

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: Jay Kronzer
2. a. Name of Accompanying Relative: _____ **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: 4/21/24 Return: 4/23/24
b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Washington, DC Destination: Guatemala Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Guatemala Prospera
6. Describe Meetings and Events Attended: Attended meetings with Guatemalan government officials, business and culture leaders, toured a cement facility, and saw some of the Guatemalan cultural sites.
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: We returned from Guatemala City on the evening of April 23, and arrived back at Dulles early April 24.

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

Signature of Traveler:  Date: 4/26/24

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 E. Green, M.D. Date: 4/26/24

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

1. Name of Traveler: Jay Kronzer
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
4. a. Date of Departure: 4/21/2024 Date of Return: 4/24/2024
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.
My boss is the Chairman of the Homeland Security Committee, a Member on Foreign Affairs. As his Deputy Chief of Staff, this trip will advance US-Guatemala relations as we discuss foreign policy, migration, and nearshoring.
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: 4/9/24

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

April 16, 2024

Mr. Jay Kronzer
Office of the Honorable Mark E. Green
2446 Rayburn House Office Building
Washington, DC 20515

Dear Mr. Kronzer:

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



U.S. House of Representatives

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 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. 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 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):
JAY KRONZER. HIS VALUES REPRESENT OURS AND HE IS A GOOD FRIEND OF GUATEMALA. HE IS THE LEGISLATIVE DIRECTOR FOR REP. MARK GREEN WHO IS A GREAT FRIEND FOR US. THE PURPOSE OF STRENGTHENING THE BONDS BETWEEN BOTH NATIONS.
5. Yes No 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. 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:



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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: AC MARRIOT HOTEL City: GUATEMALA CITY Cost Per Night: \$ 135.00
Reason(s) for Selecting: THIS HOTEL IS AT THE SAME COMPOUND WHERE OUR OFFICES ARE LOCATED.
- 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.*



U.S. House of Representatives

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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 | \$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 GAYALA 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



Guatemala visit
April 21-24, 2024

SUNDAY, APRIL 21, 2024

Arrival at La Aurora International Airport

Dinner with Manuel Espina to discuss the agenda.

MONDAY, APRIL 22, 2024

8:00 – 9:00 AM Transportation to San Gabriel Plant

9:00 AM – 11:30 am San Gabriel Plant guided tour. The purpose of this visit is to tour the biggest cement production plant in Central America and know Guatemala's industrial capabilities. The plant is located in the San Juan Sacatepéquez area, which has great potential for industrial development. This also shows how the business sector is making great investment efforts to bring development to the countryside.

12:00 – 2:00 pm Transportation to Guatemala City

4:00 pm

Lunch at leisure

Meeting with Directors of Chamber of Industry. The companies represented in this Chamber are responsible for 30% of the country's GDP and can be a great ally to the US.

7:00 pm

Dinner with business executives.

TUESDAY, APRIL 23, 2024

8:00 – 9:30 AM Breakfast with congressman Alvaro Arzú. Former president of the Congress of the Republic of Guatemala. Secretary General of the Unionista party.

11:00 AM Meeting in Guatemala Próspera's offices. During this meeting, they will learn about the impact and people reached by the organization in 20 years of nonprofit work with leadership based on principles and values.

1:00 PM Lunch at leisure

3:00 PM Meeting with the largest bank of the region to discuss all the investment opportunities available in Guatemala.

WEDNESDAY, APRIL 24, 2024

Departure to Washington, D.C.



Invitee List

Austin Johnson (Rep. Maria Salazar)

Brian Kennedy (House Committee on Homeland Security)

Jay Kronzer (Rep. Mark Green)

