

COMMITTEE ON ETHICS

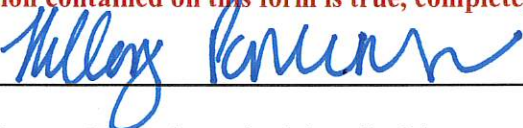
EMPLOYEE POST-TRAVEL DISCLOSURE FORM Original Amendment

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: Hillary Parkinson
2. a. Name of Accompanying Relative: _____ **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: October 2 2024 Return: October 4 2024
b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Washington DC Destination: Charlottesville VA Return City: Washington DC
5. Sponsor(s), Who Paid for the Trip: FMC
6. Describe Meetings and Events Attended: Attended panels on the current state of politics in Japan - discussed the recent election to prime minister.
Dicsussed trade relations between the US & Asia, networked with CRS staffers and fellow chiefs.
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: 10/17/2024

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: Keith Self Date: 10/17/2024

Signature of Supervising Member: 

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

September 18, 2024

Ms. Hillary Parkinson
Office of the Honorable Keith Self
1113 Longworth House Office Building
Washington, DC 20515

Dear Ms. Parkinson:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Charlottesville, Virginia, scheduled for October 2 to 4, 2024, sponsored by Former Members of Congress and Sasakawa Peace Foundation USA.

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.

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

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: Former Members of Congress (FMC)

2. Travel Destination(s): Charlottesville, Virginia

3. Date of Departure: October 2, 2024 Date of Return: October 4, 2024

4. Name(s) of Traveler(s): Hillary Parkinson

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	\$189.45	\$272	\$240.28	\$194.06 (parking fee, meeting room rental, meeting materials, hotel fees)
Accompanying Family Member	N/A	N/A	N/A	N/A

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: Sabine Schleidt Date: 10/17/2024

Name: Sabine Schleidt Title: Chief Operating Officer

Organization: Former Members of Congress

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

Address: 1401 K St NW Washington, D.C. 20850

Telephone: (202) 222-0972 Email: sschleidt@usafmc.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

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:

Former Members of Congress (FMC)

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: Sasakawa Peace Foundation USA

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

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

6. Date of Departure: October 2 2024 Date of Return: October 4 2024

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

b. Destination(s): Charlottesville, Virginia

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:

See addendum

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): \$220 (Good faith estimate)

2) Provide the reason for selecting the location of the event or trip: See addendum

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

Hotel Name: Kimpton The Forum City: Charlottesville Cost Per Night: \$133

Reason(s) for Selecting: Proximity to experts at area universities, availability of meeting rooms, local attractions

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 Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$100	\$266	\$220
For each Accompanying Family Member	N/A	N/A	N/A

	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	\$75	Room rental and setup, AV costs, meeting materials
For each Accompanying Family Member	N/A	N/A

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: Sabine Schleidt Date: 8/27/2024
 Name: Sabine Schleidt Title: Chief Operating Officer
 Organization: Former Members of Congress (FMC)
 Address: 1401 K St NW Ste 901
 Email: sschleidt@usafmc.org Telephone: 2022220972

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

4. This program is intended for senior Congressional Staff at offices of current Members of the United States Congress; FMC invited Chiefs of Staff who have participated in Congressional travel to the region and/or previously expressed interest in Indo-Pacific Issues and – in particular, security, energy, trade, and social issues – and serve on committees relevant to the program's issue areas. Please find enclosed a list of all invitees.

12. The Congressional Study Groups are among the largest and most active parliamentary exchange programs between the U.S. Congress and our allies abroad. The Study Groups on Japan and Korea, respectively, foster mutual understanding through regular roundtables in Washington, DC throughout the year in addition to trips such as Chief of Staff Study Tours to Japan, and domestic travel programs such as this Asia Retreat. They offer senior congressional staff a unique educational forum to better understand the complex issues facing allies in the Indo-Pacific from the standpoint of security, energy policy, bilateral and multilateral trade agreements, immigration, and demographic change.

FMC's Congressional Study Group on Japan is responsible for organizing the program, arranging meetings, and inviting expert speakers to the study tour. FMC is solely responsible for all invitations to and communications with program participants, as well as the budget for the 2024 Asia Seminar.

Sasakawa Peace Foundation USA awards grant monies to fund the year-round programming of The Congressional Study Group on Japan as a part of their mission of promoting understanding between the U.S. and Japan. Experts from Sasakawa USA will participate in select roundtables as panelists.

15. b. 2) Charlottesville was selected to play host to the 2024 Asia Seminar Retreat for its convenient location, proximity to locally-based experts on the Indo-Pacific at institutions such as the University of Virginia, as well as landmarks and attractions which encourage Congressional staff to participate in the program.

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: Former Members of Congress (FMC)
2. Name of your organization: Sasakawa Peace Foundation USA
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: 8/26/24

Name: Satoshihiro Akimoto Title: President & Chairman

Organization: Sasakawa Peace Foundation USA

Address: 1819 L Street NW, Suite 300, Washington, DC 20036

Telephone: (202) 296-6694 Email: akimoto@spfusa.org

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

Additional Sponsor Form Addendum: Sasakawa Peace Foundation USA

4. Sasakawa Peace Foundation USA only receives a grant from the Embassy of Japan to fund the Japan-U.S. Military Program (JUMP). That is the only funding Sasakawa Peace Foundation USA receives from a foreign government, and it is only for this JUMP program. No Embassy of Japan funding is ever put towards the grant for the U.S. Association of the Former Members of Congress.



THE CONGRESSIONAL STUDY GROUP ON JAPAN

A PROGRAM OF FMC

1401 K STREET NW, SUITE 901 WASHINGTON, DC 20005
202.222.0972 | www.usafmc.org/csg

2024 Chief of Staff Retreat Agenda

Wednesday, October 2nd - Friday, October 5th, 2024 | Charlottesville, Virginia
Last Update: 8/26/2024 12:54 PM | Meeting partners subject to change

Charlottesville Hotel:

Kimpton The Forum Hotel
540 Massie Rd, Charlottesville, VA 22903

Wednesday, October 2nd

[TRAVEL DAY]

- Afternoon Departure from Washington, D.C.
- Afternoon/Evening Participants Arrive, Check in to Hotel
- 5:30 PM – 6:30 PM Welcome Reception
- 7:00 PM – 9:00 PM **Welcome Dinner - Indo-Pacific Update**
An overarching introduction to the key issues and players in the Indo-Pacific, providing insight into the importance of the region ahead of the deep-dive that will follow on subsequent days. Featuring **Dr. Satohiro Akimoto**, Sasakawa Peace Foundation USA, and more.



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Thursday, October 3rd

Morning **Breakfast at Hotel**

9:00 AM – 10:15 AM **Securing the Indo-Pacific**

Roundtable discussion examining the complex security situation in the Indo-Pacific, encompassing traditional military threats and emerging cyber challenges. With several potential flashpoints and unpredictable actors, the U.S. and allies have taken steps to formalize cooperative measures, reform command structures, and integrate supply chains to enhance collective security. Featuring **James Schoff**, Sasakawa Peace Foundation USA, **Gregory Poling**, CSIS, and more.

10:45 AM – 12:00 PM **U.S.-Japan Bilateral Relationship**

Roundtable discussion on the U.S. and Japan's partnership, identifying unique opportunities for cooperation on security, economy, space and energy. Further, a conversation on Japan's domestic political situation following the LDP leadership election and expectations for the alliance with a new U.S. administration next year. Featuring **Professor Leonard Schoppa**, University of Virginia, **Dr. William Chou**, Hudson Institute, and **Emma Chanlett-Avery**, Asia Society Policy Institute.

12:30 PM – 2:00 PM **Lunch Roundtable – Trade and Economy**

Roundtable discussion over lunch on trade and investment conditions in the region, multilateral agreements and frameworks like CPTPP and IPEF, and Asia's role in the global economy. Featuring **Shihoko Goto**, Wilson Center, and **Walter Lohman**, Foreign Policy Advisor, Office of Senator Dan Sullivan (R-AK).



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2:30 PM – 3:30 PM **A New Era of Trilateral Cooperation – U.S.-Japan-ROK**
Roundtable discussion on the U.S.-Japan-South Korea trilateral relationship, including its role in the region, mutual interests, and the circumstances that have led to the current unprecedented levels of cooperation, as well as prospects for its endurance into the future. Featuring **Dr. William Chou**, Hudson Institute, **Keome Rowe**, U.S. Department of State, and **Dr. Darcie Draudt-Véjares**, Carnegie Endowment for International Peace.

Executive Time

7:00 PM – 9:00 PM **Dinner Roundtable – Breakout Conversations**
FMC staff-guided dinner discussion at local Charlottesville restaurant debriefing what's been learned, integrating the day's themes, and looking ahead to Friday's topics.

TBD



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Friday, October 4th

Morning

Breakfast at Hotel

9:00 AM – 10:15 AM **China's View of the Future**

Roundtable discussion on China's decision making with respect to the South China Sea and Taiwan, and how the CCP plans to maintain regime stability through economic growth and management of demographic challenges in order to maintain their broader ambitions. Featuring **Walter Lohman**, Foreign Policy Advisor, Office of Senator Dan Sullivan (R-AK), and **Andrew Mertha**, SAIS, Johns Hopkins University, and more.

10:30 AM – 11:45 AM **Balancing Powers –Southeast Asia and ASEAN**

Panel discussion exploring Southeast Asia's strategic balancing act between US and Chinese geopolitical interests, including economic dependencies, security concerns, and the impact on regional stability and sovereignty. Featuring **H.E. Lui Tuck Tew**, Ambassador of Singapore to the U.S. and **H.E. Jose Manuel Romualdez**, Ambassador of the Philippines to the U.S.

Check out of Hotel

12:30 PM – 2:00 PM **Closing Lunch: Breakout Conversations**

FMC staff-guided debriefing lunch discussion synthesizing lessons learned from the program and identifying areas in which Congress can best act on the issues going forward.

TBD

2:30 PM

Departure from Charlottesville, VA for Washington, D.C.

Afternoon

Return to Washington, D.C.



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A PROGRAM OF FMC

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202.222.0972 | www.usafmc.org/csg

2024 Chief of Staff Asia Seminar October 2 - 4 | Charlottesville, Virginia List of Invitees

U.S. House of Representatives

1. Bradley Bottoms, Chief of Staff, Office of Rep. John Garamendi (D-CA)
2. Lorissa Bounds, Chief of Staff, Office of Rep. Jay Obernolte (R-CA)
3. Mark Dreiling, Chief of Staff, Office of Rep. Don Bacon (R-NE)
4. Robert Edmonson, Chief of Staff, Office of Rep. Robert Garcia (D-CA)
5. Jaryn Emhof, Chief of Staff, Office of Rep. Daniel Webster (R-FL)
6. Jamie Fleet, Democratic Staff Director, House Administration Committee & Senior Adviser, House Minority Leader Hakeem Jefferies (D-NY)
7. Megan Bel Miller, Chief of Staff & Senior Advisor, House Majority Leader Steve Scalise (R-LA)
8. Hillary Parkinson, Chief of Staff, Office of Rep. Keith Self (R-TX)
9. Mitchell Rivard, Chief of Staff, Office of Rep. Dan Kildee (D-MI)
10. Mary Rosado, Chief of Staff, Office of Rep. Andy Barr (R-KY)
11. Amy Soenksen, Chief of Staff, Office of Rep. Morgan McGarvey (D-KY)
12. Rebekah Solem, Chief of Staff, Office of Rep. Sydney Kamlager-Dove (D-CA)

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.

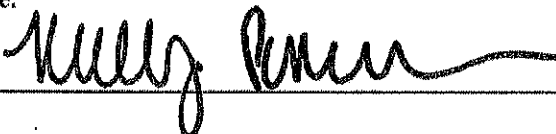
This form and any attachments may be submitted at 1015 Longworth House Office Building or travel.requests@mail.house.gov.

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: Hillary Parkinson

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. Keith Self

Office Address: 1113 Longworth HOB

Telephone Number: 202-225-4201

Email Address of Contact Person: hillary.parkinson@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: hillary.parkinson@mail.house.gov
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Former Members of Congress (FMC)
3. City and State OR Foreign Country of Travel: Charlottesville, VA
4. a. Date of Departure: 10/2/2024 Date of Return: 10/4/2024
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 Chief of Staff for Rep. Self much of our work involves his service on the House Foreign Affairs Committee. This trip will afford me the opportunity to learn more about Indo-Pacific issues and network with Chiefs from both sides of the aisle - in hopes of collaboration in the future.

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: 8/27/24