



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: Arion Laws 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: Sara Jacobs Date:

Signature of Supervising Member:



U.S. House of Representatives

COMMITTEE ON ETHICS

TRAVELER FORM

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. **This form and any attachments may be delivered to the Committee at 1015 Longworth or e-mailed to travel.requests@mail.house.gov.**

Your completed request must be submitted to the Committee no less than 30 days before your proposed departure date. Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. **You must receive explicit approval from the Committee before you depart on this trip.**

Name of Traveler: _____

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: Arion Laws _____

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.



U.S. House of Representatives

COMMITTEE ON ETHICS

TRAVELER FORM

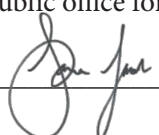
1. Name of Traveler: _____
2. Sponsor(s) who will be paying or providing in-kind support for the trip:

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


ADDITIONAL TRIP SPONSOR FORM

This form should be completed by an organization that provides funds, services, or in-kind assistance to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation.

Provide a copy of your completed form to the primary sponsor of the trip.

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. Name of Primary Trip Sponsor: _____
2. Name of your organization: _____
3. Yes No Is your organization designated a § 501(c)(3) charitable organization by the Internal Revenue Service?
4. Yes No Does your organization receive funding from any foreign government or multinational organization?
5. **Check one.** I certify that my organization:
 - a. Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. **OR**
 - b. Has had a direct role in the organizing, planning, or conducting of a trip to
Destination: _____ on Date: _____
that is being organized or arranged by the above-named Primary Trip Sponsor. **OR**
 - c. Has provided in-kind support to the above-named Primary Trip Sponsor (e.g., meeting planning assistance, meeting space and set-up, and paying for expenses related to this trip directly to the service provider).
6. **Check only one:**
 - a. My organization does not employ or retain a registered federal lobbyist or foreign agent **OR**
 - b. My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
7. 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;
 - c. I am an officer of this organization and am duly authorized to sign this form; and
 - d. The information on this form is true, complete, and correct to the best of my knowledge.

Signature:  Date: _____

Name: _____ Title: _____

Organization: _____

Address: _____

Email: _____ Telephone: _____



U.S. House of Representatives

COMMITTEE ON ETHICS

INSTRUCTIONS

Complete the *Additional Trip Sponsor Form* and submit the forms directly to the Primary Trip Sponsor.

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



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) 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:



U.S. House of Representatives

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:
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.*

Michael Guest, Mississippi
Chairman
Susan Wild, Pennsylvania
Ranking Member

David P. 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

April 27, 2023

Ms. Arion Laws
Office of the Honorable Sara Jacobs
1314 Longworth House Office Building
Washington, DC 20515

Dear Ms. Laws:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Atlanta, Georgia, scheduled for May 11 to 12, 2023, sponsored by United Nations Foundation and 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 \$480 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,

Michael Guest
Chairman

Susan Wild
Ranking Member

MG/SW:mc

**UN Foundation Global Health Learning Trip to U.S. Centers for Disease Control and Prevention (CDC)
May 11-12, 2023**

All Times Eastern

Thursday, May 11 **Travel and Welcome Dinner**

Attire: Business casual

- | | |
|-----------------|---|
| 1:00pm | Group meets at Washington Reagan National (DCA) American Airlines ticket counter, Upper Level Departures |
| 2:51pm | Depart DCA on American Airlines Flight 4278 |
| 4:52pm | Arrive at Atlanta Hartsfield Jackson (ATL) Airport |
| 5:30pm – 6:30pm | Transfer to Hotel via hired shuttle <i>Courtyard Marriott Decatur Hotel</i> |
| 6:30pm – 7:15pm | Hotel check-in Courtyard Marriott Atlanta Decatur Downtown/Emory 130 Clairemont Ave, Decatur, GA 30030 |
| 7:15pm – 7:30pm | Transfer to Dinner <i>Café Lily, Decatur</i> |
| 7:30pm – 9:00pm | Welcome Dinner Working dinner with CDC technical team and context-setting remarks from agency leadership. Opportunity for delegation to engage with CDC technical team and learn about USG global health activities, with a particular focus on recent challenges and successes in the issue focus area of the trip, including immunization, malaria, and global health security. Location: Café Lily; 308 W Ponce de Leon Ave, Decatur, Georgia Anticipated attendees: Dr. Denise Cardo (Acting Director, Global Health Center, Dr. Kevin Cain (Principal Deputy Director GHC), Dr. Monica Parise (Director, Division of Parasitic Diseases and Malaria), Dr. John Vertefeuille (Director, Global Immunization Division), Ms. Teresa Durden (Deputy Director, CDC Office of Appropriations), Mr. Jeff Reczek, (Director, CDC Washington) |
| Overnight | Courtyard Marriott Decatur Hotel 130 Clairemont Ave, Decatur, GA 30030 |

Friday, May 12

CDC Briefings and Tour of Facilities

Attire: Business

- 7:00am – 8:00am Breakfast at hotel and check-out of hotel
Location: Courtyard Marriott Decatur Hotel
- 8:00am – 8:45am Transfer by Courtyard Marriott Decatur Hotel shuttle from hotel to CDC’s Roybal Campus
1600 Clifton Rd
Atlanta, GA 30333
- 8:45am – 9:00am Arrival at CDC, security check-in, and drop luggage at concierge
- 9:00am – 10:00am **Global Health Center (GHC): Welcome and Overview of Divisions and Budget**
Meeting with key CDC global health leaders and senior officials for a situational overview of the budget and activities of the GHC - including a spotlight on global HIV & TB and global health security work. Discuss how the center's overall global health activities fit into CDC's larger budget request.

Location: Building 19, Room 254/255

Anticipated Principal Speakers: Dr. Denise Cardo (Acting Director, GHC), Dr. Kevin Cain (Principal Deputy Director GHC), Dr. Hank Tomlinson (Director, Division of Global HIV & TB), Dr. Simon Agolory, (Acting Director, Division of Global Health Protection), Ms. Teresa Durden (Deputy Director, CDC Office of Appropriations)
- 10:00am – 10:10am **Transition to Building 21, 3rd Floor**
- 10:10am – 10:40am **Emergency Operations Center (EOC) Visit and Tour**
Walk-through of CDC’s EOC and overview of domestic and global mandate, capacity, and disease detection and response capabilities led by the Director of CDC’s Office of Readiness and Response.

Location: Building 21, 3rd Floor, EOC

Anticipated Principal Speakers: Dr. Henry Walke (Director, Office of Readiness and Response), Mr. Jeff Reczek, (Director, CDC Washington)
- 10:40am – 11:05am **Current EOC Global Health Activation: 2023 Marburg Response**
Focused discussion on CDC’s current activation for the 2023 Marburg virus disease outbreak. Take a look at the start and current state of the response including CDC’s actions and impact.

Location: Building, 21, 3rd Floor, Executive Conference Room

Anticipated Invited Principal Speakers: Dr. Joel Montgomery, Incident Manager, CDC Marburg Response Equatorial Guinea/Tanzania 2023

11:05am – 11:10am **Transition to Building 19, Room 254/255**

11:10 – 12:10pm **Overview of CDC Global Immunization Division (GID)**
Scene-setter on state of global child immunization after three years of COVID-19, with updates on polio eradication and measles elimination status and how examples of how investments in this infrastructure strengthened pandemic response capabilities during COVID-19. Discussion of GID capabilities, partnerships, and strategy to regain lost ground in child immunization coverage rates.

Location: Building 19, Room 254/255

Anticipated Principal Speakers: Dr. John Vertefeuille (Director, GID), GID), Dr Omotayo Bolu (Acting Branch Chief, Polio Eradication Branch, GID), Dr Frank Mahoney (Senior Advisor, Polio Eradication Branch, GID), Dr. Kathy Banke (Branch Chief, Strategic Information and Workforce Development Branch, GID), Dr. Pratima Raghunathan (Branch Chief, Accelerated Disease Control Branch, GID)

12:10pm – 1:20pm **Working-lunch Roundtable on Global Health Security**
Discuss how CDC's global health security work protects the health and safety of Americans under a broad range of activities such as: lab diagnostic capacity, outbreak response, global disease surveillance, antimicrobial resistance, influenza, technical assistance, and workforce.

Location: Building 19, Room 254/255

Anticipated Principal Speakers: Dr. Dan Jernigan (Director, National Center for Emerging and Zoonotic Infectious Diseases), Dr. Jay Butler, (Senior Advisor for Infectious Diseases, Office of Readiness and Response), Dr. Michael Gerber (Associate Director for Global Health, Preparedness and Response, National Center for Immunization and Respiratory Disease), Dr. Mike Mahar (Acting Associate Director for Global Health Security, GHC), Dr. Kip Baggett (Acting Principal Deputy Director, Division of Global Health Protection)

1:20pm – 1:35pm **Break**

1:35pm – 1:55pm **Overview of CDC Global Malaria Treatment and Control Activities**
Scene-setter with CDC technical staff on threats/opportunities in malaria elimination.

Location: Building 19, Room 254/255

Anticipated Principal Speakers: Dr. Peter McElroy (Chief, Malaria Branch, Division of Parasitic Disease and Malaria), Dr. BK Kapella (CDC Agency Lead, President's Malaria Initiative, Division of Parasitic Diseases and Malaria)

1:55pm – 2:05pm **Transition to Building 23**

2:05pm – 3:05pm **Tour of CDC Insectary Lab**

Exploration of CDC's insectary that supports vector control research to prevent and respond to mosquito-borne diseases; discussion of new tools to eliminate malaria and current global challenges such as insecticide and drug resistance, and the spread of *Anopheles stephensi* mosquitoes.

Location: Building 23, Ground Floor, Insectary

Anticipated Principal Speakers: Dr. Audrey Lenhart (Branch Chief, Entomology Branch, Division of Parasitic Diseases and Malaria) and Dr. Monica Parise (Director, Division of Parasitic Diseases and Malaria)

3:05pm – 3:15pm **Transition to 10th Floor**

3:15pm – 4:05pm **Discussion of Advanced Molecular Detection (AMD) and tour of Parasitic Disease Lab**

Review of how the CDC supports diagnosis and treatment of parasitic diseases within the U.S., develops new diagnostics for neglected tropical diseases, and uses AMD tools to enhance diagnosis and treatment.

Location: Building 23, 10th Floor, Parasitic Lab

Anticipated Principal Speakers: Dr. Diana Martin (Branch Chief, Laboratory Science and Diagnostics Branch, Division of Parasitic Diseases and Malaria), Dr. Monica Parise (Director, Division of Parasitic Diseases and Malaria), Dr. Paul Cantey (Chief, Parasitic Diseases Branch, Division of Parasitic Diseases and Malaria), Dr. Margaret (Peggy) Honein [Director, Division of Preparedness and Emerging Infections, National Center for Emerging and Zoonotic Infectious Diseases (NCEZID)], Dr. Nathelia (Tiki) Barnes (Team Lead, State and Global Engagement, Office of Advanced Molecular Detection, NCEZID), Dr. Samantha Katz (Science Team, Office of Advanced Molecular Detection, NCEZID)

4:05pm – 4:20pm **Transition to CDC's David J. Sencer Museum**

4:20pm – 4:50pm **Guided Tour: Global Health Focused CDC Museum Tour**

Location: CDC David J. Sencer Museum

Anticipated Principal Speaker: Ms. Heather Rodriguez (Museum Curator, CDC Museum)

4:50pm – 5:00 pm **Transition to Building 19, Room 254/255**

5:00pm – 5:30 pm **Wrap-Up Session**

Round table wrap-up discussion of CDC’s global health budget and activities related to malaria and parasitic diseases, polio eradication, and international disease outbreak response. Feedback from staffers on highlights of experience, lessons learned, areas of improvement, and answer any questions from the day.

Location: Building 19, Room 254/255

Anticipated Principal Speakers: Mr. Jeff Reczek, (Director, CDC Washington), Ms. Audrey McCulloch (Deputy Associate Director for Policy, GHC), Ms. Emily Rosenfeld (Budget, Policy, and Legislation Team Lead, GHC) Ms. Teresa Durden (Deputy Director, CDC Office of Appropriations), Ms. Stephanie Thomas (Public Health Analyst, CDC Office of Appropriations)

5:30pm – 5:55pm Pick up luggage at CDC Visitor’s Center

5:55pm – 6:35pm Transfer to Atlanta Hartsfield International Airport via hired shuttle

6:35pm – 7:00pm Check-in at Airport

7:00pm – 7:30pm **Working Dinner Trip Debrief**

Discussion of observations, reflections, and learnings from meetings and facility visits, as well as feedback on trip logistics and prep.

Location: Atlanta Airport Departure Lounge

Facilitators: Jessica Pavel, Director of Global Health Advocacy, UN Foundation; Brian Massa, Director of Global Health Advocacy, UN Foundation.

7:30pm – 8:30pm Executive time

8:37pm Depart ATL Airport on American Airlines Flight 4330

10:29pm Arrive at DCA Airport

4) Names and titles of all House Staffers

- **Chelsey Rice-Davis, Senior Legislative Assistant, Representative Brad Schneider (D-IL-10)**
Chelsey serves as the Senior Legislative Assistant managing the health care portfolio for Rep. Brad Schneider, who is a member of the Ways & Means Committee. In this capacity she covers the domestic and global health work of the office.
- **Remington Belford, Deputy Chief of Staff, Representative Emilia Sykes (D-OH-13)**
Remington is the Deputy Chief of Staff for Rep. Emilia Sykes, who holds a Master of Public Health and serves on the Transportation and Infrastructure Committee as the Vice-Ranking Member of Water Resources and Environment Subcommittee. Remington manages communications, and the domestic and global health portfolios for the Congresswoman.
- **Arion Laws, Legislative Assistant, Representative Sara Jacobs (D-CA-51)**
Arion serves as a Legislative Aide for Rep. Sara Jacobs, who serves on the House Foreign Affairs Committee as the Ranking Member of the Subcommittee on Africa and a member of the Subcommittee on Global Health, Global Human Rights, and International Organizations. Arion oversees the domestic and global health portfolios for Rep. Jacobs.
- **Amber Ray, Deputy Legislative Director, Representative Lisa Blunt Rochester (D-DE-AL)**
Amber serves as the Deputy Legislative Director for Rep. Lisa Blunt Rochester, who serves on the Energy and Commerce Committee, Health Subcommittee. In this capacity Amber oversees the domestic and global health portfolio and supports the Congresswoman's overall legislative agenda.

12) Sponsor's interest and role in organizing the trip:

The UN Foundation works to educate all Americans, including Members and Staff of the U.S. Congress, on the importance of a strong U.S.-UN relationship, with a particular focus on global health issues such as global immunization, malaria, and child health. This learning trip provides an opportunity for Congressional staff to learn about the U.S. Center's for Disease Control and Prevention's (CDC) global health activities at the Agency's headquarters in Atlanta, Georgia. The participants will meet with CDC global health leadership and technical experts, and have first-hand tours of the Emergency Operations Center, mosquito insectary, and infectious disease laboratory, as they learn about CDC's work to implement life-saving global health interventions, provide technical expertise, and strengthen disease surveillance in countries around the world. Participants will learn how CDC bilateral global health interventions work in complement with, and are amplified by, multilateral UN global health activities.

UNF is the sole sponsor of the trip, organizing all aspects of the program and logistics. UNF handles all outreach to Congressional offices and is the contact for planning purposes. However, the UN Foundation received a contribution from the Bill & Melinda Gates Foundation (BMGF), which was made with the knowledge that congressional travel generally might be funded. The BMGF has not played any role in organizing the trip, and has not been involved in the selection or invitation of the trip participants.

Attachment 3 of 4

15. b. 1) Detail the cost per day of meals (approximate cost may be provided):

\$55.73/day (Thursday first travel day); \$61 (Friday last travel day)

15. b. 2) Provide the reason for selecting the location of the event or trip:

CDC is headquartered in Atlanta, Georgia, and offers trip participants the opportunity to meet with global health technical experts, learn about CDC's global health initiatives and programs, and visit the on-site mosquito insectary, infectious disease laboratory, and Emergency Operations Center, all of which serve as cornerstones of global emergency preparedness and response during public health crises.