

# COMMITTEE ON ETHICS

## EMPLOYEE POST-TRAVEL DISCLOSURE FORM Original Amendment

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

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

1. Name of Traveler: \_\_\_\_\_
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: Council on Foreign Relations

2. Travel Destination(s): New York, New York

3. Date of Departure: Friday, September 27, 2024 Date of Return: Friday, September 27, 2024

4. Name(s) of Traveler(s): Casey O'Shea

**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	\$681.80 total \$676 (rail) \$5.80 (subway)	\$0	\$73	\$0
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: Jessica L. Harrington Digitally signed by Jessica L. Harrington  
Date: 2024.09.30 10:47:24 -04'00' Date: 9/30/24

Name: Jessica Harrington Title: Director, Government Affairs

Organization: Council on Foreign Relations

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

Address: 1777 F Street NW, Washington, DC 20006

Telephone: 202.509.8410 Email: jharrington@cfr.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](mailto:travel.requests@mail.house.gov).**

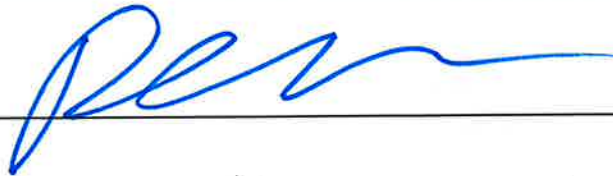
**Your completed request must be submitted to the Committee no less than 30 days before your proposed departure date.** Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. **You must receive explicit approval from the Committee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

Name of Traveler: Casey O'Shea

**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): Office of Representative Brad Schneider

Office Address: 300 Cannon House Office Building

Telephone Number: 202-225-4835

Email Address of Contact Person: casey.oshea@mail.house.gov

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

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

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

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

# COMMITTEE ON ETHICS

## 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:

Council on Foreign Relations

2.  I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. Signify that the statement is true by checking box.

3. **Check only one.** I represent that:

a.  The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip; **OR**

b.  The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds; **OR**

c.  The primary trip sponsor has accepted funds, services, or in-kind assistance from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.

If "c" is checked, list the names of the additional sponsors: \_\_\_\_\_

4. Provide names and titles of **ALL** House Members *and* employees you are inviting. **For each House invitee, provide an explanation of why the individual was invited** (include additional pages if necessary): Please see attached documentation.

Each House invitee was invited because their work includes issues relevant to CFR's expertise including foreign policy, national security, global health, international economics, and similar global challenges.

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

6. Date of Departure: Friday, September 27, 2024 Date of Return: Friday, September 27, 2024

7. a. City of departure: Washington, DC

b. Destination(s): New York, NY

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.

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

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

<input type="checkbox"/> Actual Amounts <input checked="" type="checkbox"/> Good Faith Estimates	Total <b>Transportation</b> Expenses per Participant	Total <b>Lodging</b> Expenses per Participant	Total <b>Meal</b> Expenses per Participant
For each Member, Officer, or Employee	\$450	N/A	\$50
For each Accompanying Family Member	N/A	N/A	N/A

	<b>Other</b> Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee		
For each Accompanying Family Member		

19. **Check only one:**

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

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

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

Signature: Jessica L. Harrington Digitally signed by Jessica L. Harrington  
Date: 2024.07.15 11:26:03 -04'00' Date: 7/15/24

Name: Jessica Harrington Title: Director, Washington External Affairs

Organization: Council on Foreign Relations

Address: 1777 F Street NW, Washington, DC 20006

Email: jharrington@cfr.org Telephone: 202-509-8410

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

# COUNCIL *on* FOREIGN RELATIONS

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July 18, 2024

Mr. Casey O'Shea  
Office of Representative Bradley Schneider  
300 Cannon House Office Building  
Washington, DC 20515

Dear Mr. O'Shea:

I write to invite you to participate in a day-long visit to the Council on Foreign Relations (CFR) New York headquarters on Friday, September 27, as part of your ongoing participation in the CFR congressional foreign policy study group. This trip will provide you, and the other study group members, an opportunity to engage with CFR fellows based in New York.

We will be departing from Union Station at 8:05 a.m. and returning later that evening. All costs associated with this program will be covered by CFR.

Additionally, please find attached all necessary documents to be submitted to the House/Senate Committee on Ethics, including the employee and trip-sponsor pre-travel forms, the formal programming agenda, and a list of all invited staff members. You are welcome to remain in New York at your own expense, please let us know if we should book your return travel for a later date. Please note that you must notify the Ethics Committee if you plan to extend your stay.

The deadline for submitting these pre-travel authorization forms to Ethics is Tuesday, August 27.

***Once you have submitted your forms, please inform me so that our travel agent can move forward on making arrangements.***

We hope that you will take advantage of this unique opportunity. If you have any questions, please feel free to contact me directly 202.509.8410 or via email [jharrington@cfr.org](mailto:jharrington@cfr.org).

We look forward to hearing from you.

Sincerely,



Jessica Harrington  
*Director, Washington External Affairs*  
Council on Foreign Relations

1777 F Street, NW  
Washington, DC 20006

tel 202.509.8400  
fax 202.509.8490  
[www.cfr.org](http://www.cfr.org)

# House Participants

Claire Alden

*Office of Representative Lance Gooden*

Erik Ashida

*U.S. House of Representatives Committee on  
Foreign Affairs*

Thomas Eager

*U.S. House of Representatives Permanent Select  
Committee on Intelligence*

Caroline Kehrli

*U.S. House of Representatives Committee on Armed  
Services*

Danielle Camner Lindholm

*U.S. House of Representatives Committee on  
Financial Services*

Casey O'Shea

*Office of Representative Bradley Schneider*

Sid Ravishankar

*Office of Representative Joaquin Castro*

# COUNCIL *on* FOREIGN RELATIONS

1777 F Street, NW, Washington, DC 20006  
tel 202.509.8400 fax 202.509.8490 www.cfr.org

## ***Congressional Foreign Policy Study Group New York Program***

*Friday, September 27, 2024*

8:05 a.m. Depart Union Station (Acela 2104)

11:01 a.m. Arrive at New York Moynihan Train Hall

11:40 a.m. Arrive at Council on Foreign Relations (58 East 68<sup>th</sup> Street, New York)

11:45 a.m. – 12:00 p.m.  
Coffee Reception

12:00 p.m. – 12:30 p.m.  
Networking Lunch  
Participants will have the opportunity to meet and network with CFR members based in New York.

12:30 p.m. – 1:30 p.m.  
Council on Foreign Relations General Meeting  
*A Conversation with Josep Borrell, High Representative for Foreign Affairs and Security Policy, European Union; Vice President, European Commission*  
Participants will discuss the challenges facing the European Union, its role in the continued Russia-Ukraine war, and transatlantic relations with the United States.

1:45 p.m. – 2:45 p.m.  
Discussion with Mr. David Sacks, *Fellow for Asia Studies, Council on Foreign Relations*  
Participants will discuss U.S.-China relations, cross-strait tensions, and the future of U.S. security posture in the Indo-Pacific.

3:00 p.m. – 4:00 p.m.  
Discussion with Dr. Zongyuan Zoe Liu, *Maurice R. Greenberg Senior Fellow for China Studies, Council on Foreign Relations*  
Participants will discuss the status of the Chinese economy, global financial markets, and the illegal fentanyl trade.

4:15 p.m. – 5:00 p.m.  
Discussion with Ambassador Michelle Gavin, *Ralph Bunche Senior Fellow for Africa Policy Studies, Council on Foreign Relations*  
Participants will discuss developments across the African continent including U.S. strategic and trade relations across the region.

5:00 p.m. Meeting Concludes; Depart CFR for New York Moynihan Train Hall

6:00 p.m. Depart New York Moynihan Train Hall (Acela 2169)

8:59 p.m. Arrive in Washington, DC