

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

LEGISLATIVE RESOURCE CENTER

2010 FEB 26 AM 9:30

EMPLOYEE  
POST-TRAVEL DISCLOSURE FORM

OFFICE OF THE CLERK  
U.S. HOUSE OF REPRESENTATIVES

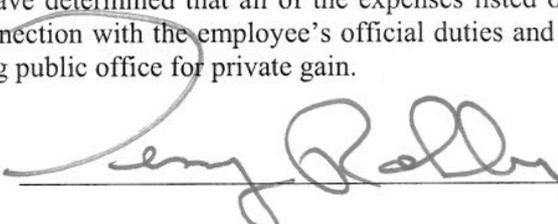
This form is for disclosing the receipt of travel expenses from private sources for meetings, speaking engagements, fact-finding trips, or similar events undertaken in connection with official duties. This form does not eliminate the need to report all privately-funded travel on the annual Financial 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): Kristin McKenzie Smith

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: 2/26/10

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: 

SIGNATURE OF SUPERVISING MEMBER: Rep. Denny Rehberg  
DATE: 2/26/10

**EMPLOYEE  
POST-TRAVEL DISCLOSURE FORM**

1. Name of Traveler (print or type): Kristin McKenzie Smith
2. a. Name of Accompanying Family Member (if any): \_\_\_\_\_  
 b. Relationship to Employee:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Date of Departure and Date of Return: February 13, 2010 - February 20, 2010  
 b. Dates at personal expense (if any): \_\_\_\_\_
4. Itinerary (cities of departure – destination – return): Washington DC - Japan -  
Washington DC
5. Sponsor(s) (who paid for the trip): Japan Center for International Exchange
6. Describe meetings and events attended (attach additional pages if necessary): Attended various meetings with leading policy experts and high-level government, civil society, and private sector leaders. (Please see attached schedule for detailed information.)
7. Attached to this form are EACH of the following (*signify that each item is attached by checking the corresponding box*):
  - a.  the Private Sponsor Travel Certification Form completed by the trip sponsor, including all attachments;
  - b.  the Traveler Form completed by the employee; **and**
  - c.  the Committee on Standards' letter 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: \_\_\_\_\_
9. TRAVEL EXPENSES: *Obtain actual dollar amounts from the sponsor. If exact dollar amounts are unavailable by the due date, provide a good faith estimate and file an amended form once the correct amounts are received.*

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses
For employee:	\$2,634.51	\$1,081.97	\$661.45
For accompanying family member:	N/A	N/A	N/A
	Other Expenses (dollar amount)	Specific Nature of Expenses (e.g., taxi, parking, registration fee, etc.)	
For employee:	\$0.00		
For accompanying family member:	N/A		

Japan Center for International Exchange (JCIE)

**US Congressional Staff Exchange Program**  
Twenty-first Delegation to Japan

February 13–20, 2010

**FINAL SCHEDULE**

**Saturday, February 13**

11:20 Depart Washington Dulles International Airport

**Sunday, February 14**

15:25 Arrival at Narita Airport

19:00 Welcome Dinner

**Monday, February 15**

9:00–10:00 Program Overview: “Japan’s Evolving Global Role”  
Tadashi Yamamoto, *President, JCIE*

10:15–11:30 “Japan’s Economy after the Global Crisis”  
Shigemitsu Sugisaki, *Vice Chairman, Goldman Sachs Japan; former Deputy Managing Director, International Monetary Fund (IMF); former Deputy Vice Minister of Finance of Japan*

12:00–13:30 “The Emerging East Asia Community and the Role of Japan-US Relations”  
Hitoshi Tanaka, *Senior Fellow, JCIE; Former Deputy Foreign Minister of Japan*

14:40–15:10 Meeting with Senior Vice Minister for Foreign Affairs  
Hon. Tetsuro Fukuyama, *Senior Vice Minister for Foreign Affairs; Member, House of Councillors (Democratic Party of Japan/DPJ)*

15:30–16:00 Meeting with Senior Vice Minister of the Cabinet Office of Japan  
Hon. Motohisa Furukawa, *Senior Vice Minister for Economic and Fiscal Policy, Science and Technology Policy, and Government Revitalization, Cabinet Office of Japan; Secretary General, National Policy Unit; Member, House of Representatives (DPJ)*

- 16:15-16:45 Meeting with Senior Vice Minister of Health, Labor, and Welfare  
Hon. Hiroyuki Nagahama, *Senior Vice Minister of Health, Labor and Welfare; Member, House of Councillors (DPJ)*
- 18:30 Dinner discussion: “The Dynamics of the Trilateral Relationship between China, Japan, and the United States”  
Amb. Koji Watanabe, *Senior Fellow, Japan Center for International Exchange; former Ambassador to Russia, Italy, and Saudi Arabia*

## **Tuesday, February 16**

- 8:00-9:00 “The DPJ’s Vision for Japan in the 21st Century”  
Hon. Koichiro Gemba, *Member, House of Representatives (DPJ); Chairman, Committee on Financial Affairs*  
Hon. Seiki Soramoto, *Member, House of Representatives (DPJ); Director, Committee on Foreign Affairs; Member, Special Committee on Anti-Piracy Measures, Prevention of International Terrorism, and Japan’s Cooperation and Support*  
Hon. Yoshitada Tomioka, *Member, House of Representatives (DPJ); Member, Committee on Financial Affairs; Member, Special Committee on Anti-Piracy Measures, Prevention of International Terrorism, and Japan’s Cooperation and Support*
- 10:30-11:30 Briefing by Ministry of Foreign Affairs of Japan  
Kazuyoshi Umemoto, *Director General, North American Bureau, Ministry of Foreign Affairs*  
Koji Tomita, *Deputy Director General, North American Bureau, Ministry of Foreign Affairs*
- 12:00-13:30 “Challenges and Opportunities for Japan’s Economy”  
Japan Business Federation (Nippon Keidanren)  
Kazuyuki Kimbara, *Director, International Affairs Bureau, Nippon Keidanren*  
Masaaki Nagamura, *Deputy General Manager, Corporate Planning Department, Tokio Marine & Nichido Fire Insurance Co., Ltd.*  
Koji Sakuma, *Chief Manager, Economic Research Office, Bank of Tokyo-Mitsubishi UFJ*  
Akihiro Tanii, *Manager, Global Affairs Team, International Relations Corporate Division for Government & Public Affairs, Panasonic Corporation*  
Masao Toyama, *Deputy General Manager for International Public Affairs, External Relations Department, Sony Corporation*

Takashi Tsurusawa, *Project General Manager, Overseas External Affairs Division, Toyota Motor Corporation*

Tomoko Hasegawa, *Manager, International Affairs Bureau, Nippon Keidanren*

Kiyomi Kasai, *International Affairs Bureau, Nippon Keidanren*

Maki Tanaka, *Deputy Director General, Japan-U.S. Business Council*

Teruko Wada, *Manager, Business Infrastructure Bureau, Nippon Keidanren*

14:00–15:30 “US-Japan Relations and American Policy toward Japan”

Briefing at the Embassy of the United States in Japan

Amb. John Roos, *Ambassador, Embassy of the United States in Japan*

William Coleman IV, *Education and Exchanges Officer, Embassy of the United States in Japan*

Timothy Cipullo, *Economic Section, Embassy of the United States in Japan*

Bill Duff, *Economic Section, Embassy of the United States in Japan*

Robert Kaproth, *Financial Attaché, Embassy of the United States in Japan*

Robert Luke, *Political Minister-Counselor, Embassy of the United States in Japan*

David Marks, *Press Officer, Embassy of the United States in Japan*

John Peters, *Commercial Minister, Embassy of the United States in Japan*

Gary Wakahiro, *Visa Unit Chief, Embassy of the United States in Japan*

16:00–17:30 “Japanese Politics under the DPJ Administration”

Gerald Curtis, *Burgess Professor of Political Science, Columbia University*

### **Wednesday, February 17**

8:00-9:30 “Prospects for US Business in Japan” Breakfast Meeting with the American Chamber Commerce in Japan (ACCJ)

Andrew Conrad, *Senior Vice President & Counsel, AFLAC International; Vice President, ACCJ*

James Foster, *Director of Corporate Affairs, Microsoft Japan; Vice President, ACCJ; former Country Director for Korea; US Department of State*

- Randy Krieger, *President, Ford Japan; Governor, ACCJ*
- Ira Wolf, *Japan Representative, Pharmaceutical Research and Manufacturers of America (PHARMA); Governor, ACCJ*
- Ryan Armstrong, *Associate Director for External Affairs, ACCJ*
- 10:30-11:30 “Prospects for US-Japan Cooperation on Common Challenges”
- Keizo Takemi, *Senior Fellow and Chair, Program on Global Health and Human Security, JCIE; former Senior Vice Minister of Health, Labour and Welfare; former Member, House of Councillors of Japan (LDP)*
- 12:00-13:30 “Revitalizing US-Japan Exchange”
- Minoru Makihara, *Senior Corporate Advisor and former Chairman, Mitsubishi Corporation; Co-chair, CULCON [US-Japan Conference on Cultural and Educational Interchange]; former Chairman, Japan-U.S. Business Council*
- 14:30–16:00 Public Seminar “US Politics in an Era of Change” with program participants as panelists
- Moderator: Tadashi Yamamoto, *President, JCIE*
- Audience of 80 Diet members and staff, policy analysts, etc. including:
- Hon. Takatane Kiuchi, *Member, House of Representatives (DPJ)*
- Amb. Sadaaki Numata, *Special Advisor, Japan Foundation; former Ambassador to Canada*
- Shijuro Ogata, *former Deputy Governor, Bank of Japan*
- Amb. Yoshiyasu Sato, *Advisor, Tokyo Electric Power Co.; former Ambassador to China*
- Hatsuhisa Takashima, *President & CEO, Japan International Broadcasting; former Press Secretary/Director-General for Press and Public Relations, Ministry of Foreign Affairs*
- Hon. Isamu Ueda, *former Member, House of Representatives (New Komeito Party)*
- Hon. Hideki Wakabayashi, *former Member, House of Representatives (DPJ)*
- 16:30-17:30 “The Fall of the Liberal Democratic Party (LDP) and Its Future Strategy”
- Hon. Yasuhisa Shiozaki, *Member, House of Representatives (LDP); former Chief Cabinet Secretary*
- Hon. Yoshimasa Hayashi, *Member, House of Representatives (LDP); former Minister of Defense; former Minister of State for Economic and Fiscal Policy*
- 18:15-21:00 Dinner hosted by Mr. Tadashi Yamamoto, *President, JCIE*

## Thursday, February 18

[8:25~16:45 *Kanagawa Program – Day 1*]

- 9:30–11:30 “Innovations in Energy Technology: Site Visit to SIM-Drive Electric Vehicle Laboratory”  
Soichiro Fukutake, *Chairman & CEO, Benesse Corporation*  
Hiroshi Shimizu, *Professor, Faculty of Environmental Information, Keio University; Director, Keio University Electric Vehicle Laboratory*
- 12:30–13:30 “Civil Society in Japan”  
Hideko Katsumata, *Managing Director & Executive Secretary, JCIE; Director, Asia Pacific Philanthropy Consortium*
- 14:00-15:00 “The Role of Religion in Japanese Life and Society”  
Morie Kokusho, *Senior Priest, Tsurugaoka Hachimangu Shrine*  
Takamichi Yanagita, *Priest, Tsurugaoka Hachimangu Shrine*  
Motokazu Tatsuyama, *Priest, Tsurugaoka Hachimangu Shrine*
- 16:15-16:45 Visit Kotokuin Daibutsu

## Friday, February 19

[9:00~18:15 *Kanagawa Program – Day 2*]

- 10:00-12:00 Visit National Defense Academy of Japan  
Makoto Iokibe, *President, National Defense Academy of Japan*  
Lt. Gen. Noboru Yamaguchi (ret), *Professor, National Defense Academy of Japan; former Commanding General, Japan Ground Self Defense Forces Research and Development Command*  
Tomohide Murai, *Professor, Department of International Relations, National Defense Academy of Japan*
- 12:40–13:25 Luncheon with US Naval Forces Senior Officers, Yokosuka US Naval Base  
Capt. Peter Rush, *Chief of Staff, US Naval Forces Japan*  
Capt. Daniel Weed, *Commander, Fleet Activities, Yokosuka*  
Capt. Timothy Pence, *US Naval Forces Japan*  
John P. Niemeyer, *Political Advisor, Japan Liaison Office, Commander, US Naval Forces Japan*  
Lt. Christina Wong, *Protocol Officer, US Naval Forces Japan*

- 13:30–14:30 Briefing on the role of US Naval Forces Japan  
Capt. Peter Rush, *Chief of Staff, US Naval Forces Japan*  
Capt. Daniel Weed, *Commander, Fleet Activities, Yokosuka*  
John P. Niemeyer, *Political Advisor, Japan Liaison Office, Commander, US Naval Forces Japan*
- 14:30-15:15 Guided tour of Yokosuka Naval Base  
Capt. Daniel Weed, *Commander, Fleet Activities, Yokosuka*
- 16:30-17:00 Meeting with Kanagawa Prefectural Governor  
Hon. Shigefumi Matsuzawa, *Governor, Kanagawa Prefecture; former Member, House of Representatives (DPJ)*
- 19: 00 Farewell Dinner

**Saturday, February 20**

- 11:10 Departure for Washington, DC (arrive at 9:40 am same day)

**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): Japan Center for International Exchange (JCIE)  
\_\_\_\_\_
  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): Meredith Ashley Jones, George Robb Rogers,  
Kristin McKenzie Smith, Arthur D. Sydney, and Desiree Westby (please see attached  
Program Overview document for further information).
  6. Dates of travel: February 13-20, 2010  
\_\_\_\_\_
  7. Cities of departure – destination – return: Washington DC - Tokyo - Washington 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 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:
- 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*
  - 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:  
JCIE is the sole sponsor and organizer of this trip, which is part of its US-Japan Political Exchange Program. JCIE promotes US-Japan dialogue in areas of common concern, and this program is designed to provide senior staffers with a deeper understanding of the US-Japan relationship and the dynamics of Japanese policymaking.
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.):  
Economy class airfare on commercial flights and domestic travel within Japan by bus and train.
- 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*):
- 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*
  - 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): \$100  
 \_\_\_\_\_
16. Reason for selecting the location of the event or trip: \_\_\_\_\_  
Tokyo offers the best access to Japanese government leaders.
17. Name of hotel or other lodging facility: Akasaka Prince Hotel (Tokyo)
18. Cost per night of hotel or other lodging facility (approximate cost may be provided): \$150  
 \_\_\_\_\_
19. Reason(s) for selecting hotel or other lodging facility: The Akasaka Prince Hotel is 5 minutes from the National Diet offices and has great meeting facilities.  
 \_\_\_\_\_

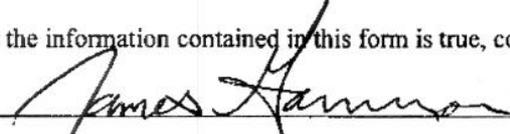
20. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input 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	\$4800	\$900	\$550
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	\$50	Shipping luggage
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: James Gannon, Executive Director

Organization: Japan Center for International Exchange

Address: 274 Madison Ave, Suite 1102

Telephone number: 212-679-4130

Fax number: 212-679-8410

Email Address: jgannon@jcie.org

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

**2010 Congressional Staff Exchange in Japan**  
Japan Center for International Exchange  
PROGRAM OVERVIEW

***1) Participants***

The following House staff have been invited to participate in the program:

Meredith Ashley Jones, *Chief of Staff, Representative John Barrow*

George Robb Rogers, *Policy Advisor and Counsel, Minority Leader John Boehner*

Arthur D. Sidney, *Chief of Staff, Representative Hank Johnson*

Kristin McKenzie Smith, *Deputy Chief of Staff, Representative Denny Rehberg*

Desiree Westby, *Deputy Chief of Staff, Representative Erik Paulsen*

In addition, several senior Senate staff will participate. Travel is not being offered to relatives of the invitees, and nobody from any outside organization, other than JCIE staff, will take part in the program or accompany the participants during their travel.

***2) Purpose and content of travel***

Since 1982, the Congressional Staff Exchange Program has given senior staff the opportunity to visit Japan for an intensive one-week study program involving briefings from leading policy experts and meetings with high-level government, civil society, and private sector leaders. The goal of the program is to provide participants with a deeper understanding of the US-Japan relationship and the dynamics of Japanese policymaking. Ultimately, this is intended to help enhance US policymaking in an increasingly interdependent world by heightening understanding of the opportunities and challenges of close coordination and cooperation between the United States and Japan on the bilateral, regional, and global levels.

***3) Selection Process***

The participants were chosen through an application process, and the finalists were selected by a bipartisan advisory committee comprised of 2 former members of Congress—Speaker Thomas S. Foley, Rep. William Frenzel—as well as Mr. Tadashi Yamamoto, President of JCIE. The application process was open to all interested Congressional staff.

***4) Background of JCIE and the US Congressional Staff Exchange Program***

JCIE is an independent, nonpartisan, 501(c)(3) nonprofit organization based in New York that is dedicated to strengthening US-Japan relations and building US-Asia cooperation. JCIE/Japan, JCIE's sister institution in Tokyo, is one of Japan's leading nongovernmental foreign policy think tanks, and it operates a wide range of policy studies and exchange programs such as the US-Japan Parliamentary Exchange, which has brought more than 270 members of Congress and the Japanese Diet to each other's countries, the US-Japan Young Political Leaders Exchange for state legislators in each country, and various bilateral "wisemen's groups." JCIE has been operating the US Congressional Staff Exchange regularly since 1982, and 143 senior staff have visited Japan on the program.

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

**PRIVATELY SPONSORED TRAVEL: TRAVELER FORM  
For Members, Officers, and Employees**

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 Private Sponsor Travel Certification Form and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. *Please type form. Form (and any attachments) may be faxed to the Committee at (202) 225-7392.*

**YOUR COMPLETED REQUEST MUST BE SUBMITTED TO THE COMMITTEE NO LESS THAN 14 DAYS BEFORE YOUR PROPOSED DEPARTURE DATE.** Absent exceptional circumstances, permission will not be granted for requests received less than 14 days before the trip commences.

Name of Traveler: Kristin McKenzie Smith

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

Signature: *Kristin McKenzie Smith*

Name of Signatory (if other than traveler): \_\_\_\_\_

For staff, name of employing Member/Committee: Rep. Denny Rehberg

Office address: 2448 Rayburn

Phone number: 5-3211

Email address of contact person: kristin.smith@mail.house.gov

- Check this box if the sponsoring entity is a media outlet and the traveler is a Member traveling to make a media appearance sponsored by that entity and these forms are being submitted to the Committee less than 14 days before the trip departure date.

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

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)

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

**PRIVATELY SPONSORED TRAVEL: TRAVELER FORM**

1. Name of Traveler: Kristin McKenzie Smith
2. Sponsor(s) (who will be paying for the trip): Japan Center for International Exchange
3. Travel destination(s): Tokyo and Kanagawa, Japan
4. a. Date of Departure and Date of Return: February 13-20, 2010
- 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:

My boss is a member of the State and Foreign Operations Subcommittee, which oversees US diplomatic

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

funding, and Japan is a key trading partner to Montana.

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: 1/22/10

Jenny Reberg  
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

DANIEL J. TAYLOR,  
COUNSEL TO THE CHAIR

R. BLAKE CHISAM,  
CHIEF COUNSEL AND STAFF DIRECTOR

ONE HUNDRED ELEVENTH CONGRESS

## U.S. House of Representatives

COMMITTEE ON STANDARDS OF  
OFFICIAL CONDUCT

Washington, DC 20515-6328

JO BONNER, ALABAMA  
RANKING REPUBLICAN MEMBER

J. GRESHAM BARRETT, SOUTH CAROLINA  
K. MICHAEL CONAWAY, TEXAS  
CHARLES W. DENT, PENNSYLVANIA  
GREGG HARPER, MISSISSIPPI

TODD UNGERECHT  
COUNSEL TO THE RANKING  
REPUBLICAN MEMBER

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

February 1, 2010

Ms. Kristin McKenzie Smith  
Office of the Honorable Denny Rehberg  
2448 Rayburn House Office Building  
Washington, DC 20515

Dear Ms. Smith:

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 February 13 to 20, 2010, sponsored by the Japan Center for International Exchange/USA.

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