



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:
2. a. Name of Accompanying Relative: OR None
b. Relationship to Traveler: Spouse Child Other (specify):
3. a. Dates: Departure: Return:
b. Dates at Personal Expense, if any: OR None
4. Departure City: Destination: Return City:
5. Sponsor(s), Who Paid for the Trip:
6. Describe Meetings and Events Attended:

- 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: Josephine Amusa Date:

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:

Signature of Supervising Member: Hakim Jabbar



U.S. House of Representatives

# 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: Matthew D. Chase 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

# COMMITTEE ON ETHICS

## 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](http://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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# COMMITTEE ON ETHICS

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:
- Miami-Dade County was selected given its unique roles and responsibilities in supporting local and national infrastructure, addressing the behavioral health and housing crises and protecting the safety of residents. As the most populous county in Florida, Miami-Dade County will provide participants with the unique opportunity to see how urban counties work to support their residents and communities.
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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# COMMITTEE ON ETHICS

### 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: Matthew D. Chase 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](mailto:ethicscommittee@mail.house.gov) | 202-225-7103  
More information and forms available at [ethics.house.gov](http://ethics.house.gov)

# National Association of Counties

## 2022 FEDERAL FELLOWSHIP INITIATIVE

MIAMI DADE COUNTY, FLA. | HYATT REGENCY MIAMI | OCTOBER 26-28, 2022

### WEDNESDAY, OCTOBER 26

- 7:59AM – 10:44AM**      **FLIGHT FROM DCA TO MIA/MIAMI-DADE AIRPORT (AMERICAN AIRLINES, FLIGHT NO. 458)**
- 11:00AM**      **ATTENDEES ARRIVE & ARE GREETED AT MIAMI-DADE AIRPORT**
- 11:30AM – 2:30PM**      **LUNCH BRIEFING & TOUR OF MIAMI INTERNATIONAL AIRPORT**  
*Miami International Airport (MIA), located on 3,230 acres of land near downtown Miami, is operated by the Miami-Dade Aviation Department and is the property of Miami-Dade County. Founded in 1928, MIA is America's second-busiest airport for international passengers and is the leading economic engine for Miami-Dade County and the state of Florida, generating business revenue of \$31.9 billion annually and approximately 60 percent of all international visitors to Florida. During this briefing and tour, participants will have the opportunity to get a firsthand look at MIA's airside including the cargo handling systems, taxiway operations, airport security and COVID-19 response efforts.*
- **Hon. Daniella Levine Cava**, Mayor, Miami-Dade County
  - **Ralph Cutié**, Director/Chief Executive Officer, Miami International Airport
  - **Luly Escar**, Governmental Affairs, Miami International Airport
  - **Tony Quintero**, Associate Aviation Director, Governmental Affairs, Miami International Airport
- 3:00PM – 5:00PM**      **TOUR OF MIAMI-DADE COUNTY'S OFFICE OF EMERGENCY MANAGEMENT**  
*Miami-Dade County's Office of Emergency Management is considered one of the top emergency response facilities in the nation. Participants will receive a tour of the county's Office of Emergency Management and learn about the critical role the county plays in supporting the community's disaster preparedness, response, recovery, and mitigation needs through the coordination of information and resources countywide.*
- **Hon. Jose "Pepe" Diaz**, Chairman, Board of County Commissioners, Miami-Dade County
  - **Pete Gomez**, Director, Miami-Dade County Office of Emergency Management
  - **Nicholas Morgado**, Training Captain, Miami-Dade County Fire Rescue
- 7:00PM - 9:00PM**      **COUNTY SITE-VISIT WELCOME DINNER (HOSTED BY MIAMI-DADE COUNTY)**  
River Oyster Bar, 33 SE 7th Street, Suite 100

### THURSDAY, OCTOBER 27

- 8:00AM – 8:30AM**      **BREAKFAST BRIEFING**  
Ibis Room, Hyatt Regency Miami

**8:30 AM – 10:00 AM**

**TOUR OF PORTMIAMI**

*PortMiami is one of America’s fastest-growing global gateways. It contributes more than \$43 billion annually to Miami-Dade County’s local economy and supports over 334,500 jobs in Florida. Located at the crossroads of north-south and east-west trade lanes and with big-ship capabilities, PortMiami serves ocean carrier customers by linking worldwide markets with U.S. consumers and producers. Participants will hear from the Port Director and other county stakeholders about efforts in balancing environmental, capital and economic factors into business planning and how the port impacts residents’ daily lives.*

- **Hon. Rebeca Sosa**, Commissioner and Chair, Port & Environmental Resilience Committee, Miami-Dade County
- **Hydi Webb**, Port Director and CEO, PortMiami
- **Debra Owens**, Director of Government Affairs and International Relations, PortMiami
- **Gérard Philippeaux**, Strategic Initiatives Manager, PortMiami

**10:30 AM – 1:00 PM**

**WATER & RESILIENT INFRASTRUCTURE TOUR ON RIVER  
(LUNCH PROVIDED ON RIVER TOUR)**

*Biscayne Bay is an important part of Miami-Dade County’s economy, contributing \$3.8 billion in economic output, \$2.1 billion in income, and 57,000 jobs. However, the ecological health of the Bay is on the decline. Rising water temperatures and excess nutrients from aging infrastructure, stormwater and septic systems, and canals have led to algal blooms that reduced water clarity, damaged seagrass and caused unprecedented fish kills. Participants will hear from the Chief Bay Officer and Water and Sewer Director about “Connect 2 Protect,” the County’s approach to extending sanitary sewer service to residents on septic systems, and upgrades to aging sewer mains and stormwater systems in order to protect properties, health, and restore natural areas like the Bay. **Note that participants will be on a boat for a portion of this tour. Please dress accordingly.***

- **Hon. Eileen Higgins**, Commissioner, Miami-Dade County
- **Hon. Raquel Regalado**, Commissioner and Chair, County Infrastructure, Operations and Innovation Committee, Miami-Dade County
- **Hon. Réne Garcia**, Commissioner, Miami-Dade County
- **Irela Bague**, Chief Bay Officer, Miami-Dade County
- **Roy Coley**, Director, Miami-Dade Water & Sewer Department

**1:30PM – 3:30PM**

**TOUR OF MIAMI CENTER FOR MENTAL HEALTH AND RECOVERY: TREATMENT VS. INCARCERATION**

*The Miami Center for Mental Health and Recovery, acclaimed as a national model, represents a tangible solution to the challenge of decreasing the number of individuals with mental illness in county jails. This tour of the center will shed light on how the county utilized a surplus building and acquired funding for this center to advance its objective of diverting individuals with mental illness away from its jails and into a more suitable and productive treatment environment.*

- **Hon. Sally Heyman**, Commissioner, Miami-Dade County
- **Hon. Steven Leifman**, Associate Administrative Judge, Eleventh Judicial Circuit Court of Florida

**3:30PM – 5:00PM**

**TOUR OF CAMILLUS HOUSE: RESPONDING TO THE NATION’S HOMELESSNESS CRISIS**

*For more than 60 years, Camillus House has provided critical support to individuals and families experiencing or are at risk of becoming homeless. Serving over 33,000 people in need in 2021, Camillus House is now the most broad-based homeless services provider in Miami-Dade County, providing services to underserved families including nutrition and shelter assistance, job-training, counseling, medical assistance and other tools to ensure residents are able to obtain and maintain self-sufficiency. Participants will receive a tour of Camillus House and immediately after hear from local leaders during a panel discussion focused on how Miami-Dade County is addressing both the mental health and housing crises.*

- **Hon. Réne Garcia**, Commissioner, Miami-Dade County
- **Hilda Fernandez**, Chief Executive Officer, Camillus House
- **Hon. Steven Leifman**, Associate Administrative Judge, Eleventh Judicial Circuit Court of Florida

**5:00PM**

**RETURN TO HOTEL**

**7:30PM – 9:30PM**

**COUNTY SITE-VISIT DEBRIEF (HOSTED BY MIAMI-DADE COUNTY)**

Old Havana, 1442 SW 8th Street, Miami, FL

**FRIDAY, OCTOBER 28**

**8:30AM – 9:00AM**

**BREAKFAST & SOUTH CORRIDOR TRANSIT BRIEFING**

**9:00AM – 9:45AM**

**WALKING TOUR OF THE MIAMI-DADE COUNTY UNDERLINE**

*The Underline is transforming the land below Miami’s Metrorail into a 10-mile linear park, urban trail, and public art destination. Partially funded through a federal BUILD grant, this world-class, multimodal urban trail will provide a walkable and bikeable corridor that will improve connectivity between surrounding neighborhoods and important first/last mile connectivity to Metrorail stations from the Miami River to South Dade. Participants will have the opportunity to experience the completed Phase 1 of the innovative mobility corridor as we make our way to the South Corridor Transit Project tour.*

- **Hon. Eileen Higgins**, Commissioner and Chair, Transportation, Mobility, and Planning Committee, Miami-Dade County
- **Eulois Cleckley**, Director/Chief Executive Officer, Transportation and Public Works
- **Meg Daly**, Founder, Friends of the Underline

**10:00AM – 12:00PM**

**TOUR OF SOUTH CORRIDOR BUS RAPID TRANSIT PROJECT AND TRANSIT-ORIENTED DEVELOPMENTS**

*Ride the County’s existing Metrorail system towards the connection to the South Corridor Bus Rapid Transit project. Scheduled to open in 2023, the South Corridor is a major milestone and a step forward in the County’s work to provide rapid connectivity for all residents to economic opportunity. The Federal Transit Administration awarded the project a \$99.9 million grant. Once completed, this*

*20-mile corridor will provide high-quality transit service at 14 state-of-the-art stations. Participants will also get a comprehensive view of how the County's zoning allows for transit-supportive density initiatives near transit stations creating live-work-play neighborhoods that build transit ridership while providing affordable and workforce housing.*

- **Hon. Congressman Carlos A. Gimenez**, Florida's 26th Congressional District
- **Hon. Oliver Gilbert**, Vice Chairman, Board of County Commissioners, Miami-Dade County
- **Hon. Eileen Higgins**, Commissioner and Chair, Miami-Dade County
- **Eulois Cleckley**, Director/Chief Executive Officer, Transportation and Public Works

**12:00PM – 1:00PM**

**CLOSING LUNCHEON & REMARKS**

*Participants will hear from NACo staff and Miami-Dade County officials for a recap of activities and topics discussed throughout the site visit. Additionally, participants will have the opportunity to share what they have learned throughout the duration of time in Miami-Dade County and highlight key takeaways.*

- **Hon. Eileen Higgins**, Commissioner, Miami-Dade County
- **Matt Chase**, CEO/Executive Director, NACo
- **Eryn Hurley**, Director of Government Affairs, NACo

**3:45PM – 6:16PM**

**PARTICIPANTS DEPART: FLIGHT FROM MIA to DCA (AMERICAN AIRLINES, FLIGHT NO. 1554)**



## **BREAKDOWN OF OTHER EXPENSES**

**National Association of Counties (NACo)  
2022 Federal Fellowship Program – Miami Dade County, Fla.  
October 26-28, 2022**

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**Room Rentals:** \$103.89 per person

- The cost of renting rooms at hotels for meetings and meals; includes 25% service charge for hotel staff and 9% sales tax.

**Miami River Commission Tour Boat Rental:** \$55.79 per person

- The cost of boat rental for tour of Miami River.

**Catering Services Fees:** \$64.80 per person

- The cost of service fees for meal set up and attendants.

**Audio/Video Costs:** \$175.27 per person

- The cost of wi-fi and audio/visual components for briefings.

**Miscellaneous:** \$100.00 per person

- The cost of printed materials, shipping materials to the hotel, daily refreshments, tips, etc.



## LIST OF INVITEES

**National Association of Counties (NACo)  
2022 Federal Fellowship Program – Miami Dade County, Fla.  
October 26-28, 2022**

The National Association of Counties (NACo) is a 501(c)(4) national nonprofit that was formed in 1935 to serve and strengthen America’s counties. As an association of public elected officials, NACo is not a specific interest group but a major partner in our nation’s Federalism system of intergovernmental entities. The participants listed below play a critical role in this system, working for elected officials, congressional committees and federal agencies that appropriate funds or develop federal policy and regulations that affect counties. For many of these individuals, this trip will serve as their first opportunity to observe the critical programs and services that counties provide to our residents.

TITLE	OFFICE	FIRST NAME	LAST NAME
Policy Advisor	House Democratic Caucus	Josephine	Amusa
Legislative Director	Office of Congresswoman Frederica Wilson	Derron	Bennett
D.C. Chief of Staff	Office of Congressman Bryan Steil	Ryan	Carney
Staff Assistant/Legislative Correspondent	Office of Congresswoman María Elvira Salazar	Liam	Diebel
District Director	Office of Representative Gerry Connolly	Marlon	Dubuisson
Policy Analyst, Democratic	House Committee on Transportation and Infrastructure, Subcommittee on Economic Development, Public Buildings and Emergency Management	Lauren	Gros
Senior Advisor	Office of the Majority Whip	Willie	Lyles
District Director	Office of Congresswoman Debbie Wasserman Schultz	Raul	Martinez
Subcommittee Director, Democratic	House Committee on Homeland Security, Subcommittee on Emergency Preparedness, Response and Recovery	Lauren	McClain
District Director	Office of Congressman Mario Diaz-Balart	Gloria	Oliveros
Deputy Chief of Staff	Office of Congressman Carlos Gimenéz	Nicole	Rapanos
Staff Assistant	Office of Congresswoman María Elvira Salazar	Howard	Senior

District Chief of Staff	Office of Congresswoman Frederica Wilson	Alexis	Snyder
Intergovernmental Affairs Director	Office of the Speaker of the House	Amy	Soenksen
Chief of Staff	Office of Congressman Salud Carbajal	Jeremy	Tittle

*\*Attendees subject to change based on participant's availability*



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](mailto: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: \_\_\_\_\_

**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: Josephine O. Amusa

Name of Signatory (if other than traveler): \_\_\_\_\_

For Staff (name of employing Member or Committee): \_\_\_\_\_

Office Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address of Contact Person: \_\_\_\_\_

- 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](mailto:travel.requests@mail.house.gov).



U.S. House of Representatives

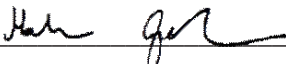
# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: \_\_\_\_\_
2. Sponsor(s) who will be paying or providing in-kind support for the trip:  
\_\_\_\_\_
3. City and State **OR** Foreign Country of Travel : \_\_\_\_\_
4. a. Date of Departure: \_\_\_\_\_ Date of Return: \_\_\_\_\_  
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.**
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 \_\_\_\_\_



U.S. House of Representatives

# COMMITTEE ON ETHICS

## 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](http://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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# COMMITTEE ON ETHICS

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:

Miami-Dade County was selected given its unique roles and responsibilities in supporting local and national infrastructure, addressing the behavioral health and housing crises and protecting the safety of residents. As the most populous county in Florida, Miami-Dade County will provide participants with the unique opportunity to see how urban counties work to support their residents and communities.

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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# COMMITTEE ON ETHICS

### 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: Matthew D. Chase 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](mailto:ethicscommittee@mail.house.gov) | 202-225-7103  
More information and forms available at [ethics.house.gov](http://ethics.house.gov)

# National Association of Counties

## 2022 FEDERAL FELLOWSHIP INITIATIVE

MIAMI DADE COUNTY, FLA. | HYATT REGENCY MIAMI | OCTOBER 26-28, 2022

### WEDNESDAY, OCTOBER 26

- 7:59AM – 10:44AM**      **FLIGHT FROM DCA TO MIA/MIAMI-DADE AIRPORT (AMERICAN AIRLINES)**
- 11:00AM**      **ATTENDEES ARRIVE & ARE GREETED AT MIAMI-DADE AIRPORT**
- 11:30AM – 2:30PM**      **LUNCH BRIEFING & TOUR OF MIAMI INTERNATIONAL AIRPORT**  
*Miami International Airport (MIA), located on 3,230 acres of land near downtown Miami, is operated by the Miami-Dade Aviation Department and is the property of Miami-Dade County. Founded in 1928, MIA is America's second-busiest airport for international passengers and is the leading economic engine for Miami-Dade County and the state of Florida, generating business revenue of \$31.9 billion annually and approximately 60 percent of all international visitors to Florida. During this briefing and tour, participants will have the opportunity to get a firsthand look at MIA's airside including the cargo handling systems, taxiway operations, airport security and COVID-19 response efforts.*
- **Hon. Daniella Levine Cava**, Mayor, Miami-Dade County
  - **Ralph Cutié**, Director/Chief Executive Officer, Miami International Airport
- 3:00PM – 5:00PM**      **TOUR OF MIAMI-DADE COUNTY'S OFFICE OF EMERGENCY MANAGEMENT**  
*Miami-Dade County's Office of Emergency Management is considered one of the top emergency response facilities in the nation. Participants will receive a tour of the county's Office of Emergency Management and learn about the critical role the county plays in supporting the community's disaster preparedness, response, recovery, and mitigation needs through the coordination of information and resources countywide.*
- **Pete Gomez**, Director, Miami Dade County Office of Emergency Management
- 7:00PM - 9:00PM**      **COUNTY SITE-VISIT WELCOME DINNER (HOSTED BY MIAMI-DADE COUNTY)**  
River Oyster Bar, 33 SE 7th Street, Suite 100

### THURSDAY, OCTOBER 27

- 8:00AM – 8:30AM**      **BREAKFAST BRIEFING**  
Ibis Room, Hyatt Regency Miami
- 8:30AM – 1:00PM**      **PORTMIAMI & MIAMI RIVER TOUR (LUNCH PROVIDED ON RIVER TOUR)**  
*PortMiami is one of America's fastest-growing global gateways. It contributes more than \$43 billion annually to Miami-Dade County's local economy and supports over 334,500 jobs in Florida. Located at the crossroads of north-south and east-west trade lanes and with big-ship capabilities, PortMiami serves ocean carrier customers by linking worldwide markets with U.S. consumers and*

*producers. Participants will hear from the Port Director and other county stakeholders about efforts in balancing environmental, capital and economic factors into business planning and how the port impacts residents' daily lives.*

***Note that participants will be on a boat for a portion of this tour. Please dress accordingly.***

- **Hydi Webb**, Port Director and CEO, PortMiami
- **Irela Bague**, Chief Bay Officer, Miami-Dade County

**1:00PM – 1:30PM**

**BUS DEPARTS FROM PORTMIAMI TO MIAMI CENTER FOR MENTAL HEALTH AND RECOVERY**

**1:30PM – 3:30PM**

**TOUR OF MIAMI CENTER FOR MENTAL HEALTH AND RECOVERY: TREATMENT VS. INCARCERATION**

*The Miami Center for Mental Health and Recovery, acclaimed as a national model, represents a tangible solution to the challenge of decreasing the number of individuals with mental illness in county jails. This tour of the center will shed light on how the county utilized a surplus building and acquired funding for this center to advance its objective of diverting individuals with mental illness away from its jails and into a more suitable and productive treatment environment.*

- **Hon. Sally Heyman**, Commissioner, Miami-Dade County
- **Steven Leifman**, Associate Administrative Judge, Eleventh Judicial Circuit Court of Florida

**3:30PM – 5:00PM**

**TOUR OF CAMILLUS HOUSE: RESPONDING TO THE NATION'S HOMELESSNESS CRISIS**

*For more than 60 years, Camillus House has provided critical support to individuals and families experiencing or are at risk of becoming homeless. Serving over 33,000 people in need in 2021, Camillus House is now the most broad-based homeless services provider in Miami-Dade County, providing services to underserved families including nutrition and shelter assistance, job-training, counseling, medical assistance and other tools to ensure residents are able to obtain and maintain self-sufficiency. Participants will receive a tour of Camillus House and immediately after hear from local leaders during a panel discussion focused on how Miami-Dade County is addressing both the mental health and housing crises.*

- **Hilda Fernandez**, Chief Executive Officer, Camillus House
- **Steven Leifman**, Associate Administrative Judge, Eleventh Judicial Circuit Court of Florida

**5:00PM**

**RETURN TO HOTEL**

**7:30PM – 9:30PM**

**COUNTY SITE-VISIT DEBRIEF (HOSTED BY MIAMI-DADE COUNTY)  
Old Havana, 1442 SW 8th Street, Miami, FL**

**FRIDAY, OCTOBER 28**

**8:30AM – 9:00AM**

**BREAKFAST & SOUTH CORRIDOR TRANSIT BRIEFING**

**9:00AM – 9:45AM**

**WALKING TOUR OF THE MIAMI-DADE COUNTY UNDERLINE**

*With three more years until completion, the Underline will transform 120 acres of Miami-Dade County-owned land below the existing Metrorail guideway, from the Miami River to the Dadeland South Metrorail Station, into a world-class, multimodal urban trail. Once completed, The Underline will provide a walkable and bikeable corridor that will improve connectivity between surrounding neighborhoods. Participants will have the opportunity to experience this innovative mobility corridor as we make our way to the South Corridor Transit Project tour.*

- **Eulois Cleckley**, Director/Chief Executive Officer, Transportation and Public Works

**10:00AM – 12:00PM**

**MIAMI-DADE COUNTY'S DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS: SOUTH CORRIDOR RAPID TRANSIT PROJECT**

*After years of planning, the South Dade Rapid Transit Project – the first SMART plan corridor – is a major milestone and step forward in the county's work to better connect all corners of Miami-Dade County. The Corridor was awarded a \$99.9 million grant from the Federal Transit Administration, and once completed, will provide high-quality transit service to meet the needs of Miami-Dade County with 20 miles of exclusive transit right-of-way and 14 new, state-of-the-art transit stations and additional stops.*

- **Eulois Cleckley**, Director/Chief Executive Officer, Transportation and Public Works

**12:00PM – 1:00PM**

**CLOSING LUNCHEON & REMARKS**

*Participants will hear from NACo staff and Miami-Dade County officials for a recap of activities and topics discussed throughout the site visit. Additionally, participants will have the opportunity to share what they have learned throughout the duration of time in Miami-Dade County and highlight key takeaways.*

- **Matt Chase**, CEO/Executive Director, NACo
- **Eryn Hurley**, Director of Government Affairs, NACo

**3:45PM – 6:16PM**

**PARTICIPANTS DEPART: FLIGHT FROM MIA to DCA (AMERICAN AIRLINES)**



## **BREAKDOWN OF OTHER EXPENSES**

**National Association of Counties (NACo)  
2022 Federal Fellowship Program – Miami Dade County, Fla.  
October 26-28, 2022**

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**Room Rentals:** \$84.87 per person

- The cost of renting rooms at hotel for meetings and meals; includes 25% service charge for hotel staff and 9% sales tax.

**Miami River Commission Tour Boat Rental:** \$41.67 per person

- The cost of boat rental for tour of Miami River, hosted by the Miami River Commission.

**Catering Services Fees:** \$80.43 per person

- The cost of service fees for meal set up and attendants.

**Miscellaneous:** \$50 per person

- The cost of printed materials, shipping materials to the hotel, etc.



## LIST OF INVITEES

**National Association of Counties (NACo)  
2022 Federal Fellowship Program – Miami Dade County, Fla.  
October 26-28, 2022**

The National Association of Counties (NACo) is a 501(c)(4) national nonprofit that was formed in 1935 to serve and strengthen America’s counties. As an association of public elected officials, NACo is not a specific interest group but a major partner in our nation’s Federalism system of intergovernmental entities. The participants listed below play a critical role in this system, working for elected officials, congressional committees and federal agencies that appropriate funds or develop federal policy and regulations that affect counties. For many of these individuals, this trip will serve as their first opportunity to observe the critical programs and services that counties provide to our residents.

TITLE	OFFICE	FIRST NAME	LAST NAME
Legislative Director	Office of Congresswoman Frederica Wilson	Derron	Bennett
D.C. Chief of Staff	Office of Congressman Bryan Steil	Ryan	Carney
Legislative Director	Office of Congressman Gerry Connolly	Collin	Davenport
Staff Assistant/Legislative Correspondent	Office of Congresswoman María Elvira Salazar	Liam	Diebel
Professional Staff Member	House Committee on Appropriations, Subcommittee on Transportation, and Housing and Urban Development, and Related Agencies	Josephine	Eckert
Deputy Director, Intergovernmental Affairs	Office of the Speaker of the House	Sam	Iacobellis
Senior Advisor	Office of the Majority Whip	Willie	Lyles
Subcommittee Director, Democratic	House Committee on Homeland Security, Subcommittee on Emergency Preparedness, Response and Recovery	Lauren	McClain
Clerk, Democratic	House Committee on Appropriations, Subcommittee on Transportation, and Housing and Urban Development, and Related Agencies	Christina	Monroe
District Director	Office of Congressman Mario Diaz-Balart	Gloria	Oliveros

Staff Assistant	Office of Congresswoman María Elvira Salazar	Howard	Senior
District Chief of Staff	Office of Congresswoman Frederica Wilson	Alexis	Snyder
Intergovernmental Affairs Director	Office of the Speaker of the House	Amy	Soenksen

*\*Attendees subject to change based on participant's availability*



# U.S. House of Representatives

COMMITTEE ON ETHICS

Washington, DC 20515

October 21, 2022

Ms. Josephine Amusa  
Democratic Caucus  
B-245 Longworth House Office Building  
Washington, DC 20515

Dear Ms. Amusa:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Miami, Florida, scheduled for October 26 to 28, 2022, sponsored by National Association of Counties.

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,



Susan Wild  
Acting Chairwoman



Michael Guest  
Acting Ranking Member

SW/MG:mc