

LEGISLATIVE RESOURCE CENTER

U.S. House of Representatives  
110<sup>th</sup> Congress

2008 JAN 23 PM 4: 44

OFFICE OF THE CLERK  
U.S. HOUSE OF REPRESENTATIVES

**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): Matthew Pinkus

Name of Accompanying Family Member (if any): -

Relationship to Employee:  Spouse  Child  Other (specify): \_\_\_\_\_

Date of Departure and Date of Return: depart Jan. 7, 2008; return Jan. 11, 2008

Dates at Personal Expense: -

Itinerary (cities of departure - destination - return): depart Washington, D.C. to Panama City Panama; return to Washington, D.C.

Sponsor(s) (who paid for the trip): Smithsonian Institution

Describe meetings and events attended (attach additional pages if necessary): see attachment

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: \_\_\_\_\_

BRADY

**TRAVEL EXPENSES:**

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses
For employee:	1214.30	682.00	195.00
For accompanying family member:	—	—	—

	Other Expenses (dollar amount)	Specific Nature of Expenses (e.g., taxi, parking, registration fee, etc.)
For employee:	75.00	50.00 parking at National Airport 25.00 Courtesy Airport Service, Tocumen Airport, Panama
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:

*Mattie Pallas*

DATE:

Jan 22, 2008

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:

Robert A. Brady, Chairman

SIGNATURE OF SUPERVISING MEMBER:

*Robert A. Brady*

DATE:

January 22, 2008

STEPHANIE TUBBS JONES, OHIO  
CHAIRWOMAN  
GENE 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

DOC HASTINGS, WASHINGTON  
RANKING REPUBLICAN MEMBER

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

TODD UNGERRECHT  
COUNSEL TO THE RANKING  
REPUBLICAN MEMBER

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

ONE HUNDRED TENTH CONGRESS

## U.S. House of Representatives

COMMITTEE ON STANDARDS OF  
OFFICIAL CONDUCT

Washington, DC 20515-6328

December 10, 2007

Mr. Matthew Pinkus  
Committee on House Administration  
1309 Longworth House Office Building  
Washington, DC 20515

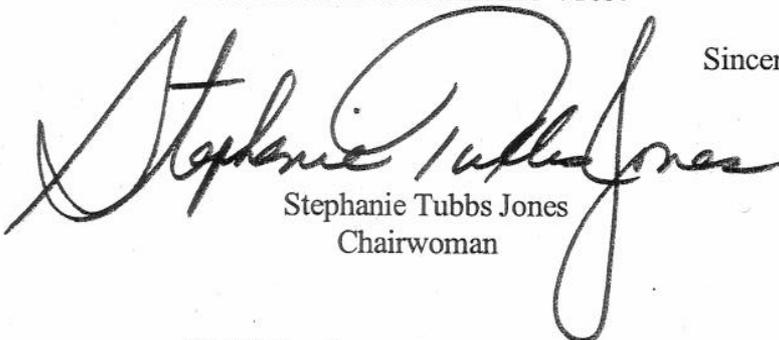
Dear Mr. Pinkus:

Pursuant to House Rule XXV, clause 5(d)(2), the Committee on Standards of Official Conduct hereby approves your proposed trip to Panama scheduled for January 7 to 11, 2007 sponsored by the Smithsonian Institution.

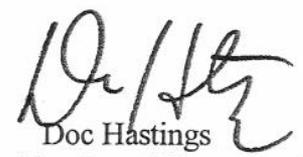
You must complete an Employee Travel Disclosure Form (which your employing Member must also sign) and file it with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are required to attach a copy of this letter and the Private Sponsor Travel Certification 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 \$305 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

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COMMITTEE ON STANDARDS OF OFFICIAL CONDUCT

[signed file copy]

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): Matt Pinkus
2. Sponsor(s) (who will be paying for the trip): Smithsonian Institution
3. Travel destination(s): Panama
4. a. Dates of travel: Jan 7-11, 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): None  
 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: \_\_\_\_\_
7. Private Sponsor Travel Certification Form is attached, including agenda, invitee list, and any other attachments (indicate that form is attached by checking box):

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): Smithsonian Institution
  
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): See attached list. Staff working for Members and Committees with jurisdiction and oversight responsibilities for the Smithsonian as well as staff of regents.
  
6. Dates of travel: Jan. 7, 2008 - Jan. 11, 2008
  
7. Cities of departure - destination - return: DC to Panama City, Panama 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: N/A

21. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total <i>Transportation</i> Expenses per Participant	Total <i>Lodging</i> Expenses per Participant	Total <i>Meal</i> Expenses per Participant
For each Member, Officer, or employee	\$750 for airfare	\$800 for 4 nights	\$300
For each accompanying family member	N/A	N/A	N/A

	<i>Other</i> Expenses (dollar amount)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	\$120 (estimate)	Taxi to and from Airport and Parking, entrance visa.
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: *Nell Payne*

Name and title: Nell Payne, Director

Organization: Smithsonian Institution Office of Government Relations

Address: 1000 Jefferson Drive, SW Washington DC 20013

Telephone number: 202-633-5125

Fax number: 202-786-2274

Email Address: paynen@si.edu

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

- 1:00 pm Re-board the bus and depart for STRI's Center for Tropical Paleocology and Archaeology, (CTPA), or bus to the Naos Island Laboratory, main headquarters of STRI's marine research and molecular studies examining the genetic evidence of evolution, in Panama City.
- 2:00 pm Board bus for hotel.
- 2:20 pm Arrive hotel
- 3:30 pm Meet in the lobby of the hotel and board bus for departure to the Panama Canal's Miraflores Visitors Center.
- 4:00 p.m. Arrive Panama Canal's Miraflores Locks. Enjoy a tour of the Panama Canal Locks at the Miraflores Visitor Center. This specially arranged tour by the Panama Canal Authority is an once-in-a-lifetime opportunity.
- The Pacific Entrance to the Panama Canal, the Miraflores Locks raise passing ships a total of 82 feet, from sea level to the surface of Gatun Lake.*
- Dinner at the restaurant at the Miraflores Locks.
- 8:30 p.m. Transfer to the Miramar Intercontinental Hotel.

**Wednesday, January 09**

*Dress: Casual attire; rubber-soled walking shoes or sneakers; lightweight clothing with long pants and long sleeves, long socks, sunscreen, insect repellent, hat and sunglasses. Do not wear open-toed shoes. Bring a change of casual clothing if you would like to freshen up at BCI.*

**Morning**

**From 6:00 am** A breakfast buffet is available in the Bay View Restaurant, on the ground floor of the Miramar Intercontinental Hotel.

Meet in the lobby of the hotel and board bus.

8:00 am Board bus for departure to and transfer to the Gamboa dock to take boat to BCI.

*Located at the confluence of the Chagres River and the Panama Canal, Gamboa once housed Panama Canal Commission engineers. Gamboa is now home to several STRI programs, including the effects of atmospheric conditions on plant growth, the defenses tropical plants develop against disease, and a reforestation program. In addition, Gamboa serves as the staging area for STRI research in Soberania National Park and the Barro Colorado Nature Monument. The Republic of Panama has also granted custodianship to STRI of 156 acres of adjacent forest.*

8:45 am Arrive at the Gamboa dock.

9:00 am Depart on boat to Barro Colorado Island (BCI).

*As of: 11/02/07*

7:30 pm Commence boarding bus for return to the hotel.

8:00 pm Arrive at hotel.

**Thursday, January 10**

*Dress: Casual attire over a bathing suit. Today we will be traveling by plane to Bocas del Toro along Panama's Caribbean coast, visiting STRI offices and labs, boating to an interesting island for watching birds or dolphins (weather permitting). Please bring a bathing suit and a change of clothing if you think you might like to snorkel or swim. (STRI will provide snorkel gear, showers and towels.) Hat, sunscreen and sunglasses are highly recommended. **Please bring your passport with you today.***

**From 6:00 am** A breakfast buffet is available in the Bay View Restaurant, on the ground floor of the Miramar Intercontinental Hotel. (The cost of the buffet is included in your hotel room.)

6:45 am Meet in the lobby of the hotel and board bus for Marcos A. Gelabert Airport, Panama's domestic airport.

7:05 am Arrive at Gelabert Airport.

7:30 am Board flight to Bocas del Toro on Panama's Caribbean coast, near the Costa Rican border.

*Bocas del Toro province is a magnificent natural region with tropical forest, cacao and banana plantations in the terrestrial habitats and mangrove forests, sea grass meadows and coral reefs in the marine environment.*

8:40 am Arrive in Bocas del Toro. You will be met at the airport by Dr. Rachel Collin, STRI Bocas Marine Station Director, and will board a bus for transport to the Station.

8:50 am Arrive at the Station.  
*Coffee, juice and pastries will be available at the marine laboratory upon arrival.*

**Tours and presentations:**

- Guided tour of new laboratory by Rachel Collin.

*Divide into small groups for scientific boat tours*

- Snorkel (*optional; weather permitting*) among mangroves and coral reefs
- For those who opt not to snorkel: Tour the archipelago for a scenic boat ride to enjoy some of the unusual local birds and marine fauna.

*Refreshments will be available on the boats.*

**Noon**

11:45 am Lunch will be available for the groups as the boats return to station.

12:15 pm All groups are to reconvene at the Laboratory, for lunch and an opportunity to freshen up and change clothing.

*As of: 11/02/07*