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OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES

U.S. House of Representatives
110th Congress

EMPLOYEE
POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from private sources for meetings, speaking engagements, fact-finding trips or similar events in connection with official duties. You need not disclose government-funded or political travel on this form, or travel that is unrelated to official duties. This form does not eliminate the need to report all privately-funded travel on the annual Financial Disclosure Statements of those persons required to file them. In accordance with clause 5 of House Rule 25, complete this form and file it with the Clerk of the House of Representatives, B-106 Cannon House Office Building, within 15 days after travel is completed. The Clerk is to make these forms publicly available as soon as possible after they are received. Obtain the dollar amounts from the sponsor; if exact dollar amounts are unavailable, provide a good faith estimate.

Name of Employee (print or type): Leslee K. Gilbert

Name of Accompanying Family Member (if any): _____

Relationship to Employee: Spouse Child Other (specify): _____

Date of Departure and Date of Return: Feb. 27, 2008-Feb. 28, 2008

Dates at Personal Expense: _____

Itinerary (cities of departure – destination – return): Washington D.C.--Denver, CO--Washington, D.C.

Sponsor(s) (who paid for the trip): American Institute of Aeronautics and Astronautics (AIAA)

Describe meetings and events attended (attach additional pages if necessary): I spoke on a panel on the morning of Feb. 28, 2008.

Attached to this form are EACH of the following (signify "yes" for each item by checking the corresponding box):

1. the Private Sponsor Travel Certification Form completed by trip sponsor, including all attachments;
2. the Privately-Sponsored Travel Approval Form completed by the employee; **and**
3. the Committee on Standards' letter approving my participation on this trip.

I represent that I participated in each of the activities reflected in the sponsor's agenda (signify "yes" by checking box):

If not, explain: I did not go for the entire conference. I flew in on Wednesday night, spoke on a panel the following morning, and flew back that afternoon.

HALL.

TRAVEL EXPENSES:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses
For employee:	\$384.00	\$179.00	\$42.18
For accompanying family member:			

	Other Expenses (dollar amount)	Specific Nature of Expenses (e.g., taxi, parking, registration fee, etc.)
For employee:	\$99.50 + 5645	(Includes taxi, Super Shuttle, Parking) + (value of the registration fee)
For accompanying family member:		

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

SIGNATURE OF EMPLOYEE: Leslie K. Gilbert
 DATE: 3/3/08

I authorized this travel in advance. I have determined that all of the expenses listed above 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: Ralph M. Hall
 SIGNATURE OF SUPERVISING MEMBER: Ralph M. Hall
 DATE: 3-3-08

Version date 4/2007 by Committee on Standards of Official Conduct

U.S. House of Representatives
Committee on Standards of Official Conduct

PRIVATELY SPONSORED TRAVEL: TRAVELER FORM
For Members, Officers and Employees
(submit directly to the Committee)

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 XXV, 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 Private Sponsor Travel Certification Form.

Members, officers and employees seeking approval for travel are urged to submit all forms to the Committee at least 30 days before travel is scheduled to begin. The failure to provide the Committee with adequate time to review the form and attachments may result in the invitee not receiving approval for the trip. A copy of this form will be made available for public inspection. Please type form. Form (and any attachments) may be faxed to the Committee at (202) 225-7392.

1. Name of Member, officer or employee (traveler): Leslee Gilbert

2. Sponsor(s) (who will be paying for the trip): American Institute of Aeronautics and Astronautics (AIAA)

3. Travel destination(s): Denver, CO.

4. a. Dates of travel: February 27-28, 2008
b. Will you be extending the trip at your personal expense? Yes No
If yes, dates at personal expense: _____

5. a. Name of accompanying family member (if any): _____
b. Relationship to Member/Officer: Spouse Child Other (specify): _____

6. a. Did the trip sponsor answer "yes" to Question 9(c) on the Trip Sponsor form (i.e., the travel is being sponsored by an entity that employs a lobbyist)? Yes No
b. If yes, check one of the following:
(1) Approval for one-night's lodging and meals is being requested: or
(2) Approval for two-nights' lodging and meals is being requested:
If "(2)" is checked, explain why the second night is warranted: _____
NOTE: I am only requesting one night's lodging, though, as the panel is early in the morning.

7. Private Sponsor Travel Certification Form is attached, including agenda, invitee list, and any other attachments (indicate that form is attached by checking box):

8. Explain why participation in the trip is connected to your official or representational duties:
As the Republican Staff Director of the Committee on Science and Technology, I have expertise in the area
of space exploration and aeronautics.

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

Signature: Leslee K Gilbert

Name of Signatory (if other than traveler): _____

For staff, name of employing Member/Committee: Committee on Science and Technology

Office address: 389 Ford House Office Building, Washington DC 20515

Phone number: 202-225-9816

Email address: leslee.gilbert@mail.house.gov

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

**FOR STAFF:
TO BE COMPLETED BY YOUR EMPLOYING MEMBER:**

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.

Ralph M. Hall
Signature of Employing Member

Date: 2/11/08

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

Committee on Standards of Official Conduct
U.S. House of Representatives
HT-2, The Capitol
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (fax)

Version date 9/2007 by Committee on Standards of Official Conduct

U.S. House of Representatives
Committee on Standards of Official Conduct

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM
(provide directly to each House invitee)

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 XXV, 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. The trip sponsor should NOT submit the form directly to the Committee.

Private sponsors are urged to submit this form to each House invitee at least 30 days before travel is scheduled to begin. The failure to provide the Committee with adequate time to review the form and attachments may result in the invitee not receiving approval for the trip. The submission of an incomplete form will delay the review process. Before completing this form, sponsors are urged to carefully review the Committee's private travel guidelines and advisory memoranda detailing the rules and restrictions for private travel, as well as the instructions for completing this form. Sponsors should call the Committee with any questions prior to submitting the form. Please type form.

1. Sponsor(s) (who will be paying for the trip): American Institute of Aeronautics and Astronautics (AIAA)

2. I represent that the trip will not be financed (in whole or in part) by a federally-registered lobbyist or a registered foreign agent (signify "yes" by checking box):

3. I represent that the trip sponsor(s) has not accepted from any other source funds earmarked directly or indirectly to finance any aspect of the trip (signify "yes" by checking box):

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

5. Provide names and titles of ALL House invitees; for each invitee, provide explanation of why the individual was invited (include additional pages if necessary): Leslee Gilbert is being invited to participate in a panel discussion on space exploration and viewpoints from Capitol Hill.

6. Dates of travel: February 26-29

7. Cities of departure -- destination -- return: Departing from Washington DC to Denver, CO and return back to DC

8. Attached is a detailed agenda of the activities taking place during the travel (i.e., an hourly description of planned activities) (signify "yes" by checking box):

9. 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 federally registered lobbyist or registered foreign agent: or
 - c. The trip is for attendance at a one-day event and lobbyist involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.

10. If travel is for participation in a one-day event (i.e., if you checked Question 9(c)), check one of the following:
 - a. One-night's lodging and meals are being offered: or
 - b. Two-nights' lodging and meals are being offered:
 If "b" is checked, explain why the second night is warranted: _____

- 11. If the trip is not sponsored by an institution of higher education, I represent that a federally-registered lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify "yes" by checking box):
- 12. Private sponsors must have a direct and immediate relationship to the purpose of the trip or location being visited. Describe the role of each sponsor in organizing and conducting the trip: AIAA is coordinating the conference and helping organize all conference logistics to include panel discussions and other conference elements. Leslee will participate as the featured speaker in this panel along with another panelist.
- 13. Describe each sponsor's organizational interest in the purpose of the trip: AIAA is interested in having Leslee provide her views on sustaining space exploration. With her background and her field of expertise, Leslee will be able to discuss with attendees the accomplishments, issues and concerns they may have in relation to space.
- 14. Describe the type and class of the transportation being provided. Indicate whether coach, business-class or first-class transportation will be provided. In addition, for travel via aircraft, please indicate if travel is being offered on a commercial flight, chartered flight or on an aircraft operated or paid for by a carrier not licensed by the Federal Aviation Administration to operate for compensation or hire (i.e., a private aircraft). If first-class fare is being provided, or if travel is via chartered or private aircraft, please provide an explanation describing why such travel is warranted: Travel provided will be a coach ticket on a commercial flight to Denver Colorado
- 15. 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 "yes" by checking box):
- 16. 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:
 - b. The trip involves events that are arranged or organized specifically with regard to congressional participation:
 If "b" is checked, detail the cost per day of meals (approximate cost may be provided): _____
- 17. Reason for selecting the location of the event or trip: The location was selected in reason to availability at time of coordinating conference and the logistical needs for the conference and attendees
- 18. Name of hotel or other lodging facility: Hyatt Hotel - Denver, CO Convention Ctr
- 19. Cost per night of hotel or other lodging facility (approximate cost may be provided): \$179
- 20. Reason(s) for selecting hotel or other lodging facility: Hotel is the host hotel for the event.

21. 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	\$400	\$600-\$650	\$350-400
For each accompanying family member	N/A	N/A	N/A

	Other Expenses (dollar amount)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	N/A	N/A
For each accompanying family member	N/A	N/A

22. I represent that reimbursement for miscellaneous travel expenses for the trip, such as travel to and from airports, security costs, interpreter fees, visa application fees, and similar expenses, will be for actual costs incurred and are necessary for the purpose of the trip (signify "yes" by checking box):

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

Signature: William C. Seymore

Name and title: WILLIAM C. SEYMORE, DIRECTOR, FINANCE AND SERVICES

Organization: AMERICAN INSTITUTE OF AERONAUTICS AND ASTRONAUTICS

Address: 1801 ALEXANDER BELL DR., STE 500 RESTON, VA 20191-4344

Telephone number: 703-264-7540

Fax number: 703-264-7551

Email Address: BILLS@AIAA.ORG

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

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

Committee on Standards of Official Conduct
U.S. House of Representatives
HT-2, The Capitol
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)
(202) 226-7172 (fax for travel approvals)

Version date 4/2007 by Committee on Standards of Official Conduct

3rd Space Exploration Conference
Program Overview

Monday, 25 February 2008		
0800-1700 hrs	Exhibit/Education Alley Move In	Exhibit Hall D
0900-1300 hrs	Conference bad stuffing	TBD
1600-2000 hrs	Conference Registration	TBD
Tuesday, 26 February 2008		
0700-0830 hrs	Panel meetings run through	Korbel Ballroom
0730-0830 hrs	Continental Breakfast	Korbel Ballroom Foyer
0830-0840 hrs	Co or guard/National Anthem	Korbel Ballroom
0840-0845 hrs	Welcome and introductions of Lt. Gov. Barbara O'Brien by Dickman	Korbel Ballroom
0845-0900 hrs	Introductory Remarks (The Honorable Lt. Gov. Barbara O'Brien, Colorado)	Korbel Ballroom
0900-0905 hrs	Introduction of Shana Dale by Dickman	Korbel Ballroom
0900-1400 hrs	Education Alley open	Exhibit Hall D
0905-0930 hrs	Opening Keynote (The Honorable Ms. Shana Dale, Deputy Administrator, National Aeronautics and Space Administration)	Korbel Ballroom
0930-1630 hrs	Exhibit open	Exhibit Hall D
1015-1145 hrs	Break	Exhibit Hall D
1145-1145 hrs	Plenary Panel—NASA Mission Directorate Updates	Korbel Ballroom
1345-1515 hrs	Lunch	Korbel Ballroom
1515-1600 hrs	Plenary Panel—Constellation Initial Capabilities: From ISS to Lunar Missions	Exhibit Hall D
1600-1730 hrs	Break	Exhibit Hall D
1800-1930 hrs	Plenary Panel—Constellation Lunar Capability	Exhibit Hall D
1930-2000 hrs	Opening Reception (Sponsored by United Space Alliance)	Exhibit Hall D
Wednesday, 27 February 2008		
0730-0830 hrs	Continental Breakfast	Korbel Ballroom Foyer
0830-0945 hrs	Discussion Panels (concurrent sessions)	Korbel Ballroom Foyer
Transition: A Look Ahead		
0900-1400 hrs	International Collaboration and Global Exploration	Korbel 1
0930-1630 hrs	Educator Alley open	Korbel 3
0945-1015 hrs	Break	Exhibit Hall D
1015-1145 hrs	Discussion Panels (concurrent sessions)	Exhibit Hall D
Exploration Comment all Development		
Exhibition and Science Collaboration		
1145-1345 hrs	Lunch	Korbel 1
1345-1515 hrs	Plenary Panel—Human and Robotics Collaboration to Further Space Exploration	Korbel 3
1515-1600 hrs	Break	Exhibit Hall D
1630-1730 hrs	Plenary Panel—Sustaining Space Exploration: A Generation Y Perspective	Korbel 1
1800-1930 hrs	AIAA Corporate Member/Exhibitor Reception	Exhibit Hall D
1930-2000 hrs	Future Exploration Leaders Networking Reception (Sponsored by The Boeing Company)	Exhibitor Lounge
2000-2130 hrs	Future Exploration Leaders Speaker Session	Exhibit Hall D
2000-2400 hrs	Future Exploration Leaders Networking Session	Korbel 3
Exhibitor Education Alley Move Out		
Thursday, 28 February 2008		
0730-0830 hrs	Continental Breakfast	Exhibit Hall D
0830-0945 hrs	Plenary Panel—Lunar Architecture Update	Korbel Ballroom Foyer
0945-1015 hrs	Break	Korbel Ballroom
1015-1015 hrs	NASA Press Conference	Korbel Ballroom Foyer
1145-1215 hrs	Plenary Panel—"Learning from Our Past"	TBD
1215-1215 hrs	Closing Keynote (Paul Gahler, Principal, Calliner Strategies, LLC and Ms. Leslie Gilbert, Republican Staff Director, House Committee on Science and Technology (Invited))	Korbel Ballroom
1215-1230 hrs	Wrap-up (Richard Gilbrech, Associate Administrator, NASA Exploration Systems Mission Directorate)	Korbel Ballroom

STEPHANIE TUBBS JONES, OHIO
CHAIRWOMAN
JENE GREEN, TEXAS
LUCILLE ROYBAL-ALLARD, CALIFORNIA
MICHAEL F. DOYLE, PENNSYLVANIA
WILLIAM D. DELAHUNT, MASSACHUSETTS
WILLIAM V. O'REILLY,
CHIEF COUNSEL/STAFF DIRECTOR
DAWN KELLY MOBLEY,
COUNSEL TO THE CHAIRWOMAN

ONE HUNDRED TENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON STANDARDS OF
OFFICIAL CONDUCT

Washington, DC 20515-6328

February 13, 2008

DOC HASTINGS, WASHINGTON
RANKING REPUBLICAN MEMBER

JO BONNER, ALABAMA
J. GRESHAM BARRETT, SOUTH CAROLINA
JOHN KLINE, MINNESOTA
MICHAEL T. MCCAUL, TEXAS

TODD UNGERECHT
COUNSEL TO THE RANKING
REPUBLICAN MEMBER

SUITE HT-2, THE CAPITOL
(202) 225-7103

Ms. Leslee Gilbert
Committee on Science and Technology
389 Ford House Office Building
Washington, DC 20515

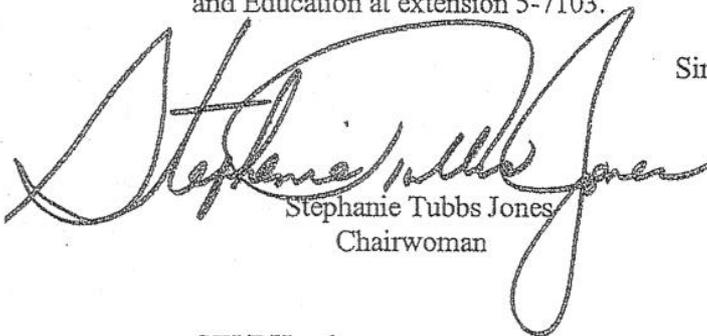
Dear Ms. Gilbert:

Pursuant to House Rule XXV, clause 5(d)(2), the Committee on Standards of Official Conduct hereby approves your proposed trip to Denver, Colorado scheduled for February 27 to 28, 2008 sponsored by the American Institute of Aeronautics and Astronautics.

You must complete an Employee Travel Disclosure Form (which your employing Member must also sign) and file it with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are required to attach a copy of this letter and the Private Sponsor Travel Certification Form, including all attachments. You must also include a copy of the Traveler Form completed by you and signed by your employing Member. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$335 from a single source on Schedule VII of that statement.

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

Sincerely,



Stephanie Tubbs Jones
Chairwoman



Doc Hastings
Ranking Republican Member

STJ/DH:pvh