



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](mailto: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: CHRISTOPHER OLUSEYI KOYA
2. a. Name of Accompanying Relative: \_\_\_\_\_ OR None   
 b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: MAY, 19 2023 Return: MAY 19, 2023  
 b. Dates at Personal Expense, if any: \_\_\_\_\_ OR None
4. Departure City: WASHINGTON, DC Destination: LOVETSVILLE, VA Return City: WASHINGTON, DC
5. Sponsor(s), Who Paid for the Trip: AMERICAN SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS
6. Describe Meetings and Events Attended: WE VISITED 3 LOCAL FARMS IN VA/MD TO MEET LOCAL FARMERS AND LEARN MORE ABOUT HUMANE, ORGANIC FARMING AND THE POTENTIAL TO CHANGE AMERICAN AGRICULTURE AND FARMING THROUGH MORE WIDESPREAD APPLICATION OF THESE FARMING PRACTICES
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: JUNE 1, 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: REP. SUMNER LEE Date: \_\_\_\_\_

Signature of Supervising Member: \_\_\_\_\_



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: American Society for the Prevention of Cruelty to Animals (ASPCA)
2. Travel Destination(s): Lovettsville, Va, Middletown, MD, Jefferson, MD
3. Date of Departure: 5/19/23 Date of Return: 5/19/23
4. Name(s) of Traveler(s): Chelsea Blink, Quentin Dupouy, Kevin Griffen, Christopher Koya, Julia Kravitz, Chandler Mason, Johana Mata, Richa Patel, Thomas Plumb-Reyes, Sophie Rapley, Kate Schisler, Edwin Sevilla, Jack Versten, Zoe Walker, Matt Walter  
*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	\$80.41	none	\$41.34	\$26.58 - Rental of tent, tables, chairs, linens \$4.65 - Rental of portable restroom
Accompanying Family Member	n/a	n/a	n/a	n/a

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: 5/25/2023

Name: Beverly Jones

Title: SVP, Chief Legal Officer

Organization: ASPCA

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

Address: 600 Pennsylvania Avenue, SE, Washington, DC 20003

Email: [beverly.jones@aspca.org](mailto:beverly.jones@aspca.org)

Telephone: (646) 291-4559

**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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# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: CHRISTOPHER KOYA
2. Sponsor(s) who will be paying or providing in-kind support for the trip:  
AMERICAN SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS
3. City and State OR Foreign Country of Travel: Middletown/Jefferson, MD & Lovettsville, VA
4. a. Date of Departure: 5/19/2023 Date of Return: 5/19/2023  
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. Job Title:  
Legislative Assistant  
Staff should include their job title and how the activities on the itinerary relate to their duties.  
I am the legislative staffer for Rep. Lee (PA) who covers the issue areas of agriculture, animals, and environmental protection. This trip will help enlighten me on the relevant issues in these areas and help define our priorities for the Farm Bill
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 [Signature]

Date 04/19/2023



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# 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:  
**American Society for the Prevention of Cruelty to Animals**
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 invite list.
5. Yes  No  Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: 5/19/23 Date of return: 5/19/23
7. a. City of departure: Washington, DC  
b. Destination(s): Lovettsville, VA, Middletown, MD & Jefferson, MD  
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:

The ASPCA is dedicated to preventing cruelty to dogs, cats, equines and farm animals throughout the United States. As part of that mission, the ASPCA works to improve the lives of farm animals by supporting the transition to a more humane food system. The majority of animals raised for food in the U.S. are currently raised on conventional "factory farms," where they are denied the space or enrichments to carry out even their most basic natural behaviors. The ASPCA calls for a move away from these inhumane systems and toward higher-welfare and pasture-based farming. The purpose of this trip is to show House and Senate staff what these higher-welfare farming systems look like, how they differ from the conventional model that dominates our food system, and what can be done to support their growth and success into the future. Accordingly, the ASPCA has identified the three farms featured on this trip and organized all of the logistics required to facilitate the travel to and from the farms.

13. *Answer parts a and b. Answer part c if necessary:*
- a. Mode of travel: Air  Rail  Bus  Car  Other  (specify: Rental Motor Coach)
- 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):

\$30

- 2) Provide the reason for selecting the location of the event or trip:

The ASPCA has identified the three local farms as examples of higher-welfare and pasture-based farming.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel Name: n/a 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.*



# U.S. House of Representatives COMMITTEE ON ETHICS

### 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	\$100	n/a	\$30
For each Accompanying Family Member	n/a	n/a	n/a

	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: 03/30/2023  
 Name: Beverly S. Jones Title: SVP + Chief Legal Officer  
 Organization: The American Society for the Prevention of Cruelty to Animals (ASPCA)  
 Address: 424 E. 92nd St. New York NY 10128  
 Email: beverly.jones@aspca.org Telephone: (212) 876-7700 x4559

## 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)

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

May 17, 2023

Mr. Christopher Koya  
Office of the Honorable Summer L. Lee  
243 Cannon House Office Building  
Washington, DC 20515

Dear Mr. Koya:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Lovettsville, Virginia, scheduled for May 19, 2023, sponsored by American Society for the Prevention of Cruelty to Animals. We remind you that, because the trip sponsor employs a federal lobbyist, you may participate in officially-connected activity on one calendar day only.

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

## Agenda

- 9:15 AM: Leave DC to head to Georges Mill Farm in Lovettsville, VA
  - Tour participants will be traveling with a few farmers and issue experts. We expect conversations related to farming practices and the impact of government programs on farm success and growth to occur during travel to and between stops.
- 10:30 AM - 10:45 AM: Arrive at Georges Mill Farm
- 10:45 AM - 11:45 AM: Tour of Georges Mill Farm led by farmer Molly
  - Tour participants will hear about the farm's history, animal welfare practices, dairy production methods, and experience navigating the marketplace and reaching consumers. The farmer will highlight government-administered programs utilized to support the farm. A few farmers from the area have also been invited to share their experiences about interacting with federal agencies.
- 11:45 AM: Leave for Open Book Farm in Middletown, MD
- 12:15 PM: Arrive at Open Book Farm
- 12:15 PM – 1:00 PM: Tour of Open Book Farm led by farmer MK
  - Tour participants will hear about the farm's history, animal welfare practices, animal and crop production methods, and experience navigating the marketplace and reaching consumers. The farmer will highlight government-administered programs utilized to support the farm.
- 1:00 PM - 1:45 PM: Lite lunch and facilitated conversation at Open Book Farm
  - ASPCA staff will facilitate a panel discussion of policy experts and potential policymakers (panelist TBD) to connect the dots between government programs and agencies like those administered by USDA and the food system they help create.
- 1:45 PM: Leave for Holterholm Farms
- 1:55 PM: Arrive at Holterholm Farms
- 1:55 PM - 2:45 PM: Tour of Holterholm Farms led by farmer Ron
  - Tour participants will hear about the farm's history, animal welfare practices, dairy production methods, and experience navigating the marketplace and reaching consumers. The farmer will highlight government-administered programs utilized to support the farm. Holterholm Farms is also a member of the Organic Valley Dairy Cooperative. Organic Valley representatives will also be in attendance to share the collective experience of their members through a nationwide supply chain.
- 2:45 PM: Leave to return to DC
  - On the bus a few farmers from across the country will share how their experience raising animals in other types of production systems is similar or different from those at the three farms visited on the tour.
- 4:30 PM: Arrive back in DC



## Agenda

- 9:15 AM: Leave DC to head to Georges Mill Farm in Lovettsville, VA
  - Tour participants will be traveling with a few farmers and issue experts. We expect conversations related to farming practices and the impact of government programs on farm success and growth to occur during travel to and between stops.
- 10:30 AM - 10:45 AM: Arrive at Georges Mill Farm
- 10:45 AM - 11:45 AM: Tour of Georges Mill Farm led by farmer Molly
  - Tour participants will hear about the farm's history, animal welfare practices, dairy production methods, and experience navigating the marketplace and reaching consumers. The farmer will highlight government-administered programs utilized to support the farm. A few farmers from the area have also been invited to share their experiences about interacting with federal agencies.
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House Staff Attendees

Chelsea Blink - Rep. Pocan (WI)

Quentin Dupouy - Rep. Huffman (CA)

Kevin Griffen - Rep. Carson (IN)

Christopher Koya - Rep. Lee (PA)

Julia Kravitz - Rep. Beyer (VA)

Chandler Mason -Rep. Evans (NC)

Johana Mata - Rep. Doggett (TX)

Richa Patel - Rep. Caraveo (CO)

Thomas Plumb-Reyes - Rep. Cohen (TN)

Sophie Rapley - Rep. Blunt Rochester (DE)

Kate Schisler - Rep. Beyer (VA)

Edwin Sevilla - Rep. Sanchez (CA)

Jack Versten - Rep. Casten (IL)

Zoe Walker - Rep. Blumenauer (OR)

Matt Walter - Rep. DeGette (CO)