

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.

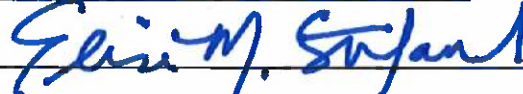
1. Name of Traveler: Stephanie Buesser
2. a. Name of Accompanying Relative: _____ **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: August 19, 2023 Return: August 26, 2023
b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Washington DC Destination: Maputo, Mozambique Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: World Vision Inc
6. Describe Meetings and Events Attended: Meetings with US Mission, including the US Ambassador to Mozambique. Meetings with Mozambique parliament and provincial officials. Visits to World Vision programs supported by U.S. foreign assistance.
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: 9/12/23

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: Elise M. Stefanik Date: 9/12/23

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: Lisa Bos 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

1. Name of Traveler: Stephanie Buesser
2. Sponsor(s) who will be paying or providing in-kind support for the trip: World Vision - US
3. City and State OR Foreign Country of Travel: Maputo/Nampula Mozambique
4. a. Date of Departure: 8/19/23 Date of Return: 8/26/23
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 am the legislative assistant that handles foreign policy and national security for my boss including SFOPs. Worldvision gets a large portion of their funding through SFOPs so it will be helpful to learn about what they are using the funding for.
9. Yes No Is the traveler aware of any registered federal lobbyists or foreign agents involved in 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: Elis M. Stefan

Date: 7/20/23

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: _____

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: Lisa Bao 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.

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 9, 2023

Ms. Stephanie Buesser
Office of the Honorable Elise Stefanik
2211 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Buesser:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Mozambique,¹ scheduled for August 19 to 26, 2023, sponsored by World Vision Inc.

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:mc

Congressional Office	Staffers Name
Rep. Ken Buck (R-CO)	Keifer Wynn
Rep. Ann Wagner (R-MO)	Molly Joseph
Rep. John James (R-MI)	Arian Beckwith
Rep. Sara Jacobs (D-CA)	Arion Laws
Rep. Austin Scott (R-GA)	McKenzie Dallas
Rep. Nathaniel Moran (R-TX)	Delayne Hyatt
Rep. Brad Finstad (R-MN)	John Altendorf
Rep. Jim Costa (D-CA)	Alexa Fox
Rep. Tom Emmer (R-Minn)	Elizabeth Stinebaugh
Rep. Elise Stefanik (R-NY)	Stephanie Buesser
Rep. Andy Harris (R-MD)	Travis Trejo
Rep. Mike Waltz (R-FL)	Hector Arguello
Rep. LaTurner (R-KS)	Jake Middlebrooks
Rep. Nancy Mace (R-SC)	Madison Van Every
Rep. Mike Lawler (R-NY)	Courtney Kaufman
Rep. Mike Lawler (R-NY)	Jamari Hartley
Rep. Jonathan Jackson (D-IL)	Yvesner Zamar
Rep. Guy Resenthaler	Jay Malek
Rep. Kamlager-Dove	Gabreille Howard
Rep. Colin Allred	Angele Griffin
Rep. Sheila Cherfilus-McCormick	LaTreshia Arieon Hamilton
Rep. Dean Phillips	Christopher Jones
Rep. Madeleine Dean	Sarah Jacobs
Rep. David Trone	Eliana Kosova
Rep. Spanberger	Isabel Coughlin
Rep. Keith Self	Nico Ruiz
Rep. Michael Guest	Anna May



World Vision: Mozambique Congressional Learning Trip Itinerary

August 19-26

Saturday, August 19

10:45 am: Departure from Dulles on Ethiopian Airlines (Transit through Addis Ababa)

Sunday, August 20

1:45 pm: Arrival in Maputo, Mozambique. Airport pick up by World Vision US and Mozambique staff. Visas will be available on arrival.

3:00 pm – 3:30 pm: Transit to Southern Sun Hotel, Maputo.

3:30 pm – 4:00 pm: Hotel arrival and check in.

4:00 pm – 6:30 pm: Executive Time/Check Emails.

6:30 pm – 8:00 pm: Working welcome dinner at the Southern Sun with World Vision US staff. Review of itinerary and discussion of plans for the week.

Overnight: Southern Sun, Maputo

Monday, August 21 (Attire: Business Casual)

8:00 am – 8:30 am: Breakfast in the Southern Sun dining room (check out of rooms and bring down bags).

8:30 am – 10:00 am: Briefing with World Vision Mozambique staff, including National Director Maria Carolina. The briefing will include an overview of World Vision Mozambique's programs and priorities, as well as a security briefing.

10:00 am – 10:30 am: Transit to the US Embassy/Mission in Maputo.

10:30 am – 12:30 pm: Briefing session with the US Mission in Maputo, including the U.S. Ambassador to Mozambique, Peter Vrooman. Overview of USAID and USDA programs and country strategies with a focus on food security, education, and the needs of children. This session will help trip participants understand the U.S. development footprint in Mozambique and priorities for the future.

12:30 pm – 1:30 pm: Lunch.

1:30 pm – 3:30 pm: Meeting with the General Secretary of the Assembly of the Republic, Alfredo Vasco Nogueira Nampete, followed by the meeting with MPs and Staff from the Assembly. Discussion of Mozambique government priorities and relationship in working with the US government. This session will give trip participants an overview of the successes and challenges faced in implementing development programs in Mozambique.

3:30 pm – 4:00 pm: Transit to Maputo airport

5:30 pm – 7:30 pm: Flight on LAM (Mozambique’s commercial airline) from Maputo to Nampula.

7:30 pm – 8:00 pm: Arrival, transit to Grand Plaza Hotel and check in.

8:30 pm – 9:30 pm: Working dinner, including debrief from the day and review of the next day’s agenda.

Overnight: Grand Plaza Hotel, Nampula

Tuesday, August 22 (Attire: Casual)

7:00 am – 7:30 am: Breakfast

7:30 am – 9:30 am: Drive to Corrane to visit IDP (internally displaced persons) resettlement area. Scene setter briefings in transit.

9:30 am – 12:00 pm: Visit to Corrane. Meet with beneficiaries and local partners to learn about the Cabo Delgado conflict and response to the needs of children and families impacted. View health care tents and community water project.

12:00 pm – 2:00 pm: Return to Nampula

2:00 pm – 3:30 pm: Working lunch at the hotel with local government officials who are managing the response to the Cabo Delgado conflict, including the needs of IDPs. In particular, we will hear from the provincial representatives of the Mozambique National Institute of Disaster Risk Management and Reduction (INGD).

3:30 pm – 5:00 pm: Meeting with Islamic Council representatives. Discussion of their work in response to the Cabo Delgado conflict and meeting needs of IDPs, including how they are getting support from the U.S. Embassy.

5:00 pm – 6:30 pm: Executive time/Check Emails

6:30 pm – 8:00 pm: Working dinner, debrief from day and review of the next day’s agenda.

Overnight: Grand Plaza Hotel, Nampula

Wednesday, August 23 (Attire: Casual)

8:00 am – 8:30 am: Breakfast

8:45 am – 10:15 am: Drive to Murrupula district. Scene setter briefings in transit.

10:15 am – 10:45 am: Courtesy visit with district officials, including district administrator Regina Paulino, for a brief discussion of district priorities and their role in the Advancing Girls Education project.

10:45 am – 12:30 pm: Visit to Advancing Girls Education (AGE) project funded by USAID. AGE focuses on empowering adolescent girls and promoting girls' school attendance in Zambezia and Nampula communities with low female school enrollment. Engage with the school council and teachers on how the project has improved the school and visit with a Girls Club to learn about how the activities have supported and empowered girls in the school.

12:30 pm – 1:00 pm: Transit to Every Girl Can project site (boxed lunch in transit).

1:00 pm – 3:00 pm: Visit to Every Girl Can project, funded by the Canadian government. The project aims to change social norms in families, communities, and schools, and improve the delivery of government services to reduce incidents of sexual and gender-based violence (SGBV) experienced by girls and young women, between the ages of 10 and 24.

3:00 pm – 4:30 pm: Return to Nampula

4:30 pm – 6:30 pm: Executive Time/Check Emails

6:30 pm – 8:00 pm: Working dinner, debrief from day and review of the next day's agenda.

Overnight: Grand Plaza Hotel, Nampula

Thursday, August 24 (Attire: Casual)

8:00 am – 8:30: Breakfast

8:30 am – 9:15 am: Courtesy visit with the Governor of Nampula. Discussion of the Governor's priorities for the province, including meeting the needs of women/girls and IPDs from Cabo Delgado.

9:15 am – 10:30 am: Drive to McGovern Dole/Educating Children Together (ECT) Project in Muecate district, funded by the U.S. Department of Agriculture.

10:30 am – 11:00 am: Courtesy visit with district officials, including the district administrator, and discussion of how the district is engaging with and supporting the ECT project.

11:00 am – 3:00 pm – Visits as part of ECT project (school feeding program, farmers group, cooking demonstration, household visit). Learn how the program is using holistic approaches to support school attendance, local agriculture production, and nutrition needs in the community.

3:00 pm – 4:30 pm: Return to Nampula

4:30 pm – 5:30 pm: Executive Time/Check Emails. Check out of rooms and bring down bags.

5:30 pm – 7:00 pm: Working dinner, debrief from the day and review of the next day's agenda.

7:00 pm – 7:15 pm: Transit to airport

8:20 pm – 10:00 pm: Flight on LAM (Mozambique's commercial airline) from Nampula to Maputo

10:00 pm – 10:30 pm: Transit to and check in to Southern Sun Hotel

Overnight: Southern Sun, Maputo

Friday, August 25 (Attire: Casual)

8:30 am – 10:00 am: Working breakfast with WV Mozambique/WVUS teams. Debrief on trip, questions/feedback from project visits.

10:00 am – 11:30 am: Executive time. Check out of rooms and bring down bags.

12:00 pm – 1:00 pm: Working lunch. Final reflections on trip with World Vision US team.

1:00 pm – 1:15 pm: Transit to airport

2:50 pm: Flight departs to US on Ethiopian Airlines (Transit through Addis Ababa and refueling stop in Dublin)

Saturday, August 26

8:35 am: Arrive at Dulles