



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: Jessie Kaplan
2. a. Name of Accompanying Relative: _____ OR None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: October 23, 2022 Return: October 28, 2022
 b. Dates at Personal Expense, if any: _____ OR None
4. Departure City: Washington, DC Destination: Beirut, Lebanon Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: ATFL
6. Describe Meetings and Events Attended:
Meetings with government officials, civil society, US- accredited Universities.
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: Jessie Kaplan Date: 11/10/2022

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:  Date: 11/10/2022

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.



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:

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:

Beirut is the capital of Lebanon and is the best location for facilitating meetings with important governmental and non-governmental interlocutors.

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.*



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18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
<input type="checkbox"/> Good Faith Estimates			
For each Member, Officer, or Employee			
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: _____ 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



ATFL Staff Del October 2022 (10/23 – 10/28) – Final Itinerary

Sunday, October 23rd, 2022

6:25 PM Departure from Dulles International Airport (IAD) to Paris Charles-De-Gaulle International Airport (CDG)

Location: Washington Dulles International Airport, Dulles, VA, USA

Flight Info: Delta (DL) 8631 (IAD - CDG) 6:25 PM - 8:10 AM (+1 Day)

Monday, October 24th, 2022

6:55 PM Arrival in Beirut

Location: Beirut Rafic Hariri International Airport (BEY), Lebanon

Flight Info: Middle East Airlines (MEA) 212 (CDG-BEY) 1:40 PM - 6:55 PM

8:30 PM – 9:30 PM Briefing and Dinner Hosted by the American Task Force on Lebanon (ATFL)

Location: Sofitel Le Gabriel, Achrafieh, Beirut, Lebanon

Purpose: Overview and discussion of upcoming meetings and key issues.

Tuesday, October 25th, 2022

7:30 AM ~Depart from Hotel~

8:30 AM – 9:30 AM Country Team Briefing with the US Embassy in Lebanon

Location: US Embassy, Antelias, Lebanon

Purpose: Briefing by US Ambassador regarding US interests in the region; update on status of electricity sector; update on the maritime boundary negotiations mediated by the US; status of relations with the Lebanese Armed Forces (LAF) and Internal Security Forces (ISF); US assistance efforts; general state of bilateral relations.

10:30 AM – 12:00 PM Visit to Lebanese Parliament, Meeting with the Deputy Speaker of Parliament and Committee Chairmen

Location: Lebanese Parliament, Nejme Square, Beirut, Lebanon

Purpose: Discussion with key policy makers on issues including the ongoing US mediated negotiations with the Israeli government concerning Lebanon's southern maritime border, economic reforms as outlined by the IMF, social assistance to the Lebanese people, and other topics of concern.



1:00 PM – 2:30 PM Visit to Aamchit Military Base

Location: Aamchit, Lebanon

Purpose: Observe on-the-ground results of US government support to the LAF as an allied partner in the region, in the presence of active duty LAF and US military service members.

3:15 PM – 4:15 PM Visit to the Lebanese American University (LAU) Campus in Byblos

Location: Byblos, Lebanon

Purpose: Meeting with senior administrators and students of LAU to highlight the importance of US support of education and healthcare in Lebanon.

4:15 PM – 4:30 PM *~Transit Time Between Meetings~*

4:30 PM - 5:30 PM Meeting with Maronite Patriarch Bechara Boutros Al-Rahi

Location: Maronite Patriarchate, Bkerki, Lebanon

Purpose: Delegation will meet with the Patriarch Cardinal of the Maronite Catholic Church to discuss his perceptions on the topic of Lebanon's sovereignty, and the condition of the government and its relations to the citizens.

5:30 PM – 6:30 PM *~Transit Time to the Hotel~*

6:30 PM – 7:30 PM *~Break Opportunity in Preparation for Dinner~*

7:30 PM – 8:00 PM *~Transit Time to Dinner~*

8:00 PM – 11:00 PM Dinner Hosted by Mr. Antoine Frem

Location: Jounieh, Lebanon

Purpose: Provide the delegation with the opportunity to meet a Lebanon-based entrepreneur, philanthropist, and ATFL advisor, Tony Frem, to discuss the current political environment and other issues.

Wednesday, October 26th, 2022

8:30 AM *~Depart from Hotel~*

9:00 AM – 10:00 AM Meeting and Campus Visit with Senior Administrators of AUB

Location: AUB Campus, Ras Beirut, Lebanon

Purpose: Meet with senior administrators and students of Lebanon's other American-accredited university, the American University of Beirut, highlighting the importance of US support of education and healthcare in Lebanon.



11:00 AM – 12:00 PM Meeting with Minister of Foreign Affairs, Abdallah Bou Habib
Location: New Ministry of Foreign Affairs Building, Near Grand Serail, Downtown Beirut, Lebanon
Purpose: Briefing by the Minister for his viewpoint on key issues, including the brain drain, rate of emigration, refugees, and the state of bilateral relations between the US and Lebanon.

12:30 PM – 2:00 PM Off-the-Record Lunch with Media and Think Tank Scholars
Location: Amar Cafe, Downtown Beirut, Lebanon
Purpose: Meet with scholars and analysts from Lebanon-based think tanks, such as the Issam Fares Institute, the Lebanese Center for Policy Studies, the Lebanese Association for Democratic Elections as well as foreign correspondents for the Times of London and Middle East Eye and leaders of Lebanon’s alternative media to discuss the overall political climate in Lebanon, the need for international humanitarian assistance, and other topics.

2:15 PM – 3:00 PM ~Break Opportunity Between Meetings~

3:30 PM – 4:45 PM Site Visit to Beit El Baraka
Location: Beit Kanz, Arafieh, Lebanon
Purpose: Site visit to Lebanese grass-roots humanitarian NGO working to support vulnerable populations with food security, access to pharmaceuticals, and local entrepreneurship.

5:00 PM – 6:00 PM Meeting with Walid Jumblatt, Leader of the Progressive Socialist Party
Location: Clemenceu Residence, Beirut, Lebanon
Purpose: To facilitate a candid discussion with the long-time leader of the Progressive Socialist Party, and influential political leader.

6:30 PM - 8:00 PM ~Break Opportunity in Preparation for Dinner~

8:00 PM - 8:30 PM ~Transit Time to Dinner~

8:30 PM – 10:30 PM Dinner Hosted by ATFL Board Member Abie Musa
Location: Beirut, Lebanon
Purpose: Engage with newly elected and reelected members of the Lebanese Parliament to discuss political reform, humanitarian aid, economic recovery, their reading of the current political landscape, and popular opinion on the upcoming presidential election. Hosted by Lebanon-based entrepreneur, philanthropist, and ATFL advisor, Abie Musa, to discuss the current political environment and other issues.



Thursday, October 27th, 2022

8:00 AM

~Depart from Hotel~

9:00 AM – 10:00 AM The United Nations' Special Coordinator on Lebanon (UNSCOL), Representatives of UN Office of the Coordinator of Humanitarian Affairs (UNOCHA), UN High Commissioner for Refugees (UNHCR), the United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA)

Location: UNSCOL HQ, Yerze, Lebanon

Purpose: Briefing on country issues from UNSCOL. Briefing on humanitarian issues and refugees from UNOCHA, UNHCR, and UNRWA.

10:30 AM – 11:30 AM

Meeting with Commander of the Lebanese Armed Forces, General Joseph Aoun

Location: LAF HQ, Yerze, Lebanon

Purpose: To gather information and perspectives on US funding and support for LAF and how the US can be helpful in counterterrorism and stabilization efforts. Provide information and insights to congressional colleagues on these issues.

12:30 PM – 1:00 PM

Meeting with the Sunni Grand Mufti Abdul Latif Derian

Location: Dar El Fatwa, Beirut, Lebanon

Purpose: Delegation will meet with the Sunni Grand Mufti of Lebanon to discuss his perceptions on the topic of Lebanon's Presidential election, the condition of the government and its relations to the citizens.

1:15 PM – 3:00 PM

Lunch with MP Fouad Makhzoumi

Location: Phoenicia Hotel Beirut, Lebanon

Purpose: Delegation will meet with Lebanese Member of Parliament Fouad Makhzoumi to discuss the current political climate in Lebanon among other topics. The group met with key Sunni MP's from the Tripoli region of Lebanon.

3:30 PM – 4:15 PM

Site Visit to Live Love Lebanon, accompanied by Beirut Heritage Initiative, and Fair Trade Lebanon

Location: Salah Labaki St, Rmeil, Beirut, Lebanon

Purpose: Visit with Lebanese NGOs - supported by USAID - working to restore damaged buildings and housing in Beirut following the Beirut Port Blast and to promote the tourism industry at this time of severe economic hardship as well as supporting Lebanese exports abroad.

4:15 PM – 5:00 PM

~Break Opportunity in Preparation for Dinner~

5:00 PM - 6:20 PM

~Transit Time Between Meetings ~



6:30 PM – 7:30 PM Meeting with Leader of Lebanese Forces Party (LF), Dr. Samir Geagea, and LF Members of Parliament

Location: Maarab, Keserwan, Lebanon

Purpose: To facilitate a candid discussion with the long-time and politically influential leader of the Lebanese Forces Party.

7:45 PM – 8:30 PM ~Estimated Transit Time to Dinner~

8:00 PM – 10:30 PM Dinner at the Invitation of US Ambassador to Lebanon Dorothy Shea

Location: US Embassy, Antelias, Lebanon

Purpose: Review of agenda, issues, and topics discussed during the visit. Summary of delegation visit and top priority issues, key takeaways.

Friday, October 28th, 2022

5:00 AM Depart from Beirut Int'l Airport to Washington Dulles Int'l Airport

Location: Beirut Rafic Hariri International Airport (BEY), Lebanon to Washington Dulles International Airport (IAD), USA

Flight Info: MEA 211 (BEY-CDG) 7:55 AM - 11:35 AM // DL 8496 (CDG-IAD) 1:45 PM - 4:15 PM



ATFL List of Confirmed Attendees – Staff Del October 2022

Carla Humud, Congressional Research Service

Ms. Humud is an analyst of Middle Eastern Affairs for the CRS.

Jessie Kaplan, Office of US Representative Jim Himes

Congressman Himes is a member of the US-Lebanon Friendship Caucus

Mary Ellen Richardson, Office of US Representative Darin LaHood

Congressman LaHood is the Co-Chair of US-Lebanon Friendship Caucus

Amy Surber, Office of US Representative Darrell Issa

Congressman Issa is the Co-Chair US-Lebanon Friendship Caucus

American Task Force on Lebanon

1100 Connecticut Ave, NW Suite 440 | Washington, D.C. 20036

p 202.223.9333 | f 202.223.1399 | web: atfl.org



U.S. House of Representatives

COMMITTEE ON ETHICS

TRAVELER FORM

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. This form and any attachments may be 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): Rep. Jim Himes

Office Address: 2137 Rayburn HOB

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.



U.S. House of Representatives

COMMITTEE ON ETHICS


TRAVELER FORM

1. Name of Traveler: Jessie Kaplan
2. Sponsor(s) who will be paying or providing in-kind support for the trip:
American Task Force on Lebanon (ATFL)
3. City and State OR Foreign Country of Travel : Lebanon
4. a. Date of Departure: 23 October 2022 Date of Return: 28 October 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.
As the National Security, Intelligence, and Foreign Policy LA to Rep. Himes -- who is a Member of the U.S.-Lebanon Friendship Caucus -- this trip will provide me with a better understanding of the situation in Lebanon to advise my boss on related matters.
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 9/22/22



U.S. House of Representatives

COMMITTEE ON ETHICS

Washington, DC 20515

October 21, 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 Lebanon,¹ scheduled for October 23 to 28, 2022, sponsored by American Task Force for Lebanon.

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,



Susan Wild
Acting Chairwoman



Michael Guest
Acting Ranking Member

SW/MG:mc