Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
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Post-Travel Filing Instructions: Complete this form within **30 days** of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Center for Strategic International Studies' Global Food Security Project (CSIS)

Travel date(s): February 17-24, 2018

Name of accompanying family member (if any): N/A
Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☐ Good Faith Estimate ☒ Actual Amount	$7,383.27	$1,128.57	$533.72	$100 (rush service visa)

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☐ Good Faith Estimate ☐ Actual Amount				

Provide a description of all meetings and events attended. *See* Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Met with Ghanaian and U.S. Government officials, researchers at USAID Feed the Future and USDA Food for Progress sites, and beneficiaries of Feed the Future grants. Conducted site visits to development and research projects supported by USAID.

03/26/2018
(Date)

Anna Yelverton
(Printed name of traveler)

Anna Yelverton
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

3/26/18
(Date)

Chris Coons
(Signature of Supervising Senator/Officer)

(Revised 1/3/11)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Center for Strategic and International Studies' Global Food Security Project (CSIS)

2. Description of the trip: This is a research trip to visit Feed the Future (FTF) programs, contributing to a public report that will provide recommendations to strengthen future U.S. development efforts.

3. Dates of travel: February 17 - 24, 2018

4. Place of travel: Accra & Tamale, Ghana

5. Name and title of Senate invitees: See attached list

6. I *certify* that the trip fits one of the following categories:

   ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

   – OR –

   ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) *(see question 9)*.

7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.

   – AND –

   ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.

8. I *certify* that:

   ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.

   – AND –

   ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**
I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**
If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:
CSIS is the sole sponsor of the trip and is solely responsible for the development and execution of the trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:
CSIS provides long-term, strategic guidance to policy makers to ensure that U.S. foreign assistance programs are efficient, effective, and sustainable.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:
This is the second congressional delegation trip organized by the CSIS Global Food Security Project, the first was to Senegal in August of 2016.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

CSIS studies and highlights the impact of global food security on critical U.S. strategic interests through desk and field research, analytic publications, and public and private events.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
☒ Good Faith estimate ☐ Actual Amounts	$7,519	$1,021.09	$536	$60 (visa)

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip involves events that are arranged specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip.

Ghana was one of the original 19 FTF focus countries and one of the 12 FTF renewal countries, and their national objectives align well with FTF goals. The portfolio provides a snapshot of global FTF programs.

19. Name and location of hotel or other lodging facility:

Kempinski Hotel Gold Coast City, Gamel Abdul Nasser Ave, Accra, Ghana

Gariba Lodge, P.O. Box 541, Tamale, Ghana

20. Reason(s) for selecting hotel or other lodging facility:

The Kempinski and Gariba Lodge both have the best location for meetings, along with strong security measures, and reliable access to safe food, safe water, and electricity.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Lodging expenses are at or under USG per diem rates in Ghana. Estimated food costs are at USG per diem rate in Ghana. Flight and domestic travel expenses are necessary for timely and safe travel.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Business class airfare is provided.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

We are not providing entertainment on this delegation trip.

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: Kimberly

Name and Title: Kimberly Flowers, Director

Name of Organization: CSIS Global Food Security Project

Address: 1616 Rhode Island Ave NW

Telephone Number: 202-775-3262

Fax Number: N/A

E-mail Address: KFlowers@csis.org

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Senate Invitees:

- Anna Yelverton, Legislative Aide, Senator Christopher Coons (D-DE)
- Grant Mullins, Majority Counsel, Senate Committee on Foreign Relations

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Delegation Trip Itinerary

Congressional Staff Delegation to Ghana
Center for Strategic and International Studies Global Food Security Project
February 17 – 24, 2018

Note: This is a draft itinerary and subject to change.

Saturday, February 17

5:40pm	Depart Washington DC South African Flight 210 9h 45m

Sunday, February 18

8:25am	Arrive in Ghana
8:45am – 9:30am	Go through customs and meet drivers
9:30am – 12pm	Hotel check-in and lunch Hotel during Accra stay: The Kempinski Hotel Gold Coast City Address and phone number: Gamel Abdul Nasser Avenue PMB 66, Accra +233-24-243-6000
12pm – 5pm	**Cultural Tour: Kwame Nkrumah Memorial Park** Goal: Visit a site of historical significance to Ghana and West Africa more broadly to understand cultural and political context of Ghana.
7pm – 9:00pm	**Dinner: Political and Economic Trends in Ghana** Goal: Understand how the political and economic circumstances impact the ability of Ghana to promote agricultural development and food security.

Monday, February 19

9am – 11am	**Meeting: Ministry of Agriculture and Health, Government of Ghana** Goal: Learn from ministry representatives about agricultural development and food policy in Ghana, and how U.S. programs can best support domestic efforts to bolster food security and economic growth.

12pm – 1pm	Lunch
1:30pm – 2:15pm	**Site Visit: Food Research Institute** Goal: See the impact of a direct government-to-government award that conducts research on maize, rice and soybean.
2:45pm – 5:30pm	**Site Visit: University of Ghana, Accra** Goal: See Feed the Future Innovation Lab investments in Ghanaian research institutions through four visits to separate programs. Staff will learn about the impact of a direct government-to-government award to the University's College of Basic and Applied Science, and see the following Feed the Future Innovation Labs: Poultry Genomics, Soybeans, and Peanut/Mycotoxins.
7pm – 8:30pm	**Dinner: African Women Agricultural Research and Development (AWARD)** Goal: Learn about the capacity building program AWARD, which focuses on strengthening the research and leadership skills of women agricultural scientists.

Tuesday, February 20

9am – 11:30am	**Meeting: USAID Mission at the U.S. Embassy Accra** Goal: Get an overview of U.S. engagement in Ghana with a focus on programs made possible by the Feed the Future Initiative.
12pm – 1:30pm	**Lunch: Implementing Partners (including FinGAP)** Goal: Hear from the heads of various organizations responsible for implementing Feed the Future and other USAID projects. The lunch will serve as a good preview of the site visits to follow. Learn about FinGap project, which facilitates access to finance and investment through incentives, training and technical assistance. This project includes a John Deere financing arrangement.
2pm – 2:30pm	**Site Visit: Food Research Institute** Goal: Learn about the Soybean Value Chain Research Laboratory partnership with the Government of Ghana's Food Research Institute, in conducting soybean agronomic and production research.
3:40pm – 4:40pm	Flight to Tamale
6:00pm	Check-in to hotel Hotel during Tamale stay: Gariba Lodge Address and phone number: Bolgatanga Rd P.O. Box 541, Tamale +233-20-166-5312
7pm – 8:30pm	**Dinner: Savannah Accelerated Development Authority (SADA)** Goal: Learn about SADA, a Government of Ghana agency responsible for development activity in the northern region of Ghana, within the Feed the Future Zone of Influence.

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Wednesday, February 21

9:00am – 12:30pm	**Site Visit & Lunch: Agricultural Development and Value Chain Enhancement (ADVANCE) Project** Goal: Learn about the ACDI/VOCA project that adopts a facilitative "value chain approach" whereby maize, rice, and soybean smallholder farmers are linked to markets, finance, inputs, equipment, and information through larger commercial farmers and traders who have the capacity and incentive to invest in smallholder production.
1:30pm – 2:30pm	**Site Visit: Innovation Lab for Small-Scale Irrigation** Goal: See the collaboration between Texas A&M University and the University for Development Studies research on small-scale irrigation technologies appropriate for small farmers.
3:30pm – 5pm	**Site Visit: Agriculture Natural Resource Management (NRM) Project** Goal: See the main vehicle within USAID/Ghana to address issues of environment and natural resource management, which focuses on increasing rural wealth, nutrition, and climate change adaption.
7:30pm – 9:00pm	**Dinner: Peace Corps Representatives** Goal: Learn about the work of Peace Corps volunteers in and around Tamale focused on agriculture.

Thursday, February 22

9am – 12pm	**Site Visit: USAID Resiliency in Northern Ghana (RING) Project** Goal: Learn about the Global Communities project that highlights nutrition and soy utilization/consumption.
1pm-3pm	**Lunch & Site Visit: Agriculture Technology Transfer Project** Goal: Learn about a project working to promote the availability and use of improved agricultural technologies, like certified seed and Information Communication Technology (ICT) to increase productivity. Implemented by the International Fertilizer Development Center (IFDC).
5:10pm – 6:10pm	Flight to Accra
7:00pm	Hotel check-in and lunch Hotel during Accra stay: The Kempinski Hotel Gold Coast City Address and phone number: Gamel Abdul Nasser Avenue PMB 66, Accra +233-24-243-6000
8pm – 9:30pm	**Working Dinner** Goal: Review notes from site visits and prepare presentation for Friday out-briefs with the Government of Ghana and USAID Mission representatives.

Friday, February 23

9am – 11:30am	**Meeting: U.S. Embassy and USAID Mission Staff** Goal: Debrief on preliminary trip findings with USAID Mission staff and solicit perspectives to obtain a more complete understanding of the broader challenges and opportunities in the bilateral relationship between the United States and Ghana.
12:00pm – 1:30pm	**Lunch: Ministry of Agriculture and Health, Government of Ghana** Goal: Debrief on preliminary trip findings with government representatives and solicit perspectives to obtain a more complete understanding of the broader challenges and opportunities in the bilateral relationship between the United States and Ghana.
3pm – 5pm	**Meeting: CSIS Out-brief and Delegation Discussion** Goal: Incorporate lessons from the meetings with Mission staff and government representatives into the preliminary draft of the delegation trip's report, to be published in 2018.
8pm	Arrive at airport to depart Ghana.
11:45pm	Flight to Washington DC South African Flight 209 11h 30m

Saturday, February 24

6:15am	Arrive in Washington DC

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CSIS | CENTER FOR STRATEGIC & INTERNATIONAL STUDIES

GLOBAL FOOD
SECURITY PROJECT

February 7, 2018

Dear Anna Yelverton,

The Center for Strategic and International Studies (CSIS) Global Food Security Project is pleased to extend an invitation to you to join our Congressional staff delegation trip to Ghana from February 17 – 24, 2017. Your experience with agricultural development and foreign assistance would be an asset to both the trip and the post travel report.

The CSIS Global Food Security Project provides long-term, strategic guidance to policy makers to ensure that U.S. foreign assistance programs are efficient, effective, and sustainable. The project studies and highlights the impact of global food security on critical U.S. strategic interests, such as political stability and economic prosperity, through desk and field research, analytic publications, and public and private events. This is our second Congressional delegation trip to look at the effectiveness of Feed the Future programs; last year we traveled to Senegal with five bipartisan, bicameral congressional staff. We have updated this invitation letter to accurately reflect that your travel will be funded by the CSIS Global Food Security Project's general budget.

As an official participant of this delegation, you will have the opportunity to engage in a wide variety of discussions with on-the-ground implementers of the Feed the Future initiative. You will meet with the U.S. Agency for International Development (USAID) Mission in Ghana, along with Peace Corps Volunteers and USAID implementing partners, both non-profit and for profit, that work to implement Feed the Future goals. You will end your trip by meeting with U.S. Embassy staff, where you will have the opportunity to share your findings, and discuss future food security efforts in Ghana.

Additionally, as a participant of the delegation you will contribute to a public CSIS report that will highlight the group's experience and observations. This may include some note-taking in the field, as well as feedback and edits on the draft after we return home. Your name will be listed on the report, but it will be clear that the views expressed are solely those of the CSIS authors.

Please feel free to contact Gillian Locke at GLocke@csis.org or (202) 775-3235 with any questions you may have. We look forward to having you on this delegation trip.

Sincerely,

Kimberly Flowers
Director, Global Food Security Project & Humanitarian Agenda
Center for Strategic and International Studies

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics** in **SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Anna Yelverton

Employing Office/Committee: U.S. Senator Chris Coons

Private Sponsor(s) (list all): Center for Strategic and International Studies, Bill & Melinda Gates Foundation

Travel date(s): February 17 - 24, 2018

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Accra and Tamale, Ghana

Explain how this trip is specifically connected to the traveler's official or representational duties:

The trip is with the Center for Strategic and International Studies Global Food Security Project. The delegation will examine the effectiveness of Feed the Future programs in Ghana and meet with implementing partners and U.S. officials. As a Legislative Aide for Senator Coons, I focus on international development and support his roles on the Senate Foreign Relations and Appropriations Committees. The trip will allow me to further my understanding of U.S. investments in food security and advise Senator Coons on progress implementing the Global Food Security Act, which he sponsored.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

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

01/16/2018
(Date)

Ann Yelverton
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Chris Coons *(Print Senator's/Officer's Name)* hereby authorize Anna Yelverton *(Print Traveler's Name)*

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. *(signify "yes" by checking box)* ☐

1/16/18
(Date)

Chris Coons
(Signature of Supervising Senator/Officer)

(Revised 10/19/15)

Form RE-1