

COMMITTEE ON ETHICS

EMPLOYEE POST-TRAVEL DISCLOSURE FORM Original Amendment

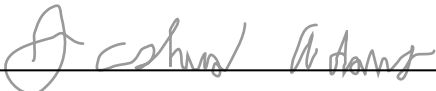
This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual *Financial Disclosure Statements* of those employees required to file them. In accordance 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: _____
2. a. Name of Accompanying Relative: _____ **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: _____ Return: _____
b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: _____ Destination: _____ Return City: _____
5. Sponsor(s), Who Paid for the Trip: _____
6. Describe Meetings and Events Attended: _____

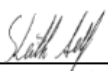
7. Attached to this form are **each** of the following, *signify that each item is attached by checking the corresponding box*:
 - a. a completed *Sponsor Post-Travel Disclosure Form*;
 - b. the *Primary Trip Sponsor Form* completed by the trip sponsor **prior** to the trip, **including all** attachments **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: _____

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: _____ Date: _____

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: United Nations Foundation

2. Travel Destination(s): New York, New York

3. Date of Departure: Dec. 4, 2025 Date of Return: Dec. 5, 2025

4. Name(s) of Traveler(s): Alex Fink, Louis Senn, Samuel Mollin, James McNamee, Joshua Adams, Katie Wallach, Sid Ravishankar, Jermaca Brown

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	\$938.04	\$599	\$238.40	
Accompanying Family Member				

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

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

Signature:  Date: Dec. 10, 2025

Name: Peter Yeo Title: Senior Vice President

Organization: United Nations Foundation

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

Address: 1750 Pennsylvania Ave NW Suite 300 Washington, DC

Telephone: 202-887-9040 Email: pyeo@unfoundation.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.

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:

United Nations 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): Please see attached.

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

6. Date of Departure: Dec. 4, 2025 Date of Return: Dec. 5, 2025

7. a. City of departure: Washington, DC

b. Destination(s): New York, New York

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:
Please see attached.
-

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): \$69
 - 2) Provide the reason for selecting the location of the event or trip: This trip will bring participants to UN Headquarters, which is in New York.
-

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

Hotel Name: Westin Grand Central City: New York, New York Cost Per Night: \$342
 Reason(s) for Selecting: Favorable cost and location.

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 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	\$776	\$342	\$138
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: Nov. 1, 2025
 Name: Peter Yeo Title: Senior Vice President
 Organization: United Nations Foundation
 Address: 1750 Pennsylvania Ave NW Suite 300 Washington, DC 20006
 Email: pyeo@unfoundation.org Telephone: 202-887-9040

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
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>

December 3, 2025

Mr. Joshua Adams
Office of the Honorable Keith Self
1030 Longworth House Office Building
Washington, DC 20515

Dear Mr. Adams:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to New York, New York, scheduled for December 4 to 5, 2025, sponsored by United Nations 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:nl

UNF Learning Trip to UN Headquarters (December 4-5, 2025)
Answers to Primary Trip Sponsor Form Questions 4 and 12

4. Names and titles of all House invitees and explanation of why the individual was invited:

The following individuals have been invited to participate in this learning trip to UN Headquarters in New York because they work on issues related to U.S. foreign policy, U.S.-UN relations, international organizations, international development, humanitarian assistance, global health, and/or associated subjects.

Daniel Black, Legislative Assistant
Del. Aumua Amata Coleman Radewagen

Jennifer Arnold, Legislative Counsel
Rep. Greg Stanton

Caroline Bender, Deputy Chief of Staff
Rep. Juan Ciscomani

Alex Fink, Foreign Policy Legislative Assistant
Rep. Juan Ciscomani

Emma Bruce, Legislative Assistant
Rep. Ami Bera

Pragneya Sharma, Legislative Assistant
Rep. Ami Bera

John Lynch, Legislative Director
Rep. Jim Costa

Sara Katsnelson, Senior Policy Advisor
Rep. Brad Sherman

Alison Smith, Legislative Assistant
Rep. Brad Sherman

Serena Gobbi, Legislative Assistant
Rep. Norma J. Torres

Kasey Condon, Legislative Assistant
Rep. Ted Lieu

Anna McDonald, Legislative Assistant
Rep. Sydney Kamlager-Dove

Shine Lee, Legislative Assistant
Rep. Young Kim

Mark Erste, Professional Staff Member
Rep. Darrell Issa

Sophie Jones, Legislative Assistant
Rep. Sara Jacobs

Jacob Glasser, Legislative Assistant
Rep. Sarah McBride

Charlie Gann, Legislative Assistant
Rep. Randy Fine

Samuel Luna, Legislative Director
Rep. Anna Paulina Luna

Angelle Kwemo, Legislative Assistant
Rep. Sheila Cherfilus-McCormick

Brad Soylan, Chief of Staff
Rep. Lois Frankel

Clare Plassche, Legislative Assistant
Rep. Jared Moskowitz

Gisselle Reynolds, Legislative Director
Rep. Mario Diaz-Balart

Austin Johnson, Foreign Policy Advisor
Rep. Maria Elvira Salazar

Ross Dietrich, Legislative Director
Rep. Brian Mast

Kate Constantini, Communications Director
Rep. Brian Mast

Jesse Vonstein, Deputy Chief of Staff & Legislative Director
Rep. Cory Mills

Max Berry, Legislative Assistant
Rep. Rich McCormick

Connor Hale, Foreign Policy Advisor

Rep. James Moylan

Marshelle Bryant, Legislative Assistant
Rep. Mike Quigley

Gil Thompson, Legislative Assistant
Rep. Brad Schneider

Olivia Kirchberg, Legislative Director
Rep. Brad Schneider

Brad Kane, Legislative Director & Deputy Chief of Staff
Rep. Jonathan Jackson

Tanner Brown, Legislative Assistant
Rep. Jim Baird

Louis Senn, Senior Counsel
Rep. Jim Baird

Adam Stasiewicz, Legislative Assistant
Rep. Jefferson Shreve

Jack Reineke, Legislative Assistant
Rep. Andy Barr

Lindsay Linhares, Deputy Chief of Staff & Legislative Director
Rep. Julia Letlow

Benjamin Cooper, Legislative Assistant
Rep. William Keating

Jack Berson, Legislative Assistant
Rep. John "Johnny O" Olszewski Jr.

Samuel Mollin, Legislative Assistant
Rep. Kweisi Mfume

Jake Kochmansky, Legislative Assistant
Rep. John Moolenaar

Alec Daman, Legislative Assistant
Rep. Bill Huizenga

Tom Morrissey, Legislative Assistant
Rep. Mark Alford

Ben Vansickle, Legislative Assistant
Rep. Ryan Zinke

Ashley Teague, Legislative Assistant
Rep. Chuck Edwards

William Pietri, Legislative Assistant
Rep. Thomas H. Kean Jr.

John McDonough, Legislative Director
Rep. Christopher Smith

Colby Harriman, Legislative Assistant
Rep. Dina Titus

Kayla Williams, Legislative Assistant
Rep. Gregory W. Meeks

Dharamjeet Singh, Legislative Assistant
Rep. Gregory W. Meeks

Max Harris, Legislative Assistant
Rep. Grace Meng

Jessica Merritt, Legislative Assistant
Rep. George Latimer

Courtney Kaufman, Senior Policy Advisor
Rep. Mike Lawler

James McNamee, Deputy Chief of Staff & Legislative Director
Rep. Mike Lawler

Gus Desch, Legislative Assistant
Rep. Warren Davidson

Heba Diab, Legislative Assistant
Rep. Madeleine Dean

Sarah Jacobs, Legislative Director
Rep. Madeleine Dean

Nicholas Urbin, Legislative Assistant
Rep. Ryan Mackenzie

Abigail Jung, Legislative Assistant
Rep. Scott Perry

Chandler Smith, Legislative Assistant
Rep. Guy Reschenthaler

Anna Zimmerman, Legislative Assistant
Rep. Gabe Amo

Stephanie Pendarvis, Legislative Assistant
Rep. Joe Wilson

Chris Ringer, Legislative Assistant
Rep. Sheri Biggs
John Stout, Legislative Assistant
Rep. Tim Burchett

Joshua Adams, Legislative Assistant
Rep. Keith Self

Cameron Madsen, Legislative Assistant
Rep. Michael McCaul

Katie Wallach, Legislative Assistant
Rep. Ronny Jackson

Sid Ravishankar, Legislative Assistant
Rep. Joaquin Castro

Crystal Sung, Legislative Assistant
Rep. Julie Johnson

Jermaca Brown, Legislative Assistant
Rep. Julie Johnson

Jane Scarborough, Legislative Assistant
Rep. Michael Baumgartner

Diego Sanchez, Legislative Assistant
Rep. Pramila Jayapal

12. Description of the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:

The UN Foundation (UNF) works to educate all Americans, including the U.S. Congress, on the importance of a strong U.S.-UN relationship. Over the course of this trip, the delegation will meet with several high-level UN officials, offering policymakers an opportunity to learn about multilateral efforts to address a number of interconnected humanitarian, development, and foreign policy challenges. UNF is the primary sponsor of this trip and is organizing all aspects of the program and logistics. UNF handles all outreach to congressional offices and is the contact for planning purposes.



UNF Congressional Learning Trip to United Nations Headquarters

December 4-5, 2025

Thursday, December 4

2:50pm – 5:48pm Amtrak Acela 2170 to Moynihan Train Hall at Penn Station (NYP)

Location: Washington Union Station

5:48pm – 6:45pm Transit via hired shuttle to Westin New York Grand Central
Pick up: 31st Street

6:45pm Arrive at Westin New York Grand Central

6:45pm – 7:45pm Executive Time

7:45pm – 8:00pm Transfer via foot to The Capital Grille

8:00pm – 9:30pm **Working Dinner with Stéphane Dujarric, Spokesperson for the Secretary-General of the United Nations and Will Davis, Director of the United Nations in Washington**

The delegation will have a working dinner with Stéphane Dujarric, Spokesperson for the Secretary-General of the United Nations; and Will Davis, Director of the UN in Washington to discuss UN80 reform efforts and other relevant recent developments in the U.S.-UN relationship and the importance of U.S. leadership in the UN system.

Location: The Capital Grille, 200 Park Avenue

9:30pm – 9:40pm Transfer via foot to hotel

Overnight Westin New York Grand Central
212 E. 42nd St, New York, NY 10017

Friday, December 5

8:00am – 9:00am **Working Breakfast with Ignacio Saez-Benito, Deputy Chief, Americas Division, UN Department of Political and Peacebuilding Affairs and Niki Ganz, Deputy Chief, Middle East Division, UN Department of Political and Peacebuilding Affairs**

The delegation will meet with two senior leaders from the UN Department of Political and Peacebuilding Affairs to better understand how the UN is monitoring global political developments in Haiti and the Middle East and providing support to the Secretary-General, Special Envoys, and UN political missions deployed to help defuse crises and promote lasting solutions to conflict.

Location: Westin New York Grand Central

9:00am – 9:30am Transit via foot to UN Headquarters / Entry

9:30am – 10:15am **Meeting with Lucia Elmi, Global Director, UNICEF Office of Emergency Programmes; Mandeep O’Brien, Global Director of Public Partnerships, UNICEF; and Ally Raza Qureshi, Director, World Food Programme (WFP) New York Office**

The delegation will meet with senior leaders from UNICEF and WFP to learn how the UN is delivering lifesaving humanitarian assistance in Syria, Haiti, Sudan, Ukraine, and other complex, challenging environments.

Location: UN Headquarters, Delegates Dining Room, PDR 2&3

10:15am – 11:00am **Meeting with Max Schott, Regional Director, West Africa, UN Office for the Coordination of Humanitarian Affairs (OCHA) and Victoria Saiz Omenaca, Regional Director for Europe, Latin America and the Caribbean, and Asia Pacific, OCHA**

The delegation will meet with senior OCHA officials to learn how the UN is working with partners and member states to coordinate the effective delivery of humanitarian assistance across multiple protracted and emerging crises.

Location: UN Headquarters, Delegates Dining Room, PDR 2&3

11:00am – 11:05am Break

11:05am – 11:45am **Meeting with Brooke Shawn, Political Affairs Officer, Office of the Under-Secretary-General of the Department of Peace Operations**

The delegation will meet with Brooke Shawn, Political Affairs Officer, Office of the Under-Secretary-General, Department of Peace Operations to learn about the UN’s efforts to build and sustain peace in countries emerging from conflict.

Location: UN Headquarters, Delegates Dining Room, PDR 2&3

11:45am – 12:00pm Break

- 12:00pm – 1:15pm **Working Lunch with Ursula Wynhoven, Director and Representative to the United Nations, International Telecommunications Union (ITU); Michael Gill, Director, Legal Affairs & External Relations Bureau, International Civil Aviation Organization (ICAO); and Werner H. Obermeyer, Director, World Health Organization (WHO) Office at the United Nations**
- The delegation will have a working lunch with senior officials from ITU, ICAO, and WHO to discuss key challenges facing each organization and the importance of U.S. engagement.
- 1:15pm – 2:00pm **Expert-Guided Tour of UN Security Council Chamber and United Nations General Assembly Hall**
- The delegation will receive an expert guided tour of the UN Security Council Chamber and UN General Assembly Hall (meetings permitted), highlighting the history, functions, and impact of each body.
- 2:00pm – 2:45pm Transit via hired shuttle to Moynihan Train Hall at Penn Station (NYP)
- 2:45pm Arrive Moynihan Train Hall at Penn Station (NYP)
- 2:45pm – 3:00pm Prepare for departure
- 3:00pm – 5:53pm Amtrak Acela #2163 to Washington Union Station
- 5:53pm Arrive Washington Union Station

UNF Learning Trip to UN Headquarters (December 4-5, 2025)
Addendum to Sponsor Post-Travel Disclosure Form

Due to a miscommunication with the hotel, the actual lodging rate was \$599 per night rather than the anticipated \$342 GSA per diem rate. Although the selected hotel has honored the government rate for all previous UN Foundation learning trips, it was unable to do so this time because of uniquely high seasonal demand. Unfortunately, this change was not communicated to management in advance, resulting in the unexpected increase in cost.