

LEGISLATIVE RESOURCE CENTER

U.S. House of Representatives
Committee on Ethics

2013 SEP -3 PM 4: 26

MEMBER / OFFICER POST-TRAVEL DISCLOSURE FORM

OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES

This form is for disclosing the receipt of travel expenses from a private source for travel taken in connection with a Member or officer's official duties. This form does not eliminate the need to report privately-funded travel on the Member or officer's annual Financial Disclosure Statement. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, B-106 Cannon House Office Building, 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.

Robert B. Aderholt

1. Name of Traveler: _____
2. a. Name of accompanying relative: _____ or None
- b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates of departure and return: Departure: August 21, 2013 Return: August 24, 2013
- b. Dates at personal expense: _____ or None
4. Departure city: Birmingham, AL Destination: Guatemala City, G Return city: Birmingham
5. Sponsor(s) (who paid for the trip): Fellowship Foundation (dba International Foundation)
6. Describe meetings and events attended (attach additional pages if necessary): See attached.
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 Grantmaking or Non-Grantmaking Sponsor Forms;
 - c. page 2 of the completed Traveler Form submitted by the Member or officer; **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 sponsor's agenda. (Signify that statement is true by checking box):
- b. If not, explain: _____

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge. I have determined that all of the expenses on the attached Sponsor Post-Travel Disclosure Form were necessary and that the travel was in connection with my duties as a Member or officer of the U.S. House of Representatives and would not create the appearance that I am using public office for private gain.

SIGNATURE OF MEMBER: Robert B. Aderholt

DATE: 09/03/2013

**U.S. House of Representatives
Committee on Ethics**

SPONSOR POST-TRAVEL DISCLOSURE FORM

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 on 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 for the trip): Fellowship Foundation (dba International Foundation)
2. Travel Destination(s): Guatemala
3. Date of Departure: August 21, 2013 Date of Return: August 24, 2013
4. Name(s) of Traveler(s): Robert B. Aderholt
(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 response to Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)
Traveler	\$ 797	\$ 477	\$ 315	
Accompanying Relative				

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: *Dabbs Cavin*
 Name: Dabbs Cavin Title: President of the Board of Directors
 Organization: International Foundation

- I am an officer of the above-named organization (signify statement is true by checking box):**

Address: 6720-B Rockledge Drive, Ste. 750
Bethesda, MD 20817
 Telephone number: (501) 680-5911
 Email Address: dcavin@mountaire.com

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.

U.S. House of Representatives
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. *Form (and any attachments) may be faxed to the Committee at (202) 225-7392, sent or delivered to the Committee at 1015 Longworth, or e-mailed to 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: Robert B. Aderholt

**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: 2369 RHOB, Washington, DC 20515

Telephone number: 202-225-4876

Email address of contact person: stephanie.brown@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:

Committee on Ethics
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (fax)
Travel email: travel.requests@mail.house.gov

U.S. House of Representatives
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Robert B. Aderholt
2. Sponsor(s) (who will be paying for the trip): Fellowship Foundation (d.b.a. International Foundation)
3. Travel destination(s): Guatemala City, Guatemala
4. a. Date of departure August 21, 2013 Date of return: August 24, 2013
b. Will you be extending the trip at your personal expense? Yes No
If yes, dates at personal expense: _____
5. a. Will you be accompanied by a relative at the sponsor's expense? Yes No
b. If yes:
(1) Name of accompanying relative: _____
(2) Relationship to traveler: Spouse Child Other (specify): _____
(3) Accompanying relative is at least 18 years of age: Yes No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (*i.e.*, travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? Yes No
b. If yes, explain why the second night of lodging is warranted:

7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: Yes No
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.
To meet with government officials to promote a better understanding
between the United States and their countries.
9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip? Yes No

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.

Date: _____

Signature of Employing Member

U.S. House of Representatives
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 Web site (ethics.house.gov) provides detailed instructions for filling out the form.

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.

1. Sponsor (who will be paying for the trip): Fellowship Foundation
(d.b.a. International 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 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 attachment
5. Is travel being offered to an accompanying relative of the House invitee(s)? Yes No
6. Date of departure: August 21, 2013 Date of return: August 24, 2013
7. a. City of departure: Birmingham, AL (BHM)
b. Destination(s): Guatemala City, Guatemala
c. City of return: Birmingham, AL (BHM)
8. I represent that (check one of the following):
 - 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 one of the following:
 - a. I checked 8(a) or (b) above:
 - b. I checked 8(c) above but am not offering any lodging:
 - 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 "d" is checked, explain why the second night of lodging is warranted: _____

10. Attached is a detailed agenda of the activities the 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 one:

- 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 that the statement is true by checking box): or
b. N/A – 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:

see attachment

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. I represent that either (check one of the following):

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

If "b" is checked:

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

2) Provide reason for selecting the location of the event or trip: _____

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

Hotel name: Westin Camino Real City: Guatemala Cost per night: \$131.00

Reason(s) for selecting: Close to the location of Prayer Breakfast

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 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	\$ 800	\$ 400	\$ 400
For each accompanying relative			

	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	\$ 100	TAXI
For each accompanying relative		

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

19. Check one:

- a. I certify that I am an officer of the organization listed below. or
 b. N/A – sponsor is an individual or a U.S. institution of higher education.

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.

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

Signature: W. Dabbs Cain

Name: DABBS CAVIN

Title: President of the International Foundation Board

Organization: International Foundation

Address: 6720-B Rockledge Drive, Ste 750, Bethesda, MD 20817

Telephone number: (501) 680-5911

Email address: dcavin@moun

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics
 U.S. House of Representatives
 1015 Longworth House Office Building
 Washington, DC 20515
 (202) 225-7103 (phone)
 (202) 225-7392 (general fax)

4. Congressman Robert Aderholt is traveling to Guatemala City, Guatemala to be a speaker at their Inaugural National Prayer Breakfast. This event is modeled after the National Prayer Breakfast held annually in Washington, DC; where the Guatemalan hosts have been participants the last two years. Mr. Aderholt has been very active in the National Prayer Breakfast since he has been a Member of Congress. Additionally, Congressman Randall Hultgren will also be a speaker at the event.

12. The Fellowship Foundation (d.b.a. International Foundation) assists and serves the House and Senate Prayer Groups in organizing the National Prayer Breakfast each year. The National Prayer Breakfast annually brings together over 3,000 people from countries around the world. As a result, many countries begin to plan and host their own Prayer Breakfast events and groups. The Fellowship Foundation is assisting the Guatemalan Prayer Breakfast hosts to provide organizational and relational support for their inaugural event. Congressman Aderholt's experience and participation makes him an excellent speaker for this event. He will also participate in meetings with the Guatemalan Government officials; with the purpose of broadening and deepening relationships with the impact of the prayer groups in their country.

K. Michael Conaway, Texas
Chairman
Linda T. Sánchez, California
Ranking Member

Charles W. Dent, Pennsylvania
Patrick Meehan, Pennsylvania
Trey Gowdy, South Carolina
Susan W. Brooks, Indiana

Pedro R. Pierluisi, Puerto Rico
Michael E. Capuano, Massachusetts
Yvette D. Clarke, New York
Ted Deutch, Florida



ONE HUNDRED THIRTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

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Staff Director and Chief Counsel

Joanne White
Administrative Staff Director

Jackie M. Barber
Counsel to the Chairman

Daniel J. Taylor
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
Facsimile: (202) 225-7392

August 15, 2013

The Honorable Robert Aderholt
U.S. House of Representatives
2369 Rayburn House Office Building
Washington, DC 20515

Dear Colleague:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your and your spouse's proposed trip to Guatemala, scheduled for August 21 to 24, 2013, sponsored by the Fellowship Foundation.

Committee travel regulations require that, for any trip leaving on or after April 1, 2013, you submit your complete pre-trip approval request to the Committee at least 30 days before the commencement of the trip or it will not be granted. Despite your failure to do so in this instance, given the newness of the rule, we are approving your current request. However, any future requests should adhere to the 30-day requirement.

You must complete a Member/Officer Post-Travel Disclosure Form 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. You must also report all travel expenses totaling more than \$350 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement.

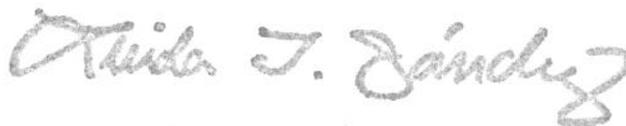
Because the trip may involve meetings with foreign government representatives, we note that House Members may accept, under the Foreign Gifts and Decorations Act, gifts "of minimal value [currently \$350] tendered as a souvenir or mark of courtesy" by a foreign government. Any tangible gifts valued in excess of \$350 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.

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

Sincerely,

Handwritten signature of K. Michael Conaway in cursive, with "M.C." written below it.

K. Michael Conaway
Chairman

Handwritten signature of Linda T. Sánchez in cursive.

Linda T. Sánchez
Ranking Member

KMC/LTS:re

Guatemalan National Prayer Breakfast
Itinerary for Congressman Robert Aderholt

Wednesday, August 21, 2013

Arrive in Guatemala City and check into Westin Hotel

6:30pm Dinner with Dignitaries / Guatemala Leadership

Thursday, August 22, 2013

8:00am Inaugural Guatemalan National Prayer Breakfast

10:00 – 12:00pm Meetings

12:00pm Lunch

2:00 - 5:00pm Meetings

7:00pm Dinner

Friday, August 23, 2013

8:00am Breakfast Meeting in Hotel

9:00 – 12:00pm Meetings

Saturday, August 24, 2013

Depart Guatemala City

Guatemala Prayer Breakfast
Proposed Agenda

Wednesday, August 21

10:30pm Expected Arrival Time into Guatemala City

Thursday, August 22

7:00am – 10:30am National Prayer Breakfast of Guatemala

1:00pm – 2:30pm Meeting with members of the Congress of Guatemala

Members Include:

Jorge Muadi, President of Congress
Antonio Ralda, Member of Congress

3:00pm – 5:00pm Meeting with Members of Congress and Businessmen

Members Include:

Erick Archila, Minister of Energy
Gabriel Medrano, President of the Supreme Court
Eduardo Liu, Vice President of Banco de los Trabajadores
Rolando Archila, Owner of Media Corporation in Guatemala
Rodrigo Arenas, President of Youth Movement

8:00pm – 10:00pm Dinner with Arnold A. Chacon
US Ambassador to Guatemala

Friday, August 23, 2013

8:30am – 10:30am Meeting with the Juan de Dios De la Cruz Rodríguez López
President of the Board of Directors of Social Security

11:30am – 2:00pm Travel to Antigua for additional meetings

3:00pm – 5:00pm Meeting with members of Guatemala Prosper Board
Organizers of the Inaugural National Prayer Breakfast

Members Include:

Walter Martines, Partner of Deloitte
Carlos Sandoval, CEO of a private hospital
Mario Búcaro, President of Guatemala Prosper
Willy Gómez, Dean of the University of San Pablo

7:00pm to 9:00pm Closing Dinner with US Delegation, Members of Congress of Guatemala and Guatemala Prosper Board
Recap of the National Prayer Breakfast

Members Include:

Antonio Ralda, Member of Congress
Walter Martines, Partner of Deloitte
Carlos Sandoval, CEO of a private hospital
Mario Búcaro, President of Guatemala Prosper
Willy Gómez, Dean of the University of San Pablo
Gabriel Medrano, President of the Supreme Court
Eduardo Liu, Vice President of Banco de los Trabajadores
Rolando Archila, Owner of Media Corporation in Guatemala

Saturday, August 24th

8:00am – 10:00am Breakfast Meeting with US Delegation and Guatemala Prosper Delegation on future partnership for Guatemala

Members Include:

Walter Martines, Partner of Deloitte
Carlos Sandoval, CEO of a private hospital
Mario Búcaro, President of Guatemala Prosper
Willy Gómez, Dean of the University of San Pablo

11:30am – 2:00pm Travel back to Guatemala City

3:00pm – 5:00pm Meeting with Business Leaders
Including: Yolanda Fernández de Cofiño
McDonalds Franchise Owner and 'kids meal' concept creator

Sunday, August 25th

10:00am Estimated Mid-Morning Departure Time