

# COMMITTEE ON ETHICS

## EMPLOYEE POST-TRAVEL DISCLOSURE FORM Original Amendment

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual *Financial Disclosure Statements* of those employees required to file them. In accordance with House Rule 25, clause 5, **you must complete this form and file it with the Clerk of the House by email at [gifttravelreports@mail.house.gov](mailto:gifttravelreports@mail.house.gov), within 15 days after travel is completed.** Please **do not** file this form with the Committee on Ethics.

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

1. Name of Traveler: Joseph Valente
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR**  None  
b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: May 8, 2024 Return: May 12, 2024  
b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR**  None
4. Departure City: Washington, DC Destination: London, UK Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: The Third Way Foundation (Progressive Policy Institute)
6. Describe Meetings and Events Attended: Meetings regarding the global energy transition and related policy issues surrounding generation, infrastructure, trade, national security, and international relations.
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: 5/22/24

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: Jake Auchincloss Date: 5/22/24

Signature of Supervising Member: 

*last updated 7/2023*

# 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: Lindsay Lewis 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

## TRAVELER FORM

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

This form and any attachments may be submitted at 1015 Longworth House Office Building or [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).

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

Name of Traveler: Joseph Valente

**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. Jake Auchincloss

Office Address: 1524 Longworth

Telephone Number: 202-225-5931

Email Address of Contact Person: joe.valente@mail.house.gov

Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, and these forms are being submitted to the Committee less than 30 days before the trip departure date.

**NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.**

**KEEP A COPY OF THIS FORM.** Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

If there are any questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or via email: [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).

# COMMITTEE ON ETHICS

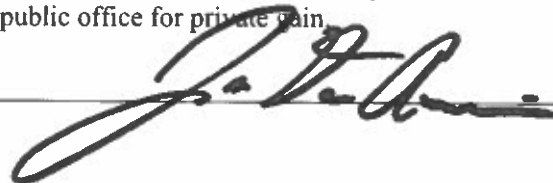
## TRAVELER FORM

1. Name of Traveler: Joseph Valente
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: United Kingdom
4. a. Date of Departure: May 8, 2024 Date of Return: May 12, 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 a Legislative Assistant to Rep. Auchincloss covering energy and foreign policy issues, this topics covered in this trip, including energy transition, trade, infrastructure, and national security, will inform my duties with the Representative.
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: 4/5/24

# 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): Please see attached.

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

6. Date of Departure: May 8, 2024 Date of Return: May 12, 2024

7. a. City of departure: Washington, D.C.

b. Destination(s): London, England

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. \_\_\_\_\_
- 

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 trip will focus on the global energy transition and related policy issues surrounding generation, infrastructure, trade, national security, and international relations.
- 

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 \$150 per day**
    - 2) Provide the reason for selecting the location of the event or trip: \_\_\_\_\_  
**London is the seat of the U.K. government and capital city.**
- 

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

Hotel Name: Wellington Hotel by Blue Orchid City: London Cost Per Night: \$236  
Reason(s) for Selecting: centrally located to meetings.

Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_  
Reason(s) for Selecting: \_\_\_\_\_

Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_  
Reason(s) for Selecting: \_\_\_\_\_



17.  I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking the box.*

18. **Total Expenses for each Participant:**

<input type="checkbox"/> Actual Amounts <input checked="" type="checkbox"/> Good Faith Estimates	Total <b>Transportation</b> Expenses per Participant	Total <b>Lodging</b> Expenses per Participant	Total <b>Meal</b> Expenses per Participant
For each Member, Officer, or Employee	\$900	\$850	\$400
For each Accompanying Family Member			


	<b>Other</b> 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: 04/04/2024  
 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.

## **London Energy StaffDel Schedule**

Wednesday, May 8, 2024 – Sunday, May 12, 2024

***\*All times local\****

### **Wednesday, May 8**

6:30 PM - 6:45 AM+1

**United (UA 918): IAD to LHR**

### **Thursday, May 9**

6:45 AM

Flight lands at LHR

7:00 AM

*Transportation to hotel (anticipate at least 1 hour)  
Heathrow Express to Paddington Station, Cab to Hotel*

8:00 - 10:00 AM

*Check into hotel and drop bags off –*

**Wellington Hotel by Blue Orchid**

71 Vincent Square, London SW1P 2PA, United Kingdom

10:30 AM - 12:00 PM

**Meeting with Office of MP Ed Milliband**

Location: 20 Rushworth St, London SE1 0SS, United Kingdom

Staff will meet with office of Labour's Shadow Secretary of State for Climate Change and Net Zero, MP Ed Miliband, to discuss center-left climate politics and the UK's energy transition.

12:30 - 2:00 PM

**Lunch Briefing on Climate Mitigation and Global Energy Security with UK energy experts**

Location: Cheniere London Offices. 3rd, Zig Zag, 70 Victoria St, London SW1E 6SQ

Staff will meet with industry and energy experts to discuss transatlantic energy security and climate mitigation.

2:00 - 3:00 PM

**Trading Desk Tour and Market Discussion**

Location: Cheniere London Offices. 3rd, Zig Zag, 70 Victoria St, London SW1E 6SQ

Tour of the trading floor at Cheniere's offices will include a presentation on current market news, dynamics, and evolving responses to Russia's invasion of Ukraine.

3:30 - 4:30 PM

**Briefing on EU Energy and Climate Policy with EU Director-General of Energy Ditte Juul-Jorgensen.**

Location: 71 Vincent Square, London SW1P 2PA, United Kingdom



Meeting with Director-General Ditte Juul-Jorgensen of the European Commission to discuss EU policy on energy security and Russia, climate and trade policy, and the European reception to the Inflation Reduction Act.

5:00 - 7:30 PM

**Reception with Labour MPs, Staff, U.K. Business Officials**

**Location:** Kentish Town Brewery, 55-58 Wilkin Street mews  
Kentish Town, NW5 3NN

Reception with top Labour MP, prospective Candidates, staffers and business officials to discuss policy that supports domestic and international business

8:00 - 10:30 PM

**Dinner: Conversation with John Kemp and Christabel Cooper**

**Location:** Santini: 29 Ebury St, London SW1W 0NT, United Kingdom

Dinner discussion on the energy transition in British and global contexts. John Kemp is the energy transition reporter at Reuters and author of the Best in Energy newsletter. Christabel Cooper is a public opinion expert and data analyst for Labour Together, a center-left think tank based in London.

**Friday, May 10**

8:00 AM

**Breakfast: Hotel**

**Location:** Wellington Hotel, 71 Vincent Square, London SW1P 2PA, U.K.

9:00 - 11:00 AM

**Houses of Parliament Tour with MP Ian Lidell-Granger**

**Location:** Palace of Westminster, London SW1A 0AA, United Kingdom

12:00 - 2:00 PM

**Lunch Briefing on Innovation and the Electric Grid with Paul Domjan of Enoda**

**Location:** Wellington Hotel, 71 Vincent Square, London SW1P 2PA, U.K.

Discussion on grid reliability and resilience from Paul Domjan, CEO of Enoda, and presentation of the company's innovative distribution grid technology.

2:30 - 4:30 PM

**Critical Minerals Roundtable with Benchmark Mineral Intelligence**

**Location:** Benchmark Mineral Intelligence offices, 3 Coldbath Square  
London EC1R 5HL

Roundtable discussion with Benchmark Mineral Intelligence COO Andrew Miller on critical minerals, global battery supply chains, and mineral-related policy efforts in the UK, US, and Europe.

5:00 - 7:00 PM

**Reception with Progressive Britain and London Chapter of New Liberals**

Location: Duke of Wellington, 12 Toynbee St, London E1 7NE, UK

Reception with staffers and researchers from Progressive Britain, Labour MPs, and the London Chapter of the Center for New Liberalism.

7:00 - 9:30 PM

**Dinner Discussion led by Claire Ainsley, Director of PPI's Project on Center-Left Renewal**

Location: Bellamy's. 18 Bruton Pl, London W1J 6LY, UK

Dinner discussion with Claire Ainsley on policies to support working class constituents in both the U.K. and the U.S.

**Saturday, May 10**

8:00 AM

**Breakfast: Hotel**

Location: Wellington Hotel, 71 Vincent Square, London SW1P 2PA, U.K.

9:30 AM - 5:00 PM

**2024 Progressive Britain Conference**

Location: 133 Houndsditch, London, EC3A 7DB

[Link to conference page](#)

*Note: Agenda to come*

10:00 - 10:45 am: Keynote Address from Labour Party Leadership

11:00 - 11:50 am: Participants can choose from several small group policy discussions including: Economic growth, Energy and Net Zero, Crime, and Opportunity and Class

12:00 - 12:45 pm: Participants can choose between larger policy panels around Crime or Health care

12:45 pm - 1:30 pm: Lunch and networking Break

1:30 - 2:15 pm: Participants can choose from several small group policy discussions including: How does the Labour government tackle crime against women, Housing Priorities, Mental Health Crisis, and Workforce Development.

2:25 - 3:10 pm: Participants can choose from several small group policy discussions including: Municipal green growth, Change to Cultural Industrial Strategys, Cracking down on Fraud, Delivering high quality health care.

3:10 - 3:30 pm: Networking break

3:30 - 4:14 pm: Participants can choose from several small group policy discussions including: A.I. Growth, Saving the NHS, Protecting U.K. natural environment, and providing support for families and young children.

4:25 - 5:10 pm: Participants can choose between larger policy panels with Rachel Reeves MP, Shadow Chancellor of the Exchequer, on the State of the British Economy or Bidenomics and the Green New Deal

7:00 - 9:00 PM

**Closing Dinner with Team PPI**

Location: Dishoom Covent Garden, 12 Upper St. Martin's Lane, London

Closing discussion with PPI team on takeaways from the trips and lessons learned.

**Sunday, May 11**

12:15 - 3:20 PM

**United (UA 919): LHR to IAD**

**U.S. House Staff Invites**  
StaffDel to London, May 8-12, 2024

**Kurtis Miller**

Legislative Assistant  
U.S. Senator John Fetterman

**Harrison Jumper**

Senior Legislative Assistant  
U.S. Representative Chrissy Houlahan

**Will Pisano**

Legislative Director  
U.S. Representative Ann Kuster

**Joe Valente**

Legislative Assistant  
U.S. Representative Jake Auchincloss

**Mike Burnside**

Senior Policy Advisor  
U.S. Representative Marc Veasey

**Alex Rajakovich**

Legislative Assistant  
U.S. Representative Chris Deluzio

**Virginia Hayes**

Senior Legislative Assistant  
U.S. Senator Tammy Duckworth

**Perna Bhat**

Legislative Assistant  
U.S. Senator Cory Booker

**Chris Avila**

Legislative Aide  
U.S. Senator Chris Coons

**Sydney Beasley**

Senior Policy Advisor  
U.S. Senator Ron Wyden

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

May 7, 2024

Mr. Joseph Valente  
Office of the Honorable Jake Auchincloss  
1524 Longworth House Office Building  
Washington, DC 20515

Dear Mr. Valente:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to United Kingdom,<sup>1</sup> scheduled for May 8 to 12, 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.

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<sup>1</sup> 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