of the crisis in Ukraine on the food security situation in Kenya and across East Africa.

Tuesday, October 4

TRANSIT: KAKUMA > ISIOLO > NAIROBI | Hotel: Tribe Hotel

Location: Isiolo, End of Day Nairobi Sites: WFP Projects Attire: Field

06:45 Check in Flight/Airstrip

07:15 – 09:00 Flight from Kakuma to Isiolo/Meru

09:00– 09:20 Transfer to WFP Office and Health Break

09:20 – 09:30 Transfer to Waso Health Centre

***Technical briefing enroute:** Current malnutrition situation in Kenya, and particularly in Turkana County, the worst in the country; overview of WFP’s US-funded scale-up in treating Moderately Acute Malnutrition for Children under 5 years and Pregnant and Lactating Women (PLWs).*

09:30 – 10:30 **Visit of Waso Health Centre**

View malnutrition treatment at Waso health centre. Beneficiaries will be children under 5 years and PLWs.

10:30 – 10:45 Transfer to Elsa Ntrim

***Technical briefing enroute:** WFP’s self-reliance programme, and initiatives to engage youth, in a country where 70% of the population is under 35.*

10:45 – 11:45 **Visit Elsa Ntrim Irrigation Program**

Youth Smallholder producers engaged in irrigated agriculture (horticulture, apiculture, etc.). Effects of resource-based conflicts and impacts of climate change on livelihoods (e.g., displacement, livelihood disruption, effects on women, etc.) and mitigation measures for these challenges will be discussed.

11:45 – 12:00 **Transfer to Cecinta Ndulu Farm**

***Technical briefing enroute:** Overview of the Farm to Market Alliance (FtMA) model in Kenya, creating more than 800 Farm Service Centres to support*

smallholder farmers. This model is now the benchmark for FtMA worldwide.

12:00 – 12:45

Visit Farmer Service Centre in Meru County

Cecinta Ndulu farm: Women's empowerment) working with over 500 farmers in linking them with clean seed (using screenhouse technology; a technology promoted through the FtMA for the propagation of clean potato planting material), renewable energy adoption (Sunculture), farmer training and other inputs.

12:45 – 13:00

Transfer to Kilimani Primary School

Technical briefing enroute: WFP's handover of the School Meals programme to the Government of Kenya and ongoing country capacity strengthening work to support the government in its ambition of providing universal school meals access to children in need.

13:00 – 14:00

School Meal Distribution at Kilimani Primary School

Kilimani Primary School is a government run school that is benefiting from support through School Meals Programme.

14:00 – 14:30

Transfer to Isiolo International Airport

14:30 – 15:00

Discussion at Isiolo International Airport

Group discussion and reflection on how the sites toured today are applicable to US investments in international food security initiatives.

15:30 – 17:00

Charter Flight Return to Nairobi

18:00 – 19:30

Working Dinner

Discussion topic: Opportunities around resilience building and school meals in Kenya, including the role of the Kenyan Government in partnership with WFP.

Wednesday, October 5

TRANSIT: NAIROBI > WASHINGTON

Location: Kibera, Nairobi Site: WFP Innovations Projects Attire: Business

07:15 – 08:15

Breakfast with US Embassy Staff

Briefing on how the US Embassy and its mission agencies work with WFP to determine which programs to support and how the US missions provide monitoring and oversight for programs funded by US tax dollars.

08:20 – 08:55

Travel from Hotel to Department of Agriculture, Upper Hill Nairobi

09:00 – 10:00

Meeting with Department of Agriculture

The Ministry leads the formulation, implementation and monitoring of agricultural policy in Kenya. This includes the development of legislation and regulation, support for agricultural research, coordination of programs, and overseas quality-control across the agricultural sector. WFP engages with the Ministry to ensure that resilience programming and market access initiatives are well aligned to national policy and consistent with the Government’s goals on agricultural development, food security and nutrition, particularly in the Northern Arid and Semi-Arid Lands.

10:00 – 10:30

Travel between government offices

10:30 – 11:30

Meeting with National Government on Country Capacity Strengthening

Opportunity to hear from Kenyan officials on government efforts to improve national capacity for supporting food and agriculture security, including country-wide school meals and agriculture programs.

11:30 – 12:00

Health Break

Note: No ideal toilet access until return to hotel

12:00 – 13:00

Transfer from National Government Offices to Kibera

13:00 – 13:15

Meeting with Human Needs Project Team and Briefing at Kibera Town Centre

Learn from WFP local partner on how they support urban food security with innovative delivery methods.

13:15 – 13:40

Site Visit of EMPACT Training and Working Centre and Meeting with EMPACT Graduates

Visit to Empact Digital Skills training program, formerly known as Food for Training, which provides an income while participants learn IT skills and connects them to companies that provide online work.

13:40 – 13:45

Drive to Olympic School (200 Meters)

13:45 – 14:45

Site Visit of WFP Hydroponics Farm and Meeting with Hydroponics Farmers and Farm Manager

Understanding urban hunger, and visit to H2Grow - WFP's hydroponics programme, operating with 500 participants in Kibera Slum, which helps to diversify diets and livelihoods.

14:45 – 15:45

Return to Hotel

17:00 – 18:30

Working Dinner

Discussion topic: Discuss WFP Kenya's upcoming strategic plan, the role of innovation and resilience/climate adaptation in a country prone to future droughts Includes regional overview of WFP's work across East Africa and the Horn as a whole.

19:00

Depart for NBO

23:59

Depart NBO for AMS on Delta #9596 (Code Share with KLM)

Thursday, October 6

07:15

Arrive Amsterdam (AMS)

Note: Layover is the Shortest Available.

13:05

Depart AMS for IAD on Delta #9384 (Code Share with KLM)

15:35

Arrive IAD

World Food Program USA Learning Trip to Kenya Answers to PTSF Questions 4, 12, 13, and 15

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 Kenya because they work directly on issues related to global food security and agricultural development:

Caleb Crosswhite, Senior Counsel
House Committee on Agriculture

Daniel Feingold, Subcommittee Staff Director
House Committee on Agriculture

Lesly McNitt, Senior Professional Staff
House Committee on Agriculture

Riley Pagett, Legislative Director and Counsel
Rep. Tracey Mann

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

World Food Program USA (WFP USA) is a U.S.-based non-profit organization dedicated to building support within the U.S. for the United Nations World Food Programme (WFP). World Food Program USA works with U.S. policymakers, corporations, foundations, and individuals to help provide financial and in-kind resources and develop policies needed to alleviate global hunger, particularly in extremely food insecure countries such as Kenya.

The United Nations World Food Programme in Kenya receives considerable support from the U.S. Agency for International Development (USAID) and U.S. Department of Agriculture. This trip will allow delegates to see a wide range of WFP programming in the field, from general food distribution to school feeding to support to refugees. WFP USA is the sponsor of this trip, organizing all aspects of the program and logistics in addition to handling all outreach to congressional offices and is the contact for planning purposes.

13b/c. Class of Travel

Within Kenya, the delegation will be traveling one-way between Nairobi and Kakuma, Kakuma to Isiolo and Isiolo to Nairobi via chartered United Nations Humanitarian Air Service (UNHAS) flights. This is the only way to travel between these destinations on the given dates. UNHAS, which is managed by the World Food Programme, offers safe, reliable, cost-efficient, and effective passenger and light cargo transport for the wider humanitarian community to and from

areas of crisis and intervention. UNHAS responds to the need for access to the world's most remote and challenging locations, often under precarious security conditions, where no safe surface transport or viable commercial aviation options are available. UNHAS only offers coach travel classes.

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

A decade of rapid economic growth, the inclusion of food and nutrition security in the government's 'big four' priorities, constitutional changes that devolve administrative responsibilities to county governments and the country's openness to innovation offer opportunities for the achievement of Sustainable Development Goal 2 on Zero Hunger and improved nutrition in Kenya. However, even though the country has recently acquired lower-middle-income status, the increased wealth has not benefited all Kenyans equally. Over one third of the population still lives under the international poverty line and social, economic and gender disparities remain. Access to adequate quantities of nutritious food remains a challenge for many, especially in arid and semi-arid regions which make up 80 percent of the country's land area.

The friendship between the Republic of Kenya and the United States dates to the dawn of Kenyan independence. As an important partner in East Africa, Kenya is a significant recipient of U.S. foreign assistance. For nearly 60 years, USAID has worked closely with the Kenyan government, Kenya's private sector, and the Kenyan people to achieve humanitarian and development outcomes. The United Nations World Food Programme is a major partner of the United States in implementing international food assistance and agricultural development programs in the country. It offers delegates an opportunity to see a wide range of humanitarian and development initiatives in one place.



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COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: _____
2. Sponsor(s) who will be paying for the trip: _____

3. Travel Destination(s): _____
4. a. Date of Departure: _____ Date of Return: _____
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.**

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 Dan Thompson Date _____



U.S. House of Representatives

COMMITTEE ON ETHICS

Washington, DC 20515

September 28, 2022

Mr. Caleb Crosswhite
Committee on Agriculture
1304 Longworth House Office Building
Washington, DC 20515

Dear Mr. Crosswhite:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Kenya,¹ scheduled for October 1 to 5, 2022, sponsored by World Food Program USA. We note that you are not accepting return transportation from the trip sponsor.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$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.

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.

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>.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Theodore E. Deutch". The signature is fluid and cursive.

Theodore E. Deutch
Chairman

A handwritten signature in blue ink, appearing to read "Michael Guest". The signature is fluid and cursive.

Michael Guest
Acting Ranking Member

TED/MG:amr