

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: Kevin Koo
2. a. Name of Accompanying Relative: _____ **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: September 12, 2025 Return: September 14, 2025
b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Washington, D.C. Destination: Philadelphia, PA Return City: Washington, D.C.
5. Sponsor(s), Who Paid for the Trip: Korean American Institute and Philip Jaisohn Memorial Foundation
6. Describe Meetings and Events Attended: I attended a plenary sessions and breakout sessions on civic engagement, immigration, Korean American Studies.
Korean American elected officials, U.S-Korea foreign policy, community survey projects, and visits to local historic sites.
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: 9/29/2025

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: Lizzie Fletcher Date: 9/29/2025

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.

- Sponsor(s) who paid or provided in-kind support for the trip: The Korean American Institute
- Travel Destination(s): Philadelphia, PA
- Date of Departure: 9/12/25 Date of Return: 9/14/25
- Name(s) of Traveler(s): Kellie Chong, Kevin Koo, Justin Oh
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	\$0 (staff drove one private car and paid for parking)	\$238.56 per person (\$119.28 per night)	\$0 (meals were included in the registration fee)	\$195 per person conference registration fee
Accompanying Family Member				

- All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. Signify statement is true by checking box.

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

Signature:  Date: September 23, 2025

Name: Mark Keam Title: President

Organization: The Korean American Institute

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

Address: 1444 I Street, NW, Suite 700

Telephone: (202) 505-0300 Email: mark.keam@ka.institute

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.

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: _____

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): _____

Office Address: _____

Telephone Number: _____

Email Address of Contact Person: _____

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.

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: _____
2. Sponsor(s) who will be paying or providing in-kind support for the trip: _____

3. City and State **OR** Foreign Country of Travel: _____
4. a. Date of Departure: _____ Date of Return: _____
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.**

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: _____

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:

Korean American Institute

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: In kind assistance from Philip Jaisohn Memorial Foundation

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): Some Korean American staff

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

6. Date of Departure: September 12, 2025 Date of Return: September 14, 2025

7. a. City of departure: Washington, DC

b. Destination(s): Philadelphia, PA

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:

Korean American Institute (KAI) collects existing data about and conducts new research on the Korean Americans in the United States to better understand the state of this community. KAI is hosting this conference to discuss issues that may impact the Korean American community.

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

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

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

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

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

1) Detail the cost *per day* of meals (approximate cost may be provided): _____

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: DoubleTree by Hilton Hotel City: Philadelphia Cost Per Night: 110

Reason(s) for Selecting: Central to attendees from east coast

Hotel Name: _____ City: _____ Cost Per Night: _____

Reason(s) for Selecting: _____

Hotel Name: _____ City: _____ Cost Per Night: _____

Reason(s) for Selecting: _____

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking the box.*

18. **Total Expenses for each Participant:**

<input checked="" type="checkbox"/> Actual Amounts <input 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	80	220	65
For each Accompanying Family Member			

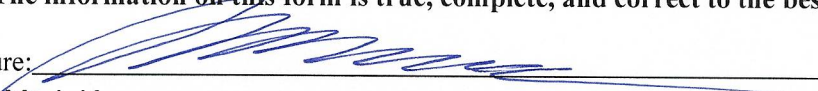
	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee		
For each Accompanying Family Member		

19. **Check only one:**

- a. I certify that I am an officer of the organization listed below; **OR**
- b. *Not Applicable.* Trip sponsor is an individual or a U.S. institution of higher education.

20. **I certify by my signature that**

- a. **I read and understand the Committee's Travel Regulations;**
- b. **I am not a registered federal lobbyist or registered foreign agent; and**
- c. **The information on this form is true, complete, and correct to the best of my knowledge.**

Signature:  Date: August 11, 2025
 Name: Mark Keam Title: President
 Organization: Korean American Institute
 Address: 1444 I Street, NW, Suite 700, Washington, DC 20005
 Email: mark.keam@ka.institute Telephone: 202-505-0300

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

List of Hill Staff attendees and reason for invitation:

Senate:

Kelly Boyer – The reason Kelly was invited is her legislative interest and expertise in Korean American issues. By attending a series of historical tours, staff will learn about the historical significance of landmarks in the greater Philadelphia area that will inform their decisions when engaging with constituents, particularly those that are of Korean descent. The historical and cultural knowledge they acquire will also inform their decisions when drafting legislation that impacts constituents.

House:

Elliott Shin – The reason Elliott was invited is his legislative interest and expertise in Korean American issues. By attending a series of historical tours, staff will learn about the historical significance of landmarks in the greater Philadelphia area that will inform their decisions when engaging with constituents, particularly those that are of Korean descent. The historical and cultural knowledge they acquire will also inform their decisions when drafting legislation that impacts constituents. Please note that Elliott was invited but was unable to attend.

Kellie Chong - The reason Kellie was invited is her legislative interest and expertise in Korean American issues. By attending a series of historical tours, staff will learn about the historical significance of landmarks in the greater Philadelphia area that will inform their decisions when engaging with constituents, particularly those that are of Korean descent. The historical and cultural knowledge they acquire will also inform their decisions when drafting legislation that impacts constituents.

Kevin Koo - The reason Kevin was invited is his legislative interest and expertise in Korean American issues. By attending a series of historical tours, staff will learn about the historical significance of landmarks in the greater Philadelphia area that will inform their decisions when engaging with constituents, particularly those that are of Korean descent. The historical and cultural knowledge they acquire will also inform their decisions when drafting legislation that impacts constituents.

Justin Oh - The reason Justin was invited is his legislative interest and expertise in Korean American issues. By attending a series of historical tours, staff will learn about the historical significance of landmarks in the greater Philadelphia area that will inform their decisions when engaging with constituents, particularly those that are of Korean descent.

The historical and cultural knowledge they acquire will also inform their decisions when drafting legislation that impacts constituents.

Korean American Institute Conference

With logistical support from the Philip Jaisohn Memorial

Foundation Trip to Philadelphia, Pennsylvania

September 12th through 14th, 2025

Mission Goals: The goal of this trip is to update congressional staff on current issues in education, health care, tariffs, and immigration. The host organization's goal is to provide House staff members attending this trip with subject matter expertise from scholars, practitioners in community-based organizations, and business owners. By attending this trip, House staff will increase their knowledge and awareness of how these issues impact communities that their Member of Congress serves and help the staff members better respond to constituent inquiries and assist their Member of Congress in drafting legislation.

Relevance to Official Duties: The subject areas to be discussed at this conference are important to Members of Congress and their staff as the House deals with current developments in foreign affairs, economy, healthcare, and immigration, and how their constituents may be impacted. The information to be discussed during the conference will also help the House staff provide more informed responses when they and their Members of Congress meet with constituents in their districts.

Location: The conference will be held in Philadelphia, Pennsylvania, because one of KAI's partner organizations, the Philip Jaisohn Memorial Foundation, is headquartered there, and they offered to hold this conference in their hometown during their 50th anniversary year. The venue provides historic background for discussions about how some current issues are impacting local and national communities

ITINERARY

Friday, September 12, 2025

This is a travel day only for staff so they will not participate in any conference programs.

Approximately 6:00 pm EST: Staff depart Washington, DC, using their own personal car. **Approximately 9:00 pm:** Staff arrive in Philadelphia, PA, using their own personal car. **Conference hotel location:** 237 South Broad Street, Philadelphia, PA 19107

Saturday, September 13, 2025

8:00 am-9:30 am: Working Breakfast and Plenary Session.

After brief introductions, staff will be introduced to attendees and KAI and Philip Jaisohn

Memorial Foundation staff. Community and business leaders and scholars and subject matter experts will educate attendees, including House staff, on issues such as healthcare, immigration, and foreign trade to increase their understanding of these issues. This will inform their ability to help Members of Congress draft correspondence or legislation on these issues.

Plenary Session: Civic Engagement: Staff will learn how civic organizations have played a significant role in how communities have engaged government leaders and entities. This session will include data and specific examples of how some organizations have addressed issues such as healthcare and education in Korean American and Asian American communities. This will assist staff in effectively conducting outreach to their communities as they consider future legislation on education, immigration, and other issue areas.

Presenters: Hahrie Han, Johns Hopkins University, and John Lim, Korean American Institute. **Location:** 237 South Broad Street, Philadelphia, PA 19107

The entirety of the allotted time for the Working Breakfast and Opening Plenary Sessions will be spent covering officially connected activities.

10:10 am-11:20 am: Breakout Sessions.

Topic 1: Education - legislative issues and current research. This session will provide historical context as well as how the Korean American community has engaged with elected officials. This information will allow staff to help draft any legislation for their Member of Congress and engage with more knowledge when constituents contact them about these topics.

Presenters: Mia Kim, Philip Jaisohn Memorial Foundation (moderator), Eunmi Cho, Sacramento State University, Sung Kim, International Korean Educators Network.

Location: 237 South Broad Street, Philadelphia, PA 19107

Topic 2: Immigration - legislative issues and current research. This session will provide an historical overview and recent trends in immigration laws that have allowed immigration of Koreans from the Republic of Korea to the United States since the early 1900s. Staff will learn how demographic shifts and domestic/foreign policy have influenced immigration patterns, and how it will likely shape the trajectory of the number of Korean American population in the United States. This information will allow staff to help draft any legislation for their Member of Congress and engage with more knowledge when constituents contact them about these topics.

Presenters: Mel Lee, Woori Center, Jay Lee, Woori Center, Martin Kim, Asian Americans Advancing Justice, and Kevin Koo, Office of US Representative Lizzie Fletcher (moderator).

Location: 237 South Broad Street, Philadelphia, PA 19107

The entirety of the allotted time for these two Breakout Sessions will be spent covering officially connected activities.

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11:20 am-12:30 pm: Breakout Sessions.

Topic 1: Korean American Studies Curriculum. This session provided staff with an overview of lesson plans on Korean American history developed for schools in California and nationally. This session will provide historical and legislative context as well as how the organizations that developed these curriculums tailored them to fit the needs of school curriculums. This information will allow staff to help draft any legislation for their Member of Congress, particularly on education, and engage with greater depth of knowledge when constituents contact them about these topics.

Presenters: Betty Chim Lieu, Torrance Unified School District, California (moderator)
Ellen Park, Rowland Unified School District, California, Karen Umemoto, University of California Los Angeles, California

Topic 2: Healthcare – legislative issues and current research. This session will provide staff with historical knowledge of the complex healthcare service and how the federal laws work with state laws to deliver healthcare to Americans. Knowledge about this industry sector can allow staff to better understand how policy and legislative efforts on healthcare issues can impact certain communities.

Presenters: George Choe, Philip Jaisohn Memorial Foundation, Pennsylvania (moderator),
Jisun Kim Choe, Hospitalist Group of Jefferson Health, Pennsylvania,
Susan Kang, Kansas Health Foundation, Kansas, Bill England, PA Health Access Network

Location: 237 South Broad Street, Philadelphia, PA 19107

The entirety of the allotted time for these two Breakout Sessions will be spent covering officially connected activities.

12:30 pm-1:45 pm: Working Lunch and Plenary Session.

Plenary Session: Presentations and discussion by local elected officials and community leaders from California and New York on how the Korean American communities have engaged with elected officials at the state, local, and federal levels on certain policy issues. Knowledge about these examples can allow staff to better understand how to work with constituents and interested members of the community on issues of importance to them.

Presenters: Grace Choi, Karis Consulting (moderator), Juleigh Chin, Herricks Public Schools Board of Education, Ellen Park, New Jersey General Assembly, Linda Lee, New York City Council, and Grace Lee, New York State Assembly.

Location: 237 South Broad Street, Philadelphia, PA 19107

The entirety of the allotted time for the Working Lunch and Plenary Session will be spent covering officially connected activities.

2:00 pm-2:30 pm: Town Hall Meeting.

This session will allow attendees to share their thoughts with fellow attendees on any issues of importance to them. Listening to Korean Americans express their opinions will help the staff better understand the types of issues that their own constituents may be thinking about.

Location: 237 South Broad Street, Philadelphia, PA 19107

The entirety of the allotted time for the Town Hall Meeting will be spent covering officially connected activities.

2:40 pm-3:50 pm: Breakout Sessions.

Topic 1: Foreign Policy Issues. This session will explain how U.S.-Korea relations impact trade and security in the Pacific region and analyze current events to learn how they may impact Korean Americans. This information will help staff stay current on these issues as they work on various foreign policy and trade-related legislation.

Presenters: Jane Colosseus Kim, Self Employed (moderator), Jane Rhee, Foreign Policy for America, Frank Aum, Stimson Center, Jenny Town, Stimson Center

Location: 237 South Broad Street, Philadelphia, PA 19107

Topic 2: Education - History and Lessons of the 1992 Los Angeles Riots. This session will provide staff with historical knowledge of the events that took place in Los Angeles following the verdicts in the Rodney King case that disproportionately impacted businesses owned by Korean Americans. The knowledge about this history can allow staff to better understand how policy and legislative efforts on urban development issues can impact certain communities.

Presenters: Edward Chang, U.C. Riverside, Carol Park, U.C. Riverside, Paul Seo, Rancho Palos Verdes City Council.

Location: 237 South Broad Street, Philadelphia, PA 19107

The entirety of the allotted time for these two Breakout Sessions will be spent covering officially connected activities.

4:00 pm-4:30 pm: Plenary Session: This academic presentation about an ongoing Korean

American community survey project conducted by a group of sociologists will educate the staff on what research, data, and information about Korean Americans are already available and what new information will be ascertained during this project. This information will be helpful to the staff as they work with Korean American constituents on the needs of this demographic group.

Presenters: Sojung Lim, State University of New York at Buffalo, Angie Chung, State University of New York at Albany, Jerry Park, Baylor University.

Location: 237 South Broad Street, Philadelphia, PA 19107

The entirety of the allotted time for this Plenary Session will be spent covering officially connected activities.

4:30 pm-5:00 pm: Plenary Session: This presentation about ethnic identity formation among younger generation Korean Americans will provide the staff with a deeper understanding of the 122-year-old Korean American history and factors that have shaped public opinion and certain trends within the community. This information will be helpful to the staff as they work with Korean American constituents and to understand how Korean Americans identify themselves.

Presenter: Pyong Gap Min, City University of New York

Location: 237 South Broad Street, Philadelphia, PA 19107

The entirety of the allotted time for this Plenary Session will be spent covering officially connected activities.

5:00 pm – 5:30 pm: Closing Remarks: This last plenary session will provide an opportunity for younger generation of Korean American leaders in the public sector to share their views on the future growth of the Korean American community, and what policy issues they believe are most important. This session will give staff additional insight and knowledge about the trends and future direction of the Korean American community, which will assist them as they engage with Korean American constituents and issues they care about.

Presenters: Hari Chon, U.S. Department of Labor, Sang Lee, Palisades Park City Council, Daniel Pae, Oklahoma State House of Representatives, Hannah Kim, Remember 727 (moderator), Kellie Chong, Office of U.S. Representative Tony Gonzales.

Location: 237 South Broad Street, Philadelphia, PA 19107

The entirety of the allotted time for this Closing Session will be spent covering officially connected activities.

5:30 pm -8:30 pm: Working Dinner: Over dinner with local business and community leaders from the Philadelphia region, and with those attending the conference from around the nation, such as elected officials and subject matter experts, staff will learn about issues of importance to the Korean American community and become familiar with the various nonprofit organizations

that serve the Korean American constituencies.

Presenters: Ted Lieu, U.S. House of Representatives Minority Caucus Vice Chair, Silvia Luke, Hawaii Lieutenant Governor .

The entirety of the allotted time for this Working Dinner will be spent covering officially connected activities.

Sunday, September 14, 2025

8:30 am-1:15 pm: Visits to local sites of historic significance to Korean Americans: Staff and other attendees will drive to these locations in or near Philadelphia, PA, that were sites of significance during the 122 years of Korean Americans' presence in the United States, where they will be educated by experts on what happened at these locations and why they need to learn about these moments in history. With this knowledge, staff will be able to better understand the significance of these events in American history, which will help as they deal with Korean American constituents.

Church of Holy Trinity, Rittenhouse Square, 1904 Walnut St, Philadelphia PA 19103.

Significance: Rector Floyd W. Tomkins, who led this church, helped Dr. Philip Jaisohn, a pioneer among the first generation of Korean American immigrants, found the League of Friends of Korea in April 1919, to support Korea's independence movement, and participate in the First Korean Congress held in Philadelphia that month. This visit will help staff understand the historical significance and origins of the Korean American community as well as how to engage the Korean American community and understand its deep roots in Christianity and democracy.

Plays and Players Theatre, 1714 Delancey St, Philadelphia PA 19103.

Significance: In April 1919, this place was known as the Little Theatre and it was the venue for the First Korean Congress, a conference in support of the independence of Korea convened by [Philip Jaisohn](#) and many other Korean American patriots. This visit will educate staff on the Korean American community and how to engage with them on various issues.

Independence Hall and Liberty Bell, 520 Chestnut St, Philadelphia PA 19106. **Significance:** At the conclusion of the First Korean Congress, the attendees marched from the Little Theatre to Independence Hall where Korean American civic leader Dr. Syngman Rhee who became the first president of the Republic of Korea read the Korean Declaration of Independence issued by the Provisional Government of the Republic of Korea. The attendees then walked to the Liberty Bell in a show of solidarity with America's founding ideals. This visit will provide the staff with background knowledge on the history of the Korean American community and their role in building a partnership with American elected officials to effect change on the Korean peninsula. This visit will provide staff with information that will help them better understand foreign policy issues and ability to assist their Members of Congress in preparing legislation.

Philip Jaisohn Memorial House, 100 E Lincoln St, Media PA 19063.

Significance: This is the house once occupied by Dr. Philip Jaisohn, and which was designated by the Pennsylvania Historical and Museum Commission with the placement of a historical

marker stating: *American-educated medical doctor who sowed seeds of democracy in Korea, published its first modern newspaper (1896-98), and popularized its written language. The first Korean to earn a Western medical degree and become a U.S. citizen. He worked for Korean independence during the Japanese occupation, 1910-45. Chief Advisor to the U.S. Military Government in Korea, 1947-1948. This was his home for 25 years.*”

Philip Jaisohn Monument, 1671 N. Providence Rd, Media PA 19063.

Significance: Related to the Philip Jaisohn Memorial House, the Pennsylvania Historical and Museum Commission placed a similar historical marker here to designate the importance of Dr. Philip Jaisohn to this region of the country. This visit will provide staff with historical knowledge on the origins of the Korean American community and how it has influenced the business, healthcare, and trade sectors within the United States.

The entirety of the allotted time for these Site Visits will be spent covering officially connected activities.

6

12:00 pm-1:00 pm: Working Lunch and Roundtable Discussion: While at the memorial house, staff will participate in a working lunch meeting with Hawaii’s Lieutenant Governor Sylvia Luke, the highest ranking Korean American elected official in the United States, to discuss issues of importance to the Korean American community, such as international trade, immigration, and healthcare, and the role of federal and state policies and legislation that could impact the interests of Korean Americans.

The entirety of the allotted time for this Working Lunch will be spent covering officially connected activities.

1:30 pm-5:00 pm: Meeting with local community leaders and visiting a healthcare clinic: Staff and other conference attendees will visit the Jaisohn Community Wellness Center where they will meet some representatives of the Philip Jaisohn Memorial Foundation’s healthcare service providers who serve Korean Americans with healthcare and other social service needs. Staff and other will also meet with local Asian American community organizations to hear directly from them on issues that matter to these communities, such as healthcare and economic policies. This will help staff better understand the state of healthcare services being provided in an ethnic community to help prepare policy ideas and legislation for their Members of Congress.

***Due to last minute changes this portion of the event was cancelled.**

Jaisohn Community Wellness Plaza, 1180 Welsh Rd, North Wales PA 19454.

The entirety of the allotted time for this Visit and Meeting will be spent covering officially connected activities.

Approximately 5:00 pm: Staff depart Philadelphia for Washington, DC, using their own personal car.


COMMITTEE ON ETHICS

ADDITIONAL TRIP SPONSOR FORM

This form should be completed by an organization that provides funds, services, or in-kind assistance to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. **Provide a copy of your completed form to the primary sponsor of the trip.**

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. Name of Primary Trip Sponsor for this trip: Korean American Institute and the Philip Jaisohn Memorial Foundation
2. Name of your organization: The Philip Jaisohn Memorial Foundation
3. Yes No Is your organization designated a § 501(c)(3) charitable organization by the Internal Revenue Service?
4. Yes No Does your organization receive funding from any foreign government or multinational organization?
5. **Check one.** I certify that my organization:
 - a. Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. **OR**
 - b. Has had a direct role in the organizing, planning, or conducting of a trip to
Destination: Philadelphia, PA on Date: September 12 - 14, 2025
that is being organized or arranged by the above-named Primary Trip Sponsor. **OR**
 - c. Has provided in-kind support to the above-named Primary Trip Sponsor (e.g., meeting planning assistance, meeting space and set-up, and paying for expenses related to this trip directly to the service provider).
6. **Check only one:**
 - a. My organization does not employ or retain a registered federal lobbyist or foreign agent **OR**
 - b. My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
7. **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;
 - c. I am an officer of this organization and am duly authorized to sign this form; and
 - d. The information on this form is true, complete, and correct to the best of my knowledge.

Signature:  Date: 8/12/2025
Name: George Choe Title: President & CEO

Organization: The Philip Jaisohn Memorial Foundation

Address: 1180 Welsh Road, North Wales PA 19454

Telephone: 267-638-9500 Email: george.choe@jaisohn.org

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

Michael Guest, Mississippi
Chairman
Mark DeSaulnier, California
Ranking Member

John H. Rutherford, Florida
Andrew R. Garbarino, New York
Ashley Hinson, Iowa
Nathaniel Moran, Texas

Deborah K. Ross, North Carolina
Glenn F. Ivey, Maryland
Sylvia R. Garcia, Texas
Sahas Subramanyam, Virginia



ONE HUNDRED NINETEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

Jordan Downs
Chief of Staff to the Chairman

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>

September 10, 2025

Mr. Kevin Koo
Office of the Honorable Lizzie Fletcher
2004 Rayburn House Office Building
Washington, DC 20515

Dear Mr. Koo:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Philadelphia, Pennsylvania, scheduled for September 12 to 14, 2025, sponsored by Korean American Institute and the Philip Jaisohn Memorial 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.

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

Trip Name: National Conference: Education, Policy, Action for Korean Americans

Organization Information

Organization Name:

The Philip Jaisohn Memorial Foundation

Is your organization classified as a §501(c)(3)?

Yes No

If Yes, §501(c)(3) Organization Type:

Private Foundation Public Charity

Address:

1180 Welsh Road

City, State, Zip:

North Wales, PA 19454

Phone Number:

267-638-9500

Organization URL:

jaisohn.org

History of Congressional Travel

Describe your organization's history of sponsoring congressional travel.

N/A

Educational Activities

Describe the educational activities performed by your organization other than sponsoring congressional travel.

Provide a broad range of medical and health care
Provide senior employment training and social services
Provide educational and cultural programs to enrich the AAPI community, including internships, etc.

Lobbyist and Foreign Agent Registration Information

Lobbyist Registration Status (Select one):

I certify that the sponsor is not a federally registered lobbyist and does not retain or employ a federally registered lobbyist.

I certify that the sponsor is not a federally registered lobbyist but does retain or employ one or more federally registered lobbyists.

Foreign Agent Registration Status (Select one):

I certify that the sponsor is not an agent of a foreign principal and does not retain or employ an agent of a foreign principal.

I certify that the sponsor is not an agent of a foreign principal but does retain or employ one or more agents of a foreign principal.

Foreign Government Involvement

Foreign Agent Registration Status (Must select all):

I certify that the sponsor is not a foreign government.

I certify that the sponsor is not an entity that is owned or operated by a foreign government.

I certify that the sponsor does not receive funding from a foreign government.

PRIVATELY SPONSORED TRAVEL

SPONSOR SIGNATURE PAGE

I hereby certify that the information submitted in connection with the trip listed below is true, complete, and correct to the best of my knowledge and belief.

Trip Name: National Conference: Education, Policy, Action for Korean Americans
Travel Date(s): September 12-14, 2025
Travel Destination(s): Philadelphia, PA
Sponsor: Philip Jaisohn Memorial Foundation and KAI

George Choe

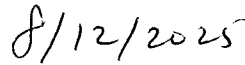
(printed name of sponsor representative)

President & CEO

(title)



(signature of sponsor representative)



(date)

Dear Kevin,

On behalf of the [Korean American Institute](#), I invite you to a [special gathering](#) in Philadelphia this September 12-14, of Korean Americans who serve in the public sector and who are working to improve the lives of Korean Americans.

This is a trip where KAI is working with the Ethics officials of both the U.S. Senate and U.S. House of Representatives to ensure full compliance. Please review the instructions below for the forms you will need to complete by COB today, Wednesday, August 13, if you would like to attend and receive a scholarship from KAI.

KAI is led by two former Hill staffers who know how challenging it is to be the only Korean American professional staff in Congressional hearing rooms and on the floor of the House or Senate where some of the most important decisions in our nation are made.

We know that it is not easy to assist your Korean American constituents when that population is so small relative to the entire population within your elected official's district.

But your skills, experiences, and perspectives are unique and invaluable, and [this is a meeting designed to highlight those intangible aspects of your background](#).

You will be in a room with Korean American elected officials, appointees, legislative staff, consultants, and others who are deeply experienced in the political process. You will also meet professors and experts who research the needs of Korean Americans.

We want to provide you with opportunities to learn from those who share your passion for service, and to build collective knowledge and resources to better serve your Korean American constituents.

We are preparing informative educational panels on current topics that impact our communities, such as immigration, healthcare, and economic issues unique to Korean Americans. We hope you can share your thoughts as an active participant in these sessions.

The breakout sessions and team-building exercises will educate us about relevant Korean American history, research, and data, and offer practitioners useful skills for organizing our communities to better engage policymakers and other decisionmakers.

Cohosted by the [Philip Jaisohn Memorial Foundation](#), other organizations we are collaborating with on this conference include the [Congressional Korean American Staff Association](#) and the Korean American Legislative Staff Association, in addition to the [Council of Korean Americans](#), [Korean American Coalition](#), [Koreatown Youth and Community Center](#), [Federation of Korean Associations USA](#), [Sejong Society](#), Konnect DMV, and many more.

We are truly excited that [Hawaii's Lieutenant Governor Sylvia Jung Luke](#), who is the first Korean American to be elected statewide anywhere in the United States, will provide keynote remarks.

The second Korean American to be elected statewide is [United States Senator Andy Kim of New Jersey](#), who will send us a video message while he travels that weekend.

They will be joined by several other Korean American elected officials, including [Pennsylvania State Senator Patty Kim](#) who will welcome us to her home state.

This promises to be an exciting and productive conference at a critical time. You will leave inspired to serve the Korean American community in meaningful ways with more knowledge, actionable tools, and a new network of trusted colleagues in this journey.

We urge you to join us! [Please check our website for more information and pre-register using this link.](#)

We have a small budget to offset travel costs for eligible government attendees, so please let us know if you are interested.

Please note that staff of the United States Senate who wish to attend and apply for the scholarship [must fill out this Employee Pre-Travel Authorization form with the Senate Ethics Office](#) and confirm with your office that your attendance at the conference is tied to your official duties.

The deadline to submit the form and confirm your attendance is COB Wednesday, August 13.

If you are a Senate staff and have any questions regarding ethics, please contact Shuanda Cobbs at Shaunda_cobbs@ethics.senate.gov.

Staff of the [House of Representatives who wish to attend should fill out the following Traveler Form and also submit it by the COB Wednesday, August 13](#) to receive the scholarship.

If you are a House staff and have any questions regarding ethics, please contact the House Committee on Ethics at 202-527-3529.

In addition, Senate and House Ethics officials have asked that all Senate and House staff that plan to attend the conference provide the dates and times that they plan to arrive and depart from the conference in an email to info@ka.institute.

Please note in that same email whether you plan to join our OPTIONAL Sunday site visits since we will need a head count for lunch and transportation between sites.

Finally, if you have suggestions for a discussion topic, or if you want to make a presentation or lead a workshop, please contact me directly at (202) 505-0300 or MarkKeam@KA.Institute.

I look forward to seeing you real soon! Mark



Mark L. Keam

President

(202) 505-0300 | Mark.Keam@KA.Institute

1444 I St. NW, #700, Washington, DC 20005

[KA.Institute](#)   