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: Michelle Dorothy
2. a. Name of Accompanying Relative: _____ ***OR*** ☐ None
   b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: Nov 8, 2024 Return: Nov 13, 2024
   b. Dates at Personal Expense, if any: Nov 8, 2024 ***OR*** ☐ None
4. Departure City: Washington DC Destination: Reykjavik Return City: Washington DC
5. Sponsor(s), Who Paid for the Trip: Running Start
6. Describe Meetings and Events Attended: Panels featuring women from all over the world talking about ways to improve gender equity including leave, pay, and representation.
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: Michelle R **Date:** November 20, 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: Chrissy Houlahan **Date:** November 20, 2024

Signature of Supervising Member: Chrissy Houlahan

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: Running Start
2. Travel Destination(s): Iceland
3. Date of Departure: November 9, 2024 Date of Return: November 13, 2024
4. Name(s) of Traveler(s): Michelle Dorothy

   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	$816.70	$750.78	$137.80	$69 (bus to and from airport in Reykjavik)
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: [signature] **Date:** November 19, 2024

Name: Susannah Wellford **Title:** CEO and Founder

Organization: Running Start

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

Address: 5138 Earl Dr, La Canada CA 91011

Telephone: 202-528-5200 **Email:** susannah@runningstart.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.

last updated 7/2023

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: Michelle Dorothy

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: Michelle Dorothy

Name of Signatory (if other than traveler): Michelle Dorothy

For Staff (name of employing Member or Committee): Rep Chrissy Houlahan

Office Address: 1727 Longworth HOB

Telephone Number: 202-225-4315

Email Address of Contact Person: michelle.dorothy@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: Michelle Dorothy

2. Sponsor(s) who will be paying or providing in-kind support for the trip: Running Start

3. City and State **OR** Foreign Country of Travel: Reyjkavik, Iceland

4. a. Date of Departure: Nov 8, 2024 Date of Return: Nov 13, 2024

   b. Yes ☒ No ☐ Will you be extending the trip at your personal expense?

   If yes, list dates at personal expense: Nov 8, 2024

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 Rep Houlahan's Chief of Staff, I advise her on a variety of issues, including one of her priorities ~~which is the empowerment of women and girls around the world. This conference is a unique~~ opportunity to meet with women around the world who are pursuing the same.

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: Chrissy Houlahan **Date:** Sept 10, 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:

   Running Start

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): attached

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

6. Date of Departure: November 9, 2024 Date of Return: 11/13/2024

7. a. City of departure: Washington, DC
   b. Destination(s): Reykjavík, Iceland
   c. City of return: November 13, 2024

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:
   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:
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: Radisson Blu 1919 Hotel City: Reykjavik Cost Per Night: $291
   Reason(s) for Selecting: near programming site (Harpa)
   Hotel Name: Hilton Reykjavík Nordica (option) City: Reykjavík Cost Per Night: $240
   Reason(s) for Selecting: farther than Canopy, but available at a lower rate
   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:**

☐ Actual Amounts ☒ Good Faith Estimates	Total **Transportation** Expenses per Participant	Total **Lodging** Expenses per Participant	Total **Meal** Expenses per Participant
For each Member, Officer, or Employee	$650	$700	$334
For each Accompanying Family Member	-	-	-

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

19. ***Check only one:***
   a. ☒ I certify that I am an officer of the organization listed below; **OR**
   b. ☐ *Not Applicable.* Trip sponsor is an individual or a U.S. institution of higher education.

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

Signature: SusannahWellford Date: November 19, 2024

Name: Susannah Wellford Title: CEO and Founder

Organization: Running Start

Address: 5138 Earl Dr, La Canada CA 91011

Email: susannah@runningstart.org Telephone: 202-528-5200

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
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

October 31, 2024

Ms. Michelle Dorothy
Office of the Honorable Chrissy Houlahan
1727 Longworth House Office Building
Washington, DC 20515

Dear Ms. Dorothy:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Iceland,[1] scheduled for November 8 to 13, 2024, sponsored by Running Start. We note that this trip includes one day at your personal expense.

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 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.

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[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.

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:mc

running start

3a.

Running Start is bringing the Congressional Staff Members to an international conference, the Reykjavik Global Forum in Iceland. Because a small portion of the Forum is funded by the Icelandic government, Running Start will reimburse the Forum for the full fair market value of the Congressional Staff Members attendance. We have calculated fair market value based on the out of pocket costs that the Forum incurs:
Meals provided by the Forum (based on *US State Department Guideline: ~$167 meal per diem for Reykjavik in November*): $134 (2 breakfast + 2 lunch)
Sky Lagoon: $94.92
Total: $228.92 per staff member to be reimbursed to the Reykjavik Global Forum by Running Start

4. List of House Invitees

All of the following House staffers would make excellent mentors and role models to the young women joining Running Start's delegation as mentees. They demonstrate that politics is a viable career path for women and have unique insights and advice to share.

Name	Reason Invited *(in addition to above)*
Iyanla Kollock, LA, Congresswoman Nikema Williams	Iyanla is an alum of Running Start's nonpartisan political leadership training programs and works for a woman in Congress.
Adrienne Christian, CoS, Congresswoman Alma Adams	Adrienne is a long-time volunteer speaker and trainer at Running Start's nonpartisan political leadership training programs and serves as a Chief of Staff for a woman in Congress.
Michelle Dorothy, CoS, Congresswoman Chrissy Houlahan	Michelle co-leads the Bipartisan Female Chiefs Association, representing the relatively few women in top staff positions on the Hill.
Brooke Bennett, CoS, Congressman French Hill	Brooke co-leads the Bipartisan Female Chiefs Association, representing the relatively few women in top staff positions on the Hill.

running start

10. Draft Agenda

Reyjkavík Global Forum

Harpa (concert hall & conference center), Reykjavík, Iceland

Activity	Location	Start Time	End Time	Notes
Sunday, November 10th				*travel should start the day before due to time difference and availability*
Travel	Washington, DC to Reykjavík, Iceland	TBD	TBD	Coach, paid for by Running Start.
Welcome Events	Harpa & Off-Site	9 am	4 pm	Organized by the Forum; details TBA.
Welcome Reception	President of Iceland's Residence	4 pm	5 pm	Organized by the Forum.
Welcome Networking Dinner	TBD	6:30 pm	8:30 pm	Running Start's mentors and mentees meet and network with each other. Paid for by Running Start.
Monday, November 11th				
Networking Breakfast	Harpa	8 am	9 pm	Forum attendees meet and network with each other over breakfast provided by the Forum.
Main Stage	Harpa	9 am	11:15 pm	Plenary sessions on the main stage. Past speakers and panels have included: Julia Gillard (Australia's first woman Prime Minister), Michelle Bachelet (former President of Chile, and Maria Ressa (2021 Nobel Peace prize recipient); and panels on global peace, climate crisis, sustainable energy, women in global health, gender equality (led by UN Women), masculinity and gender equality, cost of living, women's political representation, women in business, early childhood education, "Defending Democracy in the Digital Age," artificial intelligence, gender representation in media, and more.
LeadersTalks	Harpa	11:30 pm	12:30 pm	Breakout sessions designed to encourage the exchange of ideas and solutions among leaders from around the world.
Networking Lunch	Harpa	12:30 pm	1:30 pm	Forum attendees meet and network with each other over lunch provided by the Forum.
Main Stage	Harpa	1:30 pm	3:30 pm	Find examples of past Main Stage programming

				above.
Workshops	Harpa	4 pm	5:30 pm	Forum programming TBA.
Takeaways / Closing / "Power, Together" Reception	Harpa	5:30	6 pm	Wrapping up and summing up the day.
Tuesday, November 12th				
Networking Breakfast	Harpa	8 am	9 pm	Forum attendees meet and network with each other over breakfast provided by the Forum.
Main Stage	Harpa	9 am	11:15 pm	Find examples of past Main Stage programming above.
LeadersTalks	Harpa	11:30 pm	12:30 pm	Breakout sessions designed to encourage the exchange of ideas and solutions among leaders from around the world.
Networking Lunch	Harpa	12:30 pm	1:30 pm	Forum attendees meet and network with each other over lunch provided by the Forum.
Main Stage	Harpa	1:30 pm	5 pm	Find examples of past Main Stage programming above.
Takeaways / Closing / Farewell Gathering	Sky Lagoon	7 pm	9:30 pm	Wrapping up and summing up the Forum.
Wednesday, November 13th				
Travel	Reykjavík, Iceland to Washington, DC	TBD	TBD	Coach, paid for by Running Start

12. Running Start's Interest in the Reykjavík Global Forum

About the Forum

"The Reykjavík Global Forum… is both a convening and a community. Launched in 2018… the forum convenes women leaders from all sectors, including politics, business, civil society, academia, the arts and media, to share ideas and solutions on how to further advance society towards equality and to promote and positively develop the number of women in leadership positions. …the Forum offers a unique lens into the best practices and proven solutions that leaders are deploying across sectors to achieve parity. We work with some of the most influential leaders, compelling speakers, and innovative problem solvers in the world."

running start

Running Start's Delegation to the Forum

Running Start is a nonpartisan, nonprofit organization dedicated to training young women to lead in politics. As a part of Running Start's long-standing partnership with the Reykjavík Global Forum, the organization brings a delegation of mentors (women leaders in our network) and mentees (young alums of Running Start's programs) to the Forum each year. This is an extraordinary opportunity for women leaders from the US to mingle with and exchange ideas with women leaders from across the globe. Members of Running Start's delegation are also invited to take plenary session speaking roles.

18. Draft Budget

Below are some estimates for expenses likely to be incurred during the trip, based on where we have stayed in the past. An ideal itinerary would depart Saturday evening, November 9th in order to arrive in Reykjavík Sunday morning, November 10th.

Lodging	Cost / night	Days	Total
Radisson Blu 1919 Hotel, Reykjavik	$291	3	$873
Hilton Reykjavík Nordica	$160	3	$480

Meals for a Full Day	
Breakfast	$30
Lunch	$37
Dinner	$100
Full Day Total	**$167**

Meals for a Travel Day	
Breakfast and lunch	**$67**

Meals for Whole Trip	
Sunday - breakfast + lunch	$67
Monday and Tuesday - dinner	$200
Wednesday - Travel Day	$67
Total	**$334**

- *US State Department Guideline: ~$167 meal per diem for Reykjavik in November*
- *A few meals optionally provided by the Forum (below).*

Sample Flights *(not including taxes/fees)*								
Washington, DC to Reykjavík		Departs			Arrives			Economy / Coach
Icelandair	FI642	Sat, Nov 9	7:30 PM	BWI	Sun, Nov 10	6:25 AM	KEF	$304
Play Airlines	OG142	Sat, Nov 9	6:05 PM	IAD	Sun, Nov 10	5:10 AM	KEF	$252

running start

Sample Flights *(not including taxes/fees)*								
Reykjavík to Washington, DC		Departs			Arrives			Economy / Coach
Icelandair	FI643	Wed, Nov 13	5:00 PM	KEF	Wed, Nov 13	6:30 PM	BWI	$281
Play Airlines	OG141	Wed, Nov 13	3:20 PM	KEF	Wed, Nov 13	4:55 PM	IAD	$265