EMPLOYEE POST-TRAVEL DISCLOSURE FORM

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: Shira Siegel

2. a. Name of Accompanying Relative: __________ OR □ None
   b. Relationship to Traveler: □ Spouse □ Child □ Other (specify): __________

3. a. Dates: Departure: April 1, 2024
   b. Dates at Personal Expense, if any: __________________________
   Return: April 6, 2024

4. Departure City: Washington, DC Destination: Belgium, Poland Return City: Washington, DC

5. Sponsor(s), Who Paid for the Trip: Third Way Foundation

6. Describe Meetings and Events Attended: Met with key officials in the EU, NATO, and the newly elected Polish government to gain new perspectives on the importance of continued U.S. support for the war in 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 complete 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: 4/19/2024

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: Jason Crow Date: 4/19/2024

Signature of Supervising Member: __________________________
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: Third Way Foundation (PPI is a project of Third

2. Travel Destination(s): Brussels, Belgium; Warsaw, Poland; Rzeszow, Poland

3. Date of Departure: April 1st, 2024  Date of Return: April 6th, 2024

4. Name(s) of Traveler(s): Andrew Wright, John Lee, Shira Siegel, Cara Camacho, 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:

<table>
<thead>
<tr>
<th></th>
<th>Total Transportation Expenses</th>
<th>Total Lodging Expenses</th>
<th>Total Meal Expenses</th>
<th>Total Other Expenses (dollar amount per item and description)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveler</td>
<td>$1645.50</td>
<td>$563.53</td>
<td>$700</td>
<td>NA</td>
</tr>
<tr>
<td>Accompanying Family Member</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

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: [Signature]  Date: April 12th, 2024  

Name: Lindsay Lewis  Title: Executive Director

Organization: Progressive Policy Institute

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

Address: 1919 M St NW

Telephone: (916) 496-4434  Email: llewis@ppionline.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.

last updated 7/2023
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.

last updated 7/2023
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:
   - **Hilton Brussels Grand Place**
     Hotel Name: **Hilton Brussels Grand Place**
     City: **Brussels, Belgium**
     Cost Per Night: **$180**
     Reason(s) for Selecting: Centrally located to meetings
   - **Hilton Warsaw City**
     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:**

<table>
<thead>
<tr>
<th></th>
<th>Total <strong>Transportation</strong> Expenses per Participant</th>
<th>Total <strong>Lodging</strong> Expenses per Participant</th>
<th>Total <strong>Meal</strong> Expenses per Participant</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each Member, Officer, or Employee</td>
<td>$1650</td>
<td>$522</td>
<td>$700</td>
</tr>
<tr>
<td>For each Accompanying Family Member</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Other Expenses (dollar amount per item)</th>
<th>Identify Specific Nature of “Other” Expenses (e.g., taxi, parking, registration fee, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each Member, Officer, or Employee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For each Accompanying Family Member</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
TRAVELER FORM

1. Name of Traveler: Shira Siegel

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: Belgium, Poland

4. a. Date of Departure: April 1, 2024  Date of Return: April 6, 2024
   b. Yes [ ] No [X] Will you be extending the trip at your personal expense?
      If yes, list dates at personal expense:

5. a. Yes [ ] No [X] 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 [X] Accompanying Family Member is at least 18 years of age?

6. a. Yes [ ] No [X] 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 [X] 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 Chief of Staff for member of HPSCI and HFAC, I advise the Congressman on matters related to national security, to include Ukraine and NATO issues, among other topics. This trip will be informative about the current situation in Ukraine and U.S.-European relations.

9. Yes [X] 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: 2/29/24
March 29, 2024

Ms. Shira Siegel  
Office of the Honorable Jason Crow  
1323 Longworth House Office Building  
Washington, DC 20515

Dear Ms. Siegel:

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.
PPI/Hudson Institute Congressional Staff Delegation to Brussels and Poland
Monday, April 1, 2024 – Saturday, April 6, 2024
(Agenta 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 McKivernan 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,
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 46/48 Warszawa, 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 46/48 Warszawa, 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 46/48 Warszawa, 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 46/48 Warszawa, 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.
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:eme