

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: Sebastian Wigley
2. a. Name of Accompanying Relative: _____ **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: April 1st, 2024 Return: April 6th, 2024
b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Washington DC Destination: Brussels Belgium, Warsaw, Poland, Rzeszow, Poland Return City: Washington DC
5. Sponsor(s), Who Paid for the Trip: Third Way Foundation (PPI is a project of Third Way Foundation)
6. Describe Meetings and Events Attended: In Brussels, we had meetings with a number of EU and NATO officials to discuss the War in Ukraine. Specifically, we discussed actions Europe is taking to modernize militaries, and European perspectives on the Ukraine supplemental. In Poland, we met with government officials to discuss the same issues. We also visited the U.S. Army Base in Rzeszow to examine U.S. efforts to get military aid to Ukraine.

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: 04/19/2024

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: 04/19/2024

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

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:

The Third Way Foundation (Progressive Policy Institute is a project of Third Way Foundation)

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

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

6. Date of Departure: April 1, 2024 Date of Return: April 6, 2024

7. a. City of departure: Washington, DC

b. Destination(s): Brussels, Belgium. Warsaw, Poland. Rzeszow, Poland.

c. City of return: April 6, 2024

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:
PPI has been conducting policy work and facilitating transatlantic dialogues between U.S. policymakers and international partners since 1989. The mission of this specific trip is aligned with the goals of PPI's New Ukraine Project.
-

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): _____
Average of \$55 per day
 - 2) Provide the reason for selecting the location of the event or trip: _____
Brussels is home to the EU and NATO and Poland is a key ally for Ukraine.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Hilton Brussels Grand Place City: Brussels, Belgium Cost Per Night: \$180
 Reason(s) for Selecting: Centrally located to meetings
- Hotel Name: Hilton Warsaw City City: Warsaw, Poland Cost Per Night: \$114
 Reason(s) for Selecting: Centrally located to meetings
- 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 checked="" type="checkbox"/> Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$1650	\$522	\$700
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: 2/28/24
 Name: Lindsay Lewis Title: Executive Director
 Organization: The Third Way Foundation
 Address: 1919 M Street NW, Ste 300, Washington, DC 20036
 Email: llewis@ppionline.org Telephone: (202) 617-4042

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

PPI/Hudson Institute Congressional Staff Delegation to Brussels and Poland

Monday, April 1, 2024 – Saturday, April 6, 2024

(Agenda updated Feb. 28, 2024)

All times are local

Monday, April 1, 2024

5:35 PM - 7:15 AM+1

Flight to Brussels

UA 950 Dulles International Airport (IAD) to Brussels Airport (BRU)

Tuesday, April 2, 2024

7:15 AM - 8:30 AM

Train to Hotel and Check-in

Brussels Airport (BRU) to Hilton Brussels Grand Place

9:00 - 10:00 AM

Breakfast Briefing: Trip Overview with Hudson and PPI

Location: Hilton Brussels Grand Place, Carr de l'Europe 3, 1000 Bruxelles, Belgium

PPI Executive Director Lindsay Lewis and Hudson Institute VP Dan McKivergan will provide a briefing on the trip agenda.

10:30 - 12:00 PM

Meeting with Boris Ruge, NATO Assistant Secretary General for Political Affairs

Location: NATO Headquarters Avenue Leopold III, 1110 Bruxelles, Belgium

Discussion on the political relationship between NATO and the US and current military aid to Ukraine.

12:00 - 1:30 PM

Lunch with NATO Public Diplomacy Division

Location: NATO Headquarters Avenue Leopold III, 1110 Bruxelles, Belgium

Lunch with speakers organized in conjunction with NATO's Public Diplomacy Division.

1:30 - 3:00 PM

Meeting with Benedetta Berti, NATO Head of Policy Planning

Location: NATO Headquarters Avenue Leopold III, 1110 Bruxelles, Belgium

Discussion on current and future strategic issues and NATO policy initiatives related to the war in Ukraine.

3:00 - 4:30 PM

Meeting with Thomas Goffus, NATO Assistant Secretary General for Operations

Location: NATO Headquarters Avenue Leopold III, 1110 Bruxelles,

Belgium

Overview of how NATO is working to strengthen defense capabilities of partners and preparing NATO for the defense of Alliance territory.

7:00 - 9:00 PM

Dinner with Dan Michaels, Brussels Bureau Chief for The Wall Street Journal

Location: The Hotel Amigo, Rue de l'Amigo 1, 1000 Bruxelles, Belgium

Dinner discussion on public opinion and media coverage on the war in Ukraine and debate over continued aid.

Wednesday, April 3, 2024

8:30 - 9:15 AM

Breakfast meeting with Gavin Synnott, Project Officer at the Martens Centre

Location: Hilton Brussels Grand Place, Carr de l'Europe 3, 1000 Bruxelles

Overview of Martens Centre's policy work on the need for further Ukraine support.

9:30 - 10:15 AM

Meeting with Mara Steinberga, Foreign Policy Advisor, Office of European Council President

Location: Europa Building, Rue de La Loi 165, 1000 Bruxelles

Discussion on general US and European relations from the perspective of the European Union, as well as security and defense policy including NATO.

10:30 AM - 11:15 PM

Meeting with Office of European Commissioner for Budget And Administration

Location: European Commission, 1049 Bruxelles

Overview from budget staff and discussion on continued Ukraine support from EU budget perspective.

11:30 - 12:30 PM

Lunch meeting with Ruth Bajada, Deputy Director Americas - Head of Division US and Canada, European External Action Service

Location: Rond Point Robert Schuman 9A, Bruxelles

Discussion on current priorities in the EU-US relationship, the challenges ahead, the future of the Transatlantic relationship.

3:20 - 5:15 PM:

Flight to Warsaw

Brussels Air SN 2555 BRU to Warsaw Chopin Airport (WAW)

5:15 - 7:00 PM

Taxi/Uber to Hotel and Check-in

WAW to Hilton Warsaw City

7:30 - 10:00 PM

Dinner in Warsaw with Marcin Wyrwał, Journalist and video reporter of Onet

Location: TBD

Discussion of the current situation on the frontlines of the war and perspective covering the war on the ground.

Thursday, April 4, 2024

8:30 - 9:30 AM

Breakfast at Hotel

Location: Hilton Warsaw City, Grzybowska 63, 00-844 Warszawa, Poland

10:30 - 11:30 AM

Meeting with Marcin Mastalerek, State Secretary – Head of the Cabinet of the President of the Republic of Poland

Location: Presidential Palace, Krakowskie Przedmieście
46/48Warszawa, 00-071 Warszawa, Poland

Overview of Polish cabinet and government support of Ukraine.

12:00 - 1:30 PM

Lunch meeting with Jacek Siewiera, Head of the National Security Bureau of Poland

Location: Presidential Palace, Krakowskie Przedmieście
46/48Warszawa, 00-071 Warszawa, Poland

Overview of National Security Bureau and how its executing security and defense tasks in response to increased threat.

2:00 - 3:00 PM

Meeting with Mieszko Pawlak, Head of the International Policy Bureau of the President of Poland

Location: Presidential Palace, Krakowskie Przedmieście
46/48Warszawa, 00-071 Warszawa, Poland

Discussion on general US-Poland relations and joint support for Ukraine.

3:30 - 4:30 PM

Meeting with Michał Dziubak, General Director of Ministry of National Defence

Location: Presidential Palace, Krakowskie Przedmieście
46/48Warszawa, 00-071 Warszawa, Poland

Discussion of Poland's contributions to NATO and military modernization efforts.

6:30 - 8:30 PM

Dinner with Think-Tank leaders, including Polish Institute of International Affairs and German Marshall Fund

Location: TBD

Leading members of Polish and international think tanks will discuss

their perspectives regarding the war in Ukraine.

Friday, April 5, 2024

7:30 - 11:00 AM

Bus to Rzeszów - Briefing on New Ukraine Project from Tamar Jacoby

Tamar Jacoby will brief on the work of PPI's New Ukraine Project on bus ride to Rzeszów

11:00 AM - 12:30 PM

Meeting with NATO Military Officials / Lunch

Location: Jasionka 942, 36-002 Jasionka, Poland

Overview of military and humanitarian aid operations at Jasionka Airport.

1:00 - 3:00 PM

Tour of Logistics Hub and MEDEVAC HUB at Jasionka Airport

Location: Jasionka 942, 36-002 Jasionka, Poland

Tour of logistics hub for aid to Ukraine and MEDEVAC Hub for treating wounded individuals.

3:30 - 5:00 PM

Meeting with NGOs and local Polish government involved in assistance for Ukraine

Location: Jasionka 942, 36-002 Jasionka, Poland

Representatives from NGOs and local Polish government will discuss their efforts to provide assistance to Ukraine.

5:30 - 7:00 PM

Closing Dinner with PPI and Hudson

Location: TBD

Trip recap and conversation on lessons learned.

7:00 -10:30 PM

Bus back to Warsaw

Saturday, April 6, 2024

9:40 - 11:30 AM

Connecting flight to Frankfurt

LH 1347 WAW to FRA

1 hr 40 min layover

1:10 - 4:05 PM

Flight to Washington D.C.

LH 418 FRA to IAD

U.S. House Staff Invitees
StaffDel to Brussels and Poland - April 1-6, 2024

Andrew Wright

Chief of Staff

U.S. Representative Derek Kilmer

John Lee

Chief of Staff

U.S. Representative Nikki Budzinski

Shira Siegel

Chief of Staff

U.S. Representative Jason Crow

Cara Camacho

Chief of Staff

U.S. Representative Jim Himes

Matthew Clarkin

Senior LA

U.S. Representative Brian Fitzpatrick

Mark Dreiling

Chief of Staff

U.S. Representative Don Bacon

Mary Ellen Richardson

Chief of Staff

U.S. Representative Darin LaHood

The U.S. House of Representatives staff members listed above have been invited because of their subject matter expertise, leadership role in their offices, and experience working on national security and foreign policy issues.

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: 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): Rep. Young Kim

Office Address: 1306 Longworth HOB, Washington D.C.

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.

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: _____
The Third Way Foundation (Progressive Policy Institute is a project of Third Way Foundation)
3. City and State **OR** Foreign Country of Travel: Brussels, Belgium. Warsaw, Poland. Rzeszow, Poland.
4. a. Date of Departure: April 1, 2024 Date of Return: April 6, 2024
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 staffer who covers foreign affairs issues for Rep. Young Kim, I regularly work on issues pertaining to the War in Ukraine, including military assistance, humanitarian assistance, and sanctions against Russia
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: _____

03/04/24

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

March 29, 2024

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 Belgium and Poland,¹ scheduled for April 1 to 6, 2024, sponsored by the Third Way Foundation.

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,

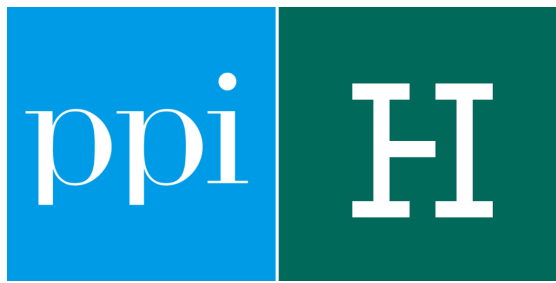
A handwritten signature in blue ink that reads "Michael Guest". The first letter "M" is large and loops around the first few letters of the name.

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:eme



February 29, 2024

Mr. Sebastian Wigley
Legislative Assistant
Office of Rep. Young Kim
1306 Longworth Office Building

Dear Sebastian,

On behalf of the Progressive Policy Institute's (PPI) [New Ukraine Project](#) and the Hudson Institute, we would like to invite you to join us for a transatlantic trip to **Brussels, Warsaw, and the US military base in Rzeszów, Poland, departing on Monday, April 1 and returning on Saturday, April 6, 2024.**

PPI and Hudson are proud to be partnering on this high-level trip that will feature a select, bipartisan group of senior staff and foreign policy experts in the House and Senate committed to advancing America's global interests and supporting our international allies.

In Brussels and Warsaw, we will meet and learn from key officials in the EU, NATO and the newly elected Polish government, along with local NGO and think tank experts, to gain new perspectives on the importance of continued U.S. support for the war in Ukraine. In Rzeszów, also known as "J-Town," not far from the Ukrainian border, we will meet with U.S. military officials and get an up-close look at the international military equipment being sent into Ukraine.

Among the key topics we will focus on:

- The consequences on the ground of US hesitancy to send additional military aid
- What European leaders believe is at stake in the war and why they are up stepping up their assistance even as the US considers winding down
- What weapons and other military aid Ukraine needs to win the war as quickly as possible
- How Europeans believe the war is reshaping the global order, ushering in a new era of tension and requiring a new kind of vigilance

PPI and Hudson are both nonprofit 501(c)(3) organizations with a shared mission of providing educational programming on current policy issues, including transatlantic exchanges with international partners. This trip is planned in compliance with House and Senate ethics rules.

We hope you will be able to join us for what promises to be an insightful and educational trip to Brussels, Warsaw, and Rzeszów. Space is limited; please contact Stuart Malec at 860-508-8554 or smalec@ppionline.org if you have questions or would like more information.

Regards,

Tamar Jacoby
Director of PPI's New Ukraine Project

Dan McKivergan
Hudson Institute, VP of Government Relations