

Original Amendment

U.S. House of Representatives
111th Congress

HELP RESOURCE CENTER

2009 SEP 18 PM 2:45

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 undertaken in connection with 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 House Rule 25, clause 5, 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 the second page of this form publicly available as soon as possible after it is filed.

Name of Traveler (print or type): Alexandra Norris Veitch

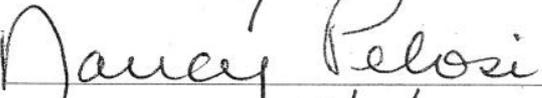
I certify that the information contained on all pages of this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER: 

DATE: 9/16/09

I authorized this travel in advance. I have determined that all of the expenses listed on this form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: Speaker Nancy Pelosi

SIGNATURE OF SUPERVISING MEMBER: 

DATE: 9/18/09

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

RECEIVED

PRIVATELY SPONSORED TRAVEL: TRAVELER FORM

2009 JUL 29 PM 3: 34

COMMITTEE ON STANDARDS

1. Name of Traveler: Alexandra Norris Veitch
2. Sponsor(s) (who will be paying for the trip): Woodrow Wilson International Center for Scholars
3. Travel destination(s): Japan: Tokyo, Kyoto
4. a. Date of Departure and Date of Return: 8/29/09 - 9/5/09
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 family member at the sponsor's expense? Yes No
b. If yes, name of accompanying family member: _____
c. Relationship to traveler: 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: N/A - Sponsor checked 9(a) or 9(b)
(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):

8. Explain why participation in the trip is connected to your individual official or representational duties:

The opportunity to gain insight into the political, military, and economic aspects of Japan, as well as regional and global challenges and opportunities will inform

9. **FOR STAFF:** my responsibilities as speechwriter and advisor to the Speaker of the House
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.

Date: 7/29/09

Nancy Pelosi
Signature of Employing Member

NOTE: This page must be submitted with your post-travel disclosure form within 15 days of your return, so you should maintain a photocopy of the completed form for your records.

ZOE LOFGREN, CALIFORNIA
CHAIR
BEN CHANDLER, KENTUCKY
G. K. BUTTERFIELD, NORTH CAROLINA
KATHY CASTOR, FLORIDA
PETER WELCH, VERMONT
R. BLAKE CHISAM,
CHIEF COUNSEL AND STAFF DIRECTOR

JO BONNER, ALABAMA
RANKING REPUBLICAN MEMBER

J. GRESHAM BARRETT, SOUTH CAROLINA
JOHN KLINE, MINNESOTA
K. MICHAEL CONAWAY, TEXAS
CHARLES W. DENT, PENNSYLVANIA

ONE HUNDRED ELEVENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON STANDARDS OF
OFFICIAL CONDUCT

Washington, DC 20515-6328

TODD UNGERECHT
COUNSEL TO THE RANKING
REPUBLICAN MEMBER

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

August 20, 2009

Ms. Alexandra Veitch
Office of the Speaker
H-230, The Capitol
Washington, DC 20515

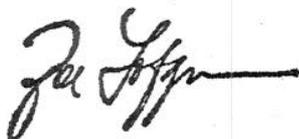
Dear Ms. Veitch:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Standards of Official Conduct hereby approves your proposed trip to Japan scheduled for August 29 to September 5, 2009, sponsored by the Woodrow Wilson international Center for Scholars and the US-Asia Institute.

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.

Because the trip may involve meetings with foreign government representatives, we note that House employees may accept, under the Foreign Gifts and Decorations Act, gifts "of minimal value [currently \$335] tendered as a souvenir or mark of courtesy" by a foreign government. Any tangible gifts valued in excess of \$335 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.



Zoe Lofgren
Chair

Sincerely,



Jo Bonner
Ranking Republican Member

ZL/JB:slo

**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 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. The trip sponsor should NOT submit the form directly to the Committee. *You must answer every question on the form.*

1. Sponsor(s) (who will be paying for the trip): Woodrow Wilson International Center for Scholars will sponsor the trip using funds from a grant from the Japan- U.S. Friendship Commission in partnership with the US-Asia Institute with funds from the Joji Konoshima Memorial Fund.

 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 that the statement is true 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 that the statement is true 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 Attachment

 6. Dates of travel: August 29, 2009- September 5, 2009

 7. Cities of departure – destination – return: Washington, D.C.-Tokyo-Kyoto-Washington, D.C.

 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 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.

 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. N/A – I checked 9(a) or (b) above:
 - b. One-night's lodging and meals are being offered: *or*
 - c. Two-nights' lodging and meals are being offered:
If "c" is checked, explain why the second night is warranted: _____
-

11. Check one:
- a. I represent that a federally-registered 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 an institution of higher education.
12. Private sponsors must have a direct and immediate relationship to the purpose of the trip or location being visited. Describe the purpose of the trip and the role of each sponsor in organizing and conducting the trip:
See Attachment

13. a. Describe the mode of travel (air, rail, bus, etc.). For air travel, also indicate the type of aircraft (commercial, charter, or privately owned) and class of travel (coach, business class, first class, etc.):
Travel will be by commercial air in either coach or business class. Travel time from Washington D.C. to Tokyo and Kyoto to Washington, D.C. is approximately 14 to 15 hours. If possible, business class travel will be provided for the U.S.- Japan legs of the trip.
- b. If travel will be first class or by chartered or private aircraft, provide an explanation describing 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, detail the cost per day of meals (approximate cost may be provided): Estimated
cost per day for meals is \$125-\$175.
16. Reason for selecting the location of the event or trip: See Attachment

17. Name of hotel or other lodging facility: ANA InterContinental Hotel Tokyo and ANA Hotel Kyoto (Tentative)
18. Cost per night of hotel or other lodging facility (approximate cost may be provided): Estimated cost is \$200-225
per room, per night, depending upon the group rate that is being negotiated.
19. Reason(s) for selecting hotel or other lodging facility: These lodging facilities are centrally located and
will provide the safe and secure accommodations necessary for a congressional delegation in these two cities.
The choice of hotel will be confirmed with the U.S. Embassy.

20. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts	Total <i>Transportation</i> Expenses per Participant	Total <i>Lodging</i> Expenses per Participant	Total <i>Meal</i> Expenses per Participant
<input checked="" type="checkbox"/> good faith estimates			
For each Member, Officer, or employee	\$4000-\$4500	\$1200-\$1350	\$750-\$1050
For each accompanying family member			

	<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	\$225	\$100 -Translation, \$125- In-country support
For each accompanying family member		

21. 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):

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

Signature:  _____

Name and title: David Klaus, Consulting Director, Wilson Center on the Hill

Organization: Woodrow Wilson International Center for Scholars

Address: One Woodrow Wilson Plaza, 1300 Pennsylvania Ave, NW Washington, D.C. 20004-3027

Telephone number: 202/841-7341

Fax number: 202/ 691-4001

Email Address: dmklaus@yahoo.com

The Committee staff may contact the above individual 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)

Version date 8/2008 by Committee on Standards of Official Conduct

Response to Question 5:

See attached list. The invite was sent to senior congressional staff who met any of several criteria. First, the invite was sent to staff on House and Senate Committees with jurisdiction over the key issues that will be examined in the trip. This includes staff on a Committee or Subcommittee with jurisdiction over issues related to U.S. relations with Japan, international trade, environment and energy, and economics. Second, invites were sent to House leadership staff who cover these issues. Finally, invites were sent to senior staff (i.e. Chief of Staff or Legislative Director) for Members who are on these committees or have otherwise been particularly active on the issues we will examine.

Response to Question 12:

The purpose of the trip is to provide senior congressional staff with an opportunity to gain a first-hand understanding for Japan, the Japanese economy, and the U.S.-Japan relationship. The Woodrow Wilson International Center for Scholars is sponsoring this trip because it furthers the objectives of two of its programs. *Wilson Center on the Hill* is a nonpartisan forum that focuses on current issues related to international trade and security, sustainable development, and globalization. The Asia Program provides a forum for bringing historical depth and contemporary understanding of Asia to the nation's capital. The trip is also consistent with the mission of the US-Asia Institute, which is to encourage dialogue and improve understanding between the people and governments of the United States and nations of Asia.

The trip is cosponsored by the Wilson Center and US-Asia Institute. Both organizations will be involved in all aspects of the trip, including organizing and funding the trip, developing the agenda and arranging meetings, and identifying and recruiting congressional staff participants.

Response to Question 16:

The participants will travel to two destinations in Japan. Tokyo is Japan's largest city, economic base and national capitol. The agenda in Tokyo will include meetings with government and business leaders, as well as visits to key economic facilities. It also provides a destination from which to visit the U.S. Naval base in Yokasuka and a major automobile production facility. The second location is the Kansai region of Japan (Osaka, Kobe and Kyoto), which is the second largest urban in the country and the base of "industrial Japan." This will provide participants with an opportunity to broaden their understanding of Japan's economy and society -- which is quite different from that found in the largest city.

2009 U.S.-JAPAN CONGRESSIONAL STAFF
EDUCATIONAL EXCHANGE PROGRAM

Co-Organizers:

The Woodrow Wilson International Center for Scholars and the US-Asia institute
August 29-September 5, 2009

POTENTIAL DELEGATES

Mr. John Arlington
Deputy Chief Counsel- Investigations
House Committee on Government Reform and Oversight

Mr. Bob DeGrasse
Professional Staff Member/ Senior Advisor to the Chairman
House Armed Services Committee

Mr. Howard Diamond
Staff Director, Subcommittee on Middle East and South Asia
House Committee on Foreign Affairs
(Cong. Gary Ackerman)

Mr. Jeff Duncan
Chief of Staff
Cong. Ed Markey

Ms. Angela Ellard
Chief Trade Counsel
House Committee on Ways and Means
Trade Subcommittee

Ms. Colleen Healey
Financial Director, Majority Staff
Joint Economic Committee

Ms. Cathy Hurwit
Chief of Staff
Cong. Jan Schakowsky

Dr. Richard Kessler
Staff Director
House committee on Foreign Affairs

Mr. Jaime Lizarraga
Senior Advisor
Office of the Speaker of the House
Congresswoman Nancy Pelosi

Mr. Jamie McCormack
Senior Professional Staff Member/ Counsel

House Foreign Affairs Committee

Ms. Diane Oakley
Legislative Assistant
Office of Cong. Earl Pomeroy

Dr. Diana Ohlbaum
Senior Professional Staff Member
House Committee on Foreign Affairs

Ms. Viji Rangaswami
Staff Director/Chief Trade Counsel
House Committee on Ways and Means
Trade Subcommittee

Ms. Courtney Anderson Reinhard
Budget Analyst, House Committee on Budget
Most recently, Counsel, House Committee on Energy and Commerce

Ms. Arshi Siidiqui
Policy Advisor
Office of the Speaker of the House
Congresswoman Nancy Pelosi

Ms. Mariah Sixkiller
Senior Policy Advisor
Office of the House Majority Leader
Congressman Steny Hoyer

Mr. Brad Smith
Chief of Staff
Congressman David Dreier

Mr. Nien Su
Minority Professional Staff Member
House Committee on Foreign Affairs
Subcommittee on Asia, the Pacific and the Global Environment

Ms. Alexandra Veitch
Policy Advisor and Speechwriter
Office of the Speaker of the House of Representatives

Mr. Yelbert Watkins
Chief of Staff
Office of Representative James E. Clyburn

Ms. Pam Whitney
Professional Staff
House Science and Technology Committee
Subcommittee on Space and Technology

Ms. Lisa Williams
Majority Staff Director House Foreign Affairs Subcommittee
On Asia, the Pacific and the Global Environment



**US-Asia Institute
Woodrow Wilson International Center for Scholars
Congressional Study Trip to Japan**

Preliminary Agenda – July 20, 2009

Saturday, August 29

7:00 Depart Dulles Airport on American Airlines Flight #1053
Dallas-Fort Worth Connection

Sunday, August 30

13:05 Arrive Tokyo Narita International Airport

15:45 Arrive Hotel

18:30 Dinner

Monday, August 31

Focus: Introduction to Japan and Consumer Technology

05:00 Tour of Tsukiji Fish Market

9:00 Country Briefing at American Embassy

10:45 Briefing with Jesper Koll, Tantalion CEO

12:30 Luncheon Briefing with Japanese automakers: hybrid and electric vehicle
development strategies

15:00 NTT DoCoMo showrooms tour
Topic: Why does Japan lead the world in wireless and broadband?

18:00 Dinner

Tuesday, September 1

Focus: Shipping and Maritime Issues

8:00 Leave Hotel in Rented Transport

9:30 Visit to Nissan Research and Development Center and automobile production facility
in Oppama

12:00 Visit to U.S. Naval Base at Yokosuka

3:00 Visit to Japan Agency for Marine-Earth Science and Technology Headquarters in Yokosuka

or

3:00 Visit to Bōei Daigakkō (National Defense Academy of Japan)

Topics: Is the SDF a "military"?

How are SDF cadets taught?

What are their impressions of the United States and the Alliance?

Dinner in Kamakura

Wednesday, September 2

Focus: The Japanese institutions of government

9:00 Visit to LDP Headquarters and meeting with LDP leaders

10:00 Visit to DPJ Headquarters and meeting with DPJ leaders

11:00 Diet Tour

Afternoon reserved for tour participants' activities of interest. (i.e. Ministry visits, facility tours, etc.)

Dinner at traditional Japanese restaurant

Thursday, September 3

Focus: Japan's Education System

09:30 Visit to Bancho Elementary School

9:30 Meeting with Principal and Vice Principal

9:50 Observe 6th grade science class

11:00 Discussion of Japan's education system with School Administration, teachers, representatives of the Ministry of Education, Culture, Sports, Science and Technology, and the Chiyoda Board of Education

12:00 Discussion Hosted by American Chamber of Commerce in Japan

Focus: US-Japan trade relations, Japan's postal privatization and issues for US and other multinational companies doing business in Japan

14:10 Nozomi #32 Shinkansen train departs to Kyoto

16:29 Arrive in Kyoto, check in to hotel

19:00 Closing Dinner

Friday, September 4

Focus: Osaka—Industrial Japan

08:00 Depart Hankyu Kawaramachi Station for Umeda

09:00 Briefing about "Industrial Japan" at American Consulate in Osaka

10:45 Meeting with prefectural officials and Governor Tōru Hashimoto

13:00 Lunch meeting at Osaka University

15:30 Visit to site of Sharp's "Manufacturing Complex for the 21st Century"

18:00 Dinner in Osaka or (19:00) Kyoto

Saturday, September 5

08:45 Depart Hotel on orientation tour of Kyoto—please wear casual walking shoes

11:00 Depart for Airport

17:10 Depart Osaka/Kansai Airport on Japan Airlines Flight # 3006
Tokyo and Dallas-Fort Worth Connections

21:05 Arrive Dulles