

# 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.**

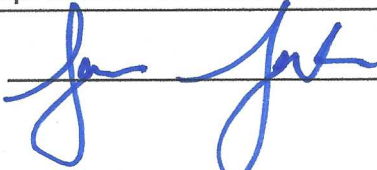
1. Name of Traveler: Shinnola Alexander
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR**  None  
b. Relationship to Traveler:  Spouse  Child  Other(specify): \_\_\_\_\_
3. a. Dates: Departure: April 12, 2025 Return: April 19, 2025  
b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR**  None
4. Departure City: Washington, DC Destination: Chisinau, Moldova & Ukraine (Kyiv & Odesa) Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Center for Strategic and International Studies; The Howard G. Buffett Foundation
6. Describe Meetings and Events Attended: \_\_\_\_\_  
I met with officials from key government ministries, military personnel, civil society groups, and members of the business community.
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: May 5, 2025

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: Representative Sara Jacobs Date: May 5, 2025

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: \_\_\_\_\_

2. Travel Destination(s): \_\_\_\_\_

3. Date of Departure: \_\_\_\_\_ Date of Return: \_\_\_\_\_

4. Name(s) of Traveler(s): \_\_\_\_\_

*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				
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:  Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

*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: Shinnola Alexander
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Center for Strategic and International Studies; The Howard G. Buffett Foundation
3. City and State **OR** Foreign Country of Travel: Poland, Ukraine, Moldova
4. a. Date of Departure: April 12, 2025 Date of Return: April 19, 2025  
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 a policy advisor to Rep. Sara Jacobs, who serves on the Armed Services and House Foreign Affairs Committees. This trip offers an opportunity to engage with key government officials, military personnel, civil society leaders, and business representatives. It also provides insight into how U.S. military, humanitarian, and economic assistance has been utilized in Ukraine since Russia's 2022 invasion.

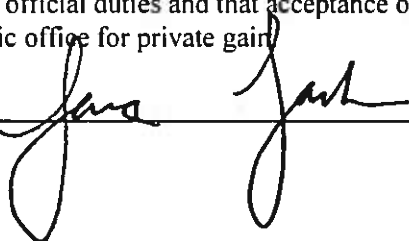
9. **Yes  No  Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, or arranging the trip?**

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: 3/12/25

# 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

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

6. Date of Departure: April 12, 2025 Date of Return: April 19, 2025

7. a. City of departure: Washington DC

b. Destination(s): Moldova (Chisinau), Ukraine (Odesa and Kyiv), and Poland (Rzeszów)

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.

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:  
 \_\_\_\_\_
- 

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): \$ 75 / day per person
    - 2) Provide the reason for selecting the location of the event or trip: see attached
- 

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

Hotel Name:	<u>Radisson Blu Leograd</u>	City:	<u>Chisinau, Moldova</u>	Cost Per Night:	<u>\$154</u>
Reason(s) for Selecting:	<u>location central for meetings</u>				
Hotel Name:	<u>InterContinental</u>	City:	<u>Kyiv, Ukraine</u>	Cost Per Night:	<u>\$243</u>
Reason(s) for Selecting:	<u>central location and security requirements</u>				
Hotel Name:	<u>Boutique Hotel CALIFORNIA</u>	City:	<u>Odesa, Ukraine</u>	Cost Per Night:	<u>\$140</u>
Reason(s) for Selecting:	<u>central location and security requirements</u>				

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	\$7,160 (airfare) \$1,600 (train)	\$1,023	\$875
For each Accompanying Family Member			

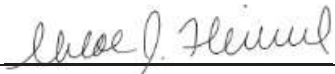
	<b>Other</b> Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	\$3,125	security detail and close protection officers
For each Accompanying Family Member		

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: March 10, 2025  
 Name: Chloe Himmel Title: Director  
 Organization: Center for Strategic and International Studies  
 Address: 1616 Rhode Island Avenue NW Washington DC 20036  
 Email: chimmel@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](mailto:travel.requests@mail.house.gov).


# 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: 03.10.2025

Name: Charlotte Ryan Title: VP Administration

Organization: The Howard G. Buffett Foundation

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

Telephone: 217-413-1023 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](mailto:travel.requests@mail.house.gov).

**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):**

<b>Name</b>	<b>Title</b>	<b>Reason</b>
Mary Noonan	Chief of Staff	Mary works for Rep. Chris Smith who is a senior member of the Foreign Affairs Committee. Rep. Smith is also the co-chair of the Congressional Caucus on Poland.
Matthew Duglin	Legislative Director	Matthew works for Rep. Don Bacon who is a senior member of the Armed Services Committee. Rep. Bacon is also the whip of the Problem Solvers Caucus.
Brendon Mills	Chief of Staff	Brendon works for Rep. Eugene Vindman, a member of the Armed Services Committee.
Rachel Kline	Legislative Director	Rachel works for Rep. Hillary Scholten a freshman member and vice-chair for the Democratic Women's Caucus.
Beau Shaw	National Security Adviser	Beau works for Rep. Jen Kiggans who serves on the Armed Services Committee and is the co-chair for the Women, Peace and Security Caucus.
Trevor Hustus	Senior Legislative Assistant	Trevor works for Rep. Lisa McClain, the Chairwoman of the House Republican Conference.
Blaine Boyd	Chief of Staff	Blaine works for Rep. Mikie Sherrill who serves on the Armed Services Committee.
Savannah Bolender	Senior Policy Adviser	Savannah works for Rep. Pat Fallon who serves on the Oversight, Armed Services, and Intelligence Committees.
Katie Rose	Legislative Assistant/Counsel	Katie works for Rep. Riley Moore who serves on the Appropriations Committee.
Shinnola Alexander	Policy Adviser	Shinnola works for Rep. Sara Jacobs a senior member on the Foreign Affairs and Armed Services

		Committees. Rep. Jacobs is also the co-chair of the Protection of Civilians in Conflict Caucus.
Jacob Glasser	Legislative Director	Jacob works for Rep. Sarah McBride who is a freshman member on the Foreign Affairs Committee.
Caleigh McDonough	Legislative Assistance	Caleigh works for Rep. Tim Moore a freshman member who serves on the Budget and Financial Services Committees.
Maha Syed	Foreign Affairs Legislative Assistant	Maha works for Rep. Gerry Connolly, who is the ranking member of the Oversight Committee as well as a senior member of the Foreign Affairs Committee.
Emilio Navarrete	Professional Policy Staff	Emilio works for the Republican Study Committee and was previously a Professional Staff Member for the Foreign Affairs Committee.
Robert Nelson	Foreign Policy Adviser	Rob works for Sen. Amy Klobuchar who is the Ranking Member of the Commerce, Science, and Transportation Committee. Senator Klobuchar is also the Senate Democratic Conference Committee Steering and Policy Committee Chair.
Sam Schifrin	Foreign Policy & Defense Adviser	Sam Schifrin works for Sen. Cory Booker who is a senior member of the Foreign Relations Committee.
Mackenzie Fallt	Legislative Director	Mackenzie works for Rep. Jason Crow who is a senior member of Armed Services and Intelligence Committees.
Dylan Sodaro	Chief of Staff	Dylan works for Rep. Gabe Amo who is the vice ranking member of the Foreign Affairs Committee.
Courtney Kaufman	Senior Legislative Assistant	Courtney works for Rep. Mike Lawler, who is the Moldova Caucus Co-Chair.

Victoria Rivas	Policy Director	Victoria works for Rep. Pete Aguilar who serves on the Appropriations Committee.
John Lynch	Legislative Director	John works for Rep. Jim Costa who is on Foreign Affairs Committee.
David Horsley	National Security Advisor	David works for Rep. August Pfluger who is on Homeland and Energy Committees.
Chris Ringer	Legislative Director	Chris works for Rep. Sheri Biggs who is on Homeland, Foreign Affairs, and Science & Tech Committees.
Emelie Englehart	Military Legislative Assistant	Emelie works for Rep. Rick Crawford who is chairman of the Intelligence Committee and serves on the Agriculture Committee.
James Cunningham	Deputy Chief of Staff	James works for Sen. Dave McCormick, who is a freshman member of the Foreign Relations Committee.
Alec Daman	Senior Legislative Assistant	Alec works for Rep. Bill Huizenga who is a senior member on the Foreign Affairs Committee.
Matthew Clarkin	Senior Legislative Assistant	Matthew works for Rep. Brian Fitzpatrick who is a senior member of the Intelligence Committee and Co-Chair of the Ukrainian Caucus.
Shine Lee	Legislative Director	Shine works for Rep. Young Kim who is a senior member on the Foreign Affairs Committee.
Kenneth Depew	Chief of Staff	Kenneth works for Rep. Dan Crenshaw who is a senior member of the Intelligence Committee.
Matthew McCulloch	Senior Legislative Assistant	Matthew works for Rep. Kat Cammack who is on the Energy & Commerce and Agriculture Committees.
Madeleine Dierksheide	Legislative Assistant	Madeleine works for Rep. French Hill who is the chairman of the Financial Services Committee and a senior member of the Intelligence Committee.

Kim Waskowsky	Senior Professional Staff Member	Kim works for the majority on the Oversight and Government Reform Committee.
Madison Hardimon	Chief of Staff	Madison works for Rep. Carlos Gimenez a senior member of the Armed Services and Homeland Security Committees.

**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.

**Provide the reason for selecting the location of the event or trip:**

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

Michael Guest, Mississippi  
*Chairman*  
Mark DeSaulnier, California  
*Ranking Member*

John H. Rutherford, Florida  
Andrew R. Garbarino, New York  
Ashley Hinson, Iowa  
Nathaniel Moran, Texas

Deborah K. Ross, North Carolina  
Glenn F. Ivey, Maryland  
Sylvia R. Garcia, Texas  
Suhas Subramanyam, Virginia



ONE HUNDRED NINETEENTH 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  
<https://Ethics.House.gov>

April 3, 2025

Ms. Shinnola Alexander  
Office of the Honorable Sara Jacobs  
2348 Rayburn House Office Building  
Washington, DC 20515

Dear Ms. Alexander:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Moldova and Ukraine,<sup>1</sup> scheduled for April 12 to 19, 2025, sponsored by Center for Strategic and International Studies and the Howard G. Buffett Foundation.

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.

---

<sup>1</sup> 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](mailto: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



Mark DeSaulnier  
Ranking Member

MG/MD:kjf

**CSIS Delegation Trip to Ukraine and Moldova  
Final Itinerary**

**April 12-19, 2025**

Cities Include:

- Chisinau, Moldova
- Odesa, Ukraine
- Kyiv, Ukraine

**Saturday, April 12**

*Location: Washington, DC*

5:25PM                      Participants depart Washington Dulles (IAD) for Moldova  
on Austrian Flight OS 94

**Sunday, April 13**

*Location: Chisinau, Moldova*

3:30PM (local time)      Participants arrive in Chisinau, Moldova

3:30-4:15PM                Customs and Transit to Meeting with U.S. Embassy

4:15-5:15PM                Meeting with U.S. Embassy Officials  
Description: Scene setting discussion on U.S. diplomatic priorities in  
Moldova.

Meeting with: Daniela DiPierro, Chargé d'Affaires; Kimberly Zapfel;  
Charlie Starr, Regional Security Officer; James Barnett, Office  
Management Specialist; Julie Limoges, Economic Unit Chief

5:15-6:30PM                Transit to Hotel for Check-In and Personal Time

6:30-6:45PM                Transit to Dinner

6:45-8:00PM                Working Dinner with Moldovan Independent Newspaper Ziarul de Gardă  
Description: To discuss Russian influence in the country, including vote-  
buying scheme in recent presidential elections.

Meeting with: Natalia Zaharescu, Investigative Reporter; Victor Mosneag,  
Deputy editor-in-chief

8:00PM                      Depart for Hotel

**Monday, April 14**

*Location: Chisinau, Moldova and Odesa, Ukraine*

6:30-7:00AM                Transit to Meeting

- 7:00-8:00AM Meeting with Moldova's National Security Advisor  
Description: Discussion of the impacts of the war on Moldova.  
Meeting with: Stanislav Secieru, National Security Advisor; Olga Rosca, Presidential Foreign Policy Advisor
- 8:00-8:45AM Transit back to hotel for breakfast and to collect luggage.
- 8:45-1:15PM Drive from Chisinau, Moldova to Odesa, Ukraine and Check into Hotel
- 1:15-2:15PM Working Lunch with Odesa Office of UN Refugee Agency (UNHCR)  
Description: Presentation on coordinated emergency response efforts.  
Meeting with: Marcel van Maastrigt (UNHCR, Head of Office for Odesa); Christine Elizabeth Matthews, Deputy Representative; Volodymyr Bieliienkyi, Associate Protection Officer; Denys Kovalskyi, Assistant External Relations Officer.
- 2:15-2:20PM Transit to Site Visit
- 2:20-2:40PM Visit at Strike Site with UNHCR  
Description: On January 31, the Bristol Hotel was hit by a missile. The Bristol Hotel is a historic hotel in Odesa. It was built in 1899 as the first four-story hotel in the city.  
Meeting with: Raisa Kislovska, Hotel Bristol Owner
- 2:40-2:50PM Transit to Site Visit
- 2:50-4:00PM Visit at Residential Strike Sites with UNHCR  
Description: The delegation split into 3 groups to visit 3 separate families in their apartments that were severely damaged by a missile attack on November 18, 2024. In total, the area has been hit 4 times since January 2024.  
Meeting with: local families
- 4:00-4:15PM Transit to Port
- 4:15PM-5:45PM Briefing and Site Visit at Archer-Daniels-Midland (ADM) - U.S. agricultural company  
Description: Briefing on port facilities, imports and exports in the Black Sea, and the impact on them from the war.  
Meeting with: Iryna Prysiashniuk, Country Manager
- 5:45-6:30PM Transit to Working Dinner
- 6:30-8:30PM Working Dinner with Odesa Region State Administration Officials  
Description: Update on security priorities in Odesa.

Meeting with: Serhiy Kropyva, Deputy Head for Digital Development, Digital Transformation, and Digitalisation of the Odesa Regional State (Military) Administration; Kateryna Marchenko, Director of the Department for International Cooperation.

8:30PM Depart for Hotel

**Tuesday, April 15**

*Location: Odesa and Kyiv, Ukraine*

7:00AM Check out of Hotel

7:30AM-1:30PM Transit from Odesa to Kyiv, Ukraine

11:00AM-1:00PM Discussion (in-transit) on frontline fighting, how it started, and how it's going.  
Description: Discussion with CSIS scholar on the role and status of the Ukrainian military offensive three years into the full-scale invasion.  
Led by: Emily Harding, Vice President of the Defense and Security Department, CSIS

1:00PM Arrive in Kyiv and check in to Hotel

1:00-2:30PM Personal Time

2:30-3:00PM Transit to Meeting

3:00-4:00PM Meeting with Crimea Platform  
Description: Discussion of ethnic and religious minorities in occupied territories.  
Meeting with: Olha Kuryshko, Permanent Representative of the President of Ukraine in the Autonomous Republic of Crimea; Kateryna Vasylieva, Chief Consultant of the Crimea Platform Office

4:00-4:30PM Transit

4:30-5:30PM Meeting with the Ministry of Foreign Affairs  
Description: Discussion of the large scale abduction of Ukrainian children; EU and NATO membership goals; and drone production.  
Meeting with: Mariana Betsa, Deputy Minister of Foreign Affairs; General Yaroslav Brysiuk, Director General, 3d Territorial Department; General Lyubov Nepop, Director General, Political Department; Serhiy Shutenko, Director General, Department General for International Security and Military-Technical Cooperation; Kira Spyrudonova, Director General, Department General for Economic Diplomacy; Andriy Yahodovskyi,

Deputy Head of the USA and Canada Division, 3d Territorial Department General; Victoria Kononenko, 1 Secretary, the 4th Division, Department General for the Staff of the Leadership of the Ministry

- 5:30-6:00PM Transit to Dinner
- 6:00-8:00PM Working Dinner with Veterans Organizations: IREX, Prostir Mozhlyvostei, and Legal Hundred  
Description: Discussion of projects to support and reintegrate veterans into Ukraine's economy and society, as well as the continued needs in the field of support programs for veterans in Ukraine over the coming years.  
Meeting with: Uliana Bakh, Project Director, IREX; Kostiantyn Tatarkin, veteran & Technical Advisor on Veterans Affairs at IREX; Oksana Koliada, veteran & Chairman of the Board of the Prostir Mozhlyvostei NGO, Head of the Coalition of Veteran Spaces; and Yuliia Morii, Director of NGO "Legal Hundred"

### **Wednesday, April 16**

*Location: Kyiv, Ukraine*

- 8:00AM Depart Hotel
- 8:30-9:45AM Meeting with National Anti-Corruption Bureau of Ukraine (NABU) and the Specialized Anti-Corruption Prosecutor's Office (SAPO)  
Description: Discussion of government efforts to limit corruption.  
Meeting with: Semen Kryvonos (Director, NABU); Oleksandr Vasylovych Klymenko (Head, SAPO); Polina Lysenko, Deputy Director of NABU.
- 9:45-10:15AM Transit to Ministry of Energy
- 10:15-11:15AM Meeting with Ministry of Energy  
Description: Discussions on how Ukraine's energy sector has been affected by the war and how the Ministry navigated this past winter.  
Meeting with: Deputy Minister Roman Andarak; Olga Ponomarchuk, International Cooperation Office.
- 11:15-11:30AM Transit to Working Lunch
- 11:30-1:00PM Lunch Meeting with Representative from the Prosecutor General's Office  
Description: Lunch discussion about Russian war crimes and efforts to pursue justice for victims.  
Meeting with: Yuriy Birlousov, Head of War Crimes Department; Zurab Adeishvili, Ukraine's Prosecutor General's Office
- 1:00-1:50PM Transit to Bucha

- 1:50-3:00PM Site Visit at Church of St. Andrew and Pyervozvannoho All Saints  
Description: Briefing on the atrocities following the start of the war.  
Meeting with: Anatoliy Fedorak, Mayor of Bucha; Priest Roman Avramenko
- 3:00-4:00PM Transit to Kyiv
- 5:00-6:00PM Meeting with Ministry of Defense Officials  
Description: Briefing on the current state of Ukrainian forces and challenges for the year ahead.  
Meeting with: Sergiy Boyev, Deputy Minister of Defense for European Integration; Oleksii Antoniuk, Defense Cooperation Advisor
- 6:00-6:15PM Transit to Working Dinner
- 6:15-7:45PM Working Dinner with American Chamber of Commerce  
Description: Discussion on private investment and reconstruction projects in Ukraine.  
Meeting with: Andy Hunder, President, AmCham Ukraine; Vadym Miroshnichenko, Head of Trade Department, Cargill AT; Eugene Kaganovskiy, Public Sector Lead in Ukraine, Microsoft Ukraine; Yuliia Zavalishyna, Head of GR, acting Head of PR, Kyivstar; Artem Gerganov, Deputy CEO, Head of Multinational Business, Citibank; Glenn Goddard, Program Director, Parsons Corporation; Phil Fickes, Military Sales and Strategy, Bell Textron.
- 7:45-8:00PM Transit to Hotel

**Thursday, April 17**

*Location: Kyiv, Ukraine*

- 8:00AM Depart Hotel
- 8:30-9:45AM Meeting with U.S. Embassy  
Description: Country brief and discussion on U.S. engagement in Ukraine.  
Meeting with: Ambassador Bridget Brink, Julia Hozakowska (Pol/Internal Unit Chief), Alesia Sourine; Anton Cooper, Political Officer; Colonel Shawn Kyle, U.S. European Command; Mary Elizabeth Madden, Economic Counselor.
- 9:45-9:55AM Transit to Site Visit
- 9:55-11:30AM Drone Manufacturing Site Visit

- Description: Visit to manufacturing site for Skyfall, a drone company that produces cutting-edge Vampires and Shrike FPV drones to support Ukraine's war effort.  
Meeting with: Elena Dushenok (Skyfall), Nico Woods, State Department Contractor embedded in Ministry of Strategic Industries
- 11:30-12:30PM Transit to working lunch and demonstration with HALO Trust at Berezivka in Bucha District
- 12:30-12:40PM Safety briefing  
Description: Overview of the land, description of signage on land, and other safety precautions.  
Meeting with: Ivan Riaba, Sub-Unit Commander
- 12:40-1:10PM Lunch and Briefing on U.S. Support and Cooperation  
Description: Overview of HALO's work in Ukraine, the areas that have been demined, what is left, and discussion on U.S. contributions via the State Department's Demining Account.  
Meeting with: Pete Smith, Program Manager; Rachael Rosenberg, Deputy Head of Partnerships
- 1:10-1:20PM Briefing on free from explosive items of ordnance display and explanation of threats  
Description: Display and discussion of different type of ordnance in Ukraine.  
Meeting with: Eifion Foster, Unit Commander and Ivan Riaba, Sub-Unit Commander
- 1:20-2:20PM Minefield tour and discussion.  
Description: The tasks at Berezivka contain cluster munitions that were scattered in the area as result of an aircraft crash, unexploded ordnance being scattered as the result of a separate nearby strike on a Russian vehicle, resulting in unexploded ordnance. Demonstrations of battle area clearance method; Robocut T800 mechanical vegetation cutting machine; and linear method clearance  
Meeting with: Pete Smith, Program Manager
- 2:20-2:40PM Drone demonstration and remote sensing briefing  
Description: Discussion of how technology is used to assist with clearing mined land.  
Meeting with: Eifion Foster, Unit Commander
- 2:40-3:00PM Meeting with member of a nearby local community  
Description: Discussion of how Berezivka village was repeatedly shelled with artillery, mortars and MLRS, and was occupied by Russian forces for one month in Feb-Mar 2022.

- Meeting with: Local community leader affected by the war.
- 3:00-4:00PM Transit back to Kyiv
- 4:00-5:00PM Meeting with Ukraine's Foreign Intelligence Service Unit (FISU)  
Description: Discussion of Russia's strategic objectives during the war including disruption of transatlantic unity.  
Meeting with: Oleh Luhovsky, 1st deputy head of the FISU; Colonel Pavlo Vikon, Desk Officer, Department of International Cooperation
- 5:00-6:30PM Personal Time
- 6:30-6:45PM Transit to Working Dinner
- 6:45-8:30PM Working Dinner with Journalists  
Description: Ukrainian journalists have offered extensive coverage of Ukraine prior to and during the current conflict, including political, social, and economic developments. Briefing will share their reporting on war crimes and combatting Russian propaganda.  
Meeting with: Oleksiy Sorokin, deputy chief editor of The Kyiv Independent; Oksana Romaniuk, head of the Institute of Mass Information
- 8:30-8:45PM Transit to Hotel

### **Friday, April 18**

*Location: Kyiv, Ukraine*

- 8:00AM Depart Hotel
- 8:15-10:00AM Meeting with Regional Center for Human Rights  
Description: Briefing on the return of deported children and evacuation of children from Russia.  
Meeting with: Kateryna Rashevskya, Legal Expert; Daryna Pidhorna, Lawyer; Mykyta Petrovets, Lead on Human Rights Protection; Kateryna Yemchura, Head of Center
- 10:00-10:15AM Transit to Meeting
- 10:15-11:30AM Meeting with RISE Coalition  
Description: The RISE Coalition will share their work with Ukrainian and international civil society organizations to implement government reforms and work on anti-corruption.  
Meeting with: Oleksii Dorogan, Member of the Board of the RISE Ukraine & CEO of the Better Regulation Delivery Office (BRDO); Oleksandra Betliy, Member of the Board of the RISE Ukraine & staff at the Institute of Economic Research and Political Consulting; Lesia

Ogryzko, Member of the Board of the RISE Ukraine & Director of the Sahaidachnyi Security Center; Roman Puchko, Co-Founder and CEO of ReThink – a circular economy and green innovations NGO; Veronika Borysenko, Head of International Relations, Transparency International (Ukraine).

- 11:30-12:00PM Transit to Meeting
- 12:00PM-1:45PM Working Lunch and Site Visit with Ukrainian Volunteer Service  
Description: Briefing on the whole of society mobilization after the start of the war and the ways in which Ukrainians are assisting with frontline aid and other volunteer activities.  
Meeting with: Anna Bondarenko, Founder; Yevhen Bielov, frontline volunteer in Kharkiv.
- 1:45-2:00PM Transit to Meeting
- 2:00-3:15PM Meeting with Ministry of Strategic Industries  
Description: Discussion of co-production and research and development of Ukrainian aircraft and technology.  
Meeting with: David Aloian, Deputy Minister of Strategic Industries; Nico Woods, State Department Contractor embedded in the Ministry of Strategic Industries; Mykahilo Shevchekno, Deputy Director General of Ukraine Defense Industries; Ihor Fedirko, Executive Director of the Council of Defense Manufacturers.
- 3:15-3:30PM Transit to Hotel
- 3:30-8:00PM Personal Time
- 8:00-8:15PM Check out of Hotel and Transit to Kyiv Train Station
- 9:10PM Overnight train to Przemysl, Poland

**Saturday, April 19**

*Location: Rzeszow, Poland*

- 8:00AM Arrive at Przemysl Train Station
- 8:00-10:00AM Customs and Transit to Rzeszow Airport
- 1:05PM Flight LH 1605 from Rzeszow Airport to Munich
- 4:30PM Flight LH 414 from Munich to Washington Dulles (IAD)
- 7:25PM Arrive at Dulles Airport