

# 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: Sebastian Wigley
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR** ☒ None  
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_
3. a. Dates: Departure: 12/7/2023 Return: 12/9/2023  
b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR** ☒ None
4. Departure City: Washington DC Destination: Williamsburg Return City: Washington DC
5. Sponsor(s), Who Paid for the Trip: Gates Global Policy Center
6. Describe Meetings and Events Attended: There were several meetings regarding development assistance with roughly 20 individuals who are experts in the field.  
The group evaluated several policy ideas, and put together a list of policy options for reforming development assistance. There were breakfasts, lunches, and dinners served as well.
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: 12/21/2023

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: Young Kim  Date: 12/21/2023

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.**

1. Sponsor(s) who paid or provided in-kind support for the trip: Gates Global Policy Center
2. Travel Destination(s): Williamsburg, Virginia
3. Date of Departure: 12/7/2023 Date of Return: 12/9/2023
4. Name(s) of Traveler(s): Sebastian Wigley  
*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: Kathryn A. Condon Date: 12/19/23

Name: KATHRYN A. CONDON Title: CFO

Organization: GATES GLOBAL POLICY CENTER

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

Address: PO BOX 1257, NEWINGTON, VA 22122

Telephone: 703-505-8339 Email: kathy@gatesglobalpolicy.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: Sebastian Wigley

**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: 1306 Longworth HOB

Telephone Number: 202-225-4111

Email Address of Contact Person: alex.keledjian@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: Sebastian Wigley
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Gates Global Policy Institute
3. City and State **OR** Foreign Country of Travel: Williamsburg, VA
4. a. Date of Departure: December 7, 2023 Date of Return: December 9, 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.**  
To better understand the military and foreign issues facing the U.S. and how to address those concerns.  
\_\_\_\_\_  
\_\_\_\_\_
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: \_\_\_\_\_

Date: 11/03/2023

# 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:

Gates Global Policy Institute

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 paper.

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

6. Date of Departure: 12/7/2023 Date of Return: 12/9/2023

7. a. City of departure: Washington, DC

b. Destination(s): Williamsburg, Virginia

c. City of return: Washington, DC

8. **Check only one.** I represent that

- a. ☐ The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965; **OR**  
b. ☒ The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent; **OR**  
c. ☐ The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.

9. **Check only one of the following.**

- a. ☒ I checked 8(a) or (b) above; **OR**  
b. ☐ I checked 8(c) above but am not offering any lodging; **OR**  
c. ☐ I checked 8(c) above and am offering lodging and meals for one night; **OR**  
d. ☐ I checked 8(c) above and am offering lodging and meals for two nights. If you checked this box, explain why the second night of lodging is warranted. \_\_\_\_\_

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:

See attached paper.

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): \$216.00

2) Provide the reason for selecting the location of the event or trip: Proximity to William & Mary's Global Research Institute.

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

Hotel Name: Williamsburg Lodge City: Williamsburg Cost Per Night: \$289.00

Reason(s) for Selecting: Proximity to William & Mary (location of conference)

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	\$189 (306 miles)	\$578	\$433
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	\$30.00 \$80.00	parking shuttle
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: Kathryn A. Condon Date: 11/3/2013  
Name: KATHRYN A. CONDON Title: CFO  
Organization: GATES GLOBAL POLICY CENTER  
Address: PO Box 1257, Newington, Virginia 22122  
Email: kathy@gatesglobalpolicy.org Telephone: 703-505-8339

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

November 16, 2023

Mr. Sebastian Wigley  
Office of the Honorable Young Kim  
1306 Longworth House Office Building  
Washington, DC 20515

Dear Mr. Wigley:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Williamsburg, Virginia, scheduled for December 7 to 9, 2023, sponsored by Gates Global Policy Center.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$480 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Michael Guest  
Chairman

Susan Wild  
Ranking Member

MG/SW:mc

**Thursday, December 7, 2023**

1200-1800: Arrival to Lodge As Arranged

1600-1830: Check-In Lodge, Williamsburg Conferees

1830-1930: Cocktail Reception East Lounge, Lodge Conferees, Secretary Gates,  
President Rowe

1930-2100: Ice Breaker Dinner East Lounge, Lodge Conferees, Secretary Gates,  
President Rowe

**Friday, December 8, 2023**

0700-0900: Executive Time Lodge

0800-0830: Shuttles Lodge

0800-0900: Breakfast Alumni House

0900-0915: Opening Remarks/ Alumni House

9:15 am: Paper #1: U.S. Development Assistance: Evolving Priorities, Practices, and Lessons from the  
Cold War to the Present Day

9:45 am: Paper #2: Catalytic Partnerships: Opportunities and Challenges in Mobilizing U.S. Private Sector  
Resources to Scale America's Contribution to Development Overseas

10:30 am: Break

10:45 am: Paper #3: Humanitarian-Development-Peace Nexus: Successes, Failures, and Lessons from  
U.S. Assistance in Crisis and Conflict

11:15 am: Paper #4: Aid in the National Interest: How America's Comparators Structure their  
Development Assistance

11:45 am: Paper #5: (Re)invigorating U.S. Development Assistance: Alternative Models and Options

12:15 pm: Lunch

1 pm: Framing the Problem and Identifying the Solutions Pt. I

2:30 pm: Break

2:45 pm: Framing the Problem and Identifying the Solutions Pt. II

4:30 pm: Shuttles to Lodge

4:45 pm: Executive Time

6 pm: Shuttles to Wren

6:15 pm: Cocktails

7 pm: Dinner

8:30 pm: Shuttles from Wren

**Saturday, December 9, 2023**

0700-0900: Executive Time Lodge

0800-0830: Shuttles Lodge to Alumni House

0800-0900: Breakfast Alumni House

0900-1100: Decision on options/recommendations

1100-1200: Implementation Strategy

1200-1230: Adjournment and lunch Alumni House

1230-1245: Shuttle to Lodge Alumni House to Lodge

1245-1600: Transportation to Lodge

In partnership with William & Mary's Global research Institute (GRI) and outside contributors, we are preparing several background papers that will be shared with you well prior to the Forum. The GRI papers will diagnose the strategic challenge and offer various solutions from three perspectives:

1. A retrospective look to identify successes and failures in how the U.S. has delivered assistance.
2. A comparison of how the U.S. supplies assistance and is perceived as a development partner relative to others.
3. An assessment of alternative models and emerging technologies that should inform our discussions.

The research papers, along with a synthesis paper, will be sent to you electronically on November 7 and by mail shortly thereafter.

I look forward to seeing you for informal cocktails and dinner on December 7 if you can make it, and, otherwise, for the Forum starting Friday morning. I believe that, based on a foundation of high-quality research and the spirited discussions during this forum, the GGPC can develop nonpartisan recommendations that can lead to meaningful improvement in this area so vital to our national interest.

If your office has not responded to the Welcome Letter sent by email from General (ret.) Pete Chiarelli ([pete@gatesglobalpolicy.org](mailto:pete@gatesglobalpolicy.org)), please encourage a response. Identifying a person of contact for the forum staff will guarantee that research materials arrive as promised. In addition, we want to ensure that transportation, lodging and special requirements are provided, as requested, when you arrive and depart Williamsburg. The GGPC will reimburse conferees for all travel expenses, meals and lodging associated with attendance at the Gates Forum, December 7-9, 2023.

Thank you for agreeing to attend. I look forward to welcoming you to Williamsburg in early December.



Robert M. Gates

ROBERT M. GATES GLOBAL POLICY CENTER  
P.O. BOX 1257  
NEWINGTON, VIRGINIA 22122-1257  
509.876.4647



October 27, 2023

Dear Congresswoman Kim:

Thank you for your willingness to participate in the December Forum at William & Mary on U.S. Development Finance. As we contemplate U.S. foreign policy and our long-term capacity to lead and influence, all of you who have agreed to participate seem to share the view that the U.S. needs to up its game dramatically in the global development and finance arena.

We will update you if additional conferees are added; at this time, however, participants in the Forum will include:

- ☐ Representative Young Kim (CA)
- ☐ Alice Albright, CEO of the Millenium Challenge Corporation
- ☐ Chidi Blyden, Deputy CEO of the Millenium Challenge Corporation
- ☐ Andrew Olson, Senate Foreign Relations Committee Deputy Staff Director
- ☐ Michele Sumilas, USAID Asst. to the Administrator for Policy, Planning, and Learning
- ☐ Elizabeth Schrayner, CEO of US Global Leadership Coalition
- ☐ Dr. Tessie San Martin, CEO of FHI360
- ☐ Amb. Mark Green, CEO of the Wilson Center
- ☐ Joshua Bolten, CEO of Business Roundtable
- ☐ Paul Brinkley, President of Striveworks Inc.
- ☐ Gen. Laura Richardson, SOUTHCOM Commander
- ☐ Gen. (ret.) Joseph Votel, CEO of Business Executives for National Security
- ☐ Gen. (ret.) Mike Nagata, CACI Strategic Advisor & Senior Vice President

Working together, I hope (and believe) our discussions over a day and a half will allow the Gates Global Policy Center (GGPC) to craft a menu of recommendations for action that will find broad support in the administration and bipartisan support in Congress. I look forward to your individual expertise and contribution as we convene, discuss, and learn from each other. I will chair the sessions and we will operate under Chatham House rules, allowing everyone afterward to discuss what was said in our sessions but not who said it.

# 4: Representative Young Kim will attend the Forum. She will be accompanied by staff member Sebastian Wigley. Representative Kim was personally invited by Secretary Robert M. Gates based on her background related to the Gates Forum topic – U.S. Development Finance.

#12: The Gates Global Policy Center (GGPC) forum will address our U.S. foreign policy and long-term capacity to lead and influence the global development and finance area. Participants will discuss the topic and allow the GGPC to craft recommendations for action that will lead to broad support in the administration and bipartisan support in Congress.