

2013 SEP -4 PM 2: 39

U.S. House of Representatives
Committee on Ethics

OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES

MEMBER / OFFICER POST-TRAVEL DISCLOSURE FORM

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.

1. Name of Traveler: Rep. Lois Capps
2. a. Name of accompanying relative: _____ *or* None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates of departure and return: Departure: 8-18-13 Return: 8-23-13
 b. Dates at personal expense: _____ *or* None
4. Departure city: Santa Barbara, CA Destination: Amman, Jordan Return city: Santa Barbara, CA
5. Sponsor(s) (who paid for the trip): CARE
6. Describe meetings and events attended (attach additional pages if necessary): visited Syrian refugee camp and local NGOs addressing refugee and women's issues, including USAID funded programs
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: Lois Capps
DATE: 9-4-2013

**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): CARE, Inc
2. Travel Destination(s): Jordan
3. Date of Departure: August 19, 2013 Date of Return: August 23, 2013
4. Name(s) of Traveler(s): Representative Lois Capps
(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	\$8860.15	\$747	\$422	See addendum A
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: 
 Name: Robert L. Roche Title: Deputy-Director Learning Tours
 Organization: CARE, Inc

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

Address: 1825 I street, NW, Suite 301
Washington, DC 20006
 Telephone number: 202-595-2805
 Email Address: rroche@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.

Addendum A – Rep. Lois Capps

U.S. House of Representatives
Committee on Ethics
SPONSOR POST-TRAVEL DISCLOSURE FORM

Other expenses:

Visa: \$30

Interpreter: \$78

Security: \$34

Insurance: \$84

Total: \$226

U.S. House of Representatives
Committee on Ethics

TRAVELER FORM

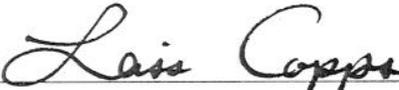
This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, 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: Congresswoman Lois Capps

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: 2231 Rayburn HOB

Telephone number: 202-225-3601

Email address of contact person: sarah.rubinfield@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: Congresswoman Lois Capps
2. Sponsor(s) (who will be paying for the trip): Cooperative for Assistance and Relief Everywhere (CARE)
3. Travel destination(s): Amman, Jordan
4. a. Date of departure Aug 18, 2013 Date of return: Aug 23, 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.
The trip will provide an opportunity to witness firsthand how critical U.S. investments in Jordan are contributing to democracy, peace, women's empowerment and economic growth.
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: ~~07/18/2013~~

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): _____
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 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 Addendum A
5. Is travel being offered to an accompanying relative of the House invitee(s)? Yes No
6. Date of departure: August 18, 2013 Date of return: August 23, 2013
7. a. City of departure: Santa Barbara, CA
b. Destination(s): Jordan
c. City of return: Santa Barbara, CA
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:

CARE is host to the delegation and is responsible for the logistics and content of 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. 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): _____
The approximate of meals per day is \$141 with a total of \$705 for 5 days on the ground.
2) Provide reason for selecting the location of the event or trip: _____
The U.S. Administration is major economic and political development partner. They also support cross-cutting programs to address youth and women's empowerment.

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

Hotel name: Four Seasons Hotel City: Amman Cost per night: \$249
Reason(s) for selecting: The hotels offers western accommodation with ample security for the trip's activities.
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	\$9315	\$1245	\$705
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	\$600	visa, interpreter, security insurance
For each accompanying relative		

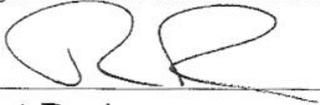
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

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: 

Name: Robert Roche

Title: Deputy-Director, Learning Tours

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

Address: 1825 I Street, NW, Washington, DC 20006

Telephone number: 202-595-2805

Email address: rroche@care.org

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)

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	\$9315	\$1245	\$705
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	\$600	visa, interpreters, security insurance
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: 

Name: Robert Roche

Title: Deputy-Director, Learning Tours

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

Address: 1825 I Street, NW, Washington, DC 20006

Telephone number: 202-595-2805

Email address: rroche@care.org

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)

Addendum A:

Names and titles of ALL House invitees and explanation of why the individual was invited:

We invited the members with a staff or spouse from each of the following committees/caucuses as they each have jurisdiction over the issue of foreign assistance:

House Appropriations
House Foreign Affairs
House Agriculture
House Budget
House Education and Workforce
Women's Caucus
Human Rights Caucus
Hunger Caucus
Sudan Caucus

Invited Members of Congress:

Robert Aderholt (R-AL); Karen Bass (D-CA), Sanford Bishop (D-GA); Earl Blumenauer (D-OR); Susan, Brooks (R-IN); Eric, Cantor (R-VA); Joaquin Castro (D-TX); David Cicilline (D-RI); Steve Chabot (R-OH); Tom Cole (R-OK); Ander Crenshaw (R-FL); Henry Cuellar (D-TX); Diana DeGette (D-CO); Rosa DeLauro (D-CT); Charlie Dent (R-PA); Lloyd Doggett (D-TX); Jeff Fortenberry (R-NE); Rodney Frelinghuysen (R-NJ); Tulsi Gabbard (D-HI); John Garamendi (D-CA); Jaime Herrera Butler (R-WA); Marcy Kaptur (D-OH); Leonard Lance (R-NJ); Cynthia Lummis (R-WY); Dan Maffei (D-NY); Mike McCaul (R-TX); Betty McCollum (D-MN); James McGovern (D-MA); Jim Moran (D-VA); Alan Nunnelee (R-MS); Nancy Pelosi (D-CA); Ted Poe (R-TX); David Price (D-NC); Dave Reichert (R-WA); Dennis Ross (R-FL); Ed Royce (R-CA); Allyson Schwartz (D-PA); Adam Smith (D-WA); Chris Van Hollen (D-MD); Frederica Wilson (D-FL); Frank Wolf (R-VA); Kevin Yoder (R-KS).

Invited Congressional Staffers:

Adriane Casalotti -- Representative Lois Capps, Legislative Director
Janice Kaguyutan -- Deputy Chief Counsel, House Foreign Affairs Committee
Joan Condon -- Professional Staff Members, House Foreign Affairs Committee

Addendum B:

Cities of Departure

Sunday, August 18

10:04am – Depart Santa Barbara Airport (United 5414)

10:57am – Arrive Los Angeles

12:05pm – Depart Los Angeles Airport (United 1537)

6:09pm – Arrive Chicago O'Hare International Airport

9:30pm – Depart Chicago O'Hare International Airport (Royal Jordanian #264)

Monday, August 19

5:30pm – Arrive to Amman, Jordan

Friday, August 23

10:30am – Depart Amman (Royal Jordanian #263)

3:55pm – Arrive Chicago O'Hare International Airport

7:36pm – Depart Chicago O'Hare International Airport (United 1043)

9:57pm – Arrive Los Angeles Airport

11:11pm – Depart Los Angeles Airport (United 5383)

11:59pm – Arrive Santa Barbara Airport

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



ONE HUNDRED THIRTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

August 7, 2013

Daniel A. Schwager
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

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

The Honorable Lois Capps
U.S. House of Representatives
2231 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 proposed trip to Jordan, scheduled for August 18 to 23, 2013, sponsored by the Cooperative for Assistance and Relief Everywhere (CARE).

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 Schedule VII of your annual Financial Disclosure Statement.

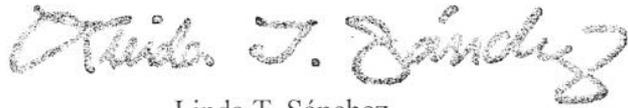
Because the trip may involve meetings with foreign government representatives, we note that House Members may accept, under the Foreign Gifts and Decorations Act, gifts "of minimal value [currently \$350] tendered as a souvenir or mark of courtesy" by a foreign government. Any tangible gifts valued in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

K. Michael Conaway
Chairman

Handwritten signature of Linda T. Sanchez in cursive.

Linda T. Sanchez
Ranking Member

KMC/LTS:jl

AGENDA

Monday, August 19

Travel Day/Amman, Jordan

5:30pm CARE delegation arrives to Amman, Jordan

6:30pm Transfer to Four Seasons Hotel

7:45pm Introductions and Security Brief

8:00pm Welcome Dinner to review the program
Location: Four Seasons

Overnight Four Seasons Hotel, Amman Jordan

Tuesday, August 20

Amman, Jordan

8:30-10:00am Scene-Setter Breakfast Briefing (Presenters: CARE, UN agencies & NGO partners)
Location: Four Seasons Hotel

10:00-10:30am Transfer to Site Visit 1:

10:30-12:00pm Site Visit 1: Azraq Refugee Camp

12:00-1:30pm Transfer to the USG Briefing

1:30-3:00pm Site Visit 2: USG Briefing
Location: US Embassy

- Review USG efforts & programs in-country
- Gain an overview of the U.S. Government's development agenda

3:00-3:30pm Transfer to Site Visit 3:

3:30-5:00pm Site Visit 3: Meeting with Jordanian Host Communities & Iraqi/Syrian Refugees

5:00-5:30pm Transfer to Hotel

7:00-7:15pm Transfer to La Cucina Restaurant

7:15-9:30pm Cocktail Reception with U.S. Ambassador & select group of Jordanian key partners, government officials and donors (UN Agencies, World Bank)

9:30-9:45pm Transfer to Hotel

Transfer to Four Seasons Hotel

Overnight Four Seasons Hotel, Amman Jordan

Wednesday, August 21

Amman, Jordan

8:00-9:00am	Breakfast on own & briefing on programs
9:00-9:30am	Transfer to Site 1:
9:30-11:00am	Site Visit 1: CARE Women Empowerment Program CARE's Women's Empowerment through Stage Animated Awareness and Lobbying (WESAL) Program enhances the ability of civil society organizations (CSOs) in Jordan to better address violence against women through raising community awareness and engaging with advocacy initiatives.
11:00-11:30am	Transfer to Site Visit 2:
11:30-1:00pm	Site Visit 2: USG supported Health Site <ul style="list-style-type: none"> • Visit the health system and understand the integrated health programs (maternal and child health, nutrition) provided to adolescent girls and women. • Overview of challenges to address maternal and child health.
1:00-1:30pm	Transfer to Site Visit 3:
1:30-2:30pm	Site Visit 3: Meeting with Queen Raina to discuss Jordan's development on women's empowerment and girl's education Location: Queen Raina's Palace
2:30-3:00pm	Transfer to Site Visit 4:
3:00-4:30pm	Site Visit 4: Education and Youth Empowerment Program
4:30-5:00pm	Transfer to Hotel
7:00-8:00pm	Transfer to Restaurant
8:00-9:30pm	Meeting with Gulf Donors & Stakeholders to discuss Location: Syrian Restaurant
9:30-10:00pm	Transfer to Four Seasons Hotel
<i>Overnight</i>	<i>Four Seasons Hotel, Amman Jordan</i>

Thursday, August 22

Amman, Jordan

	Breakfast on own
8:30-9:00am	Transfer to Site Visit 1:

- 9:00-10:30am Site Visit 1: CARE Village Saving and Loan Program
- Visit a VSLA group that manages an income generating activity in relation to agriculture services and products.
- 10:30-11:00am Transfer to Site Visit 2:
- 11:00-12:30pm Jordan River Foundation
- Visit women that are being empowered to embroider traditional and contemporary home furnishings, gift items, and fashion accessories.
- 1:00-1:30pm Transfer to Restaurant
- 1:30-3:00pm Lunch meeting with Women Parliamentarian & Leaders to discuss women's empowerment in the Jordan and Middle East.
- 3:00-4:00pm Transfer to Dead Sea
- 4:00-6:30pm Downtime
- 6:30-8:00pm Closing Dinner with structured program to discuss the delegations take-aways and next steps
Location: Marriot Hotel

Friday, August 23

Amman, Jordan/Travel Day

- Breakfast on own
- 8:30am Transfer to Airport
- 10:30am Depart Amman, Jordan for U.S. (Royal Jordan Airlines)



Helene D. Gayle MD, MPH
President and CEO, CARE

CARE USA
151 Ellis Street, NE
Atlanta, GA 30303-2440
USA
tel 404.681.2552
fax 404.589.2604
e-mail hgayle@care.org
www.care.org

May 28, 2013

The Honorable Lois Capps
2231 Rayburn House Office Building
Washington, DC 20515

Dear Representative Capps:

I'm approaching you with a special opportunity to join CARE's next Learning Tour to Jordan. The trip will take place **August 18-23, 2013** (including travel) during the Congressional recess period and will include a strong bi-partisan delegation of key policymakers, senior-level donors, corporate sector partners and technical experts.

This trip will be a unique opportunity to witness firsthand how critical U.S. investments are making a difference in Jordan. As the U.S. Government, bilateral and multilateral agencies and civil society organizations work together to promote democracy and peace, enhance women's empowerment and encourage economic growth in the Middle East, Jordan continues to be significant and strategic partner. Effective U.S. foreign assistance policies and programs not only save lives in the Middle East but also foster sustained growth, encourage transparent and accountable institutions and strengthen critical investments in gender and social programs.

Currently, economic participation of women remains lower in Jordan than in other countries in the region despite comparatively higher educational attainment. Traditional values that restrict women's rights are compounded by discrimination in the workplace. Jordan also has one of the lowest levels of water resource availability per capita in the world. As the population doubles over the next two decades, water scarcity will become an even greater problem and will challenge farmers to improve food security through environmentally sustainable agricultural practices. Finally, Jordan has been host to a large number of refugees fleeing violence and insecurity in Iraq and Syria, which is becoming increasingly difficult to manage as the country confronts its own socio-economic challenges.

CARE wants the public to know that U.S. investments in Jordan are paying off and the best value for our foreign aid dollars. On this Learning Tour, you will see up-close how communities are working to improve their livelihoods on a daily basis. You'll learn from experts on the ground working toward solutions at the local level and decision makers who implement those solutions on the national stage.

I have asked Nicole deBrabander in CARE's Washington, D.C. office to follow up with you. You can also reach her directly at 202-595-2828 or by email at ndebrabander@care.org.

Thank you for your ongoing support and for considering this opportunity. I do hope you can join us.

Sincerely,

Helene D. Gayle, MD, MPH
President and CEO



CARE USA
1825 I Street, NW
Suite 301
Washington, DC 20006
USA
www.care.org

July 15, 2013

U.S. House of Representatives
Committee on Standards of Official Conduct
HT-2, The Capitol
Washington, D.C. 20515

RE: CARE Learning Tour, Jordan, August 18 – 23, 2013

To Whom It May Concern:

Over the past four years, the CARE Learning Tours program has provided policymakers and influential opinion leaders the unique opportunity to go beyond the statistics and see firsthand the impact of U.S. foreign assistance investments on health and development worldwide. CARE engaged members of Congress and key staff from both political parties as well as influential opinion leaders.

On CARE's twelfth Learning Tour, we will be sponsoring the captioned travel to Jordan, which will include the participation of members of Congress from the Senate and House. This trip has been funded with the assistance of a grant provided to CARE by the Bill & Melinda Gates Foundation for the purpose of raising awareness about the importance of U.S. investments in developing countries. A portion of the activities in the grant include congressional travel, and CARE is using some of the grant funds to support this specific trip. The Foundation did not play a role in organizing the trip, and has not been involved in the selection or invitation of travel participants. We understand that this funding had not been earmarked for this specific trip as stated in Item 7 on the Private Sponsor Travel Certification Form.

We are committed to ensuring adherence to all Ethics Committee rules and regulations. If you have any questions, please feel free to contact me at (202) 595-2805.

Sincerely,

Robert Roche
Deputy Director, Learning Tours
CARE USA

CARE, a 501(c)(3) organization, is a leading international humanitarian organization fighting global poverty that places special focus on working alongside poor women who, equipped with the proper resources, can assist whole families and entire communities escape poverty through improved basic education, prevention of the spread of HIV, increased access to clean water and sanitation, expanded economic opportunities and the protection of natural resources. CARE also delivers emergency aid to survivors of war and natural disasters, and helps people rebuild their lives.

CARE established CARE Action Now in October, 2007 as a related but separately incorporated 501(c)(4) organization. CARE Action Now undertakes a variety of programs and activities in furtherance the organizations' common mission, most notably directly influencing policymakers through Congressional testimony, briefings, reports and meetings based on CARE's experience of working with poor people around the world over more than 60 years. The two organizations share some facilities and resources, allocating the costs between them based upon use, as is common in the nonprofit sector. CARE currently provides grant funding to CARE Action Now to support the range of its advocacy activities. This is also a common structure for related nonprofit organizations, where a 501(c)(3) organization uses some or all of the limited amount of money it may spend on lobbying to support a related 501(c)(4) rather than doing the lobbying directly itself.

CARE serves as common paymaster for both organizations, so that all shared employees receive one paycheck from CARE for services provided to either CARE or CARE Action Now. CARE Action Now reimburses CARE for its allocable share of salary, benefits, and payroll taxes. All time that qualifies as "lobbying activity" under the Lobbying Disclosure Act is charged to CARE Action Now under this arrangement, although the employees engaging in such activity may also perform non-lobbying services for CARE and bill that time accordingly. CARE Action Now treats its reimbursement payments to CARE as expenditures for salary and related items on its books.

Our analysis of this relationship leads us to conclude that CARE has properly completed this form, including the response that it does not employ or retain lobbyists. However, we include this additional information in the interests of full transparency so that the committee may make this determination for itself.

BILL & MELINDA
GATES *foundation*

July 12, 2013

Committee on Standards of Official Conducts
U.S. House of Representatives
HT-2 Capitol Building
Washington, DC 20515

This letter is submitted in response to your request regarding a learning trip during the week beginning August 18, 2013. The Bill & Melinda Gates Foundation made a grant to CARE USA on October 26, 2012 to fund various activities, including congressional tours to provide learning opportunities on U.S. foreign assistance programs.

I send this to confirm that the Bill & Melinda Gates Foundation is aware of this project and provided support, through the assistance of grant funding, to CARE USA for this project for the purpose of providing members of Congress, Congressional staff, other key decision-makers and influential individuals with the personal experience and knowledge of U.S. Government programs in the developing world and to provide follow-on information to tour participants, selecting countries that have a broad array of U.S. Government development projects.

However, the Foundation did not play a significant role in the project, or in organizing the related trip, and has not been involved in the selection or invitation of travel participants. Decisions regarding travel participants have been controlled by and under the sole discretion of CARE USA. This funding has not been directly or indirectly earmarked to finance any aspect of this trip.

Sincerely,



Katy Button
Senior Government Relations Officer
Bill & Melinda Gates Foundation

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AGENDA

Monday, August 19
Travel Day/Amman, Jordan

5:30pm CARE delegation arrives to Amman, Jordan
6:30pm Transfer to Four Seasons Hotel
7:45pm Introductions and Security Brief
8:00pm Welcome Dinner to review the program
Location: Four Seasons

Overnight Four Seasons Hotel, Amman Jordan

Tuesday, August 20
Amman, Jordan

8:30-10:30am Scene-Setter Breakfast Briefing (Presenters: CARE, UNHCR, and American Bar Association)
Location: Four Seasons Hotel
10:30-12:00am Transfer to Site Visit 1:
12:00-1:30pm Site Visit 1: Za'atari Refugee Camp
1:30-2:45pm Transfer to Site Visit 2 with briefing from Jonathan Campbell, World Food Program Representative:
2:45-4:30pm Site Visit 3: Meeting with Jordanian Host Communities & Iraqi/Syrian Refugees
4:30-5:15pm Transfer to Hotel
5:15-7:00pm Downtime
7:00-7:15pm Transfer to La Cucina Restaurant
7:15-9:30pm Cocktail Reception with U.S. Mission & select group of Jordanian key partners, government officials and donors (UN Agencies, World Bank)
9:30-9:45pm Transfer to Hotel

Transfer to Four Seasons Hotel

Overnight Four Seasons Hotel, Amman Jordan

Wednesday, August 21
Amman, Jordan

8:00-9:00am Breakfast on own & briefing on programs
9:00-9:30am Transfer to Site 1:
9:30-11:00am Site Visit 1: CARE Women Empowerment Program
11:00-11:30am Transfer to Site Visit 2:
11:30-1:00pm Site Visit 2: Jordan University Hospital
1:00-1:30pm Transfer to Site Visit 3:
1:30-2:30pm Site Visit 3: Education and Youth Empowerment Program
2:30-3:00pm Transfer to Hotel
3:00-5:00pm Site Visit 4: USG Briefing
Location: Four Seasons Hotel
5:00-7:45pm Downtime
7:45-8:00pm Transfer to Restaurant
8:00-9:30pm Meeting with Gulf Donors & Stakeholders to discuss
Location: Syrian Restaurant
9:30-10:00pm Transfer to Four Seasons Hotel
Overnight Four Seasons Hotel, Amman Jordan

Thursday, August 22
Amman, Jordan

8:00-9:00am Breakfast with Women Parliament
Location: Four Seasons Hotel
9:00-10:00am Transfer to Site Visit 1:
10:00-11:30am Site Visit 1: CARE Village Saving and Loan
Program
11:30-12:00am Transfer to Site Visit 2:
12:00-1:00pm Jordan River Foundation
1:00-1:45pm Transfer to Prime Minister's office

1:45-2:45pm Meeting with the Minister of Information and Minister
of Social Development

2:45-3:15pm Transfer to Four Seasons Hotel

3:15-4:00pm Downtime

4:00-5:00pm Transfer to Dead Sea

6:00-8:00pm Closing Dinner with structured program to discuss the
delegations take-aways and next steps
Location: Marriot Hotel

Friday, August 23
Jordan/Travel Day

Amman,

Breakfast on own

8:30am Transfer to Airport

10:30am Depart Amman, Jordan for U.S. (Royal Jordan Airlines)