

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: Cam Madsen
2. a. Name of Accompanying Relative: _____ **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: 9/28/2024 Return: 10/05/2024
b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Washington D.C. Destination: Krakow, Poland | Kiev, Lviv, Kharkiv Ukraine Return City: Washington D.C.
5. Sponsor(s), Who Paid for the Trip: Center for Strategic & International Studies and The Howard G. Buffett Foundation
6. Describe Meetings and Events Attended: _____
Meetings with government officials, journalists, US sponsored agencies, religious leaders, government watchdogs.
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: 10/18/2024

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: Rep. Michael McCaul Date: 10/18/2024

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: Center for Strategic & International Studies and The Howard G. Buffet Foundation
2. Travel Destination(s): Poland (Krakow and Rzeszów) and Ukraine (Kyiv, Poltava, and Lviv)
3. Date of Departure: 9/28/2024 Date of Return: 10/05/2024
4. Name(s) of Traveler(s): Anna McDonald, Edward Verrill, Mark Erste Jr., James Robertson, and Cam Madsen
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	\$8,100 (airfare) \$1,000 (train/bus)	\$857	\$317	\$1,600 (Security detail and close protection officer)
Accompanying Family Member	0	0	0	0

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: 10/08/2024

Name: Elizabeth Hoffman Title: Director

Organization: Center for Strategic & International Studies

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

Address: 1616 Rhode Island Ave NW

Telephone: (202) 644-5624 Email: EHoffman@csis.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

1. Name of Traveler: Cam Madsen
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Center for Strategic & International Studies; The Howard G. Buffett Foundation
3. City and State **OR** Foreign Country of Travel: Poland (Krakow and Rzeszow) and Ukraine (Lviv, Kyiv, and Kharkiv)
4. a. Date of Departure: September 28, 2024 Date of Return: October 5, 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.

I am the Legislative Director for Representative Michael McCaul, the Chairman of the Foreign Affairs Committee. This trip will help inform me on decisions and conditions in Ukraine as I advise the Chairman in my role on his staff and decisions he will need to make regarding US support of Ukraine.

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: Cameron Madsen Digitally signed by Cameron Madsen
Date: 2024.09.09 15:37 -04'00' Date: 09/09/2024

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:

Center for Strategic and International Studies

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 Howard G. Buffett 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 attached addendum

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

6. Date of Departure: September 28, 2024 Date of Return: October 5, 2024

7. a. City of departure: Washington DC or Member's District

b. Destination(s): Ukraine (Kyiv, Lviv, Kharkiv) + Poland (Krakow & Rzeszow)

c. City of return: Washington DC or Member's District

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 attached 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): \$ 125 / day

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

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

Hotel Name: Hotel Leopoldis City: Lviv, Ukraine Cost Per Night: \$140
Reason(s) for Selecting: central location

Hotel Name: Optima Collection City: Kharkiv, Ukraine Cost Per Night: \$152
Reason(s) for Selecting: central location and necessary security requirements

Hotel Name: InterContinental City: Kyiv, Ukraine Cost Per Night: \$243
Reason(s) for Selecting: central location and necessary security requirements

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	\$7,160 (airfare) \$1,600 (train & bus)	\$1,021	\$875
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	\$3,125	security detail and close protection officer
For each Accompanying Family Member		

19. **Check only one:**

- a. I certify that I am an officer of the organization listed below; **OR**
- b. *Not Applicable.* Trip sponsor is an individual or a U.S. institution of higher education.

20. **I certify by my signature that**

- a. **I read and understand the Committee's Travel Regulations;**
- b. **I am not a registered federal lobbyist or registered foreign agent; and**
- c. **The information on this form is true, complete, and correct to the best of my knowledge.**

Signature:  Date: August 28, 2024
 Name: Elizabeth Hoffman Title: Director, Congressional Affairs
 Organization: Center for Strategic and International Studies
 Address: 1616 Rhode Island Ave. NW Washington DC 20036
 Email: EHoffman@csis.org Telephone: 202-775-3186

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
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Keelie Broom
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1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
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September 13, 2024

Mr. Cameron Madsen
Office of the Honorable Michael T. McCaul
2300 Rayburn House Office Building
Washington, DC 20515

Dear Mr. Madsen:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Ukraine,¹ scheduled for September 28 to October 5, 2024, sponsored by Center for Strategic and International Studies and the Howard G. Buffett Foundation.

Committee travel regulations require that you submit your complete pre-trip approval request to the Committee at least 30 days before the commencement of the trip or it will not be granted. Despite your failure to do so in this instance, we are approving your current request. However, any future requests must adhere to the 30-day requirement or they will be denied.

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

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>.

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.

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

Sincerely,

A handwritten signature in blue ink that reads "Michael Guest". The signature is written in a cursive style with a large initial "M".

Michael Guest
Chairman

A handwritten signature in blue ink that reads "Susan Wild". The signature is written in a cursive style with a large initial "S".

Susan Wild
Ranking Member

MG/SW:eme

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: Center for Strategic and International Studies
2. Name of your organization: The Howard G. Buffett Foundation
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: 08/28/2024

Name: Charlotte Ryan Title: VP Administration

Organization: The Howard G. Buffett Foundation

Address: 1053 W Rotary Way, Suite A Decatur, IL 62521

Telephone: 217-362-8604 Email: cbr@hgbfoundation.org

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

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):

- Jim Robertson is the Deputy Chief of Staff for Rep. Elise Stefanik (R-NY), Chair of the House Republican Conference and a senior member of the House Armed Services Committee and the House Permanent Select Committee on Intelligence.
- Jared Powell is the Chief of Staff for Rep. Laurel Lee (R-FL), a member of the House Homeland Security Committee.
- Nick Hawatmeh is the Chief of Staff for Rep. Lisa McClain (R-MI), a member of the House Armed Services Committee.
- Kevin Fox is the Deputy Chief of Staff and Legislative Director for Ro Khanna (D-CA), a senior member of the House Armed Services Committee.
- Todd Whiteman is the Chief of Staff for Rep. Bill Huizenga (R-MI), a senior member of the House Financial Services Committee
- Bradley Solyan is the Chief of Staff for Rep. Lois Frankel (D-FL), a senior member of the House Appropriations Subcommittee on State, Foreign Operations, and Related Programs, and the Co-Chair of the Women, Peace, and Security Caucus.
- Josh Bradley is the Chief of Staff for Rep. Nathaniel Moran (R-TX), a member of the House Foreign Affairs Committee, including the Subcommittee on Europe.
- Kevin Diamond is the Deputy Chief of Staff for Rep. Lisa Blunt Rochester (D-DE), a senior member of the House Energy & Commerce Committee
- Lindsay Ryan is the Chief of Staff for Rep. John Moolenaar (R-MI), the Chairman of the House Select Committee on the Strategic Competition Between the United States and the Chinese Communist Party, and a senior member of the House Appropriations Committee.
- Ted Verrill is the Chief of Staff for Rep. Julia Letlow (R-LA), a senior member of the House Appropriations Committee.
- Bronwyn Lance is the Chief of Staff for Rep. Chuck Edwards (R-NC), a freshman member on the House Appropriations Subcommittee for State, Foreign Operations, and Related Programs.
- Victoria Rivas is the Policy Director for Rep. Pete Aguilar (D-CA), the Chair of the House Democratic Caucus and a senior member on the House Appropriations Subcommittee on Defense.
- Semaj Martin-Redd is a foreign affairs and homeland security Legislative Assistant for Rep. Trent Kelly (R-MS), who is a subcommittee chairman on the House Armed Services and Intelligence Committees.
- Mark Ratner is the Chief of Staff for Rep. Bryan Steil (R-WI) who is a member of the House Financial Services Committee.

- Mark Erste is the Foreign Policy Adviser to Rep. Darrell Issa (R-CA), a senior member of the House Foreign Affairs Committee, including the Subcommittee on Europe.
- Anna McDonald is the Senior Legislative Assistant for Rep. Sydney Kamlager-Dove, a freshman Congresswoman serving on the House Foreign Affairs Committee.
- Cam Madsen is the Legislative Director for Rep. Michael McCaul (R-TX), the Chairman of the House Foreign Affairs Committee.

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:

CSIS has been producing research, as well as hosting public and private events for members both prior to and after Russia's invasion of Ukraine in February 2022. This trip will educate Members of Congress on how U.S. military, economic, humanitarian assistance to Ukraine is being utilized. The trip is being organized and planned entirely by CSIS.

The Howard G. Buffet Foundation focuses on conflict mitigation and food security, issues that converge in Ukraine. By the end of 2024, the foundation will give Ukraine at least \$800 million in humanitarian aid to help revitalize agricultural infrastructure, aid civilian areas affected by conflict, facilitate mine clearance efforts, and provide vital equipment for security officials and healthcare facilities. The Howard G. Buffet Foundation plays no role in selecting the trip participants or meetings.

15. b. 2) Provide the reason for selecting the location of the event or trip:

This trip will educate Members on how U.S. military and economic assistance to Ukraine is being utilized, the contributions of partner countries like Poland, and the scope and scale of reconstruction needs for the region.