

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

2013 JUN 17 PM 4:47

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: Julian Johnson
2. a. Name of accompanying relative: _____ *or* None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates of departure and return: Departure: 5/24/13 Return: 6/2/13
 b. Dates at personal expense (if any): 6/1-6/2 *or* None
4. Departure city: Washington, DC Destination: Istanbul/Baku Return city: Washington, DC
5. Sponsor(s) (who paid for the trip): Turkic American Federation of Southeast
6. Describe meetings and events attended: We met with national politicians from Turkey and Azerbaijan, as well as business leaders and the local citizens. Also, we heard speakers and participated in break-out sessions at the US-Azerbaijan Convention
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 certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER: [Signature] 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. Sanford Bishop DATE: 6/17/13

SIGNATURE OF SUPERVISING MEMBER: [Signature]

**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.

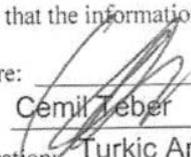
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Sponsor(s) (who paid for the trip): Turkic American Federation of Southeast
2. Travel Destination(s): Washington DC-Istanbul, Turkey-Baku, Azerbaijan
3. Date of Departure: May 24, 2013 Date of Return: May 31, 2013
4. Name(s) of Traveler(s): Attached
(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	1310\$ Air 310\$ Ground	565\$	290\$	180\$ Museum, Guide, Tips
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: 
 Name: Cemil Teber Title: President&CEO
 Organization: Turkic American Federation of Southeast

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

Address: Two Midtown Plaza
1349 West Peachtree St. Suite: 1010 NW Atlanta, GA, 30309

Telephone number: +1 678 500 1664

Email Address: cemilteber@turkicfederation.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: Julian Johnson
2. Sponsor(s) (who will be paying for the trip): Turkic American Federation of Southeast (TAFS)
3. Travel destination(s): Istanbul, Turkey and Baku, Azerbaijan
4. a. Date of departure 5/24/13 Date of return: 6/2/13
b. Will you be extending the trip at your personal expense? Yes No
If yes, dates at personal expense: 6/1/13 - 6/2/13
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 a scheduler with a legislative portfolio, this trip will inform me of the cultural, political, and economic aspects of 2 countries important to the US's security and economy.
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

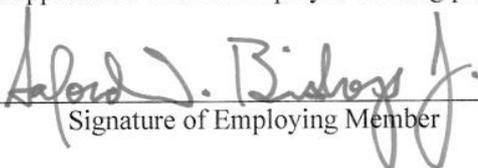
10. **FOR STAFF TRAVELERS:**

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: _____


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 Federation of Southeast(TAFS)
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):
Please see attached List!
5. Is travel being offered to an accompanying relative of the House invitee(s)? Yes No
6. Date of departure: May 24, 2013-May 31, 2013 Date of return: _____
7. a. City of departure: Washington DC
b. Destination(s): Istanbul/Baku
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:

TAFS is a non-profit 501 (c) 3 organization that has a vision for future as we work to establish and advance long-term relationships and close cooperation between US and Turkey/Azerbaijan. TAFS is responsible for organizing and funding all aspects of the trip'

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): _____
\$46

2) Provide reason for selecting the location of the event or trip: _____

Turkey and Azerbaijan are located in a very critical geography for US in the Region from energy diversification, geographical position and regional security issues.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel name: Ortakoy Princess Hotel City: Istanbul Cost per night: \$106
Reason(s) for selecting: Our agreement with each of them! And their affordable cost!

Hotel name: JW Marriott City: Baku Cost per night: \$123
Reason(s) for selecting: Our agreement with each of them! And their affordable cost!

Hotel name: _____ City: _____ Cost per night: _____
Reason(s) for selecting: _____

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 Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	\$1280 air, \$320 Ground	\$580	\$276
For each accompanying relative			

	Other 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	Guide, Tips, Museums
For each accompanying relative		

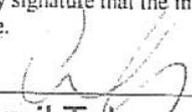
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

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: Cemil Teber

Title: President & CEO

Organization: Turkic American Federation of Southeast (TAFS)

Address: Two Midtown Plaza, Suite 1010/1349 West Peachtree Street NW Atlanta, GA 30309

Telephone number: +1 713 291 3880

Email address: cemilteber@turkicfederation.com/cemilteber@gmail.com

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)

Version date 2/2013 by Committee on Ethics

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



ONE HUNDRED THIRTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

May 21, 2013

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Mr. Julian Johnson
Office of the Honorable Sanford Bishop
2429 Rayburn House Office Building
Washington, DC 20515

Dear Mr. Johnson:

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 2, 2013, sponsored by the Turkic American Federation of Southeast. We also note that this trip includes two days at your personal expense.

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. Julian Johnson

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

Sincerely,

Handwritten signature of K. Michael Conaway in cursive script.

K. Michael Conaway
Chairman

M.C.

Handwritten signature of Linda T. Sanchez in cursive script.

Linda T. Sanchez
Ranking Member

KMC/LTS:re

TENTATIVE ITINERARY for TURKEY-AZERBAIJAN TRIP

May 24th -31th, 2013



TURKIC AMERICAN FEDERATION
of **SOUTHEAST**

Being Organized by

Turkic American Federation of Southeast

May 24, 2013 (WASHINGTON DC)

- Departure for Istanbul, Turkey
11:25 pm (TK8)

May 25, 2013

- 16:40 Pm: Arrival in Istanbul, Turkey
- 18:40 Pm: Check in Hotel (Ortakoy Princess Hotel)
- 19:30 Pm: Dinner at Hotel
- Overnight Stay at Hotel

May 26, 2013

- 9:30 Am: Breakfast with a Congressman from Turkish Parliament (Topic: Kurdish Problem)
- 13:00 Pm: Visit Journalist and writers Association (Topic: Minority Rights in Turkey)&Lunch
- 15:00 Pm: Visit to Topkapi Palace and Museum
- 19:00 Pm: Dinner with Armenian Journalist Hrant Topikian
- Overnight Stay

May 27, 2013

- 8:00 Am: Breakfast at Hotel
- 9:30 Am: Briefing about Freedom of Media in Turkey at Zaman Newspaper

- 11:30 Am: Visit to Investment Support and Promotion Agency&Lunch
- 15:00 Pm: Flight to Baku, Azerbaijan
Turkish Airlines (TK334)
- 19:45 Pm: Check in Hotel
- Dinner at Hotel

May 28, 2013 (Republic Day in Azerbaijan)

- 7:30 Am: Breakfast at Hotel
- 9:30 Am: Briefing by the Presidential Administration on "Republic Day of Azerbaijan"
- 11:00 Am: Participate at Republic Day Traditions, Customs and Activities
- 13:00 Pm: Lunch
- 15:00 Pm: Get to Haydar Aliyev Cultural Center for the US Azerbaijan Convention Welcome Reception
- 18:30 Pm: Dinner at Haydar Aliyev Cultural Center with the Members of the Azerbaijani Parliament
- Back to Hotel and Overnight Stay

May 29, 2013 (US-Azerbaijan Convention Day)

- 7:30 Am: Breakfast at Hotel
- Get to Haydar Aliyev Cultural Center for US-Azerbaijan Convention
- 9:00 Am: Opening Ceremony
- 9:30 Am: Morning Panels I-II

"The State of the US – Azerbaijan Strategic Partnership"

"Energy Security from the Caspian to Europe: the Changing World Energy Security Dynamics: New prospects for the Southern Energy Corridor"

- 10:30 Am: Special Session
- 11:30 Am: Roundtable Discussions I-II
- 13:00 Pm: Lunch at Haydar Aliyev Cultural Center
"Eurasian Security and Cooperation: US Foreign Policy toward Azerbaijan"
- 14:30 Pm: Afternoon Panels III-IV

"Azerbaijan between East and West"

"Azerbaijan's Role in Regional Peace and Stability"

- 16:00 Pm: Special Sessions II-III
- 17:00 Pm: Roundtable Discussions III-IV-V
- 19:00 Pm: Gala and Dinner at Haydar Aliyev Cultural Center

“Linking the Caspian to Europe”

- Overnight Stay

May 30, 2013

- 7:30 Am: Breakfast at Hotel
- 9:00 Am: Briefing at Hotel by the State Oil Company of Azerbaijan Republic (SOCAR)
- 9:45 Am: Visit to the State Carpet Museum
- 11:30 Am: Visit to Baku Private Turkish High School
- 12:30 Pm: Lunch at School
- 15:00 Pm: Shopping and Free Time
- Back to Hotel and Check out
- Transfer to the airport
- 20:45 Pm: Departure for Istanbul (by Turkish Airlines)
- Dinner on Turkish Airlines
- 21:45 Pm: Arrival to Istanbul

May 31, 2013

- 13:35 Pm: Departure for WASHINGTON DC (TK 7)
- 18:10 Pm: Arrival to WASHINGTON DC

	FIRST NAME	MIDDLE	LAST NAME	ORGANIZATION	TITLE
1	Cemil	Baytekin	Teber	Turkic American Federation of Southeast	Team Leader 1, President
2	Julian		Johnson	Office of US Congressman Sanford D. Bishop, Jr. (D - 02)	Schedular
3	Glenn		Miles	Office of US Congressman Hank Johnson (D - 04)	Schedular
4	Matt		Hodge	Office of US Congressman Austin Scott (GA - 08)	Military Legislative Assistant
5	Christopher	Roper	Schell	Office of US Congressman Ralph Hall®	Legislative Director
6	Jessica		Carter	Office of US Congressman Ralph Hall®	Legislative Assistant
7	Erica		Striebel	Office of US Congressman Ander Crenshaw (R - 04)	Legislative Director
8	Wiley		Deck	Office of US Congressman John L. Mica (R - 07)	Chief of Staff
9	Alice		James	Office of Senator Lindsey Graham	Schedular & Press Secretary
10	David		Black	Office of US Congressman John J. Duncan, JR. (TN - 2)	Legislative Director
11	Andrew		Newton	Office of US Senator Richard Shelby	Senior LA