

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: _____  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: _____ Date: _____

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.

1. Sponsor(s) who paid or provided in-kind support for the trip: _____

2. Travel Destination(s): _____

3. Date of Departure: _____ Date of Return: _____

4. Name(s) of Traveler(s): _____

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				
Accompanying Family Member				

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. Signify statement is true by checking box.

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

Signature: _____ Date: _____

Name: _____ Title: _____

Organization: _____

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

Address: _____

Telephone: _____ Email: _____

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.

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: _____

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 email: travel.requests@mail.house.gov.

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, 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.**

I serve as the Foreign Affairs & Defense LA for the Congressman and regularly receive Administration briefs on security, non-security, and emergency assistance to Ukraine. This trip would provide me the opportunity to review real-time implementation of all agency programs.

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: _____

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: _____

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): _____

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. _____
-

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:
- _____
- _____
- _____

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): _____
 - _____
 - 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.*

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

<input type="checkbox"/> Actual Amounts <input 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			
For each Accompanying Family Member			

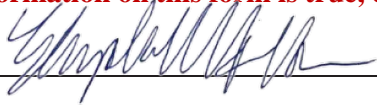
	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee		
For each Accompanying Family Member		

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: _____ Title: _____
 Organization: _____
 Address: _____
 Email: _____ Telephone: _____

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

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 Leograd

Hotel City: Chisinau

Cost Per Night: \$154

Reason(s) for Selecting: location

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
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August 15, 2023

Ms. Angele Griffin
Office of the Honorable Colin Z. Allred
348 Cannon House Office Building
Washington, DC 20515

Dear Ms. Griffin:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Ukraine, Poland, and Moldova,¹ 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.

¹ 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. 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,

A handwritten signature in blue ink that reads "Michael Guest". The first letter "M" is large and loops around the start of the name.

Michael Guest
Chairman

A handwritten signature in blue ink that reads "Susan Wild". The signature is fluid and cursive, with the "S" and "W" being particularly prominent.

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 10th Mountain Division Base
- 8:30-9:30AM Meeting with 10th Mountain Division Base
Description: To tour the 10th 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)

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:

Courtney Callejas: Courtney is the Deputy Investigative Director for the House Oversight and Accountability Committee (minority).

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.

Kaitlyn Wolfe: Kaitlyn is a Senior Professional Staff Member for the House Oversight and Accountability Committee (majority).

Addition to Question #16.

Hotel Name: Radisson Blu Leograd Hotel

City: Chisinau

Cost Per Night: 154

Reason(s) for Selecting: recommended by USG colleagues