

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: Sarah Gilbert
2. a. Name of Accompanying Relative: _____ **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: 06/16/25 Return: 06/23/25
b. Dates at Personal Expense, if any: 06/20-06/21 **OR** None
4. Departure City: Washington, DC Destination: Guayaquil, Ecuador Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Global Foreign Policy Center Incorporated
6. Describe Meetings and Events Attended: Meeting with President of Ecuador, Meeting with Leader of the National Assembly, diplomatic dinners with government officials (assembly members and ministers) and industry leaders, tour of seafood processing facility.
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: 07/07/25

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: Neal Dunn

Date: 07/07/25

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.

- Sponsor(s) who paid or provided in-kind support for the trip: Global Foreign Policy Center (primary)
TUNACONS (secondary)
- Travel Destination(s): Guayaquil and Quito, Ecuador
- Date of Departure: June 16, 2024 Date of Return: June 20, 2024
- Name(s) of Traveler(s): Heather Swift, Sarah Gilbert, Tom Moran, Catherine Perry, Mary Rosado
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	\$3158.50	\$687.43	\$270	NONE
Accompanying Family Member	NONE	NONE	NONE	NONE

- 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 on this form is true, complete, and correct to the best of my knowledge.

Signature:  Date: July 2, 2024

Name: Justin Russell FB007C40938C466... Title: Executive Director

Organization: Global Foreign Policy Center (GFPC)

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

Address: 1201 Wilson Blvd. - Suite 26-111 Arlington, VA 22209

Telephone: (703) 348-7325 Email: justin.russell@globalfpc.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

1. Name of Traveler: Sarah Gilbert
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Global Foreign Policy Center
3. City and State **OR** Foreign Country of Travel: Guayaquil and Quito, Ecuador
4. a. Date of Departure: June 16 Date of Return: June 23
- b. Yes No Will you be extending the trip at your personal expense?
If yes, list dates at personal expense: June 20-21
5. a. Yes No Will you be accompanied by a family member at the sponsor's expense? **If yes:**
- (1) Name of Accompanying Family Member: _____
- (2) Relationship to Traveler: Spouse Child Other (specify): _____
- (3) Yes No Accompanying Family Member is at least 18 years of age?
6. a. Yes No Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)?
- b. **If yes**, and you are requesting lodging for two nights, explain why the second night is warranted:

7. Yes No *Primary Trip Sponsor Form* is attached, including agenda, invitation, invitee list, and any other attachments and Additional Sponsor Forms.
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. **Staff should include their job title and how the activities on the itinerary relate to their duties.**
I serve as Chief of Staff to a Member of the House Energy and Commerce Committee and Select Committee on the CCP. This trip offers opportunities to learn about and engage with stakeholders concerned with countering China's aggression and influence on trade in the southern hemisphere, especially as it relates to the environment and the fishing industry.
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: 6/10/25

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 Foreign Policy Center Incorporated

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): Heather Swift, Sarah Mary Rosado, Catherine Treadwell, Tom Moran, Nicole Rapanos, Nick Hawatmeh, Andrew Ross

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

6. Date of Departure: June 16th 2025 Date of Return: June 19th 2025

7. a. City of departure: Washington DC

b. Destination(s): Guayaquil and Quito, Ecuador

c. City of return: Washington DC

8. **Check only one.** I represent that

- a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965; **OR**
- b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent; **OR**
- c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee’s travel regulations.

9. **Check only one of the following.**

- a. I checked 8(a) or (b) above; **OR**
- b. I checked 8(c) above but am not offering any lodging; **OR**
- c. I checked 8(c) above and am offering lodging and meals for one night; **OR**
- d. I checked 8(c) above and am offering lodging and meals for two nights. If you checked this box, explain why the second night of lodging is warranted. _____

10. Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box.*

11. **Check only one of the following.**

- a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify the statement is true by clicking the box;* **OR**
- b. *Not Applicable.* Trip sponsor is a U.S. institution of higher education.

12. For *each* sponsor required to submit a sponsor form, describe the sponsor’s interest in the subject matter of the trip *and* its role in organizing and/or conducting the trip:

The Centers research portfolio includes international trade, making the study of IUU fishing essential for understanding the distortion of global markets. This allows the Center to generate policy recommendations that align environmental protection with fair trade practices.

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

- a. Mode of travel: Air Rail Bus Car Other (specify: international and domestic flig)
- 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:

Business class was selected because it is an international flight longer than 8 hours. Charter flight due to no commercial air service within 60 miles of NIRSA facility, and due to security/ expediency concerns.

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): \$40 June 16th (dinner); \$130 June 17th (lunch/dinner); \$100 June 18th (dinner); breakfast cost included in hotel cost
 - 2) Provide the reason for selecting the location of the event or trip: _____

The location for the meals were chosen based on availability and suitability for the delegator

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

Hotel Name: Hotel Del Parque City: Guayaquil, Ecuador Cost Per Night: 251.72 USD

Reason(s) for Selecting: availability, location and proximity to institutional agenda

Hotel Name: JW Marriott City: Quito, Ecuador Cost Per Night: 184 USD

Reason(s) for Selecting: availability, location and proximity to institutional agenda

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 checked="" 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	\$3158.50	\$687.43	\$270
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	None	
For each Accompanying Family Member		

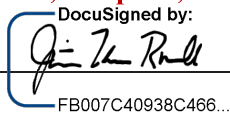
19. **Check only one:**

- 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: _____
 Name: Justin Thomas Russell Title: Executive Director
 Organization: Global Foreign Policy Center
 Address: 1201 Wilson Blvd. Suite 26-111 Arlington, VA 22209
 Email: Justin.russell@globalfpc.org Telephone: 703-348-7325



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

Doan, Brandon

From: Gilbert, Sarah
Sent: Tuesday, July 15, 2025 12:03 PM
To: GiftTravelReports
Subject: RE: Post-travel disclosure

Does this need to be in a word doc or is the below ok?

Sarah Gilbert
Heather Swift
Tom Moran
Mary Rosado
Catherine Treadwell

From: GiftTravelReports <GiftTravelReports@mail.house.gov>
Sent: Tuesday, July 15, 2025 12:00 PM
To: Gilbert, Sarah <Sarah.Gilbert@mail.house.gov>; GiftTravelReports <GiftTravelReports@mail.house.gov>
Subject: RE: Post-travel disclosure

Hello, we just need the Attendees List to submit the filing.

All the best,

[Brandon Doan](#)

Public Information Specialist | Legislative Resource Center
202-225-8075 | clerk.house.gov

From: Gilbert, Sarah <Sarah.Gilbert@mail.house.gov>
Sent: Tuesday, July 15, 2025 11:07 AM
To: GiftTravelReports <GiftTravelReports@mail.house.gov>
Subject: RE: Post-travel disclosure

Oops- I left this off of the first email.

Does the second attachment satisfy the need for the attendees list?

From: GiftTravelReports <GiftTravelReports@mail.house.gov>
Sent: Friday, July 11, 2025 9:31 AM
To: Gilbert, Sarah <Sarah.Gilbert@mail.house.gov>; GiftTravelReports <GiftTravelReports@mail.house.gov>
Subject: RE: Post-travel disclosure

Thank you for the gift travel submission. Please submit the following to complete the filing:

- Employee Post-Travel Disclosure Form (signed by Member)
- Attendees List

I have attached the missing form for your convenience.

All the best,

Brandon Doan

Public Information Specialist | Legislative Resource Center
202-225-8075 | clerk.house.gov

From: Gilbert, Sarah <Sarah.Gilbert@mail.house.gov>
Sent: Thursday, July 10, 2025 4:21 PM
To: GiftTravelReports <GiftTravelReports@mail.house.gov>
Subject: FW: Post-travel disclosure

Hello-

I sent this info to the wrong email. My apologies for the late submission.

Best,
Sarah

From: Gilbert, Sarah
Sent: Monday, July 7, 2025 2:47 PM
To: Travel Requests <Travel.Requests@mail.house.gov>
Subject: Post-travel disclosure

Hello,

Please see the attached for my post-travel disclosure for a recent privately sponsored trip to Ecuador.

Best,
Sarah

Sarah Gilbert
Chief of Staff
Congressman Neal P. Dunn, M.D. (FL-02)

Ecuador Agenda

Mon 16 June

Delegation Departure IAD at 9.32am on COPA

Delegation Arrival at Guayaquil at 5:32, transportation to hotel is arranged

Check into Hotel Del Parque

8pm dinner at Hotel Del Parque, Casa Julian Restaurant

Tuesday 17 June

6:30am Breakfast at Hotel Del Parque

Briefing by Justin Russell, Executive Director, Global Foreign Policy Center

8:00am Depart for NIRSA Facilities and Headquarters (Transportation arranged)

11:30am Tour Factory, Fishery, and Shrimp farms

(suggested dress code consists of jeans, polo shirts and sneakers, must wear socks; no jewelry or watches can be worn at the factory)

2:00pm Lunch and Briefing at the NIRSA Facilities

Presentation on Sustainable Fisheries and Aquaculture Initiatives

4:00pm Depart Facilities / Return to Hotel Del Parque

(Transportation arranged)

8:00pm Dinner / Reception at Club de la Union

Meetings, Reception and Dinner with local Business Leaders, current and former government ministers, Guayaquil Chamber of Commerce members, and Foundation Members

(required dress code - business formal (tie preferred), please no jeans or sneakers, men must wear socks; for ladies dressy separates and bare legs are allowed)

Wed 18 June

5:30 am Breakfast at Hotel Del Parque

Briefing by Justin Russell, followed by check out

6.15am Depart to UIO for flight from GYE to Quito

7.45am flight into Quito, arrival approximately at 8.30am (transportation to hotel arranged)

9.30am to 10.00am Check in to Hotel JW MARRIOT

12pm to 5pm Institutional Agenda: Meetings with Minister of Trade, Minister of Fisheries, Minister of Energy (required dress code: business proper, please no means or sneakers, men must wear socks)

7.00pm dinner at Convento Santo Domingo de Guzman with Government Ministers, Foundation members and Business Leaders (required dress code: smart casual, jacket is recommended)

Thursday 19 June

7am Breakfast at Hotel JW MARRIOT

Final Briefing by Justin Russel (GFPC)

7.30am depart hotel for airport for those on 10.30am flight (transportation is arranged)

11am depart hotel for airport for those on 3.15pm flight (transportation is arranged)

14.00pm depart hotel for airport for those on 6.32pm flight (transportation is arranged)

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>

June 13, 2025

Ms. Sarah Gilbert
Office of the Honorable Neal P. Dunn
466 Cannon House Office Building
Washington, DC 20515

Dear Ms. Gilbert:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Ecuador,¹ scheduled for June 16 to 23, 2025, sponsored by Global Foreign Policy Center Incorporated and Tuna Conservation Group. We note that this trip includes two days at your personal expense.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$480 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

Because the trip may involve meetings with foreign government representatives, we note that House employees may accept, under the Foreign Gifts and Decorations Act (FGDA), gifts "of minimal value [currently \$480] tendered as a souvenir or mark of courtesy" by a foreign government. Any tangible gifts valued in excess of minimal value received from a foreign government must, within 60 days of acceptance, be disclosed on a Form for Disclosing Gifts from Foreign Governments and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

¹ Please be aware that the Committee's review of the proposed trip does not extend to either the security situation in the destination country or security related to foreign travel in general. We recommend you contact the Office of House Security (OHS) for a safety and security briefing prior to your departure. OHS may be reached at (202) 226-2044 or ohsstaff@mail.house.gov. House travelers should also register for the U.S. State Department's Smart Traveler Enrollment Program at <https://step.state.gov>.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,



Michael Guest
Chairman



Mark DeSaulnier
Ranking Member

MG/MD:amr