

# 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: Elizabeth Amster
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR**  None  
b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: July 26, 2025 Return: August 3, 2025  
b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR**  None
4. Departure City: Washington, DC Destination: Ho Chi Minh City & Hanoi, Vietnam Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Third Way Foundation
6. Describe Meetings and Events Attended: We attended several meetings with U.S. companies operating in Vietnam concerned about tariffs, meetings with the government and National Assembly to discuss Vietnam's non-market economy status, and Bien Hoa Air Base to discuss ongoing U.S. remediation efforts.
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: 8/15/25

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: Jake Auchincloss

Date: 8/15/25

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.**

1. Sponsor(s) who paid or provided in-kind support for the trip: Third Way Foundation (PPI is a project of the Third Way Foundation)
2. Travel Destination(s): Ho Chi Minh City, Vietnam and Hanoi, Vietnam
3. Date of Departure: July 26, 2025 Date of Return: August 3, 2025
4. Name(s) of Traveler(s): Ted Verrill, Nicholas O'Boyle, Nick Collins, Jaydn Smith, Jim Cho, Hillary Beard, Liz Amster  
*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	\$8500	\$1080	\$600	
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: Lindsay Lewis Date: 8/11/25

Name: Lindsay Lewis Title: Chief Executive Officer

Organization: Progressive Policy Institute

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

Address: 1919 M St NW

Telephone: (202) 617-4042 Email: llewis@ppionline.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

## 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](http://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:

Third Way Foundation (Progressive Policy Institute is a project of the Third Way Foundation)

2.  I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. *Signify that the statement is true by checking box.*

3. **Check only one.** I represent that:

- a.  The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip; **OR**
- b.  The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds; **OR**
- c.  The primary trip sponsor has accepted funds, services, or in-kind assistance from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.

If "c" is checked, list the names of the additional sponsors: \_\_\_\_\_

4. Provide names and titles of **ALL** House Members *and* employees you are inviting. **For each House invitee, provide an explanation of why the individual was invited** (include additional pages if necessary): See attached pages

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

6. Date of Departure: Saturday, July 26th, 2025 Date of Return: Sunday, August 3rd, 2025

7. a. City of departure: Washington DC, United States of America

b. Destination(s): Ho Chi Minh City, Vietnam and Hanoi, Vietnam

c. City of return: Washington DC, United States of America

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:

PPI has been conducting policy work and facilitating bipartisan dialogues among U.S. policymakers since 1989. This trip represents PPI's continued commitment to fostering collaborative relationships with congressional offices and productive discussions on trade, economic and foreign policy. PPI planned and organized each aspect of this trip.

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:

Flights to and from Vietnam are around 24 hours of total travel. We are providing business class on these Trans-Pacific flights in order to ensure staff is rested and ready for meetings upon landing in Vietnam.

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): \$100

2) Provide the reason for selecting the location of the event or trip: To engage directly with Vietnamese government officials, business leaders and policy experts on how the US and Vietnam can strengthen their bilateral trade relationship.

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

Hotel Name: Hilton Saigon City: Ho Chi Minh City, Vietnam Cost Per Night: \$160

Reason(s) for Selecting: Proximity to meetings and airport

Hotel Name: Sofitel Legend Metropole Hanoi City: Hanoi, Vietnam Cost Per Night: \$190

Reason(s) for Selecting: Proximity to meetings and airport

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	\$8000	\$1080	\$600
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: Lindsay Lewis Date: 6/24/25  
 Name: Lindsay Lewis Title: Chief Executive Officer  
 Organization: Progressive Policy Institute  
 Address: 1919 M St NW  
 Email: llewis@ppionline.org Telephone: (202) 617-4042

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



1919 M St NW, Ste 300  
Washington, DC 20036  
Tel: 202-525-3926  
Fax: 202-525-3941  
info@ppionline.org

### **Vietnam StaffDel Schedule**

Saturday, July 26, 2025 – Saturday, August 2, 2025

**\*All times local\***

#### **Saturday, July 26**

12:20 PM - 3:25 PM+1      **United Flight (UA 803): IAD to HND**

#### **Sunday, July 27**

5:45 - 9:55 PM      **ANA Flight (NH 891): HND to SGN**

10:30 PM      Transportation to hotel (anticipate 20-30 minutes)

11:00 PM      Check into hotel– **Hilton Saigon**  
11 Công trường Mê Linh, Bến Nghé, Quận 1, Hồ Chí Minh, Vietnam

#### **Monday, July 28**

8:00 - 8:30 AM      **Breakfast Trip Preview Presentation**  
*Location: Hilton Saigon*

The group will join PPI CEO Lindsay Lewis and PPI staff for introductions and a breakfast briefing to preview the trip itinerary and key objectives. This informal session will provide an overview of the delegation's meetings, highlight priority topics for discussion, and offer context on the broader goals of strengthening U.S.-Vietnam economic and strategic engagement.

8:30 - 9:30 AM      **Travel to Bien Hoa Air Base**

9:30 - 11:00 AM      **Visit to Bien Hoa Air Base**  
*Location: XRG9+Q8, Tân Phong, Tp. Biên Hòa, Đồng Nai, Vietnam*

The group will visit Bien Hoa Air Base, the largest remaining dioxin-contaminated site in Vietnam, to observe ongoing cleanup efforts and discuss the impact of recent reductions in U.S. funding for remediation. This visit will underscore the impact of continued U.S.-Vietnam cooperation on legacy war issues and highlight how sustained engagement supports both environmental recovery and bilateral trust.

11:30 AM - 12:30 PM      **Travel to Cu Chi Wildlife Rescue Station**

12:30 - 2:00 PM

**Lunch and Tour of Cu Chi Wildlife Rescue Station**

*Location: No. 50, Road No. 15, Cho Cu Ha Hamlet, Cu Chi District, Ho Chi Minh City, Vietnam*

The group will visit the Cu Chi Wildlife Rescue Station, a leading center for the rescue and rehabilitation of trafficked and endangered wildlife in southern Vietnam. This visit will highlight the challenges facing conservation efforts amid recent cuts to U.S. development assistance and emphasize the impacts of U.S. support for environmental protection, biodiversity, and sustainable development in the region.

2:00 - 3:00 PM

Travel back to Ho Chi Minh City

3:00 - 5:00 PM

**Saigon River Briefing**

The group will be briefed during a cruise along the Saigon River. This briefing provides an opportunity to see historical sites, former US naval installations, Nhà Bè Base, as well as discuss how US policy has shaped the development of the city post-war.

5:30 - 6:30 PM

Break at hotel

7:00 - 9:30 PM

**Private Dinner Discussion with AmCham Ho Chi Minh City**

*Location: Zumwhere Đông Du, 54 Đông Du, P, Quận 1, Hồ Chí Minh 70000, Vietnam*

The group will participate in a private dinner discussion with members of the Ho Chi Minh City chapter of AmCham Vietnam. This off-the-record conversation will provide an opportunity for a candid exchange with U.S. business leaders about the commercial landscape in Vietnam, key trade and investment challenges, and priorities for strengthening the U.S.-Vietnam economic partnership.

**Tuesday, July 29**

8:00 - 9:30 AM

**Breakfast Presentation on US-Vietnam Trade Relations**

*Location: Hilton Saigon*

The group will join PPI Vice President and Director for Trade and Global Markets Ed Gresser for a casual breakfast presentation on U.S.-Vietnam trade relations. This session will provide valuable context on the history, current dynamics, and future outlook of the bilateral trade relationship, helping to frame the delegation's policy discussions throughout the trip.

10:00 AM - 2:00 PM

**Visit to Fulbright School of Public Policy and Management**

*Location: Ground Floor, Crescent Plaza, 105 Tôn Dật Tiên Street, Tân Phú Ward, District 7, Ho Chi Minh City, Vietnam*

The group will visit the Fulbright School of Public Policy and Management, Vietnam's leading institution for graduate education in public policy. This visit will provide an opportunity to engage with faculty and students on Vietnam's economic reforms, governance challenges, and the evolving U.S.-Vietnam partnership. The discussion will highlight the role of educational exchange and institutional development in strengthening bilateral relations.

2:00 - 2:30 PM

Travel to SGN Airport

4:00 - 6:05 PM

**Vietnam Airlines Flight (VN 216): SGN to HAN**

6:30 - 7:00 PM

Travel to/check into hotel– **Sofitel Legend Metropole Hanoi**  
*Location: 15 P. Ngô Quyền, Street, Hoàn Kiếm, Hà Nội 100000, Vietnam*

7:00 - 9:30 PM

**Private Dinner Discussion with Diplomatic Academy of Vietnam**  
*Location: Sofitel Legend Metropole Hanoi Restaurant*

The group will take part in a private dinner conversation with Nguyen Hung Son, Acting Director of the Diplomatic Academy of Vietnam. This substantive discussion will offer insights into Vietnam's foreign policy priorities, regional dynamics in the Indo-Pacific, and the evolving strategic relationship between the United States and Vietnam.

### **Wednesday, July 30**

8:00 AM

Breakfast at Hotel  
*Location: Sofitel Legend Metropole Hanoi*

9:00 - 10:45 AM

**Historical Tour of Hanoi**

The group will take part in a guided historical tour of Hanoi, exploring key sites that reflect Vietnam's rich cultural heritage and complex political history. Beyond offering a deeper understanding of the country's past, the tour will provide valuable context for Vietnam's modern identity and the historical forces shaping its current domestic and foreign policy outlook.

11:15 - 12:45 PM

**Lunch with EuroCham Representatives**  
*Location: TBD*

The group will participate in a private lunch discussion with members of EuroCham Vietnam to discuss European Union's business and economic interests in the country.

1:00 - 3:00 PM

**Meeting with Vietnam Ministry of Planning and Investment (MPI)**  
*Location: 6B Hoàng Diệu, Quán Thánh, Ba Đình, Hà Nội, Vietnam*

The group will meet with officials from the Vietnam Ministry of Planning and Investment (MPI) to discuss Vietnam's economic development

strategy, foreign investment priorities, and the role of U.S. businesses in supporting sustainable growth. This meeting will provide insight into Vietnam's long-term economic planning and opportunities for deeper U.S.-Vietnam economic cooperation.

3:00 - 5:00 PM

**Meeting with Vietnam Chamber of Commerce and Industry (VCCI)**

*Location: 9 Dao Duy Anh, Dong Da, Hanoi*

The group will engage with leaders from the Vietnam Chamber of Commerce and Industry (VCCI), Vietnam's principal organization representing the business community. This conversation will focus on the private sector's perspective regarding trade, investment, and regulatory challenges, as well as opportunities to expand commercial ties between the United States and Vietnam.

5:30 - 6:30 PM

Break at hotel

7:00 - 9:30 PM

**Private Dinner Discussion with World Bank of Vietnam Director**

*Location: Red Bean Central, St, No 21 P. Hàng Thùng, Phố cổ Hà Nội, Hoàn Kiếm, Hà Nội 100000, Vietnam*

The group will join Mariam Sherman, Country Director for the World Bank in Vietnam, for a private dinner discussion focused on Vietnam's economic development and reform agenda. This conversation will provide candid insights into the challenges and opportunities facing Vietnam's economy, the role of international financial institutions, and areas where U.S. engagement can help support sustainable growth.

**Thursday, July 31**

8:30 - 10:30 AM

**Breakfast Roundtable with AmCham Hanoi**

*Location: Pan Pacific Hanoi, 1 Thanh Nien Road*

The group will participate in a breakfast roundtable with representatives from AmCham Vietnam, bringing together U.S. business leaders and key Vietnamese partners. This discussion will provide insights into the economic relationship between the United States and Vietnam, opportunities for American businesses in the region, and the policy environment affecting trade, investment, and supply chain development.

10:30 - 12:30 PM

**Meeting with Vietnam Ministry of Foreign Affairs (MOFA)**

*Location: 1 Le Quang Dao Street, Nam Tu Liem District, Hanoi*

The group will meet with officials from the Vietnam Ministry of Foreign Affairs (MOFA) for a diplomatic exchange on U.S.-Vietnam relations. This meeting will provide an opportunity to discuss shared strategic interests, regional security, economic cooperation, and Vietnam's evolving role in ASEAN and the broader Indo-Pacific.

12:30 - 1:30 PM

Break for lunch

2:00 - 4:00 PM

**Meeting with Vietnam Ministry of Industry and Trade (MOIT)**

*Location: 54 P. Hai Bà Trưng, Trần Hưng Đạo, Hoàn Kiếm, Hà Nội, Vietnam*

The group will meet with the Vice Minister of Industry and Trade, as well as other senior officials from the Vietnam Ministry of Industry and Trade (MOIT) for a focused discussion on trade policy, tariffs, and the U.S.-Vietnam economic relationship. This meeting will offer valuable insights into Vietnam's trade priorities, ongoing market reforms, and opportunities to strengthen bilateral commerce and supply chain resilience.

4:30 - 6:00 PM

Break at hotel

6:30 - 9:00 PM

**Private Dinner Discussion with US Tech Companies in Vietnam**

*Location: El Gaucho, 11 Tràng Tiền, Hoàn Kiếm, Hà Nội 11000, Vietnam*

The group will engage in a private dinner discussion with representatives from leading U.S. technology companies operating in Vietnam. This candid conversation will delve into the complexities of the Vietnamese supply chain. Participants will explore opportunities for collaboration to enhance supply chain resilience and deepen U.S.-Vietnam commercial ties in the rapidly evolving tech sector.

**Friday, August 1**

7:30 AM

Breakfast at Hotel

*Location: Sofitel Legend Metropole Hanoi*

8:30 - 9:30 AM

Travel to Bac Giang Province (1 Hour)

9:30 - 11:30 AM

**Visit to FoxConn Facility in Bac Giang Province**

*Location: QL37, TT. Nénh, Việt Yên, Bắc Giang, Vietnam*

The group will meet with representatives from Foxconn's Bac Giang operations to discuss the company's role in regional supply chains and manufacturing. This meeting will offer insights into the challenges and opportunities facing foreign investors in Vietnam, with a focus on trade dynamics, supply chain resilience, and the implications for U.S.-Vietnam economic ties.

12:00 - 1:30 PM

Lunch and travel time

1:30 - 3:30 PM

**Visit to Luxshare ICT Facility in Bac Giang Province**

*Location: Xã, Lô HCDV - 02, CNSG - 01, CNSG 03 CNSG - 05, CNSG - 08, KCN, Việt Yên, Bắc Giang, Vietnam*

The group will visit Luxshare ICT's facility in Bac Giang to explore its contributions to Vietnam's electronics manufacturing sector. This discussion will highlight the company's supply chain strategies, investment experiences, and the broader impact of foreign direct investment on Vietnam's trade landscape and economic growth.

3:30 - 4:30 PM

Travel back to Hanoi (1 Hour)

4:30 - 6:00 PM

**Meeting with U.S. Economic Counsellor Lynne Gadkowski**

*Location: No 7 Lang Ha Street, Ba Dinh District, Hanoi, Vietnam*

The group will visit the U.S. Embassy in Hanoi for a briefing with Economic Counsellor Lynne Gadkowski. This meeting will provide an on-the-ground perspective of U.S. economic engagement in Vietnam, covering key issues such as trade policy, market access, and the broader strategic goals of the U.S.-Vietnam economic partnership.

6:30 - 9:00 PM

**Trip Recap Dinner**

*Location: Cau Go Vietnamese Cuisine, 9 P. Đinh Tiên Hoàng, Hàng Trống, Hoàn Kiếm, Hà Nội, Vietnam*

The group will gather for a casual dinner to recap the trip's key takeaways and share reflections on the discussions and experiences. This session will provide an opportunity to consolidate insights, discuss lessons learned, and explore how to translate the delegation's observations into actionable ideas for advancing U.S.-Vietnam relations back home.

### **Saturday, August 2**

11:30 PM - 5:50 AM+1

**United Flight (UA 7313): HAN to ICN**

### **Sunday, August 3**

11:30 AM - 6:30 AM

**United Flight (UA 806): ICN to SFO**

8:25 AM - 4:23 PM

**United Flight (UA 1849): SFO to IAD**

### **U.S. House Staff Invitees**

StaffDel to Vietnam, Saturday, July 26, 2025 – Saturday, August 2, 2025

**Jaydn Smith**

Deputy Legislative Director  
U.S. Representative Don Bacon

**Ted Verrill**

Chief of Staff  
U.S. Representative Julia Letlow

**Nicholas O'Boyle**

Deputy Chief of Staff  
U.S. Representative Ron Estes

**Nick Collins**

Legislative Director  
U.S. Representative Max Miller

**Alex Scheuer**

Policy Advisor  
House Minority Leader Hakeem Jeffries

**Michael O'Donovan**

Trade Counsel  
House Ways and Means Committee Trade Subcommittee

**Yvanna Cancela**

Chief of Staff  
U.S. Representative Steven Horsford

**Hillary Beard**

Chief of Staff  
U.S. Representative Terri Sewell

**Jim Cho**

Chief of Staff  
U.S. Representative Sydney Kamlager-Dove

**Liz Amster**

Chief of Staff  
U.S. Representative Jake Auchincloss

**Tobin Hansen**

Senior Policy Advisor  
U.S. Representative Suzan DelBene

**Ricky Le**

Chief of Staff  
U.S. Representative Zoe Lofgren

**Andrew Renteria**

Chief of Staff  
U.S. Representative David Valadao

**Mark Dreiling**  
Chief of Staff  
U.S. Representative Don Bacon

The U.S. House of Representatives staff members listed above have been invited because of their subject matter expertise on international trade, foreign affairs, and other topics that will be covered in the program of this staff delegation trip.

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>

July 25, 2025

Ms. Elizabeth Amster  
Office of the Honorable Jake Auchincloss  
1524 Longworth House Office Building  
Washington, DC 20515

Dear Ms. Amster:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Vietnam,<sup>1</sup> scheduled for July 26 to August 3, 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,

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:kjf

# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Elizabeth Amster
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Third Way Foundation
3. City and State **OR** Foreign Country of Travel: Vietnam
4. a. Date of Departure: 7/26/25 Date of Return: 8/3/25  
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 the Chief of Staff for a proud pro-trade Member who sits on the Energy and Commerce Committee, I will learn about supply chain issues, the U.S.-Vietnam economic partnership, and environmental sustainability.
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: 6/26/25

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>

July 25, 2025

Ms. Elizabeth Amster  
Office of the Honorable Jake Auchincloss  
1524 Longworth House Office Building  
Washington, DC 20515

Dear Ms. Amster:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Vietnam,<sup>1</sup> scheduled for July 26 to August 3, 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:kjf