

# 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: Philip Singleton
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR**  None  
b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: 19 Aug 2023 Return: 27 Aug 2023  
b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR**  None
4. Departure City: DC Destination: Poland/Ukraine/Moldova Return City: DC
5. Sponsor(s), Who Paid for the Trip: Center for Strategic and International Studies
6. Describe Meetings and Events Attended: meetings with local and national political leaders, NGOs, and US State Department personnel.
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: 5 Sept. 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: Dr. Rich McCormick Date: 5 Sept. 2023

Signature of Supervising Member: 

# 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 in the trip within 10 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 or provided in-kind support for the trip: Center for Strategic and International Studies
- Travel Destination(s): Poland (Warsaw & Rzeszow), Ukraine (Lviv & Kyiv), Moldova (Chişinău)
- Date of Departure: August 19, 2023 Date of Return: August 27, 2023
- Name(s) of Traveler(s): Andrew Bower, Angele Griffin, Daniel Ramirez, Philip Singleton, Sally Fox, Sheyla Marimon  
*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	\$4,356	\$1,316	\$576	\$789 (security)
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:  Date: 09/05/2023

Name: Elizabeth Hoffman Title: Director of Congressional & Government Affairs

Organization: Center for Strategic and International Studies

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

Address: 1616 Rhode Island Ave. NW Washington DC 20036

Telephone: 202-775-3186 Email: ehoffman@csis.org

**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.**

# 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 submitted at 1015 Longworth House Office Building or [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).

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

Name of Traveler: Philip Singleton

**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): Dr. Rich McCormick

Office Address: 1213 Longworth Building, Washington DC 20515

Telephone Number: 678-983-8595

Email Address of Contact Person: philip.singleton@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 email: [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).

# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Philip Singleton
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Center for Strategic and International Studies
3. City and State OR Foreign Country of Travel: Poland, Ukraine, Moldova
4. a. Date of Departure: 19 Aug 2023 Date of Return: 27 Aug 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, invitation, 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 the Chief of Staff for Dr. McCormick we deal in the FMS/FMC space as members of HASC and HFAC. I need a first hand understanding of the situation in Ukraine and the reconstruction needs.
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: *Ril M'U* Date: 19 Jul 23

# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Philip Singleton
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Center for Strategic and International Studies
3. City and State **OR** Foreign Country of Travel: Poland, Ukraine, Moldova
4. a. Date of Departure: 19 Aug 2023 Date of Return: 27 Aug 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, invitation, 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 the Chief of Staff for Dr. McCormack we deal in the FMS/FMC space as members of HASC and HFAC. I need a first hand understanding of the situation in Ukraine and the reconstruction needs.
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: Pat M'U Date: 19 Jul 23

# 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's website (ethics.house.gov) provides detailed instructions for filling out the form. The Committee will notify the House invitees directly of its decision and will not notify the trip sponsors.

**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. Signatures must comply with section 104(bb) of the Travel Regulations.**

1. Sponsor who will be paying for the trip:

Center for Strategic and International Studies

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, services, or in-kind assistance 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): see attached pages

5. Yes  No  Is travel being offered to an accompanying family member of the House invitee(s)?

6. Date of Departure: August 19, 2023 Date of Return: August 27, 2023

7. a. City of departure: Washington, D.C.

b. Destination(s): Poland (Warsaw & Rzeszow), Ukraine (Lviv & Kyiv), Moldova (Chişinău)

c. City of return: Washington, D.C.

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. \_\_\_\_\_

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 the statement is true by clicking the 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:

CSIS has been producing research, as well as hosting public events and private Congressional staff briefings both prior to and after Russia's invasion of Ukraine in February 2022. This trip will educate Congressional staff on how U.S. military and economic assistance to Ukraine is being utilized. The trip is being organized and planned entirely by CSIS.

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 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): \$ 90 / per day

2) Provide the reason for selecting the location of the event or trip: This trip will educate Congressional staff on how U.S. military and economic assistance to Ukraine is being utilized, the contributions of partner countries like Poland and Moldova, and the scope and scale of reconstruction needs for the region.

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

Hotel Name: Hotel Bristol City: Warsaw, Poland Cost Per Night: \$160

Reason(s) for Selecting: vicinity to the center of the city and the U.S. Embassy

Hotel Name: Leopolis Hotel City: Lviv, Ukraine Cost Per Night: \$140

Reason(s) for Selecting: location + underground shelter for security purposes

Hotel Name: InterContinental City: Kyiv, Ukraine Cost Per Night: \$243

Reason(s) for Selecting: location + underground shelter for security purposes

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.*

18. **Total Expenses for each Participant:**

<input type="checkbox"/> Actual Amounts <input checked="" type="checkbox"/> Good Faith Estimates	Total <b>Transportation</b> Expenses per Participant	Total <b>Lodging</b> Expenses per Participant	Total <b>Meal</b> Expenses per Participant
For each Member, Officer, or Employee	\$3,500	\$1,254	\$650
For each Accompanying Family Member			


	<b>Other</b> Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	\$500	security
For each Accompanying Family Member		

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: 07/17/2023  
 Name: Elizabeth Hoffman Title: Director of Congressional & Government Affairs  
 Organization: Center for Strategic and International Studies  
 Address: 1616 Rhode Island Ave NW Washington D.C. 20036  
 Email: ehoffman@csis.org Telephone: 469-323-4942

If there are questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).



# 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's website (ethics.house.gov) provides detailed instructions for filling out the form. The Committee will notify the House invitees directly of its decision and will not notify the trip sponsors.

**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. Signatures must comply with section 104(bb) of the Travel Regulations.**

1. Sponsor who will be paying for the trip:

Center for Strategic and International Studies

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, services, or in-kind assistance 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): see full list of attendees attached

This group of staff was invited because the Members they work for are all members of relevant committees and caucuses that have an interest in oversight of U.S. assistance to Ukraine.

5. Yes  No  Is travel being offered to an accompanying family member of the House invitee(s)?

6. Date of Departure: August 19, 2023

Date of Return: August 27, 2023

7. a. City of departure: Washington, D.C.

b. Destination(s): Poland (Warsaw & Rzeszow), Ukraine (Lviv & Kyiv), Moldova (Chişinău)

c. City of return: Washington, D.C.

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. \_\_\_\_\_

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 the statement is true by clicking the 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:

CSIS has been producing research, as well as hosting public events and private Congressional staff briefings both prior to and after Russia's invasion of Ukraine in February 2022. This trip will educate Congressional staff on how U.S. military and economic assistance to Ukraine is being utilized. The trip is being organized and planned entirely by CSIS.

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 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: This trip will educate Congressional staff on how U.S. military and economic assistance to Ukraine is being utilized, the contributions of partner countries like Poland and Moldova, and the scope and scale of reconstruction needs for the region.

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

Hotel Name: Hotel Bristol City: Warsaw, Poland Cost Per Night: \$160

Reason(s) for Selecting: vicinity to the center of the city and the U.S. Embassy

Hotel Name: Leopolis Hotel City: Lviv, Ukraine Cost Per Night: \$140

Reason(s) for Selecting: location + underground shelter for security purposes

Hotel Name: InterContinental City: Kyiv, Ukraine Cost Per Night: \$243

Reason(s) for Selecting: location + underground shelter for security purposes

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.*

18. **Total Expenses for each Participant:**

<input type="checkbox"/> Actual Amounts <input checked="" type="checkbox"/> Good Faith Estimates	Total <b>Transportation</b> Expenses per Participant	Total <b>Lodging</b> Expenses per Participant	Total <b>Meal</b> Expenses per Participant
For each Member, Officer, or Employee	\$3,500	\$1,254	\$630
For each Accompanying Family Member			


	<b>Other</b> Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	\$500	security
For each Accompanying Family Member		

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: \_\_\_\_\_  
 Name: Elizabeth Hoffman Title: Director of Congressional & Government Affairs  
 Organization: Center for Strategic and International Studies  
 Address: 1616 Rhode Island Ave NW Washington D.C. 20036  
 Email: ehoffman@csis.org Telephone: 469-323-4942

If there are questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or [travel.requests@mail.house.gov](mailto:travel.requests@mail.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*

Keelie Broom  
*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

August 15, 2023

Mr. Philip Singleton  
Office of the Honorable Richard McCormick  
1213 Longworth House Office Building  
Washington, DC 20515

Dear Mr. Singleton:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Ukraine, Poland, and Moldova,<sup>1</sup> scheduled for August 19 to 27, 2023, sponsored by the Center for Strategic and International Studies.

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.

Because the trip may involve meetings with foreign government representatives, we note that House employees may accept, under the Foreign Gifts and Decorations Act (FGDA), gifts "of minimal value [currently \$480] tendered as a souvenir or mark of courtesy" by a foreign government. Any tangible gifts valued in excess of minimal value received from a foreign government must, within 60 days of acceptance, be disclosed on a Form for Disclosing Gifts from Foreign Governments and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

---

<sup>1</sup> Please be aware that the Committee's review of the proposed trip does not extend to either the security situation in the destination country or security related to foreign travel in general. We recommend you contact the Office of House Security (OHS) for a safety and security briefing prior to your departure. OHS may be reached at (202) 226-2044 or [ohsstaff@mail.house.gov](mailto:ohsstaff@mail.house.gov). House travelers should also register for the U.S. State Department's Smart Traveler Enrollment Program at <https://step.state.gov>.

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:emw

# CSIS Staff Delegation Trip to Poland, Ukraine, and Moldova August 19-27, 2023

## *Final Itinerary*

Cities Include:

- Warsaw, Poland
- Lviv, Ukraine
- Kyiv, Ukraine
- Chişinău, Moldova

### **Saturday, August 19**

2:00PM Arrive at Ronald Reagan Washington National Airport (DCA)  
4:05PM Depart DCA on United Flight #4413  
5:34PM Arrive Newark Liberty International Airport (EWR)  
7:45PM Depart EWR on LOT Flight #12

### **Sunday, August 20**

*Location: Warsaw, Poland*

10:15AM Arrive in Warsaw, Poland

10:15AM-12PM Customs and Transit to Hotel

12:00PM Check in to Hotel  
*Location: Hotel Bristol (Krakowskie Przedmieście 42/44)*

1:00-5:30PM Personal Time

5:30-6:00PM Transit to Dinner

6:00-8:00PM Working Dinner with Representatives from Think Tanks in Poland  
*Location: U Wieniawy (plac Marszałka Józefa Piłsudskiego 9, 00-078)*  
*Description: Think tank representatives will share their analysis on Poland's policy priorities and response to the war in Ukraine.*

8:00PM Depart for Hotel

### **Monday, August 21**

*Location: Warsaw Poland*

10:00-10:30AM Transit to Polish Center for International Aid

10:30AM-11:45AM Tour & Meeting with Polish Center for International Aid  
*Location: Ul. Mokotowska 56 / 8, 00-534*

*Description: The Polish Center for International Aid will share information about their education center, where Ukrainian refugee children are taking classes.*

- 12:00-12:30 Transit to Roundtable Lunch Discussion
- 12:30-2:00PM Roundtable lunch discussion with Visegrad Insight  
*Location: Galczyńskiego 5, 00-032*  
*Description: Visegrad Insight will discuss the city's response to the refugee crisis and what the war means for the future of Central and Eastern Europe.*
- 2:00-2:30PM Transit to the Mayor of Warsaw's Office
- 2:30-3:30PM Meeting with the Mayor of Warsaw  
*Location: pl. Bankowy 3/5*  
*Description: The Mayor of Warsaw will discuss how the city is supporting Ukrainian refugees and insights on the upcoming elections in October.*
- 3:30-4:00PM Transit to Deputy Chief of Mission residence
- 4:00-5:00PM Meeting with U.S. Embassy officials  
*Location: DCM residence (Ul Dabrowskiego 48)*  
*Description: The U.S. Embassy will brief staff on USG positions on bilateral political, economic, and social issues.*
- 5:00-5:30PM Transit to Ministry of Development Funds and Regional Policy
- 5:30-6:30PM Meeting with Ministry of Development Funds and Regional Policy  
*Location: Wspólna 2/4, 00-926 Warsaw*  
*Description: The Minister will discuss Ukraine's development needs following Russia's invasion.*
- 6:30-7:00PM Transit to Working Dinner
- 7:00-9:00PM Working Dinner with Belarusian Democratic Movement  
*Location: Villa Foksal (Foksal 3/5, 00-366)*  
*Description: To hear from Belarusian activists on Lukashenko's support for the war in Ukraine and how to combat this influence.*
- 9:00PM Depart for Hotel

## **Tuesday, August 22**

*Location: Rzeszow, Poland & Lviv, Ukraine*

- 5:30AM Depart Hotel
- 7:15AM Fly to Rzeszow, Poland LOT Flight #3805
- 8:05AM Arrive in Rzeszow, transfer to vehicle
- 8:05-8:30AM Transit to 10<sup>th</sup> Mountain Division Base
- 8:30-9:30AM Meeting with 10<sup>th</sup> Mountain Division Base  
*Description: To tour the 10<sup>th</sup> Mountain Division's operating base and hear about U.S. military support (unclassified).*
- 9:30-11:00AM Transit to Poland Ukraine Border
- 11:00AM-12:30PM Briefing with Bieszczadzki Border Guard Regional Unit  
*Location: Medyka Crossing (Poland-Ukraine Border)*  
*Description: Border agents will discuss the displacement of Ukrainians and how Poland's government is assisting with the migration flow.*
- 12:30-3:30PM Discussion on Ukrainian reconstruction efforts during drive to Lviv  
*Discussion will last for the duration of the drive.*
- 4:45PM Arrive in Lviv, Check in to Hotel  
*Location: Leopold Hotel (Teatralna Street 16)*
- 4:00-4:15PM Transit to Meeting with Mayor
- 4:15-5:00PM Meeting with Mayor of Lviv  
*Location: 1, Rynok Square, Lviv City Council*  
*Description: Discuss the tolls of the war on the city and the rebuilding efforts in effect.*
- 4:15-5:30PM Personal Time
- 5:30-6:00PM Transit to Dinner
- 6:00-8:00PM Dinner with Lviv Media Forum at Babo Gardens  
*Location: Kuznevycha St, 16A, Lviv, Lviv Oblast, Ukraine, 79000*  
*Description: Discussion with Lviv Media Forum on combating misinformation and Russian influence.*



## Wednesday, August 23

*Location: Lviv, Ukraine*

- 8:00-8:30AM Transit from Hotel to Unbroken
- 8:30-9:30AM Briefing and Tour at Unbroken  
*Location: str. I. Mykolaichuka, 9*  
*Description: To hear about the hospital's medical assistance for victims of the war, including the building and fitting of prosthetics and physical/occupational therapy.*
- 9:30-10:00AM Transit to Lviv IT cluster
- 10:00-11:00AM Meeting with Lviv IT Cluster  
*Location: 79019, Vesnyana str. 4*  
*Description: Learn how Lviv is being transformed into a hub for technological advancement.*
- 11:00-11:30AM Transit to Bank of Lviv
- 11:30AM-1:00PM Working Lunch with Bank of Lviv and DFC Loan Guarantee recipients  
*Location: Hate Work n Lounge (Rudanskoho St, 1)*  
*Description: The Bank of Lviv will discuss reconstruction and recovery efforts underway.*
- 1:00-9:00PM Drive to Kyiv, Ukraine
- 9:00-10:00PM Working Dinner in Kyiv with Ukraine Future Fellows  
*Location: 100Rokiv (Volodymyrska St, 4)*  
*Description: Discussion of the work the Future Fellows do for the victims of the war and stories of the war and the impacts on civilian life.*
- 10:00-10:30PM Transit to Meeting Supreme Court Justices
- 10:30-11:00PM Meeting with Ukraine Supreme Court Justices  
*Location: Henerala Rodymtseva St, 1A, Kyiv*  
*Description: To hear how Ukraine's judges are contributing to Ukraine's defense in the war.*
- 10:30PM Check in to Hotel  
*Location: InterContinental (Velyka Zhytomyrska Street 2A, Kyiv, UA)*

## Thursday, August 24

*Location: Kyiv, Ukraine*

- 8:30-9:15AM Transit to Irpin and Bucha
- 9:15-11:00AM Irpin and Bucha  
*Description: Briefing on the physical damage and rebuilding efforts following the start of the war.*
- 11:00-11:45AM Transit to Babyn Yar
- 11:45AM-12:45PM Babyn Yar  
*Description: Putting Irpin and Bucha into historical context through a discussion of past war crimes committed in the country.*
- 12:45-1:00PM Transit to Lunch
- 1:00-1:45PM Working Lunch with CCL  
*Location: Akademika Romodanova street, 4, Kyiv, 04050*  
*Description: The Center for Civil Liberties (CCL) are Nobel Peace Prize recipients for their work in documenting Russian war crimes. This will be a discussion with the NGO on human rights.*
- 1:45-2:15PM Transit to Ministry of Energy
- 2:15-3:15PM Meeting with Ukrainian Ministry of Energy  
*Description: To discuss how Ukraine's energy sector has been affected by the war and how the Ministry is subsequently preparing for the upcoming winter.*
- 3:15-4:00PM Transit to Meeting with UNHCR
- 4:00-5:00PM Field Visit with UNHCR  
*Location: Kyiv, Chornovola Street, 25*  
*Description: Attend a distribution of essential items at the office of the local, community-based NGO "Poruch", followed by a focus group discussion with 5 displaced persons who have received various forms of assistance*
- 5:00-5:30PM Transit to Meeting with RISE Coalition

- 5:30-6:30PM Meeting with RISE Coalition Members  
*Location: Generator, Vul. Mykhaila Hrushevskoho, 3, Kyiv, 01001*  
*Description: The RISE Coalition will share their work with Ukrainian and international civil society organizations to implement government reforms and work on anti-corruption.*
- 6:30-7:30PM Transit to Working Dinner
- 7:30-9:00PM Working Dinner Meeting with American Chamber of Commerce  
*Location: Bibliotheque Hall at the Hyatt Regency Kyiv*  
*Description: ACC will discuss current and future investments into Ukraine, as well as the strengthening of Ukraine business development.*

**Friday, August 25**

*Location: Kyiv, Ukraine*

- 7:45-8:30AM Meeting with U.S. Embassy in Ukraine  
*Location: Kyiv InterContinental Restaurant*  
*Description: Acting Deputy Chief of Mission Kevin Covert, shared updates on how U.S. Embassy staff are continuing to support Ukraine through the war.*
- 8:30-9:00AM Transit from Hotel to National Anti-Corruption Bureau of Ukraine
- 9:00-10:00AM Meeting with National Anti-Corruption Bureau of Ukraine  
*Location: Surykova St, 3, Kyiv, Ukraine, 02000*  
*Description: Discussion of strategies for limiting corruption and Ukraine's push for a stable democracy.*
- 10:30-11:30AM Meeting with Ministry of Defense  
*Location: 30/1 Mikhaila Hrushevskoho st.*  
*Description: To hear more about the military needs for Ukraine's defense.*
- 11:30AM-12:30PM Transit to Working Lunch
- 12:30-2:00PM Working lunch with Crimean Representative in Kyiv  
*Location: Office of the Crimea Platform, Hrushevskogo 24/2*  
*Description: The representative will talk about Crimea after Russia's annexation and work that is being done to reunite with Ukraine.*
- 2:00-2:30PM Transit to Ministry of Communities, Territories, and Infrastructure Development

2:30-3:30PM Meeting with Ministry of Communities, Territories, and Infrastructure Development  
*Location: 14 Beresteyskyi Avenue, Room 502*  
*Description: The Ministry will explain the rebuilding process to cities in Ukraine most affected by the war and estimates for how much aid will be needed.*

3:30PM-4:00AM Drive to Chişinău, Moldova  
(overnight)

**Saturday, August 26**

*Location: Chişinău, Moldova*

4:00AM Check into Hotel  
*Location: Radisson Blu Leograd Hotel (Mitropolit Varlaam str. 77, Chişinău, 2012)*

8:30-9:45AM Briefing with U.S. Embassy in Moldova  
*Location: Radisson Blu*  
*Description: Ambassador Logsdon will provide an overview of U.S.-Moldova collaboration on security and foreign policy issues, following USG money awarded to Moldova in the recent Ukraine supplemental package.*

9:45-10:15AM Transit to Ministry of Energy

10:15-11:30AM Meeting with Ministry of Energy  
*Location: Piaţa Marii Adunări Naţionale 1, MD-2012*  
*Description: The Ministry of Energy will discuss new clean energy initiatives taken by the Moldovan government and how the limiting of Russian energy imports has impacted the country.*

11:30-12:00PM Transit to Working Lunch

12:00-1:30PM Working Lunch with Primaria Mea's Moldova for Peace Initiative  
*Location: Eli Pili Restaurant (Strada Bucureşti 68)*  
*Description: MPI's work for peacebuilding initiatives in regard to the war and the handling of refugees who fled from Ukraine to Moldova.*

1:30-2:00PM Transit to Moldovan Parliament

- 2:00-3:30PM Meeting with Deputy Speaker of Parliament  
*Location: Ștefan cel Mare și Sfânt 105*  
*Description: Discussion of the impacts of the war on Moldova and how the government is working to curb Russian influence and corruption.*
- 3:30-4:00PM Transit to wine.md
- 4:00-5:30PM Meeting with USAID at wine.md  
*Location: Strada Alexei Șciusev 62*  
*Description: Discussion of U.S. support for Moldova's wine industry as a key part of Moldova's agricultural sector.*
- 5:30-6:00PM Transit to Dinner
- 6:00-8:00PM Working Dinner with WatchDog & National Democratic Institute  
*Location: La Taifas (Strada București 67)*  
*Description: Watch Dog will discuss their efforts to counter Russian disinformation/malign influence.*

**Sunday, August 27**

- 7:00AM Checkout of Hotel
- 9:50AM Depart Chisinau on Turkish Airlines Flight #270
- 7:20PM Arrive at Dulles International Airport (IAD)

July 18, 2023

Philip Singleton  
The Office of Representative Rich McCormick  
United States House of Representatives  
1213 Longworth House Office Building  
Washington, DC 20515

Dear Philip,

The Center for Strategic and International Studies would like to formally invite you to join a staff delegation trip to Poland, Ukraine, and Moldova from August 19 - August 27, 2023. Over the past year, the United States has provided unprecedented levels of aid to Ukraine since Russia's invasion in February 2022. These funds are critical to continued Ukrainian resistance, have ensured that the country is able to meet its government obligations, and has provided much needed relief to the Ukrainian people. As the conflict continues, CSIS is leading a learning trip to better understand the ways in which U.S. Government assistance has been deployed to Ukraine.

Over the course of seven days, we will meet with officials within key ministries of the government, the vibrant civil society community, premier research and academic institutions, and development finance colleagues. We will depart Washington, D.C. on Saturday, August 19 (arriving on Sunday, August 20) and depart on Sunday, August 27 (returning on Sunday, August 27). We are consulting with the House and Senate Ethics Committees in planning this trip to ensure that our plans meet the necessary requirements. This trip will be paid for and organized by CSIS, which is a nonprofit, 501(c)(3) organization and as such does not employ lobbyists.

This is a bipartisan delegation of Congressional staff from both the Senate and House. The objective of this trip is to gain a better understanding of how U.S. military, humanitarian, and economic assistance have been utilized in Ukraine since Russia's invasion in 2022.

We will contact you soon regarding next steps and provide additional information as we get closer to the departure date.

Sincerely,



Elizabeth Hoffman  
*Director, Congressional & Government Affairs*

**Addition to Question #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:

**Invited House Staff:**

Sally Fox: Sally is the Chief of Staff for House Majority Whip Rep. Tom Emmer.

Angele Griffin: Angele is a Foreign Policy Legislative Assistant for Rep. Colin Allred, a member of the House Foreign Affairs Subcommittee on Oversight and Accountability.

Sheyla Marimon: Sheyla is the Military Legislative Assistant for Rep. Steven Horsford, a member of the House Armed Services Committee.

Daniel Ramirez: Daniel is the Military Legislative Assistant for Rep. Joe Wilson, a senior member on the House Foreign Affairs and Armed Services Committees.

Philip Singleton: Philip is the Chief of Staff for Representative Rich McCormick, a member on the House Foreign Affairs and Armed Services Committees.

**Addition to Question #16.**

Hotel Name: Radisson Blu Leograd

Hotel City: Chisinau

Cost Per Night: \$154

Reason(s) for Selecting: location

**CSIS Staff Delegation Trip to Poland, Ukraine, and Moldova  
Itinerary as of July 14, 2023**

**August 19-27, 2023**

Cities Include:

- Warsaw, Poland
- Rzeszow, Poland
- Lviv, Ukraine
- Kiev, Ukraine
- Chişinău, Moldova

*Saturday, August 19*

2:00PM Arrive at Ronald Reagan Washington National Airport (DCA)  
4:05PM Depart DCA on United Flight #4413  
5:34PM Arrive Newark Liberty International Airport (EWR)  
7:45PM Depart EWR on LOT Flight #12

*Sunday, August 20*

10:15AM Arrive in Warsaw, Poland  
10:15AM-12PM Customs and Transit to Hotel  
12:00PM Check in to Hotel  
*Location: Hotel Bristol (Krakowskie Przedmieście 42/44, Warsaw, Poland, 00-325)*  
1:00-5:30PM Personal Time  
5:30-6:00PM Transit to Dinner  
6:00-8:00PM Working Dinner with Representatives from Think Tanks in Poland  
8:00PM Depart for Hotel

*Monday, August 21*

*Location: Warsaw Poland*

8:30-9:00AM Transit from Hotel to U.S. Embassy in Warsaw  
9:00-10:00AM Meeting at U.S. Embassy  
*Location: Aleje Ujazdowskie 24-30, 00-461 Warsaw, Mazowieckie*



10:00-10:30AM Transit to Polish Center for International Aid

10:30AM-12:00PM Tour & Meeting with Polish Center for International Aid  
*Location: Ul. Mokotowska 56 / 8, 00-534 Warsaw*

12:00-12:30 Transit to Roundtable Lunch Discussion

12:30-2:00PM Roundtable lunch discussion with Parliamentary Leaders

2:00-2:30PM Transit to Meeting with Mayor of Warsaw

2:30-3:30PM Meeting with Mayor of Warsaw

3:30-4:00PM Transit to Meeting with Ministry of Foreign Affairs

4:00-5:00PM Meeting with Ministry of Foreign Affairs

5:00-5:30PM Transit to Hotel

5:30-6:00PM Personal time

6:30-7:00PM Transit to Working Dinner

7:00-9:00PM Working Dinner with Belarusian Democratic Movement  
*Location: Villa Foksal*

9:00PM Depart for Hotel

*Tuesday, August 22*

*Location: Rzeszow, Poland & Lviv, Ukraine*

5:30AM Depart Hotel

7:15AM Fly to Rzeszow, Poland LOT Flight #3805

8:05AM Arrive in Rzeszow, transfer to vehicle to drive to Ukraine

11:00AM-12:30PM Briefing with Border Agents at Poland Ukraine Boarder

12:30-3:00PM Discussion on Ukrainian reconstruction efforts during drive to Lviv, Ukraine

3:00PM Arrive in Lviv, Check in to Hotel  
*Location: Leopoli Hotel (Teatralna Street 16, Lviv, 79008, Ukraine)*

3:00-4:00PM Personal Time  
4:00-4:30PM Transit to Meeting with Mayor  
4:30-5:30PM Meeting with Mayor of Lviv  
5:30-6:00PM Transit to Dinner  
6:00-8:00PM Dinner with Representatives from U.S. Chamber of Commerce  
8:00PM Depart for Hotel

*Wednesday, August 23*

*Location: Lviv, Ukraine*

8:30-9:00AM Transit from Hotel to Superhumans Center  
9:00-10:30AM Briefing and Tour at Superhumans Center  
*Location: Wynyky, Lviv Oblast, Ukraine*  
10:30-11:00AM Transit to Ukrainian Catholic University  
11:00AM-12:00PM Meeting with Ukrainian Catholic University  
12:00-12:30PM Transit to Bank of Lviv  
12:30-2:00PM Working Lunch with Bank of Lviv and DFC Loan Guarantee recipients  
2:00-4:00PM Discussion on Requirements for Ukraine NATO & EU Accession During  
Drive to Kiev, Ukraine  
4:00-6:30PM Drive to Kiev, Ukraine  
6:30-7:00PM Arrive & Check in to Hotel  
*Location: InterContinental (Velyka Zhytomyrska Street 2A, Kyiv, UA)*  
7:00-7:30PM Transit to Dinner  
7:30-9:30PM Working Dinner in Kiev with OIG representatives

*Thursday, August 24*

*Location: Kiev, Ukraine*

8:30-9:00AM Transit from Hotel to U.S. Embassy in Kiev  
9:00-10:30AM Briefing with U.S. Embassy Ukraine team  
10:30-11:30AM Transit to Bucha  
11:30-12:30PM Tour of Bucha with Mayor and Deputy Mayor  
12:30-1:00PM Transit to Borodyanka, Ukraine (eat in bus)  
1:00-2:15PM Meet with UActive—Spirit of America Partner  
2:15-3:15PM Transit back to Kiev  
3:15-4:30PM Meeting with Center for Civil Liberties  
4:30-5:00PM Transit to Meeting with Serhiy Pretula Foundation  
5:00-6:00PM Meeting with Serhiy Pretula Foundation  
6:30-7:00PM Transit to Working Dinner  
7:00-9:00PM Working dinner with RISE Coalition

*Friday, August 25*

*Location: Kiev, Ukraine*

8:30-9:00AM Transit from Hotel to Meeting with Ukrainian Parliamentary Committee  
9:00-10:30AM Meeting with Ukrainian Parliamentary Committee responsible for Oversight of War Spending  
10:30-11AM Transit to Ministry for Recovery and Reconstruction  
11:00AM-12:00PM Meeting with Ministry for Recovery and Reconstruction  
12:00-12:30PM Transit to Ministry for Digital Transformation  
12:30-2:00PM Working Lunch Meeting with Ministry for Digital Transformation  
2:00-2:30PM Transit to Ministry of Defense  
2:30-3:30PM Meeting with Ministry of Defense

3:30-5:30PM            Debriefing on Ukraine portion of Trip during Drive to Chişinău, Moldova

5:30-11:00PM         Drive to Chişinău, Moldova

11:00PM                Check into Hotel  
*Location: Radisson Blu Leograd Hotel (Mitropolit Varlaam str. 77, Chişinău, 2012)*

*Saturday, August 26*

*Location: Chişinău, Moldova*

8:00-8:30AM           Transit from Hotel for U.S. Ambassador's Residence

8:30-10:00AM         Briefing with U.S. Ambassador Kent D. Logsdon

10:00-10:30AM        Transit to Ministry of Energy

10:30-11:30AM        Meeting with Ministry of Energy

11:30-12:00PM        Transit to Working Lunch

12:00-1:30PM         Working Lunch with Representative from Ministry of Agriculture at Cricova Cellar

1:30-2:00PM           Transit to Moldovan Parliament

2:00-3:30PM           Meeting with Members of the Moldovan Parliament

3:30-4:00PM           Transit to Primaria Mea

4:00-5:30PM           Meeting with Primaria Mea's Moldova for Peace Initiative

5:30-6:00PM           Transit to Dinner

6:00-8:00PM           Working Dinner  
*Location: La Taifas*

8:00PM                 Depart for Hotel

*Sunday, August 27*

7:00AM                 Checkout of Hotel

9:50AM

Depart Chisinau on Turkish Airlines Flight #270

7:20PM

Arrive at Dulles International Airport (IAD)

**Addition to Question #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:

**Invited House Staff:**

Andrew Bower: Andrew is a Legislative Director for Representative Robert Garcia, Ranking Member on the House Oversight and Accountability Subcommittee on National Security, the Border, and Foreign Affairs.

Sally Fox: Sally is the Chief of Staff for House Majority Whip Rep. Tom Emmer.

Angele Griffin: Angele is a Foreign Policy Legislative Assistant for Rep. Colin Allred, a member of the House Foreign Affairs Subcommittee on Oversight and Accountability.

Sheyla Marimon: Sheyla is the Military Legislative Assistant for Rep. Steven Horsford, a member of the House Armed Services Committee.

Daniel Ramirez: Daniel is the Military Legislative Assistant for Rep. Joe Wilson, a senior member on the House Foreign Affairs and Armed Services Committees.

Philip Singleton: Philip is the Chief of Staff for Representative Rich McCormick, a member on the House Foreign Affairs and Armed Services Committees.

**Addition to Question #16.**

Hotel Name: Radisson Blu Leogrand

Hotel City: Chisinau

Cost Per Night: \$154

Reason(s) for Selecting: location