

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: _____
2. a. Name of Accompanying Relative: _____ **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: _____ Return: _____
b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: _____ Destination: _____ Return City: _____
5. Sponsor(s), Who Paid for the Trip: _____
6. Describe Meetings and Events Attended: _____

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: _____

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: _____ Date: _____

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: _____

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: John Sullivan 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

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: _____

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): _____

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

6. Date of Departure: _____ Date of Return: _____

7. a. City of departure: _____

b. Destination(s): _____

c. City of return: _____

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:

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): _____

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: _____ City: _____ Cost Per Night: _____

Reason(s) for Selecting: _____

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 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			
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		

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: John Sullivan Date: _____
 Name: _____ Title: _____
 Organization: _____
 Address: _____
 Email: _____ Telephone: _____

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



**PARTNERSHIP FOR
A SECURE AMERICA**

Each participant is invited due to their role supporting Members' of Congress duties pertaining to issues that affect national security and foreign policy.		
Name	Office	Title
Joe Russo	House Committee on Appropriations	Director of Coalitions
Luke Nickless	House Committee on the Budget	Professional Staff Member
Sophia Schilling	Rep. Betty McCollum	Senior Legislative Assistant
Emily Caracciolo	Rep. Daniel Webster	Communications Assistant/Legislative Aide
Mary Morgan	Rep. Gary Palmer	Executive Assistant/Foreign Policy Advisor
Emerald Garrett	Rep. James E. Clyburn	Senior Legislative Assistant
Emilio Contreras	Rep. Jennifer Wexton	Legislative Assistant
Dan Lemire	Rep. Joe Morelle	Legislative Assistant
Amber Nejjari	Rep. John Rutherford	Legislative Assistant
Haley Stuckey	Rep. Michael Burgess	Legislative Assistant
Angelle Kwemo	Rep. Sheila Cherfilus-McCormick	Deputy Chief of Staff
Sheyla Marimon	Rep. Steven Horsford	Legislative Director
John Castillo	Rep. Tom Kean Jr.	Senior Legislative Assistant

July 10th, 2024

Dear Angelle Kwemo,

As a participant in Partnership for a Secure America's (PSA) Congressional Partnership Program (CPP), you are invited to attend the CPP Conference. The event is scheduled for Saturday-Sunday, September 7-8, 2024. The retreat will take place at the Airlie Hotel & Conference Center, located at 6809 Airlie Rd, Warrenton, VA 20187.

PSA will arrange for bus transportation to and from Airlie. The pickup and drop-off location will be Columbus Circle, Union Station. The expected pickup time will be 1:30 PM. PSA will confirm all the details closer to the event date. The planned event schedule is attached.

We are attaching documents that are required to be submitted to the Ethics Committee. **Please ensure all the appropriate documents are completed and submitted to the Ethics Committee by Thursday, August 8th, 2024.** This is critical in order to attend the event.

Please notify us if you have any questions or concerns.

PSA Staff
cpp@psaonline.org
202-293-8580



**PARTNERSHIP FOR
A SECURE AMERICA**

Each participant is invited due to their role supporting Members' of Congress duties pertaining to issues that affect national security and foreign policy.		
Name	Office	Title
Joe Russo	House Committee on Appropriations	Director of Coalitions
Luke Nickless	House Committee on the Budget	Professional Staff Member
Sophia Schilling	Rep. Betty McCollum	Senior Legislative Assistant
Emmanuel "Manny" Burton	Rep. Chris Deluzio	Legislative Aide
Emily Caracciolo	Rep. Daniel Webster	Communications Assistant/Legislative Aide
Mary Morgan	Rep. Gary Palmer	Executive Assistant/Foreign Policy Advisor
Emerald Garrett	Rep. James E. Clyburn	Senior Legislative Assistant
Emilio Contreras	Rep. Jennifer Wexton	Legislative Assistant
Dan Lemire	Rep. Joe Morelle	Legislative Assistant
Amber Nejjari	Rep. John Rutherford	Legislative Assistant
Larry Cohen	Rep. Juan Vargas	Chief of Staff
Haley Stuckey	Rep. Michael Burgess	Legislative Assistant
Angelle Kwemo	Rep. Sheila Cherfilus-McCormick	Deputy Chief of Staff
Sheyla Marimon	Rep. Steven Horsford	Legislative Director
John Castillo	Rep. Tom Kean Jr.	Senior Legislative Assistant
Andrew Bohn	Rep. Zach Nunn	Legislative Assistant



Congressional Partnership Program Conference

Saturday, September 7th
1:30 PM-Departure from Union Station, Washington D.C.
2:30 PM - Arrive at Airlie Hotel & Conference Center
<p>2:30 PM-3:00 PM-Opening Remarks & Event Review</p> <p>Attendees will review their substantive materials for the retreat. John Sullivan, Executive Director of Partnership for a Secure America (PSA), will outline the retreat agenda and provide logistical information for the day (i.e., location of restrooms, where to store any bags, etc.).</p>
<p>3:00 PM-4:30PM-Trade Simulation</p> <p>Facilitated by PSA Staff. Participants will take part in a mock trade simulation that will take place over the two days. The exercise is based on fictional countries negotiating a trade agreement. Participants will do part one of the negotiation during this session and part two will take place the following day.</p>
<p>4:30-5:30 PM – Room Check-in</p> <p>Attendees will check into their rooms</p>
<p>5:30-6:15 PM - Pre-Dinner Reception</p> <p>Attendees will break for a reception in the Federal Room. Participants will have an opportunity to informally engage their colleagues, PSA staff, and speakers.</p>
<p>6:15 PM-8:30PM-Keynote Dinner</p> <p>Featuring: Elliot Ackerman, Author of Halcyon, Waiting for Eden, 2034, and many more novels. He will speak on current U.S. foreign policy and its implications for global stability and American interests.</p>
8:30 PM-9:00PM-After-Dinner Reception

Sunday, September 8thth	
8:00AM-9:30AM-Breakfast	
<i>Participants will be split up into groups.</i>	
9:30 AM-11:45 PM Group A - Trade Simulation Facilitated by PSA Staff. Participants will do part two of a mock trade simulation.	9:30-10:30 AM Group B – Unconventional Weapons and Emerging Tech in Terrorism Featuring: Dr. Steven Sin, Director of the Unconventional Weapons and Technology Division at START. Dr. Sin will focus on unconventional weapons and emerging technology in terrorism.
	10:30-10:45 AM – Break Attendees will have a short intermission between speaker discussions
	10:45 -11:45 AM Group B – AI Implications for National Security Featuring: Dr. Aalok Mehta, Responsible AI Policy Lead at Google. He will focus on the national security implications posed by AI technology.
11:45 AM-1:00 PM Group A & B – Lunch Attendees will break for lunch. Participants will have an opportunity to informally engage their colleagues, PSA staff, and speakers.	
1:00-2:00 PM Group A - Unconventional Weapons and Emerging Tech in Terrorism Featuring: Dr. Steven Sin, Director of the Unconventional Weapons and Technology Division at START. Dr. Sin will focus on unconventional weapons and emerging technology in terrorism.	1:00 - 3:15 PM Group B – Trade Simulation Facilitated by PSA Staff. Participants will do part two of a mock trade simulation.
2:00-2:15 PM – Break Attendees will have a short intermission between speaker discussions	
2:15-3:15 PM Group A – AI Implications for National Security Featuring: Dr. Aalok Mehta, Responsible AI Policy Lead at Google. He will focus on the national security implications posed by AI technology.	
3:15 PM Retreat Debrief & Event Ends Participants will briefly meet with PSA to review the retreat’s events before departure.	
3:40 PM Departure Departure from Airlie. Buses will return to Union Station, Washington DC, for drop off.	



COMMITTEE ON ETHICS

ADDITIONAL TRIP SPONSOR FORM

This form should be completed by an organization that provides funds, services, or in-kind assistance to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. **Provide a copy of your completed form to the primary sponsor of the trip.**

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. Name of Primary Trip Sponsor for this trip: Partnership for a Secure America
2. Name of your organization: Carnegie Corporation of New York
3. Yes No Is your organization designated a § 501(c)(3) charitable organization by the Internal Revenue Service?
4. Yes No Does your organization receive funding from any foreign government or multinational organization?
5. **Check one.** I certify that my organization:
 - a. Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. **OR**
 - b. Has had a direct role in the organizing, planning, or conducting of a trip to
Destination: _____ on Date: _____
that is being organized or arranged by the above-named Primary Trip Sponsor. **OR**
 - c. Has provided in-kind support to the above-named Primary Trip Sponsor (e.g., meeting planning assistance, meeting space and set-up, and paying for expenses related to this trip directly to the service provider).
6. **Check only one:**
 - a. My organization does not employ or retain a registered federal lobbyist or foreign agent **OR**
 - b. My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
7. **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;
 - c. I am an officer of this organization and am duly authorized to sign this form; and
 - d. The information on this form is true, complete, and correct to the best of my knowledge.

Signature:  Date: 7/22/2024

Name: Nicole Howe Buggs Title: CAO&CorporateSecretary

Organization: Carnegie Corporation of New York

Address: 437 Madison Ave, NYC, NY 10022

Telephone: (212) 207-6231 Email: nb@carnegie.org

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