



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: Anna May
2. a. Name of Accompanying Relative: _____ OR None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: Feb. 23, 2023 Return: Feb. 24, 2023
 b. Dates at Personal Expense, if any: _____ OR None
4. Departure City: Wash DC Destination: New York, NY Return City: Wash DC
5. Sponsor(s), Who Paid for the Trip: World Vision Inc
6. Describe Meetings and Events Attended:
 Meetings with the US Mission to the UN and with New York-based UN organizations (UNICEF and UNFPA) focused on hunger, global crises, and women/girls policy issues.
7. Attached to this form are *each* of the following, signify that each item is attached by checking the corresponding box:
 - a. a completed *Sponsor Post-Travel Disclosure Form*;
 - b. the *Primary Trip Sponsor Form* completed by the trip sponsor *prior* to the trip, *including all* attachments *and* the *Additional Sponsor Form(s)*;
 - c. page 2 of the completed *Traveler Form* submitted by the employee; *and*
 - d. the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda.
Signify statement is true by checking the box.
 b. If not, explain:

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

Signature of Traveler: Date: 03/09/2023

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: Michael Guest Date: 3.9.2023

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.

- Sponsor(s) who paid for the trip: World Vision Inc, The Bill and Melinda Gates Foundation
- Travel Destination(s): New York, New York
- Date of Departure: Feb. 23, 2023 Date of Return: Feb. 24, 2023
- Name(s) of Traveler(s): John Mark Kolb, Thomas Kim, Sophia Schilling, Maggie Angel, Abbie Killian, Anna May, Amelia Faraco-Hadlock, Arion Laws

Note: You may list more than one traveler on a form only if *all* information is *identical* for each person listed.

- 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	\$382	\$159	\$134.27	UN Function/Security Fees: \$197.88 Room rental fees: \$75 Total: \$272.88
Accompanying Family Member				

- 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: Lisa Bos Date: 03/06/2023

Name: Lisa Bos Title: Sr. Dir Gov't Relations

Organization: World Vision Inc

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

Address: 300 I Street NE, Washington, DC 20002

Email: lisabos20@aol.com Telephone: 202-294-5955

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

1. Name of Traveler: Anna May
2. Sponsor(s) who will be paying or providing in-kind support for the trip:
World Vision Inc
3. City and State **OR** Foreign Country of Travel: New York, New York
4. a. Date of Departure: February 23 Date of Return: February 24
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 a legislative assistant for Representative Guest, I am responsible for advising the Representative on the foreign policy issues that will be discussed on the trip.
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 _____



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PRIMARY TRIP SPONSOR FORM

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

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

1. Sponsor who will be paying for the trip:
World Vision Inc.
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:
The Bill & Melinda Gates Foundation
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):
See addendum A. Each House staffer was selected due to the nature of their role in advising the
5. Yes No Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: February 23 Date of return: February 24
7. a. City of departure: Washington, DC
b. Destination(s): New York, New York
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:
 World Vision is an international NGO working in nearly 100 countries. In many countries, World Vision partners with U.N. agencies. World Vision seeks to educate Congressional staff on the mission and work of the U.N. and how it aligns with World Vision's work on women/girls and hunger. World Vision is the sole organizer of the trip.
13. **Answer parts a and b. Answer part c if necessary:**
- a. Mode of travel: Air Rail Bus Car Other (specify: _____)
- b. Class of travel: Coach Business First Charter Other (specify: _____)
- c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:
14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). *Signify that the statement is true by checking the box.*
15. **Check only one.** I represent that either:
- a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees; **OR**
- b. The trip involves events that are arranged specifically *with regard* to congressional participation.
 If "b" is checked:
- 1) Detail the cost *per day* of meals (approximate cost may be provided):
 Approximately \$90 per day
- 2) Provide the reason for selecting the location of the event or trip:
 The trip is focused on learning about the work of the United Nations, which is located in New York City.
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: \$159
 Reason(s) for Selecting: Proximity to the United Nations, alignment with GSA per diem rates
- 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	\$420	\$159	\$180
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	\$185	Room rental and AV costs
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: Lisa Bos Date: 01/20/2023
 Name: Lisa Bos Title: Sr. Dir. Gov't Relations
 Organization: World Vision Inc.
 Address: 300 I Street NE, Washington, DC
 Email: lbos@worldvision.org Telephone: (202) 294-5955

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

Michael Guest, Mississippi
Chairman
Susan Wild, Pennsylvania
Ranking Member

Dave Joyce, Ohio
John H. Rutherford, Florida
Andrew R. Garbarino, New York
Michelle Fischbach, Minnesota

Veronica Escobar, Texas
Mark DeSaulnier, California
Deborah K. Ross, North Carolina
Glenn F. Ivey, Maryland



ONE HUNDRED EIGHTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

Kelle A. Strickland
Counsel to the Chairman

David Arrojo
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
Facsimile: (202) 225-7392

February 9, 2023

Ms. Anna May
Office of the Honorable Michael Guest
418 Cannon House Office Building
Washington, DC 20515

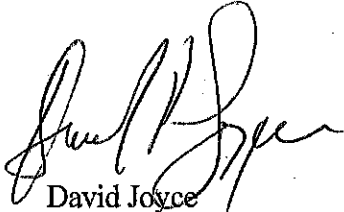
Dear Ms. May:

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 February 23 to 24, 2023, sponsored by World Vision Inc. and the Bill & Melinda Gates 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 the reporting threshold from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. That reporting threshold is currently \$415 but is set to adjust in 2023. 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,



David Joyce
Acting Chairman



Susan Wild
Ranking Member

DJ/SW:mc

World Vision NYC Staff Learning Trip: February 23 and 24, 2023

February 23, 2023

12:00 p.m. – Amtrak Acela Departs Union Station. Pre-reads available to review on train.

2:47 p.m. – Arrival at Moynihan Train Hall, New York City

3:00 p.m. – 4:00 p.m. – Transit to hotel and check in
Westin New York Grand Central
212 East 42nd Street
New York NY 10017

4:30 p.m. – 5:30 p.m. – Welcome session at hotel: group introductions, review of the agenda

6:00 p.m. – 7:30 p.m. – Working dinner. Discussion topic: The Work of the United Nations in Addressing the Needs of Women and Children. Participants in the dinner will hear from the World Vision UN Office, United Nations Population Fund (UNFPA), United Nations Children’s Fund (UNICEF), and the World Health Organization (WHO) about their work in meeting the needs of vulnerable women and girls around the world.

Overnight – Westin New York Grand Central

February 24, 2023

8:00 a.m. – Meet in hotel lobby, room check out. Walk to USUN Mission.

8:30 a.m. – 9:45 a.m. – Working breakfast with U.S. United Nations (USUN) Mission. Congressional staff will learn more about the role of the USUN mission and current U.S. government priorities within the United Nations, including women and girls and recent conflicts/crisis.

9:45 a.m. – 10:15 a.m. – Transition to U.N. building

10:15 a.m. – 11:45 a.m. – Presentations from UNFPA on their mission and work around the world. Staff will learn more about how UNFPA responds to the critical needs of women and girls, including through partnerships with faith-based organizations. (U.N. Delegates Dining Room)

12:00 p.m. – 1:15 p.m. – Working lunch. Discussion topic: How the hunger crises is impacting women and girls. Congressional staff will hear how the current global hunger crises is having a significant impact on women and girls from increased child marriage to nutritional outcomes.

1:15 p.m. – 2:00 p.m. – Brief educational tour of U.N. building, including the General Assembly.

2:00 p.m. – 2:30 p.m. – Transit to New York Penn Station/Moynihan Train Hall

3:00 p.m. – Depart on Acela back to DC

5:54 p.m. – Arrival in DC, Union Station

Attendees List

- Abbie Killian, Representative Colin Allred
- Thomas Kim, Senator Jeff Merkley
- Arion Laws, Representative Sara Jacobs
- Sophia Schilling, Representative Betty McCollum
- John-Mark Kolb, Representative Maria Salazar
- Anna May, Representative Michael Guest
- Maggie Angel, Senator Dick Durbin
- Amelia Faraco-Hadlock, Representative Jennifer Wexton