

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: National Security Action

2. Travel Destination(s): Airlie, VA

3. Date of Departure: July 19, 2024 Date of Return: July 21, 2024

4. Name(s) of Traveler(s): Andrei Vasilsecu, Sajit Gandhi, Zahraa Saheb, Vincent Evans

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	\$180.00	\$426.00	\$413.00	None
Accompanying Family Member	None	None	None	None

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: July 30, 2024

Name: Caroline Tess Title: Executive Director

Organization: National Security Action

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

Address: 1090 Vermont Avenue, Suite 750, Washington, DC 20005

Telephone: 202-236-7738 Email: caroline@nationalsecurityaction.gov

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.

COMMITTEE ON ETHICS

TRAVELER FORM

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection.

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

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

Name of Traveler: Sajit Gandhi

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): House Committee on Foreign Affairs

Office Address: 2471 Rayburn House Office Building

Telephone Number: 202 225 5021

Email Address of Contact Person: sajit.gandhi@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

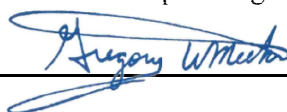
1. Name of Traveler: Sajit Gandhi
2. Sponsor(s) who will be paying or providing in-kind support for the trip: National Security Action
3. City and State **OR** Foreign Country of Travel: Warrenton, VA
4. a. Date of Departure: July 19, 2024 Date of Return: July 21, 2024
b. Yes No Will you be extending 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.**
My job title is staff director for the house committee on foreign affairs and the conference activities relates to my duties because of the focus on national security and foreign policy, as well as leadership and management.
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: 6/14/2024

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:

National Security Action

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): _____
See attached.

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

6. Date of Departure: July 19, 2024 Date of Return: July 21, 2024

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

b. Destination(s): Warrenton, VA

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 attached.
-

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:

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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: Airlie City: Warrenton Cost Per Night: \$213.00
 Reason(s) for Selecting: Proximity to Washington DC, where 80% of attendees live

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 checked="" 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	See attached	See attached	See attached
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	See attached	See attached
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:  Date: June 17, 2024
 Name: Caroline Tess Title: Executive Director
 Organization: National Security Action
 Address: 1090 Vermont Ave, Suite 750, Washington, DC 20005
 Email: caroline@nationalsecurityaction.org Telephone: 202-236-7738

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

ATTACHMENT

4. Andrei Vasilsecu, Democratic Communications Director, House Foreign Affairs Committee
 Sajit Gandhi, Deputy Staff Director, House Foreign Affairs Committee Democratic Staff
 Zahraa Saheb, Legislative Director, Rep. Veronica Escobar (D-TX)
 Vincent Evans, Executive Director, Congressional Black Caucus

These individuals were invited for their experience and involvement in national security.

12. National Security Action advances strong, principled policies to make the United States safer and tackle our toughest challenges and most promising opportunities. We bring together and support the most knowledgeable, skilled, and talented voices within the national security community to provide a platform for the next generation of policy makers. This trip convenes leaders within the national security community to come together as the next generation of policymakers to discuss pressing national security issues. National Security Action organizes all logistics and content of the trip.

18.

	Transportation	Lodging Expenses	Meal Expenses
Good Faith Estimate	Provided Transportation: \$180.00	\$426.00	\$413.00
✓ Actual Amounts	OR Mileage reimbursement: \$65.66		

	Other Expenses	Identity Specific Nature of "Other" Expenses
For each Member, Officer, or Employee	\$21.35	The swag bag will be available to all participants and qualifies for other exceptions under the gift rules that do not require pre-approval (namely, the exception related to gifts of a value below \$50). However, in the interest of full disclosure, NSA is including that expense here.

RETREAT ITINERARY

FRIDAY, JULY 19

- 4:00pm Arrival requested
- 4:30 - 6:00pm **Opening Discussion led by Caroline Tess, Ben Rhodes, and Linda Etim**
“What is the most significant threat to U.S. National Security?”
- 6:00 - 7:00pm Dinner
- 7:00 - 8:00pm **Moderated Conversation with Representative Ro Khanna: How Foreign Policy is Resonating at Home**

Moderator: Erin Pelton, Communications Director, National Security Action

SATURDAY, JULY 20

- 7:00 - 9:00am Breakfast
- 9:00 - 10:30am **Breakout #1** participants will choose one breakout below to attend)

Leadership Seminar: Power and Rank: The moderator will walk through what power and rank looks like in the workplace by reviewing types of power (power over, power to, power with, power within), and types of rank (social rank, positional/structural rank, psychological/personal rank, situational/contextual rank). Participants will voice how power and rank show up in their personal experiences in the workplace.

Panelist: Vernice Jones - CEO, Leadership Compass

Messaging on China Policy: This first half of the session will discuss various polling on how voters view the US-China relationship. Then, the session will focus on how we can create better messaging around China policy and the China-US relationship today.

Panelists: Caleb Randall-Bodman - Founder, Quest End Advisors
Sabrina Siddiqui - Founder, Siddiqui Advisory

Defending Democracy: What will the United States look like after the election? How can we prepare for an uncertain future? What are ways we can partner to defend our country's most important values, like democracy?

Panelist: Rosa Brooks - Law Prof & Assoc. Dean, Georgetown Law
Hina Shamsi - Director of the National Security Project, ACLU

- 10:30 - 11:00am Break
- 11:00 - 12:30pm **Breakout #2** (participants will choose one breakout below to attend)

Leadership Seminar: Power and Rank: The moderator will walk through what power and rank looks like in the workplace by reviewing types of power (power over, power to, power with, power within), and types of rank (social rank, positional/structural rank, psychological/personal rank, situational/contextual rank). Participants will voice how power and rank show up in their personal experiences in the workplace.

Panelist: Vernice Jones, CEO, Leadership Compass

Media 101 in 2024: Media has changed a lot since the days of cable news. In this session, we will learn what the media landscape looks like today and talk through how you can best position yourself to be to regularly be featured.

Panelists: Nola Haynes - Security Fellow, Truman National Security Project
Leidy Perez - Policy and Communications Director, Asylum Seeker Advocacy Project

Moderator: Jennifer Wlach, Founder, Maven Media Strategies

Not another AI panel: How Progressive Policy can Adopt AI: AI is not going anywhere. In this session, experts will cover how we can use AI to fight against climate change, improve human rights, and protect our elections?

Panelists: Ulrich Eberle - Director of Climate, Environment, and Conflict Project, International Crisis Group
Rose Jackson - Director of Democracy and Technology, Atlantic Council

Moderator: Nicole Tisdale - Founder, Advocacy Blueprints, LLC

12:30 - 1:30pm **Lunch**

1:30 - 2:30pm **Moderated Conversation with Secretary Denis McDonough: Why Foreign Policy Matters in 2024**

Moderator: Steph Spiers, Co-Founder and CEO, Solstice

3:00 - 6:00pm **Executive Time**

6:30 - 8:30pm **Moderated Conversation Plenary**

Speaker and moderator to be confirmed at a later date.

SUNDAY, JULY 21

8:00 - 9:30am Breakfast

10:00 - 12:00 pm **Moving Forward and Incorporating our Values:** A Panel discussion and forward-thinking conversation on foreign policy today, how it influences the election, how we can promote human rights and democracy, and advocate for the climate today and in the future.

Panelists: Linda Etim - Board Member, National Security Action
Tarek Ghani - Professor, Washington University's Olin Business School

12:15 - 2:00 pm **Lunch and Closing Discussion led by Caroline Tess, Ben Rhodes:** How will you advocate in the coming year? What will you advocate for?

2:00 pm Departure

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

July 12, 2024

Mr. Sajit Gandhi
Committee on Foreign Affairs
2471 Rayburn House Office Building
Washington, DC 20515

Dear Mr. Gandhi:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Warrenton, Virginia, scheduled for July 19 to 21, 2024, sponsored by National Security Action.

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:amr