

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

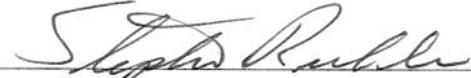
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This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. 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.

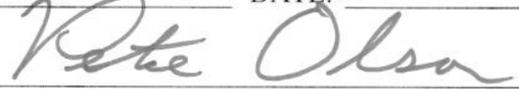
1. Name of Traveler: Stephen Ruhlen
2. a. Name of accompanying relative: _____ *or* None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates of departure and return: Departure: May 24, 2013 Return: June 1, 2013
 b. Dates at personal expense (if any): _____ *or* None
4. Departure city: Washington, DC Destination: Turkey, Azerbaijan Return city: Washington, DC
5. Sponsor(s) (who paid for the trip): Turkic American Alliance
6. Describe meetings and events attended: Met with local business, political and non-governmental leaders and associations
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 employee; *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 attached sponsor's agenda. (*Signify that statement is true by checking box*):
 b. If not, explain: I did not participate in itinerary events on June 1, 2013. I returned to the US on June 1.

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

SIGNATURE OF TRAVELER:  DATE: 6-17-13

I authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel Disclosure 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: Rep. Pete Olson DATE: 6-17-13

SIGNATURE OF SUPERVISING MEMBER: 

Version date 2/2013 by Committee on Ethics

**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): Turkic American Alliance

2. Travel Destination(s): Istanbul, Ankara, Baku
3. Date of Departure: May 24th Date of Return: June 1nd
4. Name(s) of Traveler(s): Please find attached list
(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	2785	925	345	
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: *faruk taban*

Name: Faruk Taban Title: President

Organization: Turkic American Alliance

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

Address: 750 First St NE, Suite 1125 Washinton DC, 20002

Telephone number: 202-842 2026

Email Address: ftaban@turkicamericanalliance.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.

U.S. House of Representatives
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Stephen Ruhlen
2. Sponsor(s) (who will be paying for the trip): Turkic American Alliance (TAA)
3. Travel destination(s): Istanbul, Turkey-Ankara, Turkey -Baku, Azerbaijan
4. a. Date of departure May24, 2013 Date of return: June 1, 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.
As chief of staff to a Member from Houston on the Energy&Commerce
Committee, it is important to understand the energy industry in this
region and the role of US/Houston companies in its production and
diatr
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

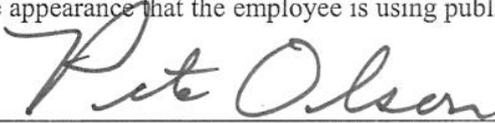
10. **FOR STAFF TRAVELERS:**

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: April 24, 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): Turkic American Alliance (TAA)

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 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 *or*
 - c. 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.

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): Steve Ruhlen, Chief of Staff at Office of US Rep. Pete Olson

5. Is travel being offered to an accompanying relative of the House invitee(s)? Yes No

6. Date of departure: May 24, 2013 Date of return: June 1, 2013

7. a. City of departure: Washington DC
b. Destination(s): Istanbul, Turkey - Ankara, Turkey- Baku, Azerbaijan
c. City of return: Washington DC

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:
TAA is a non-profit 501 (c) (3) organization with the mission of providing educational programing about the U.S. - Turkic relationship. The trip will provide a well understanding and analyzing of Turkey that will help in serving Turkish and Turkic community in U.S. and in having better relations with Turkey and Azerbaijan.
-
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): \$45 per day
- 2) Provide reason for selecting the location of the event or trip:
Turkey is a significant country for U.S. in relations of political, commercial, and cultural interests of both countries in Middle East, Central Asia, and Europe.
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- | | | | | | |
|--------------------------|-----------------------------------|-------|-----------------|-----------------|--------------|
| Hotel name: | <u>Grand Cevahir Hotel</u> | City: | <u>Istanbul</u> | Cost per night: | <u>\$180</u> |
| Reason(s) for selecting: | <u>Location and affordability</u> | | | | |
| Hotel name: | <u>Metropolitan Hotel</u> | City: | <u>Ankara</u> | Cost per night: | <u>\$120</u> |
| Reason(s) for selecting: | <u>Location and affordability</u> | | | | |
| Hotel name: | <u>JW Marriott</u> | City: | <u>Baku</u> | Cost per night: | <u>\$115</u> |
| Reason(s) for selecting: | <u>Location and affordability</u> | | | | |

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 <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	\$2475 Air \$300 Gro	\$2775	\$315
For each accompanying relative			

	<i>Other</i> Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	\$200	Museum Tickets, Parking
For each accompanying relative		

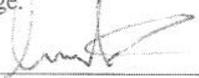
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

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: Faruk Taban
 Title: President
 Organization: Turkic American Alliance (TAA)
 Address: 750 First St NE Suite 1125 Washington DC, 20002
 Telephone number: 202-842-2026
 Email address: ftaban@turkicamericanalliance.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)

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

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



ONE HUNDRED THIRTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

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Facsimile: (202) 225-7392

May 8, 2013

Mr. Stephen S. Ruhlen
Office of the Honorable Pete Olson
312 Cannon House Office Building
Washington, DC 20515

Dear Mr. Ruhlen:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Turkey and Azerbaijan, scheduled for May 24 to June 1, 2013, sponsored by the Turkic American Alliance.

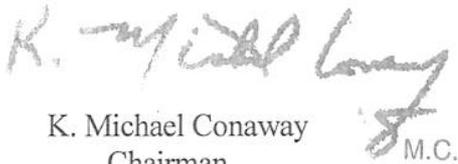
You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you 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. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$350 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 \$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.

Mr. Stephen S. Ruhlen
Page 2

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

Sincerely,


K. Michael Conaway
Chairman


Linda T. Sánchez
Ranking Member

KMC/LTS:tn

Friday, May 24 (Washington, DC)

11:25pm Departure from US (Turkish Airlines TK8)

Saturday, May 25 (Istanbul)

4:40pm Arrival in Istanbul

6:00pm Transfer to Hotel

7:00pm Check into hotel & rest for ~ 1hr

8:00pm-9: 30pm Dinner at Kubban Restaurant

- Interdiction Culture, History and Politics of Turkey and Azerbaijan

Return to Hotel

Sunday, May 26 (Istanbul)

8:00am Breakfast at hotel

9:30am-11: 30am Meeting with Dr. Ihsan Dagi

- Briefing about Syria and Refugee Issue

11:00am-12: 30pm Free Time

1:00pm-3:00pm Meeting with Local Businesspeople at Ziya Şark Restaurant

- Discussion on Challenges for Turkish economy

3:00pm -4:00pm Travel Europe to Asia Side for Meeting

4:00pm 5:00pm Free Time

5:00pm-7:30pm Meeting with The Journalist and Authors Foundation at dinner

- Discussion on interfaith and intercultural dialogue between nations and the contributions of the foundation

9:20pm-10: 20pm Flight to Ankara (TK7256)

Check into hotel

Monday, May 27 (Ankara)

8:30am-10:30pm Meeting with Faruk Lologlu, at Republican People's Party (CHP)10

- Discussion on CHP's role in Turkish Politics

10:30pm-11:30pm Visit Grand National Assembly of Turkey

12:00pm-2:00pm .Luncheon with Birol Ensari

- Discussion on Energy Issue

2:00am-3:00pm Meeting with Deputy Chairman of Ak Parti, Mevlut Cavusoglu

- Discussion on Turkish Foreign Policy and Ak Parti Perspective

3:30pm-4:00pm Meeting with President Senior Adviser

- Discussion on Turkish Foreign Policy

4:30am-6:00pm Meeting with MP of MHP, Mehmet Onal

- Discussion on Turkish Foreign Policy and MHP Perspective

6:30pm-8:00pm Dinner at Hacibey Restorant with Deputy Chief of Police of Ankara Province

- Discussion on Turkish Security Force

9:00pm-10:05pm Flight to Istanbul (TK2175)

- Check into hotel
-

Tuesday, May 28 (Istanbul/ Baku)

7:30am Breakfast at Hotel

8:50am-1: 45pm Flight to Baku (TK2175)

2:30pm Transfer to Hotel

3:00pm Check into hotel & rest for ~ 2hr

5:00 pm – 6:30 pm Meeting with Chairman of Foreign Relation Comity

- Briefing on Republic Day of Azerbaijan

6:30 pm- 8:00pm Meeting with Ambassador of US

- Discussion on US- Azerbaijan Relation

Return to Hotel

Wednesday, May 29 (Baku)

8:30am Breakfast at Hotel

9:30 am – 10:30 am US-Azerbaijan Convention Opening

11:00 am – 12:30pm Meet with the Chief of Staff of the Azerbaijani President

- Discussion on US - Azerbaijan Relation

1:00pm – 2:30pm Lunch at US-Azerbaijan Convention Luncheon

- Discussion on Azerbaijan Relations with Russia and the other Central Asia Countries

3:00 pm – 4:00pm Meet with the Foreign Affairs Committee Members

- Discussion on Azerbaijan Foreign Policy

4:30pm- 5:30pm Visit to Baku-Tbilisi-Ceyhan Pipeline Terminal (BTC)

6:00 pm – 8:30pm Dinner at US-Azerbaijan Convention Gala

- Discussion on US - Azerbaijan Relation Future and Possible Risks

Return to Hotel

Thursday, May 30 (Baku/ Istanbul)

8:30am Breakfast at Hotel

9:30 am – 11:00am Briefing at Hotel by the State Oil Company of Azerbaijan Republic (SOCAR)

- Future Project for Pipelines

11:30am – 12:30 pm Visit to the Azerbaijan Diplomatic Academy

- Discussion on Democratization Process

1:00pm – 2 :00pm Lunch with Scholars

- Discussion on contributions of new universities to Civil Society

2:30pm – 4:00 pm Visit to the Qafqaz University Campus

- To understand Azerbaijan Higher Education System and opportunities for International students

4:30pm- 5:30pm Free Time

5:00 pm Return to Hotel and Check Out

8:45pm-9: 45pm Flight to Istanbul (TK2175)

10:15pm Transfer to Hotel

10:45pm Check into hotel

Friday, May 31 (Istanbul)

9:00am Breakfast at Hotel

10:00am-11: 30am Meeting with Turkey Promotion Agency

- Presentation on Business Opportunities in Turkey

12:00pm-2:00pm Lunch with Mr. Abdulhamit Bilici (CEO, Cihan News Agency)

- Discussion on Print Media in Turkey

2:30pm- 4:00 pm Meeting with Consulate General of the United States Istanbul

- Discussion on Model partnership between Turkey and USA

4:30pm-6:00pm Meeting with Media Association Members at Dinner

- Discussion on Press Freedom in Turkey

7:00pm- 9:00pm Meeting with TUSKON Representatives

- TUSKON is operating as the top organization of associations of businessmen that are serving to make contributions for economic and social development of Turkey. TUSKON, formed by 7 different regional business federations throughout the country, was established in 2005 in Istanbul. There are 151 associations of businessmen within TUSKON, which are operating in 80 different provinces of Turkey. TUSKON represents 15,000 business people.

Return to Hotel

Saturday, June 1(Istanbul)

9:30am-11:30am Meeting with Sema Ramazanoglu and Yildirim Ramazanoglu

- Discussion on Kurdish Problem in Turkey

12:00pm- 2:0pm Free Time

2:00pm- 4:30pm Meeting with Small Business Owner

- Discussion on Opportunity for Businessman in Turkey

5:30pm-7:30pm Meeting with Muhammed Cetin, MP of Ak Parti

- Discussion on role of NGO in Turkey

Sunday, June 2(Istanbul)

7:00am Flight back to US