

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: Eric Heighberger
2. a. Name of Accompanying Relative: _____ **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: 8/10/24 Return: 8/17/24
b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Washington DC Destination: Phnom Pehn, Cambodia Return City: Washington DC
5. Sponsor(s), Who Paid for the Trip: World Vision Inc, CARE Inc, Bill & Melinda Gates Foundation
6. Describe Meetings and Events Attended: Meetings were held with the U.S. Mission and USAID as well as health officials from the Cambodian government. Visits were to various health programs and facilities supported by the U.S. government as outlined on the itinerary.
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: Eric B Heighberger Digitally signed by Eric B Heighberger
Date: 2024.08.30 14:35:52 -04'00' Date: _____

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: 8/30/2024

Signature of Supervising Member: 

COMMITTEE ON ETHICS

SPONSOR POST-TRAVEL DISCLOSURE FORM

Original Amendment

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. **A completed copy of the form must be provided to each House Member, officer, or employee who participated in the trip within 10 days of their return.** You must answer all questions, and check all boxes, on this form for your submission to comply with House Rules and the Committee's Travel Regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

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

1. Sponsor(s) who paid or provided in-kind support for the trip: World Vision Inc, CARE Inc, Bill and Melinda Gates Foundation

2. Travel Destination(s): Cambodia

3. Date of Departure: August 10, 2024 Date of Return: August 17, 2024

4. Name(s) of Traveler(s): John Mark Kolb, Lale Morrison, Kelvin Lum, Hans Hellmann, Mary Vigil, Eric Heighberger

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	\$4903.03 International air: \$3969.70 In country charter flight: \$600 Ground transport: \$333.33	\$576	\$201.05	Museum admissions: \$45.80 Visa: \$36 Translation: \$261.90 Medical coverage: \$220 Security: \$240
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: Lisa Bos Date: August 27, 2024

Name: Lisa Bos Title: Sr Dir of Gov't Relations

Organization: World Vision Inc

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

Address: 300 I Street NE, Washington DC, 20002

Telephone: 202-294-5955 Email: lbos@worldvision.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.

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: World Vision Inc., CARE, Bill and Melinda Gates Founda

2. Travel Destination(s): Cambodia

3. Date of Departure: August 10, 2024 Date of Return: August 17, 2024

4. Name(s) of Traveler(s): John Mark Kolb, Lale Morrison, Kelvin Lum, Hans Hellmann, Mary Vigil, Eric Heighberger


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	\$4903.03 International air: \$3969.70 In country charter flight: \$600	\$576	\$201.05	Museum admissions: \$45.80 Visa: \$36 Translation: \$261.90 Medical coverage: \$220
Accompanying Family Member	Ground transport: \$333.33			Security: \$240

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: 8/27/2024

Name: Eric D. Johnson Title: Secretary and General Counsel

Organization: Cooperative for Assistance and Relief Everywhere, Inc. (CARE)

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

Address: 151 Ellis Street, NE, Atlanta, GA, 30303

Telephone: 4042169696 Email: eric.johnson@care.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.

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: Eric Heighberger

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: Eric B Heighberger

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): House Committee on Homeland Security

Office Address: Ford House Office Building - 176

Telephone Number: 202.226.8417

Email Address of Contact Person: eric.heighberger@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: Eric Heighberger
2. Sponsor(s) who will be paying or providing in-kind support for the trip: World Vision Inc and CARE
3. City and State **OR** Foreign Country of Travel: Cambodia
4. a. Date of Departure: August 10 Date of Return: August 17
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.**
It is within my official duties as a member of the legislative staff to advise my boss on foreign policy issues, including the issues covered on the trip.

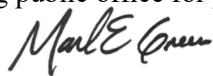
9. **Yes No Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, or arranging the trip?**

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: 07/09/2024

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:

World Vision Inc and CARE

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: The Bill and Melinda Gates Foundation

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 addendum A

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

6. Date of Departure: August 10, 2024 Date of Return: August 17, 2024

7. a. City of departure: Washington, DC

b. Destination(s): Phnom Pehn, Cambodia

c. City of return: Washington, DC

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:
 See addendum B

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:
 See addendum C

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): \$80
 - 2) Provide the reason for selecting the location of the event or trip: Cambodia provides an interesting context for learning about global health post-conflict and the Asia-Pacific region is a key focus of the US government.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- | | | | | | |
|--------------------------|--|-------|---------------------|-----------------|-------------|
| Hotel Name: | <u>Plantation Urban Resort</u> | City: | <u>Phnom Penh</u> | Cost Per Night: | <u>\$80</u> |
| Reason(s) for Selecting: | <u>Good location for site visits, appropriate facilities within per diem rates</u> | | | | |
| Hotel Name: | <u>Templation Hotel</u> | City: | <u>Siem Reap</u> | Cost Per Night: | <u>\$97</u> |
| Reason(s) for Selecting: | <u>Best location for transit to sites and airport within per diem rates</u> | | | | |
| Hotel Name: | <u>Kampong Thom Palace</u> | City: | <u>Kampong Thom</u> | Cost Per Night: | <u>\$28</u> |
| Reason(s) for Selecting: | <u>Only aquequate facilities in the area</u> | | | | |

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

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

<input type="checkbox"/> Actual Amounts <input checked="" type="checkbox"/> Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$4750 International air - \$3900 Ground transport - \$350 Domestic charter air - \$500	\$365	\$360
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	\$715	Visa - \$30 Translation - \$225 Medical services/insurance - \$220 Security - \$240
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: Lisa Bos Date: 7/24/24
 Name: Lisa Bos Title: Sr Dir Gov't Relations
 Organization: World Vision Inc
 Address: 300 I Street NE
 Email: lbos@worldvision.org Telephone: 202-294-5955

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

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:
Cooperative for Assistance and Relief Everywhere, Inc. and World Vision, Inc.
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: The Bill and Melinda Gates Foundation
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 Addendum A
5. Yes No Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of Departure: August 10, 2024 Date of Return: August, 17, 2024
7. a. City of departure: Washington, D.C.
 b. Destination(s): Phnom Penh, Cambodia
 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:

The trip will focus on global health, which is a core focus for CARE, both in Cambodia and internationally. CARE's role in the trip is jointly developing the itinerary, planning site visits with partner organizations, providing support staff for the trip, and ~~coordinating in-country logistics.~~

Please see Addendum B for additional details

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:

See Addendum C

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): \$80

2) Provide the reason for selecting the location of the event or trip: Cambodia provides a crucial context for the health development post-conflict, and the Asia-Pacific region is high priority for the U.S. Government.

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

Hotel Name: Plantation Urban Resort City: Phnom Penh Cost Per Night: \$80

Reason(s) for Selecting: Good location for site visits, appropriate facilities within per diem rates

Hotel Name: Templation Hotel City: Siem Reap Cost Per Night: \$97

Reason(s) for Selecting: Best location for transit to sites and airport within per diem rates

Hotel Name: Kampong Thom Palace City: Kampong Thom Cost Per Night: \$28

Reason(s) for Selecting: Only adequate facilities in the area

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

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

<input type="checkbox"/> Actual Amounts <input checked="" type="checkbox"/> Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$4750 International air - \$3900 Ground transport - \$350	\$365	\$360
For each Accompanying Family Member	Domestic air - \$500		


	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	\$715	Visa - \$30 Translation - \$225 Medical Services/insurance - \$220
For each Accompanying Family Member		Security - \$240

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: 7/9/24
Docusigned by: 2E83E4AF7EB74B0...
 Name: Eric D. Johnson Title: Secretary and General Counsel
 Organization: Cooperative for Assistance and Relief Everywhere, Inc. (CARE)
 Address: 151 Ellis St. NE Atlanta, GA 30303
 Email: kalei.talwar@care.org Telephone: 808-381-6901

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

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

August 5, 2024

Mr. Eric Heighberger
Committee on Homeland Security
176 Ford House Office Building
Washington, DC 20024

Dear Mr. Heighberger:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambodia, scheduled for August 10 to 17, 2024, sponsored by Cooperative for Assistance and Relief Everywhere, Inc. (CARE), World Vision Inc., and the Bill & Melinda Gates Foundation.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$480 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

Because the trip may involve meetings with foreign government representatives, we note that House employees may accept, under the Foreign Gifts and Decorations Act (FGDA), gifts "of minimal value [currently \$480] tendered as a souvenir or mark of courtesy" by a foreign government. Any tangible gifts valued in excess of minimal value received from a foreign government must, within 60 days of acceptance, be disclosed on a Form for Disclosing Gifts from Foreign Governments and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

¹ Please be aware that the Committee's review of the proposed trip does not extend to either the security situation in the destination country or security related to foreign travel in general. We recommend you contact the Office of House Security (OHS) for a safety and security briefing prior to your departure. OHS may be reached at (202) 226-2044 or ohsstaff@mail.house.gov. House travelers should also register for the U.S. State Department's Smart Traveler Enrollment Program at <https://step.state.gov>.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,



Michael Guest
Chairman



Susan Wild
Ranking Member

MG/SW:kjf

First Name	Last Name	Title	Office	Reason for Invitation
Mary	Vigil	Professional Staff	HFAC - Global Health	Committee w/ oversight of global health
Brooke	Bennett	Chief of Staff	Hill (AR-02)	Serves on relevant Committee
Eric	Heighberger	Deputy Staff Director	Green (TN)/House Homeland	Serves on relevant Committee
Lale	Morrison	Chief of Staff	Moskowitz (FL-23)	Serves on relevant Committee
John Mark	Kolb	Deputy Chief of Staff	Salazar	Serves on relevant Committee
Will	Stiers	Legislative Assistant	Mike Rogers	Serves on relevant Committee
Kelvin	Lum	Legislative Director	Ami Bera	serves on relevant Committee
Amanda	Kain	Chief of Staff	Joyce (OH-14)	serves on relevant Committee
Stephen	Siao	Chief of Staff	Green (TN-07)	serves on relevant Committee
Hunt	VanderToll	Legislative Director	Barr (KY-06)	serves on relevant Committee
Hector	Arguello	Senior Legislative Assistant	Waltz (FL-06)	serves on relevant Committee
Molly	Joseph	Legislative Director	Wagner (MO-02)	serves on relevant Committee
Hans	Hellmann	Legislative Correspondent	Andy Barr (KY)	Serves on relevant Committee
Matt	Hutson	Chief of Staff	Harris (MD-01)	serves on relevant Committee
Eric	Lee	Professional Staff	HFAC - Indo-Pacific	serves on relevant Committee
Lindsay	Linhares	Legislative Director	Letlow (LA-05)	Serves on relevant Committee
Nathan	Barker	Legislative Director	McCormick (GA-06)	serves on relevant Committee
Travis	Trejo	Legislative Director	Harris (MD-01)	serves on relevant Committee
Patrick	Mocete	Chief of Staff	Kim (CA-40)	serves on relevant Committee
Mary	Rosado	Chief of Staff	Barr (KY-06)	serves on relevant Committee
Micah	Ketchell	Chief of Staff	Waltz (FL-06)	serves on relevant Committee
Connor	White	Chief of Staff	Davidson (OH-08)	serves on relevant Committee
Maddie	Mitchell	Legislative Director	Kiggans (VA-02)	demonstrated interest in global health issues
Addy	Allegretti	Legislative Director	Davidson (OH-08)	serves on relevant Committee
Amelia	Litynski	Policy Advisor	Emmer	demonstrated interest in global health issues
James	Langenderfer	Chief of Staff	Brian Mast (FL)	serves on relevant Committee
Caitlin	Johnson	Legislative Assistant	Kiggans (VA-02)	demonstrated interest in global health issues
Joshua	Grogis	Chief of Staff	Tom Cole	serves on relevant Committee
Chris	MacArthur	Legislative Director	Newhouse (WA-04)	serves on relevant Committee
Emma	Youngquist	Chief of staff	Phillips (MN-3)	serves on relevant Committee
Laura	Bell	Legislative Director	Wild (PA-7)	serves on relevant Committee
Brandon	Mendoza	Legislative Director	Jacobs (CA-51)	serves on relevant Committee

First Name	Last Name	Title	Office	Reason for Invitation
Emma	Bruce	Staff Director, HFAC-Indo Pacific		serves on relevant Committee
Elya	Taichman	Legislative Director	Trahan (MA-3)	chair of Cambodia Caucus
Latreshia	Hamilton	Deputy chief of staff	Jonathan Jackson (IL-01)	serves on relevant Committee
Whitley	O'Neal	Legislative Director	Colin Allred (TX-32)	serves on relevant Committee
Daniel	Marrow	Legislative Director	Kathy Manning	serves on relevant Committee
Kara	Verma	Senior Legislative Assistant	Harder (CA-09)	serves on relevant Committee
Tyler	Fagan	Senior Policy Advisor	Mike Johnson (LA-04)	demonstrated interest in global health issues
Hailey	Borden	Director of Coalitions	Emmer	demonstrated interest in global health issues
Rachael	Goldenberg	Chief of Staff	Harder (CA-09)	serves on relevant Committee
Jackson	Gross	Chief of Staff	James (MI-10)	serves on relevant Committee
Patrick	Mocete	Chief of Staff	Kim (CA-40)	serves on relevant Committee
Alex	Cisneros	Legislative Director	Kim (CA-40)	serves on relevant Committee
Alec	Daman	Legislative Assistant	Bill Huizenga	serves on relevant Committee
Sophia	Schilling	Legislative Assistant	McCollum (MN-4)	serves on relevant Committee





Addendum B – World Vision/CARE Cambodia Trip

Qs. 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:

The trip will focus on global health, specifically maternal and child health, which is a key area of focus for World Vision in Cambodia and globally. World Vision's role in the trip is coordinating invitations to staff, completion of Ethics forms, trip registration and bookings (flight/hotels), and jointly developing the itinerary with CARE.

The trip will focus on global health, which is a core focus for CARE, both in Cambodia and internationally. CARE's role in the trip is jointly developing the itinerary, planning site visits with partner organizations, providing support staff for the trip, and coordinating in-country logistics.

The Bill and Melinda Gates Foundation supports global health programs globally and has had a long-term focus on improving access to health services for women and children. While the foundation has provided general financial support for the trip through grants to World Vision and CARE, they have no role in trip planning, recruitment, or execution.

CARE and World Vision
Congressional Learning Tour to Cambodia
August 10-17, 2024

Saturday, August 10

Travel

Day

6:20 AM Depart Dulles Airport on Korean Air Flight 3884. Transit through Minneapolis and Seoul, arriving in Phnom Penh on Flight 689 at 10:10 p.m.

Sunday, August 11

Travel

Day

10:10 PM-11:00 PM Arrive in Phnom Penh. Transit to Plantation Hotel and check in.

Overnight Phnom Penh at Plantation Hotel

Monday, August 12

Phnom Penh-Siem Reap

7:00 AM-8:30 AM **Welcome Breakfast and Trip Overview** led by World Vision and CARE US staff to meet the delegation, go over trip agenda, discuss best practices, and have medical and security briefings

Location: Plantation Hotel

Attendees: Delegation, CARE and World Vision US staff

9:00 AM-10:15 AM **Tour of Tuol Sleng Genocide Museum in Phnom Penh** to understand the historical context of Cambodia's health system and the need to completely rebuild it after the Khmer Rouge. Tour will be led by museum staff.
Attendees: Delegation, CARE and World Vision staff, tour guide from Genocide Museum

10:30 AM-12:00 PM **US Mission in Cambodia Country Team Briefing** to understand US Government (USG) priorities in Cambodia. The conversation will be led by US Agency for International Development (USAID) Mission Director Kerry Pelzman and include other USAID staff focused on global health and gender issues.
Location: U.S. Embassy
Attendees: Delegation, CARE and World Vision staff, representatives from US Embassy in Cambodia

12:00 PM-12:45 PM Transfer from US Mission briefing to Phnom Penh International Airport

12:45 PM-1:45 PM Lunch at Phnom Penh airport

1:45 PM-2:35 PM Charter flight from Phnom Penh to Siem Reap

3:30 PM-5:30 PM **World Vision Baby Friendly Health Center and ISAF Site** to learn about community health workers and community-led accountability framework for health systems. The delegation will better understand the role health workers play in positive health outcomes for mothers and their children.
Attendees: Congressional delegation, CARE and World Vision US staff, World Vision Cambodia staff

5:30 PM-6:30 PM Transit to Templantation Hotel and check in

7:00 PM-8:00 PM Debrief dinner led by CARE and World Vision US staff to discuss the impressions from the day, answer questions, and discuss the next day's itinerary.
Attendees: Delegation, CARE and World Vision US staff

Overnight Siem Reap at Templantation Hotel

Tuesday, August 13
Thom

Siem Reap, Preah Vihear, Kampong

5:00 AM-7:30 AM **Tour of UNESCO World Heritage Site: Angkor Wat** to learn about Cambodian history and understand the role of the United Nations in facilitating multilateral cooperation around cultural conservation. Tour will be led by guide from Angkor Wat.
Attendees: Delegation, CARE and World Vision staff, tour guide from Angkor Wat

8:00 AM-10:45 AM Transit from Siem Reap to Kampong Thom

10:45 AM-12:00 PM **RTI Integrated Early Childhood Development (IECD) Programs Sites and Village Health Support Group** to understand USAID's approach to child development, including malnutrition, in Cambodia as well as approaches to improve global health outcomes through community support groups.
Attendees: Delegation, CARE and World Vision staff, RTI local staff

12:00 PM-1:00 PM Lunch at Suon Sor Torng Restaurant

1:00 PM-2:00 PM Transit to site visits

2:00 PM-3:15 PM **RTI Integrated Early Childhood Development (IECD) Programs Sites** with a focus on the efforts of Village Health Savings Group caregivers in conducting child screenings and nurturing care groups to improve the health and nutrition of children under 5.
Attendees: Delegation, CARE and World Vision staff, RTI local staff

- 3:15 PM-5:00 PM Transit to Sambor Village
- 5:00 PM-6:30 PM **Scene-Setter Dinner Briefing** to understand developmental priorities in Cambodia. Delegates will hear from leaders of non-governmental organizations working in Cambodia to hear about their work as well as challenges and opportunities in responding to health needs in Cambodia. Discussion will be led by CARE and World Vision US with the following speakers: Sovattha Neou, CARE Cambodia Country Director; Janes Ginting Sundari, World Vision Cambodia; Lisa Dolan-Branton, FHI 360 Chief of Party – Enhancing Quality of Healthcare Activity (EQHA)
Attendees: Delegation, CARE and World Vision staff

Overnight: Kampong Thom at Sambor Village

Wednesday August, 14

Kampong Cham-Phnom Penh

- 7:45 AM-8:30 AM Transit to site visit in Kampong Cham
- 8:30 AM-9:30 AM **Population Services International (PSI) Non-Communicable Diseases Community Screening in Kampong Cham** to learn about non communicable disease (NCD) prevention in Cambodia and approaches to improving community screening for NCDs such as cancer and diabetes.
Attendees: Delegation, CARE and World Vision staff, PSI local staff
- 9:30 AM-11:00 AM Transit to site visit in Cheung Prey
- 11:00 AM-12:30 PM **PSI Family Planning Community Outreach - Men and Couples Session** to witness USAID-funded family planning programming focused on improving joint decision-making between couples.
Attendees: Delegation, CARE and World Vision staff, PSI local staff
- 12:30 PM-1:50 PM Transit to and eat lunch
- 2:00 PM-4:00 PM **FHI 360 capacity building/simulation room at the Kampong Cham Regional Training Center** to learn about USAID investments in capacity building for healthcare workers in Cambodia
Attendees: Delegation, CARE and World Vision staff, FHI 360 local staff
- 4:00 PM-6:00 PM Transit to One More Restaurant
- 6:00 PM-7:30 PM **Debrief dinner at One More Restaurant** dinner led by CARE and World Vision US staff to discuss the impressions from the day, answer questions, and discuss the next day's itinerary.
Attendees: Delegation, CARE and World Vision US staff

Overnight: Phnom Penh at Plantation Hotel

Thursday August 15

Phnom Penh

- 6:00 AM-7:00 AM Transit to site visit in Kandal Province
- 7:00 AM-9:00 AM **CARE Sewing for a Brighter Future Program at Naga Peace Factory**
to learn about the role of on-site health centers in ensuring the health of factory workers
Attendees: Delegation, CARE and World Vision staff, Naga Peace Factory staff
- 9:00 AM-10:00 AM Transit to site visit in Phnom Penh
- 10:00 AM-11:00 PM **FHI 360 One Stop Service Center for Gender-Based Violence (GBV) at the Phnom Penh Municipal Referral Hospital** to learn how USAID is supporting the Cambodian government in integrating GBV programming into their other health services
Attendees: Delegation, CARE and World Vision staff, FHI 360 local staff, Phnom Penh Regional Referral Hospital staff
- 11:00 AM-11:30 AM Transit to lunch briefing
- 11:30AM-1:00 PM **Lunch Briefing on the HIV/AIDS in Cambodia** to learn about how the HIV/AIDS epidemic has been successfully controlled in Cambodia and continued efforts to prevent and treat HIV/AIDS. Discussion will include presentations from the Centers for Disease Control, Chouk Sar Clinic, and staff from the KHANA project.
Attendees: Delegation, CARE and World Vision staff, KHANA staff, USAID staff, Chouk Sar Clinic staff, Centers for Disease Control staff
- 2:00 PM-4:30 PM **KHANA Stop Tuberculosis (TB) Site** to learn about how HIV/AIDS programming is adapting to combat TB and the US government's efforts to reduce deaths from TB
Attendees: Delegation, CARE and World Vision staff, KHANA local staff
- 6:30 PM-8:30 PM **Evening Networking Reception with US Embassy and Implementing Partners at the Hyatt Regency, Phnom Pehn** The reception will allow the delegation to interact with the U.S. Charge d 'Affairs and Mission Director and hear brief comments on the US/Cambodia relationship. In addition, staff will be able to meet and interact with other US partners and to learn about their work in Cambodia.

Overnight: Phnom Penh at Plantation Hotel

Friday August, 16

Travel Day

- 9:30 AM-10:00 AM Transit to Cambodian government meeting

- 10:00 AM-12:00 PM **Meeting with Cambodian Government Representatives from National AIDS Authority (NAA) and National Center for HIV/AIDS, Dermatology and STDs (NCHADS).** Speakers include Director of NCHADS Dr. Ouk Vichea and Senior Minister Ieng Mouly, Chair of the National AIDS Authority. This meeting will allow the delegation to hear from Cambodian government officials on their priorities for health in Cambodia, particularly maternal and child health. Staffers will better understand Cambodian health strategies, priorities, and financing, as well as how the Cambodian government views the support they receive from the US.
- 12:00 PM-2:00 PM **Closing Lunch Debrief** led by World Vision and CARE US teams to provide a trip wrap up, discuss overall learnings from trip, and get delegate feedback on site visits.
Attendees: Delegation, CARE and World Vision staff
Location: Kravanh Restaurant
- 2:30 PM-4:30 PM **Tour of the Killing Fields** to continue growing the delegation's understanding of the Cambodian genocide and development journey after the civil war. Tour led by tour guide.
Attendees: Delegation, CARE and World Vision staff
- 5:00 PM-6:30 PM Dinner
- 7:00 PM-9:00 PM Pack, rest, and executive hours
- 9:00 PM-10:00 PM Transfer from hotel to Phnom Penh International Airport
- 11:40 PM Depart from Phnom Penh to US on Korean Air Flight 690. Transit through Seoul to Dulles Airport on Korean Air Flight 093.

Saturday, August 16

Travel Day

- 11:15 AM Arrival at Dulles Airport

World Vision/CARE Addendum C – Charter Flight

The trip will include a short, one-way flight via charter from Phnom Pehn to Seim Reap Monday, August 12. During a preparatory trip, commercial flights were consistently cancelled and rebooking options were limited as flights are infrequent and most require layovers, adding significant time to the journey. To avoid any risk to the program and transit delays, a charter gives certainty that we will be able to complete the program as planned.

Car or bus between the two cities would take approximately 5 hours, significantly reduces the hours to meet the required programming time of 6 hours. We will be driving back from Siem Reap to Phnom Pehn with programming included along the route, eliminating the loss of programming time due to transit time.

Charter option: Flight from Phnom Pehn International Airport to Siem Reap International Airport. Estimated 60 minutes flight time. Departure time of 1:45. Estimated cost per person: \$500.

Alternate options:

There are only two direct commercial options between Phnom Pehn and Siem Reap, one that is at 7:45 am and another at 10:25 am. All other flights have layovers. The most viable alternatives for the trip are:

Angkor Air K6107 commercial flight non-stop from Phnom Pehn to Siem Reap, leaving at 10:25 am and arriving at 11:40 am. According to data on the website airportia.com, on average, 30% of all K6107 flights are delayed. The average delay is 24 minutes. Cost - \$134.

Vietnam Airlines commercial flight from Phnom Pehn to Siem Reap with a layover in Saigon, leaving at 2:10 pm and arriving at 5:30 pm. This is not a good option as the layover takes significant time away from the program and ability to see programming. Cost - \$303.

Due to the limited time available on the trip and the lack of reliable non-stop flight options, we believe a charter flight is essential for the trip and to ensure compliance with required educational programming hours on August 12th.

June 15, 2024

Mary Vigil
House Foreign Affairs Committee

Dear Mary,

CARE and World Vision are pleased to invite you on a bipartisan Staff Learning Trip to Cambodia, where you will have the opportunity to **see firsthand how U.S. investments are working to address Cambodia's key development challenges and to improve the health of vulnerable populations**. The trip will take place from **August 10th – 17th** (including travel days) and will include meetings with the USAID and U.S. Embassy missions, representatives from the Cambodian Government, program implementers and beneficiaries.

We hope this trip serves as a valuable resource for your office as you explore the U.S. Government's involvement in international development and global health, particularly in Cambodia. During the trip, you will visit CARE, World Vision and other partner programs **centered on maternal and child health**. You will have the chance to engage with frontline health workers and observe innovative development initiatives that are transforming the lives of hundreds of thousands of Cambodians. Also, you will meet with government officials at local and national levels to discuss the implementation of these initiatives.

Cambodia has a growing and increasingly diversified economy with a population of over 17 million in Southeast Asia. The country has a youthful and motivated workforce, keen to play a role in Cambodia's ongoing development. As a significant partner in Southeast Asia's regional initiatives, Cambodia has been a notable recipient of U.S. foreign assistance. USAID has collaborated with the Cambodian government, private sector, and civil society for over two decades to foster growth and development in various sectors.

We hope that you will be able to participate in this educational and exciting trip! Please feel free to reach out if you have any questions. Happy to jump on a call to discuss our potential itinerary in more detail.

Sincerely,

CARE and World Vision