

# COMMITTEE ON ETHICS

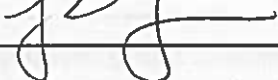
## EMPLOYEE POST-TRAVEL DISCLOSURE FORM Original Amendment

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: Kana Smith
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR**  None  
b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: May 26, 2025 Return: June 1, 2025  
b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR**  None
4. Departure City: Washington, D.C Destination: Brussels, Berlin Return City: Washington, D.C
5. Sponsor(s), Who Paid for the Trip: The Third Way Foundation (Progressive Policy Institute is a project of
6. Describe Meetings and Events Attended: Meetings and events attended focused on comparative policy pr
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: 6/6/2025

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: Jimmy Gomez Date: 6/6/2025

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: Progressive Policy Institute

2. Travel Destination(s): Brussels, Belgium and Berlin, Germany

3. Date of Departure: May 26, 2025 Date of Return: May 31, 2025

4. Name(s) of Traveler(s): Kana Smith

*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	1525	669	450	
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: 06/16/25

Name: Kana Smith Title: Deputy Chief of Staff

Organization: US House of Representatives

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

Address: 506 Cannon HOB

Telephone: 202 2252726 Email: kana.smith@mail.house.gov

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

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

# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Kana Smith
2. Sponsor(s) who will be paying or providing in-kind support for the trip: The Third Way Foundation
3. City and State **OR** Foreign Country of Travel: Brussels, Belgium and Berlin, Germany
4. a. Date of Departure: Monday, May 26 Date of Return: Saturday, May 31  
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 Deputy Chief of Staff for a Ways and Means member, I work on the Members international trade and energy priorities, as well as his trade alliance work with the EU, Canada, Mexico, and in the Pacific. This trip will broaden my understanding of European business, regulation, and tariffs.

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: 4/22/25

## House Staff Invitees

PPI May 2025 - StaffDel to Brussels and Berlin

Nisha Thanawla  
Senior Policy Advisor for Rep. Yvette Clarke (D-NY)  
[nisha.thanawala@mail.house.gov](mailto:nisha.thanawala@mail.house.gov)

Rachel Colucci  
Senior Legislative Assistant for Rep. Brad Schneider (D-IL)  
[rachel.colucci@mail.house.gov](mailto:rachel.colucci@mail.house.gov)

Leighton Huch  
Deputy Executive Director for New Democrat Coalition  
[leighton.huch@mail.house.gov](mailto:leighton.huch@mail.house.gov)

Kana Smith  
Deputy Chief of Staff for Rep. Jimmy Gomez (D-CA)  
[kana.smith4@mail.house.gov](mailto:kana.smith4@mail.house.gov)

Ngoc Nguyen  
Deputy Chief of Staff/Legislative Director for Rep. Lou Correa (D-CA)  
[ngoc.nguyen@mail.house.gov](mailto:ngoc.nguyen@mail.house.gov)

Krista Wunsche  
Legislative Director for Rep. Jimmy Panetta (D-CA)  
[krista.wunsche@mail.house.gov](mailto:krista.wunsche@mail.house.gov)

Tia Bogeljic  
Legislative Director for Rep. Joe Neguse (D-CO)  
[tia.bogeljic@mail.house.gov](mailto:tia.bogeljic@mail.house.gov)

Lindsay Linhares  
Deputy Chief of Staff/Legislative Director for Rep. Julia Letlow (R-LA)  
[lindsay.linhares@mail.house.gov](mailto:lindsay.linhares@mail.house.gov)

John Lynch  
Legislative Director for Rep. Jim Costa (D-CA)  
[John.Lynch@mail.house.gov](mailto:John.Lynch@mail.house.gov)

Abby Goins  
Legislative Assistant for Rep. Adrian Smith (R-NE)

abby.goins@mail.house.gov

The U.S. House of Representative staff above have been invited because of their policy portfolios and senior roles within their respective offices.

**Monday, May 26th, 2025**

**5:45 PM**

**Flight departs Dulles (IAD) to Brussels (BRU) UA 950**

**Tuesday, May 27th, 2025**

**7:15 AM**

**Arrival in Brussels**

**8:30 - 9:00 AM**

**Train to Hilton Brussels Grand Place**

**9:00 AM**

**Arrive at Hotel, Quick Breakfast, and Get Ready**  
*Location: Hilton Brussels, Carr de l'Europe 3, 1000  
Bruxelles, Belgium*

**11:00 - 12:00 PM**

**Meeting with Brian Glynn, Managing Director,  
Americas, European External Action Service**  
*Location: Rond-Point Schuman 9A, B-1046 Brussels*

*Discussion on how to respond to EU/US relationship  
challenges*

**12:15 - 1:00 PM**

**Meeting with Xavier Coglet, Member of Cabinet,  
Executive Vice-President Henna Virkkunen  
responsible for Technological Sovereignty, Security  
and Democracy**  
*Location: Berlaymont, Rue de la Loi, 1049 Brussels*

*Discussion on regulation, national security, and EU tech  
policy*

**1:30 - 2:30 PM**

**Lunch Meeting: Pedro Oliveira, Legal Director  
Business Europe**  
*Location: Avenue de Cortenbergh 168, 1000 Brussels*

*Discussion on industry outlook for European businesses  
and tariffs*

**3:00 - 4:00 PM**

**Isaac Valero, Head of International Relations, DG  
Energy, European Commission**  
*Location: Rue Demot 24, B - 1049 Brussels*

*Discussion on the international energy perspectives, security of supply, US perspectives*

**4:00 - 5:30 PM**

**Tour of European Parliament**

*Location: Rue Wiertz 60, 1047 Brussels*

*Educational walking tour of the EU parliament building and overview of parliament functions led by EU staff*

**7:00 - 9:00 PM**

**Dinner w/ Michael HAGER, Head of Cabinet  
Valdis DOMBROVSKIS, European Commissioner for  
Economy and Productivity**

*Location: Hotel AMIGO, Rue de l'Amigo 1, 1000 Bruxelles*

*Discussion on the priorities for the new European Commission*

**Wednesday, May 28th, 2025**

**8:30 - 10:00 AM**

**Breakfast at hotel**

**10:30 - 11:30 AM**

**Peter Polajnar, DG Enlargement**

*Location: Rue de la Loi 15, 1000 Brussels*

- *Topics: Perspectives for Ukraine, what is the US doing, what are other countries doing, what can we continue to do?*

**11:30 - 12:30 PM**

**Fabrice TERRAC, Head of International  
DG Internal Market, Industry, Entrepreneurship and  
SMEs (DG Grow)**

*Location: Breydel - Ave Auderghem 45, 1040 Brussels*

- *Topics: Competitiveness, growth, Simplification, including corporate reporting, SME's*

**12:30 - 1:45 PM**

**Lunch: PPI Briefing on Berlin Programming**

*Location: TBD*

*Overview of scheduled meetings and events in Berlin*

**4:30 PM - 5:55 PM**

**Flight from BRU to BER (SN 2587)**

**7:30 - 9:30 PM**

**Dinner with Klaus Geiger, Reporter at Axel-Springer**

*Location: 963 (Marburger Straße 14 Berlin, BE 10789)*

*Overview of the policy landscape in Germany and German perceptions of current administration in US*

**Thursday, May 29th, 2025**

**8:30 - 10:00 AM**

**Breakfast with business stakeholders on European regulatory climate**

*Location: Mohrenstraße 30, 10117 Berlin, Germany*

Breakfast with local German business leaders on the impacts of the European Union's regulatory environment.

**10:30 - 11:30 AM**

**Bundestag tour with German Parliamentary Staffers**

*Location: Platz der Republik 1, 11011 Berlin, Germany*

A tour of the German Bundestag conducted by parliamentary staffers.

**12:00 - 1:30 PM**

**Lunch at Konrad Adenauer Stiftung with Sabina Woelkner, Head of 2030 Agenda**

*Location: Tiergartenstraße 35, 10785 Berlin*

A meeting with the Stiftung (think tank associated with a political party) associated with the Christian Democratic Union, about the upcoming election and its impact on the transatlantic relationship.

**2:00 - 3:00 PM**

**Meeting at the Chancellery with Leon Tiedemann, Policy Advisor**

*Location: Willy-Brandt-Straße 1, 10557 Berlin, Germany*

A discussion covering the European and German regulatory impact on businesses and discuss the German-American relationship.

**3:30 - 4:30 PM**

**Meeting at Heinrich-Böll-Stiftung, Senior Program Officer for Labor and Social Affairs**

*Location: Schumannstraße 8, 10117 Berlin, Germany*

A meeting with the Stiftung associated with the Green Party, about the upcoming election and its impact on the transatlantic relationship.

**7:00 - 9:00 PM**

**Dinner with Matthias Kramer Head of Department for External Economic Policy at the Federation of German Industries (BDI)**

*Location: tbc*

A discussion on German industry and economic ties with the United States. We will also discuss the supply of US energy to Germany.

**Friday, May 30, 2025**

**8:30 - 10:00 AM**

**Breakfast Meeting at German Marshall Fund**

*Location: Voßstraße 20, 10117 Berlin, Germany*

A discussion on the maintaining of ties between Germany and the United States.

**10:30 - 11:30 AM**

**Meeting with Knut Pankin - Fredrich Ebert Stiftung**

*Location: Hiroshimastraße 17 and 28 D-10785 Berlin*

A meeting with the Stiftung associated with the Social Democratic Party, about the upcoming election and its impact on the transatlantic relationship.

**12:00 - 1:30 PM**

**Reporter Lunch Meeting**

*Location: Axel Springer HQ, Schützenstraße 15–17  
10117 Berlin*

Meeting with journalists about the upcoming German election.

**2:00 - 3:00 PM**

**Meeting with Marc Lendermann - Ministry of Digital and Transport**

*Location: Invalidenstr. 44 Hauptsitz 10115 Berlin*

A discussion on the change in administration's approach to the US and EU regulatory relationship?

**3:30 - 4:30 PM**

**Meeting with Ministry of Economics**

*Location: Scharnhorststraße 34-37, 10115 Berlin, DE*

A discussion on the regulatory framework of the EU and its implications for economic growth.

**7:00 - 9:00 PM**

**Debriefing Dinner by Lindsay Lewis, Executive Director, Neel Brown, Managing Director of PPI and Michael Quigley, PPI Europe Director**

*Location: tbc*

Trip recap and conversation on lessons learned.

**Saturday, May 31st, 2025**

**12:40 PM**

**Flight from BER to IAD**

*12:40 - 1:20 PM: Lufthansa (LH 188) BER to FRA*

*5:10 - 8:20 PM: United (UA 933) FRA to IAD*

# 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: \_\_\_\_\_

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): \_\_\_\_\_

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

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

7. a. City of departure: \_\_\_\_\_

b. Destination(s): \_\_\_\_\_

c. City of return: \_\_\_\_\_

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:

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13. **Answer parts a and b. Answer part c if necessary:**

- a. Mode of travel: Air  Rail  Bus  Car  Other  (specify: \_\_\_\_\_)
- b. Class of travel: Coach  Business  First  Charter  Other  (specify: \_\_\_\_\_)
- c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:

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14.  I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). *Signify that the statement is true by checking box.*

15. **Check only one.** I represent that either:

- a.  The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees; **OR**
- b.  The trip involves events that are arranged specifically *with regard* to congressional participation. If "b" is checked:

- 1) Detail the cost *per day* of meals (approximate cost may be provided): \_\_\_\_\_
  - 2) Provide the reason for selecting the location of the event or trip: \_\_\_\_\_
- 

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

Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_

Reason(s) for Selecting: \_\_\_\_\_

Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_

Reason(s) for Selecting: \_\_\_\_\_

Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_

Reason(s) for Selecting: \_\_\_\_\_



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 20, 2025

Ms. Kana Smith  
Office of the Honorable Jimmy Gomez  
506 Cannon House Office Building  
Washington, DC 20515

Dear Ms. Smith:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Belgium and Germany,<sup>1</sup> scheduled for May 26 to 31, 2025, sponsored by the Third Way 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.

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<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:nl