

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: Heather Smith
2. a. Name of Accompanying Relative: _____ **OR** ☐ None
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: July 6, 2026 Return: July 13, 2026
b. Dates at Personal Expense, if any: _____ **OR** ☐ None
4. Departure City: Washington, DC Destination: Vietnam Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Third Way Foundation
6. Describe Meetings and Events Attended: Official Meetings with Vietnamese legislators, executive officials, businesses, energy providers, and U.S. embassy and consulate officials.
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: 7/20/26

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: Rep. William Timmons

Date: 7/20/26

Signature of Supervising Member: _____

COMMITTEE ON ETHICS

SPONSOR POST-TRAVEL DISCLOSURE FORM

☒ Original ☐ Amendment

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. **A completed copy of the form must be provided to each House Member, officer, or employee who participated in the trip within 10 days of their return.** You must answer all questions, and check all boxes, on this form for your submission to comply with House Rules and the Committee's Travel Regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

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

1. Sponsor(s) who paid or provided in-kind support for the trip: Third Way Foundation (PPI is a project of the Third Way Foundation)

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

3. Date of Departure: Monday, July 6, 2026 Date of Return: Monday, July 13, 2026

4. Name(s) of Traveler(s): Reggie Harris, Emily Crerand, Nancy Juarez, Alex Scheuer, Ken Clifford, Tyler Moore, Jaryn Emhof, Heather Smith, Jack Reineke, Philippa Uehlecke

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	\$6500	\$1010	\$500	
Accompanying Family Member				

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

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

Signature: Lindsay Lewis

Date: 7/20/2026

Name: Lindsay Lewis

Title: Chief Executive Officer

Organization: PPI

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

Address: 1919 M St NW Ste 300, Washington DC 20036

Telephone: (202) 617-4042

Email: llewis@ppionline.org

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Heather Smith
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Third Way Foundation
3. City and State **OR** Foreign Country of Travel: Vietnam
4. a. Date of Departure: 7/6/26 Date of Return: 7/13/26
b. Yes ☐ No ☒ Will you be extending the trip at your personal expense?
If yes, list dates at personal expense: _____
5. a. Yes ☐ No ☒ Will you be accompanied by a family member at the sponsor's expense? **If yes:**
(1) Name of Accompanying Family Member: _____
(2) Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other(specify): _____
(3) Yes ☐ No ☐ Accompanying Family Member is at least 18 years of age?
6. a. Yes ☐ No ☒ Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)?
b. **If yes**, and you are requesting lodging for two nights, explain why the second night is warranted:

7. Yes ☒ No ☐ *Primary Trip Sponsor Form* is attached, including agenda, invitation, invitee list, and any other attachments and Additional Sponsor Forms.
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. **Staff should include their job title and how the activities on the itinerary relate to their duties.**
As Chief of Staff, I will learn more about U.S. and Vietnam bilateral relations, and engage with Vietnamese officials to gain a better understanding of Congress' role in legislating U.S. foreign policy and its impacts abroad.
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: _____

William R. Timmons JD

Date: _____

7/8/26

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:

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

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

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

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

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

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

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

6. Date of Departure: Monday, July 6th, 2026 Date of Return: Monday, July 13th, 2026

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

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

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

8. **Check only one.** I represent that

- a. ☐ The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965; **OR**
- b. ☒ The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent; **OR**
- c. ☐ The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.

9. **Check only one of the following.**

- a. ☒ I checked 8(a) or (b) above; **OR**
b. ☐ I checked 8(c) above but am not offering any lodging; **OR**
c. ☐ I checked 8(c) above and am offering lodging and meals for one night; **OR**
d. ☐ I checked 8(c) above and am offering lodging and meals for two nights. If you checked this box, explain why the second night of lodging is warranted. _____

10. ☒ Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box.*

11. **Check only one of the following.**

- a. ☒ I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify the statement is true by clicking the box; OR*
b. ☐ *Not Applicable.* Trip sponsor is a U.S. institution of higher education.

12. For **each** sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip **and** its role in organizing and/or conducting the trip:

PPI has been conducting policy work since 1989 and facilitating bipartisan dialogues among U.S. policymakers domestically and abroad. This trip represents PPI's continued commitment to fostering collaborative relationships with congressional offices and providing educational international programming. PPI planned and organized each aspect of this trip.

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

- a. Mode of travel: Air ☒ Rail ☐ Bus ☒ Car ☒ Other ☐ (specify: _____)
b. Class of travel: Coach ☒ Business ☒ First ☐ Charter ☐ Other ☐ (specify: _____)
c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:
Flights to and from Vietnam are around 24 hours of total travel. We are providing business class on these Trans-Pacific flights in order to ensure staff are rested and ready for meetings upon landing in Vietnam.

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

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

- a. ☐ The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees; **OR**

- b. ☒ The trip involves events that are arranged specifically *with regard* to congressional participation. If "b" is checked:

1) Detail the cost *per day* of meals (approximate cost may be provided): \$100

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

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

Hotel Name: Hilton Saigon City: Ho Chi Minh City, Vietnam Cost Per Night: \$175

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

Hotel Name: Sofitel Legend Metropole Hanoi City: Hanoi, Vietnam Cost Per Night: \$220

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

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

Reason(s) for Selecting: _____

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

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

☐ 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	\$6500	\$1010	\$500
For each Accompanying Family Member			

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

19. **Check only one:**

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

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

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

Signature: Lindsay Lewis Date: 6/4/26
Name: Lindsay Lewis Title: Chief Executive Officer
Organization: Progressive Policy Institute
Address: 1919 M St NW Ste 300
Email: llewis@ppionline.org Telephone: (202) 617-4042

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



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

Vietnam StaffDel Schedule

Monday, July 6, 2026 – Monday, July 13, 2026

All times local

Monday, July 6

1:30 PM - 5:40 PM+1

Korean Air Flight (KE 94): IAD to ICN

Tuesday, July 7

6:50 - 10:10 PM

Korean Air Flight (KE 475): ICN to SGN

10:30 PM

Transportation to hotel

11:00 PM

Check into hotel– **Hilton Saigon**

11 Công trường Mê Linh, Bến Nghé, Quận 1, Hồ Chí Minh, Vietnam

Wednesday, July 8

9:00 - 10:00 AM

Breakfast Briefing from Michael Tatarski, Reporter, Vietnam Weekly

Location: Hilton Saigon

The group will receive a briefing from Michael Tatarski, a reporter with Vietnam Weekly covering politics, business, and society in Vietnam. The discussion will provide an on-the-ground perspective on current developments shaping the country, including key trends in U.S.-Vietnam relations, the domestic political and economic landscape, and issues of interest to American policymakers and businesses operating in the region.

10:30 AM - 12:30 PM

Saigon Hi-Tech Park Company Meetings

Location: D1, Saigon Hi-Tech Park, Tan Phu Ward, District 9, Ho Chi Minh City

The group will visit two leading technology firms at Saigon Hi-Tech Park, one of Vietnam's premier hubs for innovation and foreign investment. Meetings will include a tour of FPT Software's facility, Vietnam's leading IT services company, and Intel's assembly, test, and packaging facility, Intel's largest such operation in the world, providing firsthand exposure to Vietnam's growing role in global technology supply chains.

1:00 - 2:00 PM

Lunch Briefing with US Consulate Officials

Location: Hilton Saigon, Mekong Delta Room

The group will receive a briefing from the Acting Consul General at the

U.S. Consulate in Ho Chi Minh City, providing an overview of the current business and commercial dynamics shaping U.S. engagement in Vietnam. The discussion will cover the evolving U.S.-Vietnam relationship, as well as the consulate's role in supporting American citizens and businesses.

2:15 - 2:45 PM

U.S. Consulate History Tour

Location: US Consulate Facility

The group will receive a guided tour of the U.S. Consulate facility, exploring the history of the American presence in Ho Chi Minh City and the broader arc of U.S.-Vietnam relations from the war era through the normalization of diplomatic ties and the deep bilateral partnership that exists today.

3:00 - 4:30 PM

War Remnants Museum Tour

Location: Phường 6, District 3, Ho Chi Minh 700000, Vietnam

The group will tour the War Remnants Museum, one of Vietnam's most visited historical sites, which documents the Vietnam War through photographs, artifacts, and exhibits. The visit will offer delegates a sobering and instructive perspective on the conflict and its legacy, deepening their understanding of the historical backdrop that shapes the U.S.-Vietnam relationship today.

5:00 - 5:45 PM

Optional: Saigon River Briefing

The group will be briefed during a cruise along the Saigon River. This briefing provides a unique opportunity to see Nhà Bè Base, which was used by the US Navy during the Vietnam War, to understand the size and scope of American presence in the area. The briefing will include a discussion of the history of the final days at the base. This naval base is not open for visitors, so the only way to see it is from the river.

7:00 - 9:30 PM

Private Dinner Discussion with AmCham Vietnam in HCMC

Location: Square One, Park Hyatt, 2 Công trường Lam Sơn, Bến Nghé, Quận 1, Hồ Chí Minh 700000, Vietnam

The group will participate in a private dinner discussion with Travis Mitchell, Executive Director of Amcham Vietnam in HCMC and Mark Gillin, Chairman. This off-the-record conversation will provide an opportunity for a candid exchange about the commercial landscape in Vietnam, key trade and investment challenges, and priorities for strengthening the U.S.-Vietnam economic partnership.

Thursday, July 9

7:00 - 7:30 AM

Travel to SGN Airport

9:00 - 11:05 AM	Vietnam Airlines Flight (VN 244): SGN to HAN
11:30 - 12:00 PM	Travel to/check into hotel– Sofitel Legend Metropole Hanoi <i>Location: 15 P. Ngô Quyền, Street, Hoàn Kiếm, Hà Nội 100000, Vietnam</i>
12:15 - 1:15 PM	Lunch Meeting with PetroPower Vietnam <i>Location: Sofitel Legend Metropole Hanoi</i> The group will meet with representatives from PetroPower Vietnam over lunch to discuss the country's energy sector, with a focus on the role of natural gas in Vietnam's evolving energy mix. The conversation will explore Vietnam's development priorities, investment opportunities, and the potential for expanded U.S. engagement in supporting Vietnam's transition toward cleaner and more reliable energy sources.
1:30 - 2:30 PM	Visit to the U.S. Embassy <i>Location: No 7 Lang Ha Street, Ba Dinh District, Hanoi, Vietnam</i> The group will visit the U.S. Embassy in Hanoi for a briefing with new US Ambassador Jennifer Wicks McNamara. This meeting will provide an on-the-ground perspective of U.S. economic engagement in Vietnam, covering key issues such as trade policy, market access, and the broader strategic goals of the U.S.-Vietnam economic partnership.
2:45 - 3:45 PM	Meeting with Vietnam Ministry of Industry and Trade (MOIT) <i>Location: 54 P. Hai Bà Trưng, Trần Hưng Đạo, Hoàn Kiếm, Hà Nội, Vietnam</i> The group will meet with the International Market Development Department within the MOIT. This meeting will offer valuable insights into Vietnam's trade priorities, ongoing market reforms, and opportunities to strengthen bilateral commerce and supply chain resilience.
4:00 - 5:00 PM	Meeting with the Vietnam Chamber of Commerce & Industry (VCCI) <i>Location: VCCI Tower, No. 9 Dao Duy Anh Street, Kim Lien Ward, Dong Da District, Hanoi</i> The group will meet with leadership from the Vietnam Chamber of Commerce and Industry, the country's primary organization representing the interests of the Vietnamese business community. The discussion will cover the current trade and investment climate, the priorities of Vietnam's private sector, and opportunities for deepening commercial ties between the United States and Vietnam.
7:00 - 9:30 PM	Private Dinner Discussion with Sam Pursch, Vriens & Partners <i>Location: Red Bean Central, St, No 21 P. Hàng Thùng, Phố cổ Hà Nội, Hoàn Kiếm, Hà Nội 100000, Vietnam</i>

The group will join Sam Pursch, Director in Vriens & Partners' Hanoi office, for a private dinner discussion. This conversation will provide candid insights into the challenges and opportunities facing Vietnam's economy, the role of international financial institutions, and areas where U.S. engagement can help support sustainable growth.

Friday, July 10

8:30 - 10:30 AM

Breakfast Roundtable with AmCham Hanoi

Location: Sofitel Legend Metropole Hanoi

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

11:00 AM - 1:00 PM

Meeting with National Assembly's Economic and Financial Committee and Tour of Parliament

Location: 22 Hung Vuong, Ba Dinh, Ha Noi

The group will tour Parliament and meet with the National Assembly's Economic and Financial Committee for a discussion on Vietnam's economic development strategy, legislative priorities, and opportunities for deeper U.S.-Vietnam economic cooperation.

1:15 - 2:15 PM

Break for lunch

2:30 - 3:30 PM

Meeting with Central Commission for Policy and Strategy

Location: 105B Quán Thánh Street, Quán Thánh Ward, Ba Đình District, Hanoi, Vietnam

The group will meet with Nguyen Hong Son, Deputy Head of the Vietnam Central Commission for Policy and Strategy, for a discussion on Vietnam's long-term policy planning, strategic economic goals, and areas for bilateral engagement.

4:00 - 5:00 PM

Meeting with Ministry of Foreign Affairs (MOFA)

Location: 1 Ton That Dam St, Hanoi, Vietnam

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

6:30 - 9:00 PM

Private Dinner Discussion with US Companies in Vietnam

Location: Mizumi Westlake, Floors 13-14, Tower B - Fraser Suites Hanoi,

51 Xuan Dieu street, Tay Ho Ward, Hanoi.

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

Saturday, July 11

9:00 AM - 4:00 PM

Visit to Ha Long Bay

Location: Tuuan Chau International Marina, Block 24, Tuuan Chau Island, Hạ Long City, Quảng Ninh, Vietnam

The delegation will travel to Ha Long Bay, passing industrial plants, shipping ports, and agricultural areas that showcase the region's diverse economic activity. While on the water, discussions will focus on the intersection of tourism, environmental preservation, and maritime commerce, and how this UNESCO World Heritage site balances economic growth with sustainable resource management.

7:00 - 9:00 PM

Trip Recap Dinner

Location: Le Beaulieu Restaurant, C15 P. Ngô Quyền, Tràng Tiền, Hoàn Kiếm, Hà Nội 100000, Vietnam

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

Sunday, July 12

8:00 AM

Breakfast at Hotel

Location: Sofitel Legend Metropole Hanoi

6:30 - 8:40 PM

Vietnam Airlines Flight (VN 231): HAN to SGN

11:45 PM - 7:00 AM+1

Korean Air Flight (KE 476): SGN to ICN

Monday, July 13

10:25 - 11:15 AM

Korean Air Flight (KE 93): ICN to IAD

U.S. House Staff Invitees

Staff Del to Vietnam, Saturday, July 26, 2025 – Saturday, August 2, 2025

Reggie Harris

Chief of Staff

U.S. Representative Greg Landsman

Emily Crerand

Chief of Staff

U.S. Representative Andrea Salinas

Nancy Juarez

Chief of Staff

U.S. Representative Ami Bera

Alex Scheuer

Policy Advisor

House Minority Leader Hakeem Jeffries

Ken Clifford

Chief of Staff

U.S. Representative Mariannette Miller-Meeks

Tyler Moore

Chief of Staff

U.S. Representative Gabe Evans

Jaryn Emhof

Chief of Staff

U.S. Representative Daniel Webster

Heather Smith

Chief of Staff

U.S. Representative William Timmons

Philippa Uehlecke

Chief of Staff

U.S. Representative Tim Moore

Jack Reineke

Senior Legislative Assistant

U.S. Representative Andy Barr

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

Michael Guest, Mississippi
Chairman
Mark DeSaulnier, California
Ranking Member

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>

July 1, 2026

Ms. Heather Smith
Office of the Honorable William R. Timmons IV
267 Cannon House Office Building
Washington, DC 20515

Dear Ms. Smith:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Vietnam,¹ scheduled for July 6 to 13, 2026, sponsored by the Third Way Foundation, Inc.

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:rp

A handwritten signature in blue ink that reads "Mark DeSaulnier". The signature is written in a cursive style with a horizontal line at the end.

Mark DeSaulnier
Ranking Member