



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: Francesco Arreaga
2. a. Name of Accompanying Relative: _____ **OR** None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: December 8, 2022 Return: December 9, 2022
 b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Washington, DC Destination: New York, NY Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: United Nations Foundation
6. Describe Meetings and Events Attended: Met with various representatives of the United Nations and international organizations to discuss U.S.-UN relations, U.S.-Haiti relations, the Caribbean, and U.S. foreign policy.
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: December 15, 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: Adriano Espaillat Date: December 15, 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: United Nations Foundation
2. Travel Destination(s): New York, New York
3. Date of Departure: December 8, 2022 Date of Return: December 9, 2022
4. Name(s) of Traveler(s): Francesco Arreaga

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	\$650	\$589	\$74	
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: Dec. 13, 2022

Name: Peter Yeo Title: Senior Vice President

Organization: United Nations Foundation

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

Address: 1750 Pennsylvania Ave NW Suite 300 Washington, DC 20006

Email: pyeo@unfoundation.org Telephone: 202-887-9040

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.



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TRAVELER FORM


This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. This form, and any attachments, may be faxed to the Committee at 202-225-7392, sent or 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: Francesco Arreaga

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

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

Signature: 

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): Congressman Adriano Espaillat

Office Address: 2332 Rayburn House Office Building Washington, DC 20515

Telephone Number: (202) 225-4365

Email Address of Contact Person: Francesco.Arreaga@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 travel e-mail: travel.requests@mail.house.gov.



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TRAVELER FORM

1. Name of Traveler: Francesco Arreaga
2. Sponsor(s) who will be paying for the trip: United Nations Foundation
3. Travel Destination(s): New York, NY
4. a. Date of Departure: December 8, 2022 Date of Return: December 9, 2022
 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.**

Job Title: Policy Advisor

I support Congressman Espaillat's work on the House Appropriations Subcommittee on State, Foreign Operations, & Related Programs. This trip will focus on issues pertinent to this work, including U.S.-UN Relations & U.S.-Caribbean relations.

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 _____

Date November 7, 2022



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PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a *Traveler Form* **at least 30 days before the start date of the trip**. The trip sponsor should *NOT* submit the form directly to the Committee. The Committee website (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor who will be paying for the trip:
United Nations Foundation
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):
Please see attached.
5. Yes No Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: December 8, 2022 Date of return: December 9, 2022
7. a. City of departure: Washington, DC
b. Destination(s): New York, NY
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: _____)
- 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):
\$37
- 2) Provide the reason for selecting the location of the event or trip:
This trip will bring participants to UN Headquarters, which is in New York.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Westin Grand Central City: New York, NY Cost Per Night: \$286
Reason(s) for Selecting: Favorable cost and location.
- Hotel Name: _____ City: _____ Cost Per Night: _____
Reason(s) for Selecting: _____
- Hotel Name: _____ City: _____ Cost Per Night: _____
Reason(s) for Selecting: _____

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking the box.*



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18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts <input checked="" type="checkbox"/> Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$570	\$286	\$74
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: Nov. 3, 2022

Name: Peter Yeo Title: Senior Vice President

Organization: United Nations Foundation

Address: 1750 Pennsylvania Ave NW Suite 300 Washington, DC 20006

Email: pyeo@unfoundation.org Telephone: 202-887-9040

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

UNF Learning Trip to UN Headquarters (December 8-9, 2022)
Answers to Primary Trip Sponsor Form Questions 4 and 12

4. Names and titles of all House invitees and explanation of why the individual was invited:

The following members of Congress have been invited to participate in this learning trip to UN Headquarters in New York because they serve on committees, subcommittees, or belong to caucuses with oversight of and/or direct relevance to U.S.-UN relations, U.S.-Haiti relations, the Caribbean, U.S. foreign policy, the Western Hemisphere, humanitarian assistance, human rights, international organizations, and/or related issues. In the case of House staff that have been invited, it is because the individual(s) work on one or more of the above listed issues.

Rep. Adriano Espaillat
Rep. Joaquin Castro
Rep. Andy Levin
Rep. Vicente Gonzalez
Rep. Juan Vargas
Rep. Mark Green
Rep. August Pfluger
Rep. Maria Salazar
Rep. Sheila Cherfilus-McCormick
Rep. Frederica Wilson
Rep. Barbara Lee
Rep. David Cicilline
Del. Stacey Plaskett
Rep. Ayanna Pressley
Rep. Yvette Clarke
Rep. Norma Torres
Rep. Gregory Meeks
Rep. Albio Sires
Rep. Grace Meng
Rep. Maxine Waters
Rep. Joaquin Castro
Francesco Arreaga, Policy Advisor, Rep. Adriano Espaillat

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

The UN Foundation (UNF) works to educate all Americans, including the U.S. Congress, on the importance of a strong U.S.-UN relationship. Over the course of this trip, the delegation will meet with several high-level UN and U.S. officials, offering policymakers an opportunity to learn more about how the UN is responding to the deepening humanitarian crisis in Haiti, as well as its critical health, climate, and development work throughout the Caribbean. UNF is the primary sponsor of this trip and is organizing all aspects of the program and logistics. UNF handles all outreach to congressional offices and is the contact for planning purposes.



UNF Learning Trip to United Nations Headquarters
December 8-9, 2022

Thursday, Dec. 8

- 4:00pm – 6:46pm Amtrak Acela #2172 to Moynihan Train Hall at Penn Station (NYP)
Location: Washington Union Station
- 6:46pm – 7:10pm Transit via hired shuttle to Westin New York Grand Central
Pick up: 31st Street
- 7:10pm – 7:15pm Check-in at hotel
- 7:15pm – 7:45pm Executive Time
- 7:45pm – 8:00pm Transit via hired car to Residence of the U.S. Ambassador to the United Nations
- 8:00pm – 9:30pm **Working Dinner with Amb. Linda Thomas-Greenfield**

The delegation will have a working dinner with Amb. Linda Thomas-Greenfield to discuss U.S. perspectives on the political and humanitarian crises in Haiti and the UN's ongoing response measures.

Location: Residence of the U.S. Ambassador to United Nations, One UN Plaza, New York, NY 10017
- 9:00pm – 9:15pm Transit via hired car to hotel
- Overnight Westin New York Grand Central
212 E. 42nd St, New York, NY 10017

Friday, Dec. 9

- 8:15am Please leave your bags with the porter
- 8:15am – 9:00am Transfer to United Nations Headquarters
- 9:00am – 10:00am **Working Breakfast with Cathy Russell, Executive Director of UNICEF**

The delegation will have a working breakfast to discuss how UNICEF is working to meet the humanitarian needs of Haitian children and their families, including by ensuring access to and continuity of basic services, including water, sanitation and hygiene, education, health, nutrition, child

protection and social protection services. The delegation will additionally discuss UNICEF's efforts to address violence against children in the Caribbean, which affects 2 out of 3 children in the region and is routinely driven by negative social and gender-based norms, inequalities, insecurity, migration, and humanitarian crises.

Location: United Nations Headquarters, Delegates Dining Room

10:00am – 10:10am Break

10:10am – 11:00am **Meeting with Rosemary DiCarlo, Under-Secretary-General for Political and Peacebuilding Affairs and the UN Integrated Office in Haiti (BINUH)**

The delegation will meet with Rosemary DiCarlo, Under-Secretary-General for Political and Peacebuilding Affairs and additional DPPA officials to discuss the political situation in Haiti and the UN's attempts, through the UN Integrated Office in Haiti (BINUH), to promote and strengthen political stability and good governance, support an inclusive inter-Haitian national dialogue, and protect and promote human rights.

Location: United Nations Headquarters, Delegates Dining Room

11:00am – 11:10am Break

11:10am – 12:00pm **Meeting with UNFPA and WFP**

The delegation will meet with officials from UNFPA and WFP to discuss how the two organizations are increasing access to basic health services and delivering food assistance to vulnerable Haitians. The delegation will additionally learn about efforts to improve the effectiveness of social protection systems in the Caribbean to better respond to the needs of the most vulnerable, prior to and/or following a disaster, as well as how the UN is promoting innovative solutions for a more holistic, risk-layered approach to climate-risk financing.

Location: United Nations Headquarters, Delegates Dining Room

12:00pm – 12:15pm Transfer to United Nations Secretariat Building, 27th Floor

12:15pm – 12:45pm **Meeting with H.E. Antonio Guterres, Secretary-General of the United Nations**

The delegation will meet with the Secretary-General to discuss the UN's governance, security, and human rights efforts in Haiti, as well as the lifesaving humanitarian interventions implemented by the UN System on the ground.

Location: United Nations Secretariat Building, 27th Floor

12:45pm – 12:50pm Transfer to UN General Assembly Hall

12:50pm – 1:10pm **Tour of UN General Assembly Hall**

Location: United Nations Headquarters

1:10pm – 1:15pm Break/Transfer to Delegates Dining Room

1:15pm – 2:00pm **Working Lunch with Martin Griffiths, Under-Secretary-General for Humanitarian Affairs and Emergency Relief Coordinator**

The delegation will have a working lunch with Martin Griffiths, Under-Secretary-General for Humanitarian Affairs to discuss how the UN Office for the Coordination of Humanitarian Affairs (OCHA) is coordinating the effective delivery of humanitarian assistance in Haiti across multiple UN agencies, funds, and programmes, as well as the overall impact of the UN's response.

Location: United Nations Headquarters, Delegates Dining Room

2:00pm – 2:30pm Transit via hired shuttle to Moynihan Train Hall at Penn Station (NYP)

2:30pm – 2:35pm Arrive Moynihan Train Hall at Penn Station (NYP)

2:35pm – 3:00pm Prepare for departure

3:00pm – 5:53pm Amtrak Acela #2163 to Washington Union Station

5:53pm Arrive Washington Union Station



U.S. House of Representatives

COMMITTEE ON ETHICS

Washington, DC 20515

November 30, 2022

Mr. Francesco Arreaga
Office of the Honorable Adriano Espaillat
2332 Rayburn House Office Building
Washington, DC 20515

Dear Mr. Arreaga:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to New York, New York, scheduled for December 8 to 9, 2022, sponsored by United Nations Foundation.

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,

A handwritten signature in blue ink, appearing to read "Susan Wild". The signature is fluid and cursive, with the first name being more prominent.

Susan Wild
Acting Chairwoman

A handwritten signature in blue ink, appearing to read "Michael Guest". The signature is fluid and cursive, with the first name being more prominent.

Michael Guest
Acting Ranking Member

SW/MG:rp