

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: Jaelyn Evans
2. a. Name of Accompanying Relative: _____ **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: _____ Return: _____
b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Washington, DC Destination: Cape Cod, MA Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: International Fund for Animal Welfare (IFAW)
6. Describe Meetings and Events Attended: See attached itinerary
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: 06/06/2025

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: Mike Quigley Date: 06/06/2025

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: International Fund for Animal Welfare (IFAW)

2. Travel Destination(s): Cape Cod, Massachusetts

3. Date of Departure: May 28, 2025 Date of Return: May 30, 2025

4. Name(s) of Traveler(s): Jaelyn 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	\$670.11	\$218	\$135.93	\$158.33 (see attached expenses)
Accompanying Family Member	n/a	n/a	n/a	n/a

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: Sarah Seaberg Digitally signed by Sarah Seaberg
Date: 2025.06.04 13:25:42 -04'00' Date: 6/4/25

Name: Sarah Seaberg Title: _____

Organization: International Fund for Animal Welfare

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

Address: 1400 16th St NW #510, Washington, DC 20036

Telephone: 443-694-0295 Email: sseaberg@ifaw.org

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

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

COMMITTEE ON ETHICS

TRAVELER FORM

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

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

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: Jaelyn Evans

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): Rep. Mike Quigley

Office Address: 2083 Rayburn House Office Building

Telephone Number: 2022254061

Email Address of Contact Person: jaelyn.evans@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: Jaelyn Evans
2. Sponsor(s) who will be paying or providing in-kind support for the trip: International Fund for Animal Welfare (IFAW)
3. City and State **OR** Foreign Country of Travel: Cape Cod, MA
4. a. Date of Departure: May 28, 2025 Date of Return: May 30, 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:
The second night of lodging is required to accommodate participants after a full day of activities (8 am - 9pm). There are no flights to DCA after activities conclude that evening.
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 Legislative Aide. I oversee the Congressman's work in the animal welfare and environmental portfolio. The activities in this itinerary will significantly enhance my ability to advise the Congressman on marine mammal legislation and support his work as co-chair of the Congressional Animal Protection Caucus.
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: 04/09/25

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:
International Fund for Animal Welfare (IFAW)
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 Appendix A:
Invitation list for full invitee list and justification.
5. Yes No Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of Departure: May 28, 2025 Date of Return: May 30, 2025
7. a. City of departure: Washington, D.C
b. Destination(s): Cape Cod, MA
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. The second night of lodging is required to accommodate attendees after a full day of activities (8:00 AM - 9:00 PM). There are no flights to DCA that evening.

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:
 IFAW is organizing and conducting the entirety of the trip without any other sponsors; this includes planning and reservations, sending invites, and conducting activities during the trip. We are hosting the trip to educate attendees on the function and importance of marine stranding agencies, through practical demonstration in our capacity the stranding response agency for Cape Cod, and to provide in-person opportunities to engage with our marine conservation projects.

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): Approx. cost of 3 meals a day per person is \$92 for full days, adjusted per meal for partial days, in accordance with GSA FY25
 - 2) Provide the reason for selecting the location of the event or trip: IFAW's International Operations Center and Dolphin Rescue Center are located on Cape Cod, where IFAW is the stranding response agency.

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

Hotel Name: Hyannis Harbor Hotel City: Hyannis, MA Cost Per Night: \$109.00 (pre tax and fees)
 Reason(s) for Selecting: Within an hour drive from all proposed activity locations; enough rooms for entire group.

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 type="checkbox"/> Actual Amounts <input checked="" type="checkbox"/> Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$723.15	\$262.00	\$250.00
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	\$162.50	Whale watch (see Appendix B: Congressional Staff Costs for justification), room rental, and travel insurance
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: Danielle Kessler Date: 5/7/25
 Name: Danielle Kessler Title: Director - US
 Organization: International Fund for Animal Welfare
 Address: 1400 16th St NW #510, Washington, DC 20036
 Email: dkessler@ifaw.org Telephone: +1 (202) 536 1929

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
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

Jordan Downs
Chief of Staff 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>

May 23, 2025

Ms. Jaelyn Evans
Office of the Honorable Mike Quigley
2083 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Evans:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Hyannis, Massachusetts, scheduled for May 28 to 30, 2025, sponsored by International Fund for Animal Welfare. We remind you that, because the trip sponsor employs a federal lobbyist, you may participate in officially-connected activity on one calendar day only.

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

Mark DeSaulnier
Ranking Member

MG/MD:nl

Item	Category	Description	Total cost for trip
Meals	Meals and incidental expenses (M&IE)	Dinner on 5/28; Breakfast, lunch, and dinner on 5/29; Breakfast on 5/30	\$135.93
Hotel stay	Lodging	2 nights stay at Hyannis Harbor Hotel on 5/28 and 5/29	\$218.00
Airfare	Transportation	Roundtrip refundable main class airfare from Washington D.C (DCA) to Providence, RI (PVD) - AA4424 outbound on May 28 // AA5468 inbound on May 30	\$430.96
Ground transportation		14-passenger van charter cost for transportation between PVD and Hyannis (roundtrip)	\$84.86
		14-passenger van charter cost for transportation on Cape on 5/29	\$154.29
Whale watching tour	Other	Dolphin Fleet whale watching tour	\$75.00
Breakfast room rental		Room rental from Hyannis Harbor Hotel w/ AV set-up	\$33.33
Insurance		Travelex standard travel insurance	\$50.00

Appendix A : Invitation List

House

First	Last	Office	St	Role	Invite Purpose
Bill	Keating	Keating	MA	MA Congressman	Represents IFAW's district on Cape Cod
Andrew	Nelson	Keating	MA	Policy Advisor	See above
Seth	Moulton	Moulton	MA	MA Congressman	MA delegation, and works with IFAW on North Atlantic right whale (NARW) issues
Tyler	Allard	Moulton	MA	Sr. Legislative Assistant	See above
Lisa	Pahel	Pingree	ME	Legislative Assistant	ME delegation; Approps member; interest in whale/lobstermen issues
Eric	Kanter	Golden	ME	Legislative Director	ME delegation; Natural Resources member; interest in whale/lobstermen issues
Dominick	Porcella	Garbarino	NY	Legislative Assistant	Coastal NY district, interest in marine mammal rescue; works with IFAW on whale issues
Miranda	Peterson	Pallone	NJ	Legislative Assistant	Coastal NJ district, interest in whale monitoring technology; works on IFAW on whale issues
Clare	Dentner	Fitzpatrick	PA	Legislative Assistant	Member of Cong. Animal Protection Caucus; interested in wildlife issues; works with IFAW on priority issues, including marine mammals
Ashley	Roberts	Joyce	OH	Legislative Assistant	Approps member, Member of the Cong. Animal Protection Caucus
Jaelyn	Evans	Quigley	IL	Legislative Aide	Approps member, Co-Chair of the Cong. Animal Protection Caucus; works with IFAW on priority issues, including marine mammals
Amber	Nejjari	Rutherford	FL	Legislative Assistant	Approps member, coastal district
William	Layton	Lawler	NY	Legislative Assistant	Coastal state on NARW migratory path
Liam	McDonough	Smith	NJ	Legislative Assistant	Coastal state on NARW migratory path
Alex	Schroder	Malliotakis	NY	Legislative Assistant	Coastal state on NARW migratory path
TJ	Loudermilk	Kaptur	OH	Sr. Policy Advisor	Approps Committee member
Hannah	Cooper	Elfreth	MD	Legislative Director	Coastal state on NARW migratory path; HNR WWF Committee Member
Jess	Merritt	Latimer	NY	Legislative Director	Coastal state on NARW migratory path
Olivia	Wilhilte	Hoyle	OR	Legislative Assistant	Ranking Member of WWF Subcommittee on HNR
Lucy	Hirsch	Magaziner	RI	Staff Assistant	Coastal state on NARW migratory path; HNR WWF Committee Member
Gillian	Mead	Dexter	OR	Legislative Assistant	HNR Committee member

Caitlin	Johnson	Kiggans	VA	Legislative Assistant	Coastal state on NARW migratory path; HNR WWF Committee Member
Chase	Babair	Buchanan	FL	Legislative Assistant	Co-chair of CAPC
Rachel	Gentile	HNR Subcommittee on Water, Wildlife, and Fisheries Minority	n/a	Staff Director	Senior staffer on subcommittee of jurisdiction in the House
Annick	Miller	HNR Subcommittee on Water, Wildlife, and Fisheries Majority	n/a	Senior Professional Staff Member	Senior staffer on subcommittee of jurisdiction in the House

Senate					
First	Last	Office	St	Role	Invite Purpose
Ed	Markey	Markey	MA	MA Senator	MA delegation; interest in ocean/fishery issues; coastal state on NARW migratory path
Carina	Fish	Markey	MA	Legislative Assistant	See above
Elizabeth	Warren	Warren	MA	MA Senator; Democratic Conference Vice Chair	MA delegation; interest in ocean/fishery issues; coastal state on NARW migratory path
Hanganh	Vo	Warren	MA	Legislative Assistant	See above
Perna	Bhat	Booker	NJ	Legislative Assistant	Champion on marine mammal/NARW issues; coastal state on NARW migratory path
Nicole	Duque	Booker	NJ	Legislative Correspondent	See above
Ashley	Law	Blumenthal	CT	Legislative Assistant	Champion on marine mammal/NARW issues; coastal state on NARW migratory path
Matthew	Robinson	Murkowski	AK	Legislative Assistant	Approps Member; Interest in ocean issues; interest in marine mammal rescue/stranding issues
Olin	Hartkopf	King	ME	Legislative Assistant	ME delegation; interest in whale/lobstermen issues
Meg	Parker	King	ME	Legislative Assistant	ME delegation; interest in whale/lobstermen issues
Nikky	Teutschel	Senate Commerce		Senior Policy Advisor	Senior staffer on subcommittee of jurisdiction in the Senate
Katherine	Huiskes	Collins	ME	Legislative Aide	Coastal state and has an interest in whale and lobstermen issues.

Elizabeth	Mabry	Alsobrooks	MD	Legislative Director	Coastal state on NARW migratory path; Senate EPW FWW Committee member
Mariah	Pfleger	Senate Environment and Public Works	n/a	Minority Senior Policy Advisor	Senior staffer on Committee of jurisdiction in the Senate
Baxter	Carr	Senate Environment and Public Works	n/a	Professional Staff Member	Senior staffer on Committee of jurisdiction in the Senate

Appendix B: Congressional Staff Costs

Category	Item	Description	Cost per day	Total cost for trip (per person)	Justification	Exact or Estimate Cost
Meals and incidental expenses (M&IE)	Meals	Dinner on 5/28; Breakfast, lunch, and dinner on 5/29; Breakfast on 5/30	\$112 (full day) \$69 (first and last days)	\$250	We will be providing a full day's meals on the 29th with food and beverages allocated at \$112, to account for estimated costs of catering and drinks for a reception on the 29th (per person estimated based on total expected guest count). We will be providing two partial day's meals on the 28th and 30th at the per diem 'first and last days' meal rate.	Estimate cost. Source: GSA FY 2025 per diem rates for Hyannis, Massachusetts
Lodging	Hotel stay	2 nights stay at Hyannis Harbor Hotel on 5/28 and 5/29 (pre-tax and amenity fees)	\$109	\$218.00	Hyannis Harbor Hotel is located in a central location to our facilities across the upper, mid, and lower Cape, providing room rates within GSAs FY25 per diem estimates. The second night is included due to the lengthy schedule on the 29th, which will be ending in the evening and would not allow time to transport back to BOS.	Exact cost. Source: Hyannis Harbor Hotel Direct Booking
Transportation	Airfare	Roundtrip refundable main class airfare from Washington D.C (DCA) to Providence, RI (PVD) Suggested flights: AA4424 outbound on May 28 // AA5468	n/a	\$449	We will provide for a roundtrip coach class flight from DCA (Washington, DC) to PVD (Providence, RI) for all attendees travelling from D.C. IFAW is the stranding agency for Cape Cod and southern MA, and being onsite will allow attendees to visit our marine rescue and response facilities.	Estimate cost, subject to change based on flight. Source: American Airlines

		inbound on May 30				
		Roundtrip airline fee for one checked bag	n/a	\$35	We will provide allowance for one checked bag for a roundtrip flight if attendees require.	Exact cost. Source: American Airlines checked bag policy.
	Ground transportation	14-passenger roundtrip van charter cost for transportation from airport to Cape.	n/a	\$84.86	This van will provide cost and time-effective roundtrip transportation for attendees and their baggage from the airport to and from Hyannis Harbor Hotel.	Exact cost. Source: Kon Limousine Service
		14-passenger van charter cost for transportation on Cape on 3/29.	n/a	\$154.29	This van will transport attendees to all locations while on Cape on the 29th, which would otherwise be difficult to access and time restrictive via public transportation.	Estimate cost. Source: Kon Limousine Service
	Whale watching tour	Whale watching tour from Hyannis	n/a	\$75.00	This tour will allow attendees to visit the waters of Stellwagen National Marine Sanctuary and Cape Cody Bay to see firsthand the density of marine life that inhabit our coastal waterways. Hyannis Whale Watch will have professional naturalists onboard providing educational information on the ecosystem and whales present, and IFAW experts will be onboard to discuss our work in the Cape and our efforts to address the threat of vessel strikes in these and other waterways.	Exact cost. Source: Hyannis Whale Watcher Cruise
Other	Breakfast room rental	Room rental from Hyannis	n/a	\$37.50	Cost for use of room and AV set-up for breakfast and morning	Estimate cost, based on total number of

		Harbor Hotel w/ AV set-up			activities overview at Hyannis Harbor Hotel. Providing breakfast at the hotel is more time-effective for the day's schedule.	people present (per person is currently estimated with assumption of 20 people present). Source: Hyannis Harbor Hotel.
	Insurance	Standard travel insurance	n/a	\$50.00	Basic travel insurance will be provided to cover emergency medical costs and travel emergencies.	Estimate cost. Source: Travelex Insurance Services.

Appendix C: Full Itinerary

	Time	Activity	Location	Description
May 28 (Travel Day)	3:29 PM - 5:01 PM	Depart DCA-PVD flight (suggested flight: AA4424)	Washington, DC	Flight to transport DC-based staffers to PVD during the first travel day.
	5:30 PM-7:00 PM	Transport to Hyannis Harbor Hotel	Providence, RI	Bus travel from PVD to Hyannis, Cape Cod where staffer will be lodging.
	7:30 PM - 9:00 PM	Dinner in Hyannis	Hyannis, MA	Dinner at Black Cat Tavern located next to the Hyannis Harbor Hotel.
May 29 (Activity Day)	7:45 AM - 8:45 AM	Catered breakfast at Hyannis Harbor Hotel w/ IFAW staff short briefing IFAW staff short briefing"	Hyannis, MA	Staffers will be provided breakfast and given a briefing on the day's activities and priorities for our stranding and marine conservation work.
	8:45 AM - 9:00 AM	Drive from Hyannis Harbor Hotel to IFAW's Rescue Operation Center (ROC)	Hyannis, MA	Bus travel to first event.
	9:00 AM - 10:25 AM	Tour of Rescue Operations Center (ROC) with IFAW MMR staff	Yarmouth, MA	Tour of ROC, IFAW's base for stranding response activities. This will include a tour of equipment facilities, the Mobile Dolphin Rescue Clinic, (MOBY), and discussion with veterinarians and response staff.
	10:25 AM - 10:35 AM	Drive from ROC to Hyannis Whale Watch Tour	Yarmouth, MA	Bus travel to next event.
	10:35 AM - 11:00 AM	Board Hyannis Whale Watch tour	Barnstable, MA	Boarding time allotted by company.
	11:00 AM - 3:00 PM	Hyannis Whale Watch tour (please note this is weather dependent and subject to change). Lunch will be provided during the tour (provided by a local lobster wholesaler, including options for dietary restrictions).	Barnstable, MA	This tour will bring staffers to Stellwagen National Marine Sanctuary and Cape Cod Bay to see firsthand the density of marine life that inhabit our coastal waterways. Hyannis Whale Watch will have professional naturalists onboard providing educational information on the ecosystem and whales present, and IFAW experts will be onboard to discuss our work in the Cape and our efforts to address the threat of vessel strikes in these and other waterways. The goals of the whale watching tour could not be adequately achieved on land - being on the water is crucial to demonstrate the on-the-water capabilities of our citizen science app Whale Alert and the AIS alert network we are developing with industry. Both of these tools target mariners on the water. The whale watching tour boat is the most economically feasible method to get staffers on the water safely, given the high cost of any type of individual charter.

	3:00 PM - 3:30 PM	Drive from Hyannis Whale Watch tour to Dolphin Rescue Center (DRC)	Orleans, MA	Bus travel to next event.
	3:30 PM - 4:45 PM	Tour of Dolphin Rescue Center (DRC) with IFAW MMR staff	Orleans, MA	Tour of DRC, a first-of-its-kind rehabilitation facility where IFAW seeks to improve post-release survival for small cetaceans by providing short-term intensive care.
	4:45 PM - 5:20 PM	Drive from DRC to Hyannis Harbor Hotel	Barnstable, MA	Bus travel to hotel.
	5:20 PM - 6:00 PM	Break at Hyannis Harbor Hotel	Hyannis, MA	Personal time allotted for staffers to return to their hotel rooms.
	6:00 PM - 6:15 PM	Drive from Hyannis Harbor Hotel to IOC	Hyannis, MA	Bus travel to next event.
	6:15 PM - 8:15 PM	Reception and catered dinner at IOC with IFAW staff and key partners - on-demand presentations with fishermen	Yarmouth Port, MA	Catered reception at IOC for staffers to meet IFAW's on-the-ground partners working in MA, including fishermen, gear manufacturers, scientists, and more.
	8:15 PM - 8:25PM	Drive from IOC to Hyannis Harbor Hotel	Yarmouth Port, MA	Bus travel to hotel.
	8:25 PM	Arrive at Hyannis Harbor Hotel for evening	Hyannis, MA	Activities end for the day.
May 30 (Travel Day)	8:15 AM - 9:00 AM	Breakfast at Hyannis Harbor Hotel	Yarmouth Port, MA	Staffers will be provided breakfast at the hotel.
	9:00 AM - 10:30 AM	Charter van pickup at Hyannis Harbor Hotel and transport to PVD	Yarmouth Port, MA	Bus transport to PVD for return flights to DCA on second travel day.
	10:30 AM - 12:15 PM	At PVD	Providence, RI	Time allotted for arrival, check-in, security, and boarding at PVD.
	12:15 PM - 1:49 PM	Depart from PVD to DCA (suggested flight: AA5468)	Providence, RI	Flight from PVD-DCA to return staffers to D.C.

IFAW Cape Cod Delegation Itinerary - House Staff

Per Ethics guidelines, activities related to the purpose of the trip are restricted to one (1) calendar day. We will not be discussing any related content on Wednesday, May 28th or Friday, May 30th but will assist with transportation and logistics as needed.

Wednesday, May 28th		
Time	Activity	Notes
	Arrange personal travel to DCA	
3:29 PM - 5:01 PM	Flight AA4424 from DCA to PVD	
5:30 PM - 7:00 PM	Bus pick-up and transport to IFAW's Rescue Operations Center (ROC)	2 IFAW staff will be on your flight. Please meet them at your arrival gate in PVD to locate the bus.
5:30 PM - 7:00 PM	Transport to Hyannis Harbor Hotel	
7:00 PM - 7:30 PM	Check in at Hyannis Harbor Hotel	IFAW staff will be located in the lobby to check you in to your room.
7:30 PM - 9:00 PM	Dinner at Black Cat Tavern	Black Cat Tavern is located adjacent to Hyannis Harbor Hotel. Your meal and beverages will be covered within per diem limits (\$38/person).

Thursday, May 29th		
Time	Activity	Notes
7:45 AM - 8:45 AM	Morning briefing in Hyannis Room at Hyannis Harbor Hotel	Breakfast and coffee will be provided. Please wear comfortable clothing suitable for the day's activities.
8:45 AM - 9:00 AM	Bus pick-up and transport to IFAW's Rescue Operations Center (ROC)	
9:00 AM - 10:25 AM	Tour of IFAW's Rescue Operations Center (ROC)	
10:25 AM - 10:35 AM	Transport to Millway Marina	
10:35 AM - 11:00 AM	Boarding Hyannis Whale Watcher Cruises	

11:00 AM - 3:00 PM	Hyannis Whale Watcher Cruise	Lunch will be provided during the tour - please bring warm layers, sunscreen, and if you get seasick, motion sickness medication can help!
3:00 PM - 3:30 PM	Transport to IFAW's Dolphin Rescue Center (DRC)	
3:30 PM - 4:45 PM	Tour of IFAW's Dolphin Rescue Center (DRC)	
4:45 PM - 5:20 PM	Transport to Hyannis Harbor Hotel	
5:20 PM - 6:00 PM	Break Time	Meet outside hotel lobby at 5:55 PM.
6:00 PM - 6:15 PM	Transport to IFAW's International Operations Center (IOC)	
6:15 PM - 8:15 PM	Reception and dinner at IFAW's International Operations Center (IOC)	Casual dress code. Catered dinner will be provided. There will be an open bar with beer and wine.
8:15 PM - 8:25 PM	Transport to Hyannis Harbor Hotel	

Friday, May 30th		
Time	Activity	Notes
8:15 AM - 9:00 AM	Breakfast at Hyannis Harbor Hotel	Meet at the Bluewater Grill outdoor seating tent adjacent to Hyannis Harbor Hotel.
9:00 AM - 10:30 AM	Transport to PVD*	Meet outside hotel lobby with all baggage at 8:55 AM.
10:30 AM - 12:15 PM	Arrival and security at PVD	
12:15 PM - 1:49 PM	Flight AA5468 from PVD to DCA	

*If you are extending your travel for personal purposes, you will be responsible for your transportation from this point. Please let us know if you have any questions.