

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 **donot** 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: Brian Kennedy
2. a. Name of Accompanying Relative: _____ **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: 04/21/24 Return: 04/24/24
b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Washington D.C. Destination: Guatemala City, Guatemala Return City: Washington, D.C.
5. Sponsor(s), Who Paid for the Trip: GUATEMALA PROSPERA
6. Describe Meetings and Events Attended: We met government Officials and Business Leaders. We met with bank officers about development. We also toured a cement factory.
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: 4/29/24

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: Mark Green Date: 4/29/24

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: GUATEMALA PROSPERA

2. Travel Destination(s): GUATEMALA CITY, GUATEMALA

3. Date of Departure: 4/24/2024 Date of Return: 4/24/2024

4. Name(s) of Traveler(s): JAY KRONZER, AUSTIN JOHNSON, BRIAN KENNEDY

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 | \$320.60 PER TRAVELER | \$290.36 PER TRAVELER | \$250 PER 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: 4/25/24

Name: CARLOS ENRIQUE SANDOVAL Title: PRESIDENT

Organization: GUATEMALA PROSPERA

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

Address: CENTRO COMERCIAL PASEO CAYALA EDIFICIO J4 OFICINA 202, GUATEMALA CITY, G

Telephone: 24937784 Email: PAOLA@GUATEMALAPROSPERA

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.

COMMITTEE ON ETHICS

TRAVELER FORM

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection.

This form and any attachments may be submitted at 1015 Longworth House Office Building or travel.requests@mail.house.gov.

Your completed request must be submitted to the Committee no less than 30 days before your proposed departure date. Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. **You must receive explicit approval from the Committee before you depart on this trip.**

Name of Traveler: Brian Kennedy

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): Committee on Homeland Security

Office Address: 176 Ford House Office Building

Telephone Number: (202) 226-8417

Email Address of Contact Person: brian.kennedy@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: Brian Kennedy
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Guatemala Prospera
3. City and State **OR** Foreign Country of Travel: GUATEMALA CITY, GUATEMALA
4. a. Date of Departure: 4/21/24 Date of Return: 4/24/24
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 policy director of the Homeland Security Committee, speaking with business owners and seeing the country, will help us work to address root cause issues related to illegal migration and craft legislation

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: 04/10/2024



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 website (ethics.house.gov) provides detailed instructions for filling out the form.

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.

- 1. Sponsor who will be paying for the trip: GUATEMALA PROSPERA
2. [X] 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. [X] 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 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):

BRIAN KENNEDY. HIS VALUES REPRESENT OURS AND HE IS A GOOD FRIEND OF GUATEMALA. HE IS THE POLICY DIRECTOR FOR THE HOMELAND SECURITY COMMITTEE AND WE BELIEVE IT IS INCREDIBLY IMPORTANT FOR HIM TO SEE THE REALITY OF OUR NATION FIRSTHAND. THE PURPOSE OF STRENGTHENING THE BONDS BETWEEN BOTH NATIONS.

- 5. Yes [] No [X] Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: 4/21/2024 Date of return: 4/24/2024
7. a. City of departure: WASHINGTON, D.C.
b. Destination(s): GUATEMALA CITY, GUATEMALA
c. City of return: WASHINGTON, D.C.
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. [X] 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. [X] 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 that the statement is true by checking 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:

GUATEMALA PROSPERA IS INTERESTED IN THE SUBJECT MATTER BECAUSE FOR 20 YEARS WE HAVE WORKED TO INSTILL VALUES AND PRINCIPLES SO THAT OUR COUNTRY IS TRANSFORMED AND WE BELIEVE THROUGH ECONOMIC DEVELOPMENT AND VALUES WE CAN TRANSFORM OUR COUNTRY AND CONTINUE BEING THE GREAT ALLY WE HAVE BEEN TO THE UNITED STATES OF AMERICA. GUATEMALA PROSPERA IS ALSO THE SOLE ORGANIZER OF THE TRIP AND ITS EVENTS, THE FUNDS ARE ENTIRELY OURS. WE ARE A NONPROFIT, NONRELIGIOUS AND NONPARTISAN ASSOCIATION THAT WORKS FOR THE UNITY OF GUATEMALANS THROUGH VALUES-BASED LEADERSHIP.

- 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 the 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: <u>AC MARRIOT HOTEL</u> | City: <u>GUATEMALA CITY</u> | Cost Per Night: <u>\$ 135.00</u> |
| Reason(s) for Selecting: <u>THIS HOTEL IS AT THE SAME COMPOUND WHERE OUR OFFICES ARE LOCATED.</u> | | |
| 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 | Total Transportation Expenses per Participant | Total Lodging Expenses per Participant | Total Meal Expenses per Participant |
| <input checked="" type="checkbox"/> Good Faith Estimates | | | |
| For each Member, Officer, or Employee | \$700.00 | \$405 | \$400.00 |
| 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 | | |

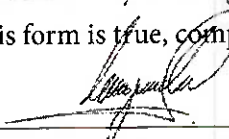
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

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: 02/13/2024

Name: CARLOS ENRIQUE SANDOVAL Title: PRESIDENT

Organization: GUATEMALA PROSPERA

Address: BOULEVARD RAFAEL LANDIVAR 10-05 ZONA 16, CENTRO COMERCIAL PASEO CAYALA EDIFICIO J-4 OFICINA 202

Email: paola@guatemalaprospira.org Telephone: 249-3778

INSTRUCTIONS

Complete the *Primary Trip Sponsor Form* and submit the agenda, invitation list, any attachments, and any *Additional Trip Sponsor Forms* directly to the Travelers.

Written approval from the Committee on Ethics is required before traveling on this trip. The Committee on Ethics will notify the House invitees directly and will not notify the trip sponsors.

Willful or knowing misrepresentation on this form may be subject to criminal prosecution under 18 U.S.C. § 1001. Signatures must comply with section 104(bb) of the Travel Regulations.

For questions, please contact the Committee on Ethics at:

1015 Longworth House Office Building
Washington, D.C. 20515

ethicscommittee@mail.house.gov | 202-225-7103
More information and forms available at ethics.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

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1015 Longworth House Office Building
Washington, D.C. 20515-6328
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April 16, 2024

Mr. Brian Kennedy
Committee on Homeland Security
176 Ford House Office Building
Washington, DC 20515

Dear Mr. Kennedy:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Guatemala,¹ scheduled for April 21 to 24, 2024, sponsored by Guatemala Prospera.

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,



Michael Guest
Chairman



Susan Wild
Ranking Member

MG/SW:mc



Guatemala visit

April 21-24, 2024

SUNDAY, APRIL 21, 2024

5:37 pm

Departure from Washington, D.C.

8:08 pm

Arrival at La Aurora International Airport.

9:00 pm

Pick up and check in at AC Marriott Hotel.

MONDAY, APRIL 22, 2024

8:00 AM

Meeting with congressman Alvaro Arzú. Former president of the Congress of the Republic of Guatemala. Secretary General of the Unionista party. At Guatemala Prospera's headquarters.

Dress code: Business casual.

9:30 am

Presentation of Guatemala Prospera.

10:45 am

Meeting with Rodrigo Arenas, owner of the Republica newspaper.

12:45 pm

Lunch with representatives from Banco Industrial, the largest bank in the region owning over USD 27.8 billion in assets with 2,634 shareholders. This bank helps Guatemala's economic stability, thus reducing irregular migration.

Dress code: Business.

3:30 pm

Meeting with Directors of Chamber of Industry. The companies represented in this Chamber are responsible for 30% of the country's GDP and generate thousands of job positions each month therefore, it can be a great ally to the US.

Dress code: Business casual.

7:00 pm

Dinner with various business leaders.

Dress code: Business casual.



TUESDAY, APRIL 23, 2024

8:00 am

San Gabriel Plant visit. The plant is one of many owned by Progreso, a company with over 6000 employees that just recently built the most modern cement plant in Central America with an investment of \$1 billion.

Dress code: Casual.

3:00 pm

Return to Guatemala City.

4:30 pm

Transportation to airport.