

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: Caroline Cash
2. a. Name of Accompanying Relative: _____ **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: Tuesday, May 27, 2025 Return: Saturday, May 31, 2025
b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Dulles Airport, VA Destination: Rome Italy Return City: Dulles Airport, VA
5. Sponsor(s), Who Paid for the Trip: Global Women's Innovation Network
6. Describe Meetings and Events Attended: Meetings fostering policy, innovation and leadership
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: 6-12-25

I authorized this travel in advance. I have determined that all of the expenses listed on the attached *Sponsor Post-Travel Disclosure Form* were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

Name of Supervising Member:  Date: 6-12-25
Signature of Supervising Member: _____

COMMITTEE ON ETHICS

SPONSOR POST-TRAVEL DISCLOSURE FORM

Original Amendm

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.

- Sponsor(s) who paid or provided in-kind support for the trip: Global Women's Innovation Netowrk (GlobalWIN)
- Travel Destination(s): Rome, Italy
- Date of Departure: Tuesday, May 27, 2025 Date of Return: Saturday, May 31, 2025
- Name(s) of Traveler(s): Caroline Cash
Note: You may list more than one traveler on a form only if all information is identical for each person listed.
- 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	\$2,085.50	\$1,390.24	\$510.75	\$80.00 Guided tour Ticket the Vatican
Accompanying Family Member				

- 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: June 4, 2025

Name: Helen Milby Title: Co-Founder & President

Organization: Global Women's Innovation Network (GlobalWIN)

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

Address: 600 Pennsylvania Avenue, SE | Suite 410 | Washington, DC 20003

Telephone: 301-518-6336 Email: andrea@mietusevents.com

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: Caroline Cash
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Global Women's Innovation Network
3. City and State OR Foreign Country of Travel: Rome, Italy
4. a. Date of Departure: Tuesday, May 27, 2025 Date of Return: Saturday, May 31, 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.**
As Chief of Staff to James Comer I advise on policy matter related to AI, advanced manufacturing, national defense, healthcare, and foreign relationships, all which will be covered on this trip.

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: James Comer Date: 4-23-25

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:
Global Women's Innovation Network (GlobalWIN)
2. I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. *Signify that the statement is true by checking box.*
3. **Check only one.** I represent that:
 - a. The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip; **OR**
 - b. The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds; **OR**
 - c. The primary trip sponsor has accepted funds, services, or in-kind assistance from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.
If "c" is checked, list the names of the additional sponsors: _____
4. Provide names and titles of **ALL** House Members *and* employees you are inviting. **For each House invitee, provide an explanation of why the individual was invited** (include additional pages if necessary): _____
Please see attached.
5. Yes No Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of Departure: Tuesday, May 27, 2025 Date of Return: Saturday, May 31, 2025
7. a. City of departure: Washington Dulles International Airport (VA) IAD
b. Destination(s): Rome, Italy
c. City of return: Washington Dulles International Airport (VA) IAD
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): The U.S. State Department has noted a 123.75 per diem on travel days and 165.00 on full days of programming to cover meals in Italy.
 - 2) Provide the reason for selecting the location of the event or trip: Italy fosters connections between policy, innovation, and inclusive leadership. We will learn more about their government and U.S. Companies that have a presence there.
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: NH Collection Roma Centro City: Rome Cost Per Night: \$309.43
 Reason(s) for Selecting: Close to the Vatican and the rates were within the suggested cost considering, it is a Jubilee Year.
- 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	Air transportation \$1,950.00 Ground transportation \$500.00 Total: \$2,450.00	\$1,273.72	\$701.25
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:  Date: April 18, 2025

Name: Helen Milby Title: Co-Founder & President

Organization: Global Women's Innovation Network (GlobalWIN)

Address: 600 Pennsylvania Avenue SE | Suite 410 | Washington, DC 20003

Email: andrea@mietusevents.com Telephone: 301-518-6336

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



This bipartisan initiative will convene a select group of U.S. House of Representatives staff engaged in shaping critical policy areas, including artificial intelligence, advanced manufacturing, national defense, healthcare, female leadership, technology innovation, and the U.S.–Italy bilateral relationship. These staff members were chosen for their expertise, and active roles in legislative efforts that align with their portfolios. The goal is to foster deeper transatlantic collaboration, share best practices, and explore opportunities for partnership between the United States and Italy in areas of shared interest and mutual benefit. Rome is at the intersection of innovation, fashion, and global commerce—staff will gain valuable insights into the evolving landscape of global supply chains, digital commerce, and youth-oriented markets, all of which are increasingly relevant to U.S. policymaking in today’s interconnected world.

First Name	Last Name	Title	Office
Anne	Brody	Director of Business Coalition	Office of House Majority Whip Tom Emmer
Baillie	Brown	Chief of Staff	Office of U.S. Representative Scott Peters
Caroline	Cash	Chief of Staff	Office of U.S. Representative James Comer
Courtney	Cochran	Director of Member Services	Office of Democratic Whip Katherine Clark
Elle	Collins	Tax Counsel	Committee on Ways and Means
Jessica	Donlon	General Counsel	House Energy and Commerce Committee
Courtney	Fry	Director of Member Services	Office of U.S. Representative Rep. Aguilar
Tiffany	Guarascio	Staff Director	Energy and Commerce Committee (Minority Staff)
Megan	Jackson	Staff Director	House Energy & Commerce Committee
Ashley	Jones	Chief of Staff	Office of U.S. Representative Debbie Wasserman Schultz
Nancy	Juarez	Chief of Staff	Office of U.S. Representative Ami Bera
Robin	Juliano	Policy Director	Office of Democratic Whip Representative Katherine Clark
Amanda	Kain	Chief of Staff	Office of U.S. Representative Dave Joyce
Carolyn	King	Chief of Staff	Office of U.S. Representative Rob Wittman
Margaret	McInnis	Staff Director	Rep. Marcy Kaptur (OH-09)
Lisa	Mortier	Senior Advisor	House Committee on Oversight and Accountability, Chairman James Comer
Dao	Nguyen	Chief of Staff	Office of U.S. Representative Derek Tran
Whitley	O’Neal	Chief of Staff	Office of Representative Wesley Bell
Wyndee	Parker	National Security Advisor	Office of Minority Leader Hakeem Jeffries
Nancy	Peele	Chief of Staff	Office of U.S. Representative Bruce Westerman
Caitlin	Peruccio	Legislative Counsel and Senior Policy Advisor	Office of U.S. Representative Rosa L. DeLauro

Jessica	Proud	Chief of Staff	Office of U.S. Representative Nick Langworthy
Katherine	Sears	Chief of Staff	Office of U.S. Representative Vince Fong
Anne	Sokolov	Executive	New Democrat Coalition
Jo	Stiles	Chief of Staff	Office of U.S. Representative Joe Morelle
Deena	Tauster	Chief of Staff	Office of U.S. Representative Andrew Garbarino
Rachel	Wagley	Chief of Staff	Office of U.S. Representative Blake Morre
Dominique	Yelinski	Policy Advisor	Office of Majority Leader Steve Scalise



2025 Rome House Staff Delegation Trip Itinerary Tuesday, May 27-Saturday, May 31, 2025

Tuesday, May 27, 2025

- 3:40PM Meet at Washington Dulles International Airport (IAD)
- 5:40PM Depart Washington Dulles International Airport (IAD)
United Flight #884

Wednesday, May 28, 2025

- 8:15AM (CEST) Arrive at Rome Fiumicino Airport (FCO)
- 9:30AM Depart Rome Fiumicino Airport (FCO) [Pick up of 25 guests with luggage]
- 9:30AM [35-minute drive to NH Collection Roma Centro (Via dei Gracchi, 324, 00192 Roma)]
10:00AM
- 10:00AM Check in to NH Collection Rome Centro & Executive Time
11:00AM
- 11:00AM Depart NH Collection Roma Centro
Via dei Gracchi, 324, 00192 Roma
- 11:00AM [13-minute drive to Via Michelangelo Caetani, 32, 00186 Roma RM, Italy]
11:13AM
- 11:30AM **Meeting with Center for American Studies & Roundtable Lunch**
1:30PM Via Michelangelo Caetani, 32, 00186 Roma RM, Italy
Overview: The Center for American Studies in Rome promotes American culture and fosters U.S.-Italy dialogue. Established in 1934, it offers educational programs on American society, history, and international relations. You'll meet with the leadership team to learn about their focus for the next four years as we navigate a changing landscape
Speakers: TBA
- 1:30PM [13-minute drive to NH Collection Roma Centro (Via dei Gracchi, 324, 00192 Roma)]
1:45PM
- 2:00PM **AWS Visit: Powering Innovation: A Deep Dive into AWS Cloud Infrastructure**
3:00PM NH Collection Rome Centro, Meeting Room
Overview: GlobalWIN will learn more about AWS's activities in Rome and across Italy encompassing significant investments in cloud infrastructure, support for various industries, and educational initiatives that collectively contribute to technological advancement and economic development in the region
Speakers: TBA
- 3:00 PM Executive Time
4:15 PM

4:15 PM [15-minute walk to Philip Morris Italia (VIA PO 11-13-15 - 00198 Roma (RM))]

4:30 PM

4:30 PM Philip Morris Italia Roundtable Discussion Leading Change: Women at the Forefront of Innovation at PMI

6:30 PM Via Margutta, 3, 00187 Roma RM, Ital

Overview: During our visit to Philip Morris International (PMI), attendees will tour their cutting-edge production facilities and engage in discussions around sustainability, innovation, and PMI's bold vision for a smoke-free future. A key focus will be the company's strong commitment to gender equality and diversity, highlighting women in leadership, engineering, and tech roles. Both Philip Morris Italia and Philip Morris Manufacturing & Technology Bologna have earned equal-salary certification and recognition as top employers, underscoring their dedication to equal pay, inclusive work environments, and meaningful career development for all employees. PMI's investment in smoke-free product innovation, particularly through its IQOS technology, is central to its operations in Bologna and Rome

Speakers: TBA

6:45PM [1-minute walk or 6-minute drive to dinner] TBD

6:46PM

7:00PM Dinner: Faith, Diplomacy, and Dialogue: An Evening with Dr. Laura Hochla

9:00PM Location to be determined

Overview: We will be joined at our programmed dinner by Laura Hochla, a career U.S. Foreign Service officer currently serving as Chargé d'Affaires ad interim at the U.S. Embassy to the Holy See since July 8, 2024. In this role, she leads the embassy's mission in the absence of a Senate-confirmed ambassador, overseeing U.S. engagement with the Vatican on human rights, religious freedom, peacebuilding, humanitarian aid, global health, and education.

8:30PM [15-minute walk or 6-minute drive to NH Collection Roma Centro (Via dei Gracchi, 324, 00192 Roma)] TBD

8:45PM

RON NH Collection Roma Centro
Via dei Gracchi, 324, 00192 Roma

Thursday, May 29, 2025

6:30AM Breakfast is Available at the Hotel

8:00AM

8:30AM Depart NH Collection Roma Centro

Via dei Gracchi, 324, 00192 Roma

8:30 AM [10-minute drive to Via Vittorio Veneto, 121, 00187 Roma RM, Italy]

9:00AM Embassy of the United States of America to Italy

11:00AM Via Vittorio Veneto, 121, 00187 Roma RM, Italy

Overview: Attendees will meet with the Embassy. The Embassy actively supports programs and events that highlight the role of women in various sectors, fostering dialogue and collaboration between the U.S. and Italy. Ambassador Mariangela Zappia has been involved in seminars discussing challenges and opportunities for women leaders, emphasizing the importance of mentoring and the progress made in Italy towards gender equality. With this visit, we will gain some valuable insight into the landscape of women's leadership in Italy

11:00 AM [19-minute drive to Al Passetto di Borgo, Al Passetto di Borgo, Borgo Pio, 62, 00193
11:20 AM Roma RM, Italy]

11:45 AM From Convent to Global Change: Sister Sheila Kinsey's Journey of Faith and Justice & Lunch

1:30 PM Al Passetto di Borgo, Al Passetto di Borgo, Borgo Pio, 62, 00193 Roma RM, Italy

Overview: Sister Sheila Kinsey will reflect on her journey from entering religious life in the 1960s, when women in religion primarily served in institutional roles with limited influence, to becoming a global advocate for justice and peace. Alongside her sister's, she will discuss their work in social justice, environmental advocacy, education, and peacebuilding, as well as their leadership roles at the UN, the Vatican, and within the Church. Their conversation will highlight the evolving role of women in the Church, grounded in Franciscan values and a commitment to humanitarian action.

1:30 PM [15-minute walk to the Vatican (Vatican City, 00120)]

1:45 PM

2:00 PM Hold for Vatican Tour

4:00 PM

4:10 PM [16-minute drive to Piazza del Popolo, 18, 00187 Roma RM, Italy]

4:26 PM

4:30PM Mastercard: Business Development Roundtable & Reception

6:00PM Piazza del Popolo, 18, 00187 Roma RM, Italy

Overview: Attendees will tour Mastercard's Rome office, which focuses on regional business development, partnerships, and innovation in digital payments. The office supports Mastercard's initiatives in Italy and Europe. A roundtable discussion with their female leadership team will explore how they serve broader markets

6:30PM [15-minute walk or 6-minute drive to dinner] TBD

6:50PM

7:00PM Dinner with Johnson & Johnson

8:30PM

Overview: Join a conversation with Kathryn Wengel, EVP, Chief Technical Operations & Risk Officer at Johnson & Johnson, as she shares insights from her global leadership journey. Drawing on her experience in STEM, healthcare, and operations, Kathryn will discuss breaking barriers in male-dominated fields such as operations, supply chain, and manufacturing.

8:30PM [15-minute walk or 6-minute drive to NH Collection Roma Centro (Via dei Gracchi, 324, 00192 Roma) TBD

8:45PM

RON NH Collection Roma Centro
Via dei Gracchi, 324, 00192 Roma

Friday, May 30, 2025

6:30AM Breakfast Available at Hotel

8:15AM

8:00AM Depart NH Collection Roma Centro

Via dei Gracchi, 324, 00192 Roma

8:00AM [22-minute walk or 17-minute drive to Italian Parliament (Piazza di Monte Citorio, 1, 00186 Roma RM,

- 8:22AM *Italy}}*
- 8:30AM **Italian Parliament: Camera dei Deputati- Meeting with Members of Parliament**
 10:30AM Piazza di Monte Citorio, 1, 00186 Roma RM, Italy (Italian Embassy handling)
Overview: Members of Parliament are currently addressing key issues concerning women’s rights and safety, including gender-based violence, sexism in education, and debates over reproductive rights. We will hear from women working alongside Laura Boldini, an Italian politician and former UN official who has long championed gender equality and wrote a book in 2022. Her book highlights the widespread outrage and calls for essential cultural change.
- 10:20 AM **Depart Rome**
United Airlines Flight #885
Carolyn King & Jessica Proud
- 10:30AM **Tour of Chambers**
 11:30AM **Overview:** The tour will provide insight into Italy's legislative process, the role of parliamentarians, and the history of the country’s political institutions. The group will have a closer look at where Italy's important laws and policies are debated and decided.
- 11:30AM *[15-minute walk or 10-minute drive to lunch] TBD*
 11:55PM
- 12:00PM **Lunch: Dr. Emilce Cuda A Conversation on Faith and Work**
 1:30PM *TBD- Preferable near the Museum*
Overview: Dr. Emilce Cuda is the Secretary of the Pontifical Commission for Latin America at the Holy See. She is also an ordinary member of the Pontifical Academy of Social Sciences and the Pontifical Academy Pro-Vita. GlobalWIN will learn about Dr. Cuda’s powerful, thoughtful, and deeply rooted background as a theologian, ethicist, and advisor to Pope Francis on social and labor issues.
- 1:30PM *[30-minute walk or 10-minute drive to Caravaggio Museum Tour (Gallerie Nazionali di Arte Antica –*
 2:00PM *Palazzo Barberini, Via delle Quattro Fontane, 13, 00184 Roma RM, Italy]*
- 2:00PM **Caravaggio Museum Tour or Other VIP Cultural Visit**
 4:00PM Gallerie Nazionali di Arte Antica - Palazzo Barberini, Via delle Quattro Fontane, 13, 00184 Roma RM, Italy
Overview: Michelangelo Merisi da Caravaggio was one of the most intense, rebellious, and influential artists of all time. His dramatic life mirrored his powerful art, marked by a complex relationship with women, power, and society. Today's experience offers a unique opportunity to explore Caravaggio’s work through a gender-focused lens—highlighting the representation of women in his paintings, the real-life models he used, and the roles women played in his era. Attendees will engage with a rich, thought-provoking journey where art becomes a platform for dialogue on inclusion, visibility, and voice—issues that remain just as relevant today in navigating male-dominated spaces.
Speaker: TBA
- 2:20 PM EDT **Arrival IAD**
United Airlines Flight #885
Carolyn King & Jessica Proud
- 4:00PM *[25-minute walk or 10-minute drive to Diageo] TBD*
 4:30PM

4:30PM	<u>Diageo Tour & Highlights of Blue Hues for a New Creation</u>
6:00PM	TBD
	Overview: GlobalWIN will tour and learn about steps taken in creating, developing and marketing something new. Venturo, a modern Italian aperitivo launched by Diageo in August 2024, was developed by Diageo's Innovation team. Roberta Fontana, Commercial Director for Diageo Italia, played a key role in introducing the product to the Italian market, while Ursula Meija-Melgar, Marketing Director for Southern Europe, led its marketing strategy. Their leadership highlights the significant contributions of women in bringing Venturo to market, blending Italy's aperitivo tradition with a modern twist.
6:00PM	[15-minute walk or 5-minute drive to pizza] TBD
6:15PM	
6:30PM	Casual Dinner-Pizza and Gelato
8:15PM	
8:15PM	[15-minute walk or 5-minute drive to night tour] TBD
8:30PM	
8:30PM	Night Walking Tour -A journey through power, time, and the role women continue to carve out in global leadership
10:00PM	Overview: A night walking tour of the Senate in Rome offers a rich, immersive experience, especially meaningful for GlobalWIN as women engaged in leadership, policy, or international affairs. Our host will touch on the Legacy of Roman Governance, the Evolution of Power and Citizenship, Modern Italian Politics and Gender roles, and most importantly, similar to our democracy, a legacy of leadership and place
10:30PM	[15-minute walk or 6-minute drive to NH Collection Roma Centro (Via dei Gracchi, 324, 00192 Roma) TBD
10:45PM	
RON	NH Collection Roma Centro Via dei Gracchi, 324, 00192 Roma

Rome Programming End

Saturday, May 31, 2025

7:00AM	Depart NH Collection Roma Centro [Pick up 25 guests with luggage] Via dei Gracchi, 324, 00192 Roma
7:00AM	[35-minute drive to NH Collection Roma Centro (Via dei Gracchi, 324, 00192 Roma)]
7:30AM	
7:30AM	Arrive at Rome Fiumicino Airport (FCO)
10:20AM	Depart Rome Fiumicino Airport (FCO) United Flight #885
2:29PM	Arrive at Washington Dulles International Airport (IAD)

Question 12- GlobalWIN – Staff Delegation Trip to Rome, Italy

GlobalWIN will engage all three of its core programming pillars through a dynamic and impactful delegation trip to Rome, Italy. This bipartisan initiative will convene a select group of House staff working on critical policy areas, including artificial intelligence, advanced manufacturing, national defense, healthcare, female leadership, technology innovation, and the U.S.–Italy bilateral relationship.

In collaboration with GlobalWIN’s network of partners and allies, the program will feature a robust agenda of corporate site visits, meetings with senior women leaders in the Italian government and the U.S. Embassy, as well as cultural events that highlight Rome’s historical significance and vibrant diplomatic role.

Participants in GlobalWIN’s House Staff Delegation will engage directly with cutting-edge companies, influential female industry leaders, and top executives. These interactions will provide a platform to explore key policy challenges and foster meaningful bipartisan dialogue. The trip will promote cooperation, mutual understanding, and lasting professional relationships across party lines.

GlobalWIN will fully organize and fund all components of the trip, including travel arrangements, official meetings, speakers, and panel discussions scheduled throughout the official programming hours.



2025 Rome House Staff Delegation Trip Itinerary Tuesday, May 27-Saturday, May 31, 2025

Tuesday, May 27, 2025

Attire: Airport Attire

- 3:40 PM** **Meet at Washington Dulles International Airport (IAD)**
Staff to arrive on own with vouchers and check in with Zoriana and Laila at the gate.
- 5:40 PM** **Depart Washington Dulles International Airport (IAD)**
United Flight #884

Wednesday, May 28, 2025

AM Attire: Airport Attire (Staff will have the opportunity to change at the hotel in the morning)

PM Attire: Business Casual

8:15 AM (CEST) Arrive at Rome Fiumicino Airport (FCO)

9:30 AM **Depart Rome Fiumicino Airport (FCO)**

9:30 AM *[35-minute drive to NH Collection Roma Centro (Via dei Gracchi, 324, 00192 Roma)]*

10:05 AM

10:00 AM **Check in to NH Collection Rome Centro & Executive Time**

11:00 AM **Location: Campo Dei Fiori (Floor 0) of the Hotel Lobby.**

11:00 AM *Depart NH Collection Roma Centro*

Via dei Gracchi, 324, 00192 Roma

11:00 AM *[13-minute drive to Via Michelangelo Caetani, 32, 00186 Roma RM, Italy-private transportation]*

11:13 AM

11:30 AM **Meeting with Center for American Studies & Roundtable Lunch**

1:30 PM **Location: Via Michelangelo Caetani, 32, 00186 Roma RM, Italy**

Overview: The Center for American Studies in Rome promotes American culture and fosters U.S.-Italy dialogue. Established in 1934, it offers educational programs on American society, history, and international relations. Ylenja Lucaselli will share her journey being elected to the Italian Parliament in 2018 to represent the district of Emilia-Romagna for the Brothers of Italy.

Speaker:

Ylenja Lucaselli, Member, Italian Parliament Budget Committee

Run of Show:

11:30- 1:00PM Meeting

1:-00PM Lunch

1:30 PM
2:30 PM

Jewish Quarter of Rome and Great Synagogue of Rome

Overview: A visit and conversation about the Jewish Ghetto in Rome is a powerful reminder that the city's history is more than ancient ruins and Catholic heritage. The Jewish Quarter reveals a deeper, more layered narrative—one of resilience, memory, and coexistence. It was also a moment for reflection on the vital, often under-recognized role women play in preserving culture through adversity. In this community, women are at the heart of family life, tradition, and storytelling—quietly shaping continuity across generations. Like the world we live in today, the Quarter embodies the complexity of multiple histories living side by side.

3:00 PM
4:00 PM

Executive Time

4:00 PM
4:15 PM

[15-minute walk to Philip Morris Italia (IQOS Embassy Rome, Via Margutta, 3, 00187 Roma RM,)]

4:30 PM
6:30 PM

Philip Morris Italia Roundtable Discussion & Reception with PMI Senior Leadership

Location: *IQOS Embassy Rome, Via Margutta, 3, 00187 Roma RM*

Overview: During our visit to Philip Morris International (PMI), attendees will tour their cutting-edge production facilities and engage in discussions around sustainability, innovation, and PMI's bold vision for a smoke-free future. A key focus will be the company's strong commitment to gender equality and diversity, highlighting women in leadership, engineering, and tech roles. Both Philip Morris Italia and Philip Morris Manufacturing & Technology Bologna have earned equal-salary certification and recognition as top employers, underscoring their dedication to equal pay, inclusive work environments, and meaningful career development for all employees. PMI's investment in smoke-free product innovation, particularly through its IQOS technology, is central to its operations in Bologna and Rome

Speakers:

Simona Delvecchio, Manager, Sustainability & Public Policy

Luisa Maurizi, Sr Leaf Manager

Maria Clara Paradies, Head of Brand Engagement

Run of Show:

4:30-4:45PM: Arrivals/Tour of the space

4:45-5:45PM: Fireside Chat (flexible format) Conversation with leadership + Q&A

5:45-6:30PM: Standing Reception

6:45 PM
6:46 PM

[1-minute walk]

6:45 PM
8:30 PM

Full Delegation Welcome Dinner

Location: *Hi-Res Restaurant, Via della Fontanella, 15, 00187 Roma RM, Italy*

Overview: Nicoletta Luppi, a prominent Italian executive (notably the Managing Director of MSD Italy), is known for her advocacy around leadership, innovation, and gender equity. Nicolette is about sharing the opportunities she encountered as a professional and empowering those around her to be changemakers.

Guest Speaker: *Nicoletta Luppi, Senior vice President of MSD (Merck Sharp and Dohme) Italy*

8:30 PM
8:45 PM

[15-minute walk to NH Collection Roma Centro (Via dei Gracchi, 324, 00192 Roma)]

RON

*NH Collection Roma Centro
Via dei Gracchi, 324, 00192 Roma*

Thursday, May 29, 2025

Attire: Business Casual

7:00 AM Breakfast Available at Hotel- Lobby Bar
10:00 AM

8:45 AM Depart NH Collection Roma Centro
Via dei Gracchi, 324, 00192 Roma

8:45 AM [10-minute drive to APCO Worldwide, Piazza dei Caprettari, 70 (Palazzo Lante) 00186 Rome]
8:55 AM

9:00 AM **Women Driving the Future of Tech and Policy (Salesforce)**

10:15 AM **Location:** APCO Worldwide, Piazza dei Caprettari, 70 (Palazzo Lante) 00186 Rome

Overview: MP Deborah Bergamini (Forza Italia) and MP Giulia Pastorella (Azione) will engage in a cross-party conversation representing Italy's center-right and centrist perspectives. Their discussion will explore shared goals and policy differences, framed through a modern lens that highlights generational contrasts and the evolving role of women in Parliament. Together, they will champion female leadership, equal pay, work-life balance, and greater representation in institutions, advocating for progress across party lines.

Run of Show:

9:00-10:00AM - Fireside chat with MP Deborah Bergamini, MP Giulia Pastorella & Rachele Ciavarella

10:00:10:15AM – Closing remarks & Q & A

Speakers:

Rachele Ciavarella, Senior Manager, Salesforce

MP Deborah Bergamini, Forza Italia

Guilia Pastorella, Azione

10:20 AM **Depart Rome- United Airlines Flight # 885**
Carolyn King & Jessica Proud

10:20 AM [10-minute drive to NH Collection Roma Centro Via dei Gracchi, 324, 00192 Roma]
10:25 AM

10:30 AM **Women in Diplomacy: A Dialogue with Chargé d'Affaires Laura Hochla**

11:45 PM **Location:** NH Hotel, Campo De' Fiori

Overview: GlobalWIN will have the opportunity to meet with Laura Hochla, a career member of the Senior Foreign Service who assumed the duties of Chargée d'Affaires ad interim on July 8, 2024. As the acting head of the U.S. Mission to the Holy See, Chargé d'Affaires Laura Hochla will highlight current diplomatic priorities, shared values, and global challenges—especially through the lens of collaboration between the U.S. and the Vatican.

The discussion will emphasize partnership over politics and include her perspective as a woman serving in a senior diplomatic role at such a unique global institution. Topics will also cover honoring Pope Francis's legacy, the historic moment of transition following his passing, and the respect for the Conclave process in selecting the new pope.

11:50 AM Depart NH Collection Roma Centro
Location: Via dei Gracchi, 324, 00192 Roma

11:50 AM
12:00PM

[7-minute drive to NH Collection Roma Centro Via dei Gracchi, 324, 00192 Roma]]

12:00 PM
1:45 PM

From Convent to Global Change: Sister Sheila Kinsey's Journey of Faith and Justice & Lunch

Location: *Al Passetto di Borgo, Borgo Pio, 62, 00193 Roma RM, Italy or Romolo alla Mole Adriana*

Overview: Sister Sheila Kinsey will reflect on her journey from entering religious life in the 1960s, when women in religion primarily served in institutional roles with limited influence, to becoming a global advocate for justice and peace. Alongside her sister's, she will discuss their work in social justice, environmental advocacy, education, and peacebuilding, as well as their leadership roles at the UN, the Vatican, and within the Church. Their conversation will highlight the evolving role of women in the Church, grounded in Franciscan values and a commitment to humanitarian action.

1:45 PM
2:15 PM

[5-minute drive walk to the Vatican and photos in St. Peter's Square (Vatican City, 00120)]

2:20 EDT

**Arrival IAD-United Flight # 885
Carolyn King & Jessica Proud**

2:30 PM
4:30 PM

Vatican Tour

A visit to the Vatican offers senior U.S. House Representative Staff a unique opportunity to deepen their understanding of the intersection between faith, diplomacy, and global policy. Experiencing firsthand the Vatican's historical and cultural significance, as well as its role as a sovereign diplomatic entity, provides valuable context for U.S. foreign relations and international cooperation. The visit highlights how moral and ethical leadership can influence global challenges such as peacebuilding, human rights, and humanitarian aid—insights that can enrich a representative's perspective when shaping policy on the world stage.

3:20 PM

**Depart FCO United Flight #127
Deena Tauster**

5:30 PM
5:46 PM

[16-minute drive to Hassler Hotel, (Piazza della Trinità dei Monti, 6, 00187 Roma RM, Italy)]

6:00 PM
7:00 PM

Delegation Reception with American Chamber of Commerce in Italy

Location: *Hassler Hotel, Terrace, Piazza della Trinità dei Monti, 6, 00187 Roma RM, Italy (Terrace)*

Confirmed Speaker: Alma Laias, Senior Adviser of Public Affairs, American Chamber of Commerce Italy
Overview: Alma Laias, Senior Adviser of Public Affairs at the American Chamber of Commerce in Italy, will share how the Chamber supports American businesses in navigating the Italian market by advocating for policies that foster economic growth, reduce barriers, and promote bilateral cooperation. She will highlight the strong and multifaceted economic partnership between the United States and Italy, with a focus on key sectors such as manufacturing, technology, energy, and finance. In addition, she will discuss how American companies operate in Italy and the mutual benefits of transatlantic trade and investment.

7:00 PM
8:30 PM

Delegation Dinner featuring: Kathryn Wegel

Location: *Hassler Hotel, Courtyard, Piazza della Trinità dei Monti, 6, 00187 Roma RM, Italy (Courtyard)*

Overview: Kathryn Wengel, Executive Vice President and Chief Technical Operations & Risk Officer at Johnson & Johnson, will focus on key themes of leadership, innovation, and empowering women in both public service and industry. Drawing on her extensive career, she will reflect on the tenets of her success, including women in leadership, innovation in global health, and the value of public-private partnerships. Most importantly, she will speak to what GlobalWIN proudly champions: mentorship and the empowerment of women across sectors and generations.

7:20 PM EDT Arrive IAD United Flight #127
Deena Tauster

8:30 PM [7-minute drive to NH Collection Roma Centro (Via dei Gracchi, 324, 00192 Roma)]

RON NH Collection Roma Centro
Via dei Gracchi, 324, 00192 Roma

Friday, May 30, 2025

AM Attire: Business Casual

PM Attire: Casual (There is executive time to change before dinner)

7:00 AM Breakfast Available at Hotel

9:15 AM Location: Lobby Bar

9:15 AM Depart NH Collection Roma Centro
Via dei Gracchi, 324, 00192 Roma

9:15 AM [15-minute drive to Italian Parliament (Piazza di Monte Citorio, 1, 00186 Roma RM,
9:30 AM Italy)]

9:30 AM Undersecretary for the Economy

10:00 AM Location: Palazzo Montecitorio, Piazza di Monte Citorio, 00186 Roma RM, Italy

Overview: Hon. Lucia Albano, Undersecretary of Economy in Italy, will address the delegation and speak about her role in government, the importance of economic policy, and the advancement of women in leadership and public service.

10:00 AM Delegation Tour of Chamber of Deputies

11:30 AM Location: Palazzo Montecitorio, Piazza di Monte Citorio, 00186 Roma RM, Italy

Meeting Point: The main entrance of the Montecitorio Palace in Piazza Montecitorio

Overview: A visit to the **Chamber of Deputies**—the lower house of Italy's Parliament—is a rich experience for U.S. House staffers, offering insights into Italy's legislative process, democratic institutions, and political culture. The time together will provide insight into Italy's legislative process, the role of parliamentarians, and the history of the country's political institutions. The group will have a closer look at where Italy's important laws and policies are debated and decided.

11:30 AM [20-minute drive to lunch]

11:55 PM

12:00 PM

Staff Delegation MFA Lunch Roundtable

1:30 PM

Location: *Ministry of Foreign Affairs, Piazzale della Farnesina 1, Second Floor, Sala Gaja*

Overview: During the meeting, officials from Italy's Ministry of Foreign Affairs and International Cooperation will offer an overview of Italy's diplomatic priorities and the strong transatlantic partnership with the United States. They will highlight shared commitments on global challenges such as security, migration, climate change, and development, while also emphasizing the critical role of multilateral cooperation. Special attention will be given to the advancement of women in diplomacy, both within the Italian Foreign Service and through global gender equality initiatives. The discussion will serve as a valuable exchange on how women leaders across sectors can shape foreign policy, strengthen democratic institutions, and drive inclusive global progress.

Confirmed Speakers:

First Counselor Letizia Santangelo, Head of North America Unit, Directorate for Political Affairs; Min. Plen. Giuliana Del Papa, Director Unit for Programming and Analysis (MFA's internal think tank, basically);

First Counselor Luca Fratini, Coordinator for UN agenda ON Women, Youth peace and security.

Run of Show:

12:00pm -12:05pm: Welcome from Letizia Santangelo

12:05pm-12:10pm: Quick remarks from a GlobalWIN representative

12:10pm-12:15pm: Group introductions

12:15pm-1:30pm: Conversation

1:30pm -2:00pm Tour MFA's Italian contemporary art collection of the first floor

2:00 PM

[15-minute drive to NH Collection Roma Centro, Via dei Gracchi, 324, 00192 Roma]

2:10 PM

2:10 PM

Executive Time

3:10 PM

3:15 PM

Meet at the Hassler Hotel to depart for The US Embassy for Security Protocol

[8-minute drive to Via Vittorio Veneto, 121, 00187 Roma RM, Italy]

3:30 PM

4:00 PM

Delegation U.S. Embassy Meeting

5:00 PM

Location: *Via Vittorio Veneto, 121, 00187 Roma RM, Italy*

Overview: Visiting the U.S. Embassy in Rome will provide the Congressional staff with a deeper understanding of how American foreign policy is implemented through diplomacy. Staffers will gain insight into the Embassy's role in managing the U.S.-Italy bilateral relationship—including cooperation on security, trade, energy, and global health—while also learning how diplomats advocate for American values and citizens abroad. The visit offers a behind-the-scenes look at interagency coordination, public diplomacy efforts, and how the Embassy supports both high-level policy goals and everyday citizen services. Staff will also engage with Foreign Service officers to better understand career pathways in diplomacy and the evolving challenges of representing the U.S. overseas.

Speaker: Marta Contanzo Youth, Deputy Chief of Missions for the U.S. Embassy in Rome, Italy

5:00 PM

[8-minute drive NH Collection Roma Centro, Via dei Gracchi, 324, 00192 Roma]

5:10 PM

5:15 PM
6:10 PM

Executive Time

6:10 PM
6:20 PM

[10-minute drive to Pizzeria San Marco, Pizzeria San Marco (Via Tacito 29, Via Plinio, 2, 00193 Rome)]

6:30 PM
8:15 PM

Full Delegation Closing Dinner

Location: *Pizzeria San Marco, Pizzeria San Marco (Via Tacito 29, Via Plinio, 2, 00193 Rome (Latium), Italy)*

Overview: Co-Founder & President Helen Milby and Executive Director Angeli Chawla will provide a recap of the key highlights from the GlobalWIN Delegation's trip to Rome. They will reflect on the unique opportunities for dialogue, diplomacy, and cross-sector collaboration that emerged throughout the program. The session will also include reflections and takeaways from the U.S. House of Representatives staff who participated in the delegation, offering insights into how this international experience deepened their understanding of global partnerships, public-private engagement, and the vital role of women in leadership across institutions.

8:15 PM
8:30 PM

[15-minute walk to Piazza del Popolo]

8:30 PM
9:30 PM

Delegation Fori Imperiali Night Walking Tour

Walking tour by Participating in visits to iconic sites such as the Imperial Forums, Trevi Fountain, and Piazza di Spagna—along with potential stops at the Pantheon and Piazza Navona—offers staff a valuable cultural immersion that enriches their understanding of Rome's historical and artistic heritage. These landmarks provide context for Italy's rich political and social history, enhancing the delegation's appreciation of the city that serves as a backdrop for many of their diplomatic engagements. Meeting Point: Piazza del Popolo at 8:30PM
End Point: Colosseum at 9:30PM

10:30 PM
10:45 PM

[15-minute walk to NH Collection Roma Centro (Via dei Gracchi, 324, 00192 Roma)]

RON

*NH Collection Roma Centro
Via dei Gracchi, 324, 00192 Roma*

Rome Programming Ends

Saturday, May 31, 2025

Attire: Airport Attire

7:00 AM **Depart NH Collection Roma Centro**
Via dei Gracchi, 324, 00192 Roma

7:00 AM *[35-minute drive to NH Collection Roma Centro (Via dei Gracchi, 324, 00192 Roma)]*

7:35 AM

7:30 AM **Arrive at Rome Fiumicino Airport (FCO)**

10:20 AM **Depart Rome Fiumicino Airport (FCO)**
United Flight #885

2:20 PM **Arrive at Washington Dulles International Airport (IAD)**

Flight Delayed 7 Hours and 13 minutes

1:30 PM **Depart Rome Fiumicino Airport (FCO)**
United Flight #885

Emergency Landing – Newfoundland, Canada

7:39 PM NDT **Depart St .John’s Canada (YYT)**

9:42 PM EDT **Arrive Dulles International Airport (UIAD)**

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
Sahas 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

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Counsel to the Ranking Member

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Washington, D.C. 20515-6328
Telephone: (202) 225-7103
<https://Ethics.House.gov>

May 12, 2025

Ms. Amanda Caroline Cash
Office of the Honorable James Comer
2410 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Cash:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Italy,¹ scheduled for May 27 to 31, 2025, sponsored by Global Women's Innovation Network (GlobalWIN).

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.

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,

Handwritten signature of Michael Guest in blue ink.

Michael Guest
Chairman

Handwritten signature of Mark DeSaulnier in blue ink.

Mark DeSaulnier
Ranking Member

MG/MD:nl