

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: Justina Graff
2. a. Name of Accompanying Relative: _____ **OR** ☒ None
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: May 24, 2026 Return: May 31, 2026
b. Dates at Personal Expense, if any: _____ **OR** ☒ None
4. Departure City: Washington, D.C. Destination: Malawi Return City: Washington, D.C.
5. Sponsor(s), Who Paid for the Trip: Cooperative for Assistance and Relief Everywhere, Inc. (CARE); Basic Education Coalition (BEC)
6. Describe Meetings and Events Attended: Please see Addendum A
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: Justina Graff Date: 06/11/2026

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: Glenn "GT" Thompson Date: 06/11/2026

Signature of Supervising Member: Glenn G Thompson

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: Cooperative for Assistance and Relief Everywhere, Inc. (CARE)

2. Travel Destination(s): Malawi

3. Date of Departure: May 24, 2026 Date of Return: May 31, 2026

4. Name(s) of Traveler(s): Justina Graff

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	\$3,166.91	\$672.68	\$429.58	\$890.99 (See Addendum B)
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: Kalei Talwar Date: _____
658BFCA848D5428...

Name: Kalei Talwar Title: Learning Tours Director

Organization: Cooperative for Assistance and Relief Everywhere, Inc. (CARE)

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

Address: 1100 17th St. NW, Suite 900, Washington D.C. 20036

Telephone: +1 808 381 6901 Email: kalei.talwar@care.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

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: The Basic Education Coalition (BEC)

2. Travel Destination(s): Malawi

3. Date of Departure: May 24, 2026 Date of Return: May 31, 2026

4. Name(s) of Traveler(s): Justina Graff

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	\$3,166.91	\$672.68	\$429.58	\$890.99 See addendum B
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: Anna Roberts Digitally signed by Anna Roberts
Date: 2026.06.10 18:17:30 -04'00' Date: 6/10/2026

Name: Anna Roberts Title: Director of Government Relations

Organization: The Basic Education Coalition

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

Address: 1300 Connecticut Ave NW Suite 800 Washington, DC 20036

Telephone: (513) 403-5906 Email: aroberts@basiced.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: Justina Graff

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: Justina Graff

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): House Committee on Agriculture

Office Address: 1301 Longworth House Office Building Washington, DC 20515

Telephone Number: 202-225-2171

Email Address of Contact Person: justina.graff@mail.house.gov

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

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

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

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

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Justina Graff
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Cooperative for Assistance and Relief Everywhere (CARE)
Basic Education Coalition; The Gates Foundation
3. City and State **OR** Foreign Country of Travel: Blantyre and Lilongwe, Malawi
4. a. Date of Departure: May 24, 2026 Date of Return: May 31, 2026
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.**
I serve as Professional Staff on the House Committee on Agriculture and I cover the trade portfolio, including international food aid assistance. As the Ag Committee has oversight of programs like McGovern Dole, Food for Progress, and Food for Peace, this will allow me to see on the ground how these programs operate and any improvements that need to be made from the policy side.
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: 04/24/26

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:

Cooperative for Assistance and Relief Everywhere, Inc. (CARE)

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: Gates Foundation, Basic Education Coalition (BEC)

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 addendum A

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

6. Date of Departure: May 24, 2026 Date of Return: May 31, 2026

7. a. City of departure: Washington, D.C.

b. Destination(s): Blantyre and Lilongwe, Malawi

c. City of return: Washington, D.C.

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:

CARE is host to the delegation and responsible for logistics and content of the trip. CARE is a leading humanitarian organization focused on combating global poverty. The Gates Foundation provided CARE a grant to fund a congressional tour but has not contributed to planning the trip. BEC contributed funds and in-kind support to CARE for the 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:

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): Meal costs will comply with the U.S. government per diem rate of \$104.00 in Blantyre and \$69.00 in Lilongwe.
2) Provide the reason for selecting the location of the event or trip: The U.S. government is an important development partner in Malawi and is working to respond to the humanitarian and development issues in the country.

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

Hotel Name: Protea Hotel City: Blantyre Cost Per Night: \$172.00
Reason(s) for Selecting: Offers western-standard accommodation with ample security.
Hotel Name: Ufulu Gardens Hotel City: Lilongwe Cost Per Night: \$176.00
Reason(s) for Selecting: Offers western-standard accommodation with ample security.
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:**

☐ Actual Amounts ☒ Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$3,171.28	\$868.00	\$554.00
For each Accompanying Family Member	N/A	N/A	N/A

	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	\$951.80	Interpretation, Security, Medic, Airport Services, Travel Insurance, Visa Fees
For each Accompanying Family Member	N/A	N/A

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: 4/20/2026
Name: Semira Asfaha Title: _____
Organization: Cooperative for Assistance and Relief Everywhere, Inc. (CARE)
Address: 151 Ellis St. NE, Atlanta, GA
Email: semira.asfaha@care.org Telephone: 202-938-5666

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

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:

Basic Education Coalition

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: Gates Foundation,
Cooperative for Assistance and Relief Everywhere, Inc. (CARE)

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 addendum A

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

6. Date of Departure: May 24, 2026 Date of Return: May 31, 2026

7. a. City of departure: Washington, D.C.

b. Destination(s): Blantyre and Lilongwe, Malawi

c. City of return: Washington, D.C.

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:

CARE is host to the delegation and responsible for logistics and content of the trip. CARE is a leading humanitarian organization focused on combating global poverty. The Gates Foundation provided CARE a grant to fund a congressional learning tour but has not contributed to planning the trip. BEC contributed funds and in-kind support for the trip. The Gates Foundation provided BEC a grant to fund a congressional learning tour but has not contributed to planning the 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: _____

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): Meal costs will comply with the U.S. government per diem rate of \$104.00 in Blantyre and \$69.00 in Lilongwe.
2) Provide the reason for selecting the location of the event or trip: The U.S. government is an important development partner in Malawi and is working to respond to the humanitarian and development issues in the country.

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

Hotel Name: Protea Hotel City: Blantyre Cost Per Night: \$172.00
Reason(s) for Selecting: Offers western-standard accommodation with ample security.
Hotel Name: Ufulu Gardens Hotel City: Lilongwe Cost Per Night: \$176.00
Reason(s) for Selecting: Offers western-standard accommodation with ample security.
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:**

☐ Actual Amounts ☒ Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$3,171.28	\$868.00	\$554.00
For each Accompanying Family Member	N/A	N/A	N/A

	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	\$951.80	Interpretation, Security, Medic, Airport Services, Travel Insurance, Visa Fees
For each Accompanying Family Member	N/A	N/A

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: Rebecca Stone Date: 4/15/26
Name: Rebecca Stone Title: BEC Board Co-Chair
Organization: Basic Education Coalition
Address: 1300 Connecticut Ave. Suite 800 NW Washington, DC 20036
Email: aroberts@basiced.org Telephone: (513) 403-5906

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

Addendum A: Invited House and Senate Staffers

We invited congressional staffers from the below committees and caucuses. These committees and offices hold a particular relevance to the issues of U.S. foreign assistance, U.S. global leadership, and investments into advancing basic education and infectious disease response in Malawi which will be the focus of the trip.

- House Foreign Affairs Committee
- Senate Foreign Relations Committee
- House Appropriations Committee
- Senate Appropriations Committee
- House Agriculture Committee
- House leadership offices
- Senate leadership offices

House Congressional Staffers:

- Gisselle Reynolds, Rep. Mario Diaz-Balart (R-FL-26)
- Justina Graff, House Agriculture Committee, Majority
- Cam Madsen, Rep. Michael McCaul, (R-TX-10)
- Sarah Jacobs, Rep. Madeleine Dean (D-PA-04)
- Max Harris, Rep. Grace Meng (D-NY-06)
- Daniel Feingold, House Agriculture Committee, Minority
- Kyla Cole, Rep. Shomari Figures (R-AL-02)
- Devin Kolb, Rep. Adam Gray (D-CA-13)
- Alexa Fox, Rep. Jim Costa (D-CA-21)
- John Lynch, Rep. Jim Costa (D-CA-21)
- Jordan Nasif, Rep. Sara Jacobs (D CA-51)
- Aleksi Knepp, Rep. Nikki Budzinski (D IL-13)
- Eric Dunay, Rep. Sharice Davids (D-KS-03)
- John Swords, Rep. Jim McGovern, (D-MA-02)
- Katy Foley, Rep. April McClain Delaney, (D-MD-06)
- Kara Verma, Rep. Kristen McDonald Rivet, (D-MI-08)
- Colby Harriman, Rep. Dina Titus (D-NV-01)
- Laura Bell, Rep. Josh Riley (D-NY-19)
- Ben Owens, Rep. Andrea Salinas (D-OR-06)
- Crystal Sung, Rep. Julie Johnson (D-TX-32)
- Jermaca Brown, Rep. Julie Johnson (D-TX-32)
- Diego Sanchez, Rep. Pramila Jayapal (D-WA-07)
- Serena Gobbi, Rep. Norma Torres (D-CA-35)
- Kara Verma, Rep. Josh Harder (D-CA-09)
- Jacob Glasser, Rep. Sarah McBride (D-DE-AL)
- Jack Berson, Rep. Johnny Olszewski (D-MD-02)

- Alison Cantrell, House Foreign Affairs Committee, Majority
- Alec Daman, Rep. Bill Huizenga (R-MI-04)
- McKenzie Dallas, Rep. Austin Scott (R-GA-08)
- Zachary Hampton, Rep. Tracy Mann (R-KS-01)
- John Altendorf, Rep. Brad Finstad (R-MN-01)
- Georgia Davies, Rep. Frank Lucas (R-OK-03)
- Mason Ohnstad, Rep. Dusty Johnson (R-SD-01)
- Chris MacArthur, Rep. Dan Newhouse (R-WA-04)
- Alice Johnson, Rep. Austin Scott (R-GA-08)
- Alex Stone, Rep. Brian Jack (R-GA-03)
- Brooke Bennett, Rep. French Hill (R-AR-02)
- Amelia Allert, Rep. French Hill (R-AR-02)
- Jared Christel, Rep. Radewagen (R-AS-AL)
- Alex Fink, Rep. Juan Ciscomani (R-AZ-06)
- Andrew Renteria, Rep. David Valadao (R-CA-22)
- Jeff Bishop, Rep. Jefferson Shreve (R-IN-06)
- Meg Gallagher, Rep. Steve Scalise (R-LA-01)
- Matt Hutson, Rep. Andy Harris (R-MD-01)
- Amelia Litynski, Rep. Tom Emmer (R-MN-06)
- Mike Martin, Rep. Mark Alford (R-MO-04)
- Heather Swift, Rep. Ryan Zinke (R-MT-01)
- Toby Douthat, Rep. Chuck Edwards (R-NC-11)
- Amanda Kain, Rep. Dave Joyce (R-OH-14)
- Abigail Jung, Rep. Scott Perry (R-PA-04)
- Nick Urbin, Rep. Ryan Mackenzie (R-PA-07)
- Alyssa Becker, Rep. Ryan Mackenzie (R-PA-07)
- Stephanie Pendarvis, Rep. Joe Wilson (R-SC-02)
- Chris Ringer, Rep. Sheri Biggs (R-SC-03)
- Jonas Miller, Rep. John Carter (R-TX-31)
- Christiana Nelson, Rep. Celeste Maloy (R-UT-02)
- Jane Scarborough, Rep. Michael Baumgartner (R-WA-05)
- Spencer Collins, House Foreign Affairs Committee, Majority

Senate Congressional Staffers:

- Charles Orta, Senate Foreign Relations Committee, Minority
- Cassidy Hobbs, Sen. Lisa Murkowski (R-AK)
- Laura Titus, Sen. Jerry Moran (R-KS)
- Jill Ricotta, Sen. John Ossoff (D-GA)
- Cydney Karlins, Sen. Raphael Warnock (D-GA)
- Liz Leibowitz, Sen. Jackie Rosen (D-NV)
- Derek Miller, Senate Agriculture Committee, Minority
- Joy Li, Sen. Elissa Slotkin (D-MI)
- JC Jain, Sen. Tim Kaine (D-VA)
- Zack Hosford, Sen. Brian Schatz (D-HI)

- Calye Winfrey, Senate Agriculture Committee, Majority
- Lucy Hulet, Sen. Jerry Moran (R-KS)
- Chance Hunley, Sen. Jerry Moran (R-KS)
- Cody Gardner, Sen. John Boozman (R-AR)
- Max Undeland, Sen. John Boozman (R-AR)
- Eliza Lundy, Sen. Cindy Hyde-Smith (R-MS)
- Julia Wood, Sen. Roger Wicker (R-MS)
- Chris Anderson, Sen. Steve Daines (R-MT)
- Josh Carter, Sen. John Hoeven, (R-ND)
- Andrew Pantino, Sen. Pete Ricketts (R-NE)
- Luke Burke, Sen. Dave McCormick (R-PA)
- James Cunningham, Sen. Dave McCormick (R-PA)
- Sloan Shelbourne, Sen. Tim Scott (R-SC)
- Meghan McCully, Sen. Tim Scott (R-SC)
- Brett Bauman, Sen. John Cornyn (R-TX)
- Olivia Kirk, Sen. John Curtis (R-UT)
- Troy Dougall, Sen. John Curtis (R-UT)
- Scott Graber, Sen. Lindsay Graham (R-SC)

Addendum B: Good Faith Estimate Travel Costs

Total Transportation: \$3,166.91

- Flights To/From the U.S.: \$ 2,642.75
- Flights within Malawi: \$218.30 per person
- Ground Transportation \$305.86 per person

Total Other Costs: \$890.99 per person

- Interpreters: \$177.25 per person
- Security: \$252.99 per person. Security is necessary to ensure that the delegation remains safe throughout their time in the country.
- Medic: \$316.23 per person.
- Travel Insurance: \$89.00 per person
- Visa Fee: \$55.52 Per person

**Agenda: CARE & BEC Learning Tour to Malawi
May 24 to 31, 2026**

Day 1 – Sunday, May 24 **Travel Day**

10:55 AM Justina Graff, Cameron Madsen, Sarah Jacobs,
Daniel Feingold, and Max Harris depart Washington, D.C. via
Ethiopian Airlines (ET0501)

Day 2 – Monday, May 25 **Travel Day/Blantyre**

12:15 PM Justina Graff, Cameron Madsen, Sarah Jacobs,
Daniel Feingold, and Max Harris arrive in Blantyre via Ethiopian
Airlines (ET0881)

12:15-2:00 PM Airport Immigration, Customs, Baggage Claim, and transfer to hotel

2:00-4:00 PM Check-in at Protea Hotel, Executive Time

4:00-4:30 PM Transfer to The Bistro for Welcome Briefing and Scene Setter
Briefing

4:30-5:15 PM **Welcome Briefing with CARE Learning Tours staff** – to provide
an overview of the trip and introduce CARE staff and delegates to
one another
Location: The Bistro

*Participants: Delegation, CARE staff (Christean Cole, Kalei Talwar,
Rasik Winfield, Jorge Bagaipo, Bianca Oviedo, Patrice Brombeck,
Justin Spain, photographer, Pamela Kuwali [CARE Malawi]), Anna
Roberts - Basic Education Coalition*

5:15-5:30 PM Break, transfer to Scene Setter Briefing

5:30-7:30 PM **Scene Setter Briefing** – to hear from INGO and technical experts
to gain a better understanding of the social, political, and historical
context of development in Malawi and the ongoing challenges
facing the country
Location: The Bistro

Participants: Delegation, CARE staff (Christean Cole, Kalei Talwar, Rasik Winfield, Jorge Bagaipo, Bianca Oviedo, Patrice Brombeck, Justin Spain, photographer, Pamela Kuwali [CARE Malawi]), Anna Roberts - Basic Education Coalition, 2 NGO/technical expert speakers

Overnight: Protea Hotel

Day 3 – Tuesday, May 26

Blantyre

6:00-8:10 AM Transfer from hotel to Project Site Visit 1

Note: Packed breakfast in vehicles

8:10-10:30 AM **Project Site Visit 1: Save the Children TiKUMA Education Program** – to visit a rural primary school and learn how Save the children is working to strengthen foundational learning through capacity building of teachers and community leaders.

Note: 30 min travel time between to site locations; 1 hrs 50 min of programming

Participants: Delegation, CARE staff (Christean Cole, Kalei Talwar, Rasik Winfield, Jorge Bagaipo, Bianca Oviedo, Patrice Brombeck, Justin Spain, photographer, Pamela Kuwali [CARE Malawi]), Anna Roberts - Basic Education Coalition, 3-4 representatives from Save the Children, local community members

10:30-11:15 AM Transfer to Project Site Visit 2

11:15-1:30 PM **Project Site Visit 2: Sightsavers Supporting Foundational Learning Program at Nsiyaludzu Primary School and Jemusi CBCC** – to learn how Sightsavers is building the capacity of public educational institutions to provide quality education to children with disabilities

Note: 15 min travel time between Primary School and CBCC; 2 hrs of programming

Participants: Delegation, CARE staff (Christean Cole, Kalei Talwar, Rasik Winfield, Jorge Bagaipo, Bianca Oviedo, Patrice Brombeck, Justin Spain, photographer, Pamela Kuwali [CARE Malawi]), Anna

Roberts - Basic Education Coalition, 3-4 representatives from Sightsavers, local community members

- 1:30-3:30 PM Transfer to hotel
Note: Packed lunch in vehicles
- 3:30-5:30 PM Executive Time
- 5:30-7:30 PM Dinner briefing on women and girls' rights in Malawi at Protea Hotel

Participants: Delegation, CARE staff (Christean Cole, Kalei Talwar, Rasik Winfield, Jorge Bagaipo, Bianca Oviedo, Patrice Brombeck, Justin Spain, photographer, Pamela Kuwali [CARE Malawi]), Anna Roberts - Basic Education Coalition, Habiba Osman - Malawi Human Rights Commission, MacBain Mkandawire - Youth Net and Counselling (YONECO)

Overnight: Protea Hotel

Day 4 – Wednesday, May 27 **Blantyre**

- 5:30-6:30 AM Transfer to Project Site Visit 3
Note: Packed breakfast in vehicles
- 6:30-8:30 AM **Project Site Visit 3: CARE Tiwoloka (McGovern-Dole Program)**
– to learn how daily meals made from food supplies provided by the U.S. government are increasing attendance at primary schools and improving academic performance in Malawi.
Location: Maiwa Primary School in Chiradzulu District
- Participants: Delegation, CARE staff (Christean Cole, Kalei Talwar, Rasik Winfield, Jorge Bagaipo, Bianca Oviedo, Patrice Brombeck, Justin Spain, photographer, Pamela Kuwali [CARE Malawi]), Anna Roberts - Basic Education Coalition, 3-4 representatives from CARE Malawi, local community members*
- 8:30-9:30 AM Transfer to Project Site Visit 4
- 9:30-11:30 AM **Project Site Visit 4: CRS Strengthening the Capacity of**

Religious Women in Inclusive Early Childhood Development (SCORE ECD)

– to learn how religious women are trained to deliver inclusive early childhood development (ECD) services to caregivers of children aged 0–5, helping them provide nurturing, healthy, and supportive care at home.

Location: Community near Namulenga Catholic Parish, Mlungusi District

Participants: Delegation, CARE staff (Christean Cole, Kalei Talwar, Rasik Winfield, Jorge Bagaipo, Bianca Oviedo, Patrice Brombeck, Justin Spain, photographer, Pamela Kuwali [CARE Malawi]), Anna Roberts - Basic Education Coalition, 3-4 representatives from CRS, local community members

11:30-12:30 PM

Transfer to Project Site Visit 5

[Note: Packed lunch in vehicles](#)

12:30-2:30 PM

Project Site Visit 5: World Vision Adolescent Girls and Young Women HIV Outreach Program

– to learn how World Vision connects adolescent girls and young women with HIV prevention and treatment services in rural Malawi.

Location: Mpala Health Centre, Mulanje District

Participants: Delegation, CARE staff (Christean Cole, Kalei Talwar, Rasik Winfield, Jorge Bagaipo, Bianca Oviedo, Patrice Brombeck, Justin Spain, photographer, Pamela Kuwali [CARE Malawi]), Anna Roberts - Basic Education Coalition, 3-4 representatives from World Vision, local community members

2:30-4:30 PM

Transfer to hotel

4:30-5:30 PM

Downtime

5:30-7:00 PM

Dinner debrief discussion on the day's site visits, including on the importance of community-based health and nutrition interventions in improving education outcomes in Malawi.

Location: Protea Hotel

Participants: Delegation, CARE staff (Christean Cole, Kalei Talwar, Rasik Winfield, Jorge Bagaipo, Bianca Oviedo, Patrice Brombeck, Justin Spain, photographer, Pamela Kuwali [CARE Malawi]), Anna Roberts - Basic Education Coalition

Overnight: Protea Hotel

Day 5 – Thursday, May 28

Blantyre/Lilongwe

7:00-8:30 AM Breakfast at hotel

8:30-8:45 AM Transfer to Project Site Visit 6

8:45-10:45 AM **Project Site Visit 6: ActionAid Women, Young Women, and Girls' Rights Program** – to learn how simple economic empowerment initiatives are helping address violence against women and girls, expand women's participation in decision making, and improve health outcomes for women and girls.
Location: Centre for Alternatives for Victimized Women and Children

Participants: Delegation, CARE staff (Christean Cole, Kalei Talwar, Rasik Winfield, Jorge Bagaipo, Bianca Oviedo, Patrice Brombeck, Justin Spain, photographer, Pamela Kuwali [CARE Malawi]), Anna Roberts - Basic Education Coalition, 3-4 representatives from ActionAid, 3-4 representatives of CAVWOC, local community members

10:45-11:00 AM Transfer to Project Site Visit 7

11:00-1:00 PM **Project Site Visit 7: Chemonics Global Health Supply Chain & Procurement and Supply Management Program (GHSC-PSM) and Project HOPE - ANAPA** – to learn how Project HOPE is expanding access through capacity building of regional health facilities and community health workers to HIV testing and treatment services for children living with or exposed to HIV; and how Chemonics supports the Malawian public health system with

the procurement, storage, tracking, and distribution of medical supplies.

Location: Chileka Health Centre, Blantyre

Participants: Delegation, CARE staff (Christean Cole, Kalei Talwar, Rasik Winfield, Jorge Bagaipo, Bianca Oviedo, Patrice Brombeck, Justin Spain, photographer, Pamela Kuwali [CARE Malawi]), Anna Roberts - Basic Education Coalition, 3-4 representatives from Chemonics, 3-4 representatives from Project HOPE - ANAPA, local community members

1:00-1:30 PM

Transfer to airport

[Note: Packed lunch in vehicles](#)

3:15-3:55 PM

Justina Graff, Cameron Madsen, Sarah Jacobs, Daniel Feingold, and Max Harris fly from Blantyre to Lilongwe via Ethiopian Airlines (ET21)

6:00-8:00 PM

Dinner briefing on global health and Malawi's public health response to communicable diseases like HIV, TB, and malaria.
Location: Rivva Grill

Participants: Delegation, CARE staff (Christean Cole, Kalei Talwar, Rasik Winfield, Jorge Bagaipo, Bianca Oviedo, Patrice Brombeck, Justin Spain, photographer, Pamela Kuwali [CARE Malawi]), Anna Roberts - Basic Education Coalition, Daniel Taddesse - Chemonics, Makhumbo Munthali - Partners in Health, Basimenye Nhlema - Partners in Health

8:00-8:15 PM

Transfer to hotel

Overnight: Ufulu Gardens Hotel

Day 6 – Friday, May 29

Lilongwe

6:30-7:30 AM

Breakfast at hotel

7:30-8:00 AM	Transfer to U.S. Embassy
8:00-8:45 AM	Briefing with the U.S. Mission in Malawi – to learn about U.S. development and humanitarian investments in Malawi and U.S. government priorities in the region <i>Participants: Delegation, 3-4 representatives from the U.S. Embassy in Malawi</i>
8:45-9:00 AM	Transfer to Malawi Ministry of Foreign Affairs Office
9:00-10:00 AM	Meeting with Chauncy Simwaka, Secretary for Foreign Affairs and International Cooperation to discuss bilateral relations between Malawi and the U.S. <i>Participants: Delegation, 2 representatives from the U.S. Embassy in Malawi, Chauncy Simwaka, Secretary for Foreign Affairs and International Cooperation</i>
10:00-11:00 AM	Transfer to Project Site Visit 8
11:00-12:00 PM	Project Site Visit 8: USAID SEED Program at Chunzu Secondary School – to learn about the U.S. government's investments in education infrastructure impact on access to education for public school students in rural and peri-urban Malawi <i>Participants: Delegation, CARE staff (Christean Cole, Kalei Talwar, Rasik Winfield, Jorge Bagaipo, Bianca Oviedo, Patrice Brombeck, Justin Spain, photographer, Pamela Kuwali [CARE Malawi]), Anna Roberts - Basic Education Coalition, 6 representatives from U.S. Embassy in Malawi, 14 local civil society leaders and Government of Malawi officials</i>
12:00-12:30 PM	Transfer to Project Site Visit 9 Note: packed lunch in vehicles
12:30-3:30 PM	Project Site Visit 9: Dzaleka Refugee Camp – to learn how the U.S. government is currently and has historically supported humanitarian health and education programming in Malawi Note: 30 min packed lunch break on site; 4 hrs of programming

Participants: Delegation, CARE staff (Christean Cole, Kalei Talwar, Rasik Winfield, Jorge Bagaipo, Bianca Oviedo, Patrice Brombeck, Justin Spain, photographer, Pamela Kuwali [CARE Malawi]), Anna Roberts - Basic Education Coalition, 3-4 representatives from IOM, refugee camp residents

3:30-4:40 PM

Transfer to hotel

4:40-5:00 PM

Delegates change into formal wear for evening reception

5:00-6:00 PM

Meeting with UK Members of Parliament – to discuss similarities and difference in the approach to international development between the U.S. and United Kingdom

Location: Ufulu Gardens Hotel

Participants: Delegation, CARE staff (Christean Cole, Kalei Talwar, Rasik Winfield, Jorge Bagaipo, Bianca Oviedo, Patrice Brombeck, Justin Spain, photographer, Pamela Kuwali [CARE Malawi]), Anna Roberts - Basic Education Coalition, Bambos Charalambous - MP Rachel Gilmour - MP, Lucy Drescher - International Parliamentary Network for Education (IPNE), Beth Gum - IPNE, Sungna Lakhani, IPNE

6:00-6:15 PM

Transfer to reception

6:15 - 8:30 PM Reception with U.S. Mission, Local Government and NGO Leaders – to discuss the role of international partners, the Malawian government, and NGOs in fostering development and human rights in Malawi

Location: Deputy Chief of Mission's Residence, Lilongwe

[Note: Dinner served at reception](#)

Participants: Delegation, CARE staff (Christean Cole, Kalei Talwar, Rasik Winfield, Jorge Bagaipo, Bianca Oviedo, Patrice Brombeck, Justin Spain, photographer, Pamela Kuwali [CARE Malawi]), Anna Roberts - Basic Education Coalition, 6 representatives from U.S. Embassy in Malawi, 14 local civil society leaders and Government of Malawi officials

8:30-8:45 PM Transfer to hotel

Overnight: Ufulu Gardens Hotel

Day 7 – Saturday, May 30

Lilongwe/Travel Day

8:30-9:00 AM Transfer to Closing Breakfast

9:00-10:30 AM **Closing Breakfast at Woodlands** – to reflect on trip take-aways and the impact of U.S. support and interventions

Participants: Delegation, CARE staff (Christean Cole, Kalei Talwar, Rasik Winfield, Jorge Bagaipo, Bianca Oviedo, Patrice Brombeck, Justin Spain, photographer, Pamela Kuwali [CARE Malawi]), Anna Roberts - Basic Education Coalition

10:30-11:30 AM Executive Time

11:30-12:00 PM Delegation transfers to airport

2:45 PM Justina Graff, Cameron Madsen, Sarah Jacobs, Daniel Feingold, and Max Harris depart Lilongwe via Ethiopian Airlines (ET0876)

Day 8 – Sunday, May 31

Travel Day

8:55 AM Justina Graff, Cameron Madsen, Sarah Jacobs, Daniel Feingold, and Max Harris arrive in Washington, D.C. via Ethiopian Airlines (ET0500)

Michael Guest, Mississippi
Chairman
Mark DeSaulnier, California
Ranking Member

Andrew R. Garbarino, New York
Ashley Hinson, Iowa
Nathaniel Moran, Texas
Brad Knott, North Carolina

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>

May 20, 2026

Ms. Justina Graff
Committee on Agriculture
1301 Longworth House Office Building
Washington, DC 20515

Dear Ms. Graff:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Malawi,¹ scheduled for May 24 to 31, 2026, sponsored by Cooperative for Assistance and Relief Everywhere, Inc., Basic Education Coalition, and the Gates 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 \$525 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 \$525] tendered as a souvenir or mark of courtesy" by a foreign government. Any tangible gifts valued in excess of minimal value received from a foreign government must, within 60 days of acceptance, be disclosed on a Form for Disclosing Gifts from Foreign Governments and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

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

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

Sincerely,

A handwritten signature in blue ink that reads "Michael Guest". The first letter "M" is large and stylized, with a loop that extends upwards and to the left.

Michael Guest
Chairman

MG/MD:amr

A handwritten signature in blue ink that reads "Mark DeSaulnier". The signature is written in a cursive, flowing style.

Mark DeSaulnier
Ranking Member