

# 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: HEATHER SWIFT
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR**  None  
b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: 6/16/25 Return: 6/23/25  
b. Dates at Personal Expense, if any: 6/20-6/21 **OR**  None
4. Departure City: Washington DC Destination: Guyaquil, Ecu Return City: Washington DC
5. Sponsor(s), Who Paid for the Trip: Global Foreign Policy Center Incorporated
6. Describe Meetings and Events Attended: tour of seafood processing facility; diplomatic dinners with gov't & industry leaders meetings with the President of the National Assembly, Presidnet of Ecuador, trade minister, fisheries minister, business leaders
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: RYAN ZINKE 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

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


This form and any attachments may be submitted at 1015 Longworth House Office Building or [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).

Your completed request must be submitted to the Committee no less than 30 days before your proposed departure date. Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. You must receive explicit approval from the Committee before you depart on this trip.

Name of Traveler: HEATHER SWIFT

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

I certify that the information contained on both pages of this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name of Signatory (if other than traveler): \_\_\_\_\_

For Staff (name of employing Member or Committee): RYAN ZINKE

Office Address: 512 CHOB WASHINGTON DC 20515

Telephone Number: 202-225-5628

Email Address of Contact Person: HEATHER.SWIFT@MAIL.HOUSE.GOV

Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, and these forms are being submitted to the Committee less than 30 days before the trip departure date.

**NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.**

**KEEP A COPY OF THIS FORM.** Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

If there are any questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or via email: [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).

# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: HEATHER SWIFT Center
2. Sponsor(s) who will be paying or providing in-kind support for the trip: GLOBAL FOREIGN POLICY INCORPORATED
3. City and State OR Foreign Country of Travel: ECUADOR
4. a. Date of Departure: 06/16/2025 Date of Return: 06/21/2025  
b. Yes  No  Will you be extending the trip at your personal expense?  
If yes, list dates at personal expense: 6/20-6/21
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 am the chief of staff to a member of the HFAC and Appropriations Committee. the purpose of the trip is to learn about countering Chinese influence on trade and the economies of South America.  
\_\_\_\_\_
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: 5/12/2025

## **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. Heather Swift  
Office of the Honorable Ryan K. Zinke  
512 Cannon House Office Building  
Washington, DC 20515

Dear Ms. Swift:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Ecuador,<sup>1</sup> 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.

---

<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:amr



---

**Global Foreign Policy Center**

1201 Wilson Blvd.

Suite 26-111

Arlington, VA 22209

+1-703-348-7325

[info@globalfpc.org](mailto:info@globalfpc.org)

---

28 MARCH 2025

Heather Swift  
Chief of Staff  
Office of Congressman Ryan Zinke  
512 Cannon House Office Building  
Washington, DC 20515

Washington, DC 20001

Dear Ms Swift,

On behalf of the Global Foreign Policy Center, I am pleased to extend an invitation to you to participate in a Congressional Staff Delegation to Ecuador from June 16-19, 2025, with an option to extend an additional day should you request it. This delegation will provide a unique opportunity to gain firsthand insight into the critical trade relationship between the United States and Ecuador, and to explore the complex issue of Illegal, Unreported, and Unregulated (IUU) fishing in the region.

Ecuador is a key South American trading partner for the United States, and this delegation will facilitate a deeper understanding of the bilateral trade dynamics that benefit both nations. We will be meeting with government officials, industry leaders, and local stakeholders to discuss current trade practices, opportunities for expansion, and the challenges facing our economic partnership.

Furthermore, the delegation will delve into the multifaceted issue of IUU fishing, which poses a significant threat to Ecuador's marine ecosystems, economy, and security. As you know, IUU fishing extends beyond environmental concerns, impacting political stability, diplomatic relations, maritime security, and the global seafood market, including the U.S. market.

Specifically, we will:

- **Examine the economic impact of IUU fishing** on Ecuadorian fisheries and the broader U.S. seafood market.
- **Assess the political and diplomatic challenges** related to addressing IUU fishing in the region.
- **Meet with Ecuadorian government officials** to discuss their efforts to combat IUU fishing and strengthen trade relations.
- **Engage with local fishing communities and environmental organizations** to understand the on-the-ground realities of IUU fishing.
- **Tour key port facilities and processing operations** to understand the seafood trade.

This delegation will provide valuable insights into the interconnected

nature of trade and IUU fishing, highlighting the importance of U.S. engagement in addressing these critical issues. Your participation would be highly valued and contribute significantly to the delegation's objectives.

A detailed itinerary and logistical information will be provided upon confirmation of your participation. Please RSVP by April 10 to Dr. Tanja Flanagan at [tanja.flanagan@globalfpc.org](mailto:tanja.flanagan@globalfpc.org) or 703-348-7325 .

We believe this delegation will be an informative and productive experience. We look forward to the possibility of your participation.

It should be noted that the Global Foreign Policy Center will work with the Committee on Ethics to ensure that this Staff Delegation trip will comply with all applicable House Gift and Travel rules and regulations.

We look forward to your participation in this Staff Delegation and to your engagement in our exciting work on free trade, the fishing industry and the important bi-lateral relationship between Ecuador and the United States.

Sincerely,

A handwritten signature in black ink, appearing to read "Justin Thomas Russell". The signature is fluid and cursive, with the first name "Justin" being the most prominent.

Justin Thomas Russell  
Executive Director

Karla Valencia  
[reservas\\_parque@hotelesoroverde.com](mailto:reservas_parque@hotelesoroverde.com)  
**Reservation and Guest Services**  
**Confirmation Number: 2014168**

### RESERVATION CONFIRMATION

Dear Ms. Swift,

It is our pleasure to welcome you to Hotel del Parque, a tropical oasis caught in time and a member of the association Relais & Châteaux. We are excited to host your Ecuadorian experience.

Through this letter we wish to confirm your reservation:

Room Type:	<i>Deluxe King</i>
Accommodation:	<i>1 Adult (s) 0 Child (s)</i>
Check in:	<i>June 16, 2025</i>
Check out:	<i>June 18, 2025</i>

#### Oro Verde Hotels Check-in Online:

Enjoy the experience of an easy, fast, and contactless Check-In. With this new option, you can register online from the comfort of your house only using your computer or smartphone prior to your arrival. Please enter our web page and register online!

Please follow the instructions:

1. Access the following link: <https://www.hoteldelparquehistorico.com/online-check-in.htm>
2. Enter your personal data: email address, reservation locator (confirmation code of 7 digits) Check-In date and number of guests
3. Scan or upload your ID
4. Complete your personal data: Passport number and expiry date, Names and Last names, Date of birth.

Once you complete the process you will receive a confirmation of your Check In Online.

Embajadores de experiencias inolvidables

**Reservation Details:**

Check in	Check out	Nights	# People	Rooms	Room Type	Room Rate Per Night	Total Rate
16-jun	18-jun	2	1	1	Deluxe King	\$ 200.00	\$ 400.00
16-jun	18-jun	2	1	1	Seguro Hotelero	\$ 1.49	\$ 2.98

<b>Subtotal</b>	<b>\$ 402.98</b>
<b>IVA 15%</b>	<b>\$ 60.45</b>
<b>SERVICE 10%</b>	<b>\$ 40.00</b>
<b>TOTAL</b>	<b>\$ 503.43</b>

**Check-in Time** 15:00

**Check-out Time** 12:00

**The following services are included in your rate:**

- Breakfast served in El Jardin Cafeteria
- Wireless internet throughout the hotel
- Cable service in Smart Tv
- 2 bottles of water per day
- Housekeeping service once daily
- Room disinfection prior guest's arrival
- Gym Facilities
- Business & Lounge Facilities
- Free parking spaces

**Fees & Cancellation Details**

All reservations must be guaranteed by a valid credit card number, expiration date and CVV at the time of booking or the reservation will be automatically canceled.

The price of the first night will be charged 72 hours prior to your arrival date to the credit card provided at the time of booking.

**Embajadores de experiencias inolvidables**

All cancellations and changes must be made 72-hours prior to your arrival date (local time). Otherwise, a penalty for the first night's room rate will be billed. The same policy applies to no-shows.

Actual taxes and service charges are calculated upon checkout and are subject to change without notice.

Extra-person/extra bed charges are additional to the rates displayed unless otherwise specified.

### **Hotel Services**

The Orchid Garden; inside the Hotel del Parque is a dream place to witness orchids, other colorful flowers, and the unparalleled charm of a garden in the heart of the hotel. This cozy and intimate venue hosts the hotel's external lounge and offers a nice, quiet, and flowering courtyard.

Computers within the Reading Room are available for guests who want to stay in touch with family and friends.

El Jardin Botanic Café is set in a lush garden surrounded by overhanging trees. It offers fresh, light meals including a selection of gourmet sandwiches, salads, baked goods, and excellent coffee. El Jardin provides the perfect casual spot to take a break.

Massages and Treatment Services are offered in the wooden-beamed bell tower. Massage services are available upon request.

Casa Julian, our fine "Author's Cuisine" dining restaurant with local products, is housed within a nearby, restored 19<sup>th</sup>-century building overlooking the river Daule waterfront. You'll find the best flavors inspired by Ecuadorian traditional cuisine with new shapes and textures.

Room Service from 8:00 to 21:00

Same-day Laundry Service

Airport Transfer (to and/or from the hotel) available upon request with additional charges

If you hire a taxi to get to the Hotel, let the driver notice that we are within the Parque Histórico at Samborondón. You can use this link to be sure about the location of the Hotel: <https://maps.app.goo.gl/H45bj>

### **Non-Smoking Policy**

Our Hotel and Restaurant facilities are smoke free. In case of evidence of violation of our non-smoking policy will result in a USD\$300 penalty fee.

### **Oro Verde Rewards Loyalty Program:**

## Embajadores de experiencias inolvidables

Accumulate cashback on your consumptions in lodging, bars, restaurants and Delis in all our hotels of the Oro Verde Hotels chain. Download the app for free on App Store or Google Play and live unique experiences with us!

- Android

<https://play.google.com/store/apps/details?id=com.oroverde.app.hotels>

- IOS

<https://apps.apple.com/app/id6447652626>

### **Guayaquil and Ecuador**

Welcome to Guayaquil, officially Santiago de Guayaquil, the largest and the most populous city in Ecuador, as well as that nation's main port.

The city offers travelers a surprising number of sights and activities. It boasts museums, historic neighborhoods, sprawling parks, and the renovated waterfront strip, Malecón Simon Bolivar.

Hotel del Parque might feel miles away from the real world, but it is in fact just a ten-minute drive from the airport, in Guayaquil's exclusive riverside Samborondon neighborhood. The city centre is accessible in around 15 minutes.

The hotel's location makes it the perfect springboard to explore Ecuador's "four worlds" of attractions and experiences.

Please feel free to visit [our blog](#) for further information about both our city and hotel.

We know that you are going to love the unique experience of staying in a beautifully restored, historic building set in the middle of a tropical park.

We look forward to welcoming you to Hotel del Parque.

Warm Regards,

Karla Valencia

**Reservations Agent & Guest Service**

**Hotel del Parque, Guayaquil**

[reservas\\_parque@hotelesoroverde.com](mailto:reservas_parque@hotelesoroverde.com)

Tel (593-4) 3725260

[www.hoteldelparquehistorico.com](http://www.hoteldelparquehistorico.com)

**Embajadores de experiencias inolvidables**