

# Employee Post-Travel Disclosure of Travel Expenses

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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): Humpty Dumpty Institute (HDI) & Amitofo Charity Center (ACC)

Travel date(s): May 24-30, 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)
<input checked="" type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	\$1420	\$325	\$175	\$80 - visa

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

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Final schedule is attached. All meetings - at the orphanage, with the Swazi gov't, and with the US gov't - were centered around education and child welfare issues both in Swaziland and in the US.

8/1/2018  
(Date)

Rachel Burkett  
(Printed name of traveler)

[Signature]  
(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.

8/1/2018  
(Date)

[Signature]  
(Signature of Supervising Senator/Officer)

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](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Rachel Burkett

Employing Office/Committee: Senator James E. Risch

Private Sponsor(s) (list all): Humpty Dumpty Institute (HDI) and the Amitofo Charity Center (ACC)

Travel date(s): May 24-May 30, 2018

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

Destination(s): Johannesburg, South Africa; Nhlanguana, Swaziland; Mbabane, Swaziland

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

As both scheduler who deals with foreign governments and groups on a daily basis, and as a legislative assistant who assists with health and education issues for the Senator, I am seeking to learn more about education and child welfare issues in Swaziland to better assist the Senator in his Foreign Affairs Committee work. By meeting with UN representatives, the Ministry of Foreign Affairs, and the Ministry of Education to discuss access to education and social programs for children in Swaziland, this trip will give me first-hand experience that will assist me as I prepare the Senator for hearings and meetings regarding these issues.

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:

5/7/2018

(Date)

Rachel Burkett

(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, James E. Risch hereby authorize Rachel Burkett  
(Print Senator's/Officer's Name) (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) ☐

5/7/2018

(Date)

James E. Risch

(Signature of Supervising Senator/Officer)





## HDI SPOKESPEOPLE

### Mary Wilson of the Supremes

**Ms. Rachel Burkett**  
**Scheduler**  
**U.S. Senator James E. Risch**  
**483 Russell Senate Office Building**  
**Washington, DC 20515**

**Dear Ms. Burkett:**

I am pleased to invite you to attend a Congressional Staff Delegation to Swaziland (May 24-29, 2018). HDI is partnering with Amitofo Charity Center, a U.S. non-profit focused on building sustainable orphanages in Swaziland and across the African continent. The delegation will have a chance to spend a night at one the care centers and interact with the orphans and staff. The participants will also meet with Swazi officials, business and community leaders, and academia. The purpose of this trip is to foster dialogue and to give the Congressional Staff an opportunity to develop a greater understanding of regional politics, economy and culture.

**The delegation will leave Washington D.C. in the evening on Thursday, May 24 and be back in Washington D.C by Wednesday, May 30. All participants need to submit their ethics paperwork no later than Monday, April 23 to ensure timely trip pre-approval by the Ethics Committee.**

**The Humpty Dumpty Institute (HDI) will be handling all the logistics and travel arrangements for this trip in close coordination with the co-sponsors, Amitofo Charity Center (ACC). We hope you will be able to join us.**

Sincerely,

Joseph Merante

**Joseph Merante**  
**Executive Director**

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**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.**

- Private Sponsor Certification - Page 1 of 4



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:

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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:

HDI and ACC are the only sponsors of this trip. HDI will work with ACC on logistics and all travel

arrangements from start to finish. HDI will consult with the U.S. Embassy in Mbabane on any country-

specific issues and travel advisories. HDI and ACC will work on schedule with U.S. Embassy, etc.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The Humpty Dumpty Institute (HDI) works to promote dialogue between the U.S. Congress, the United

Nations and foreign entities. This program is part of a series of overseas Congressional programs

organized by HDI with various co-sponsors. The delegation to Swaziland is being (see addendum)

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

HDI sponsored 51 delegations to the United Nations Headquarters. Over 600 offices participated in these

programs on bipartisan basis, from both House and the Senate. HDI also organized over 20 overseas fact

-finding programs to various locations on bipartisan and non ideological basis to promote (see addendum)

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

ACC works with orphaned children in Africa in providing facilities and resources to live and study.

HDI administers a Higher Education Alliance program where we bring speakers from the UN to various colleges and universities in the U.S.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	Total \$1,420 \$1,200 (RT airfare) \$120 (RT taxi to/from airport in the U.S. \$100 (RT ground transportation in Africa) RT=Round Trip	Total \$325 \$150 (Johannesburg), \$90 (Nhlangano), \$85 (Mbabane), See addendum.	Total = \$175 \$30 (Johannesburg), \$65 (Nhlangano), \$80 (Mbabane), See addendum.	\$80 - 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:

b) the trip involves an event that is arranged or organized specifically with regard to congressional participation

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

HDI and ACC are both U.S. based non-profits. However, ACC runs children's centers in Nhlangano that travelers will have the opportunity to visit. Mbabane is the capital city of Swaziland and (see addendum)

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

Peermont Mondior Hotel, 64 Jones Road, Kempton Park, Johannesburg, South Africa - 1 night; ACC

Guesthouse Philani Maswati in Nhlangano, Swaziland - 2 nights; Lugogo Sun, (see addendum)

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

ACC Guesthouse in Nhlangano was selected because of proximity to meeting locations. Sun Hotel in

Mbabane was selected because of proximity to meeting locations. Hotel in Johannesburg was selected because of proximity to airport.



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:

**All, lodging, meals and other expenses are below U.S. Government per diem rates for travel locations.**

- 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:**

**RT coach class international airfare. RT ground transportation from Johannesburg to Swaziland and**

**within Swaziland by minivan. RT taxi transportation btw residence and airport in DC (IAD). RT=Round Trip**

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:

**None.**

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:**

**Name and Title:** Joseph Merante, Executive Director, HDI

**Name of Organization:** Humpty Dumpty Institute;

**Address:** 527 Hudson Street #20061 New York, NY

Telephone Number: 212-944-7111

**Fax Number:**

**E-mail Address:** [joe.merante@thehdi.org](mailto:joe.merante@thehdi.org)

**PRIVATE SPONSOR TRAVEL CERTIFICATION FORM**  
**SIGNATURE PAGE FOR ADDITIONAL SPONSOR**  
*(to be completed by each additional sponsor)*

I hereby *certify* that the information contained on pages 1-4 of the certification form and any accompanying addenda, all submitted in connection with the May 24-30, 2018 trip  
to Swaziland is true, complete, and correct.  
*Place of Travel**Dates of Travel (Month Day, Year)*

Signature of Travel Sponsor: 

Name and Title: Miahong, Secretary, ACC

Name of Organization: Amitofo Charity Center;

Address: 941 S. Vermont Ave, Ste. 101 #76 Los Angeles, CA 90006

Telephone Number: 1-626-264-2827

Fax Number: .

E-mail Address: info@acc-usa.org

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Addendum to PRIVATE SPONSOR TRAVEL CERTIFICATION FORM for U.S. Congressional Staff Delegation to Swaziland sponsored by the Humpty Dumpty Institute (HDI) and Amitofo Charity Center (ACC).

2) welfare & educational issues

4) Swaziland; 2 - Nhlangano, Swaziland; 3 - Mbabane, Swaziland

5) for Sen. James E. Risch

13) co-sponsored by Amitofo Charity Center (ACC), a U.S. non-profit focused on building sustainable orphanages in Swaziland and across the African continent. The participant of this fact-finding mission will be able to gather greater understanding of social and political issues in Swaziland, to understand issues affecting children in this country and meet with U.S. Embassy staff in Mbabane.

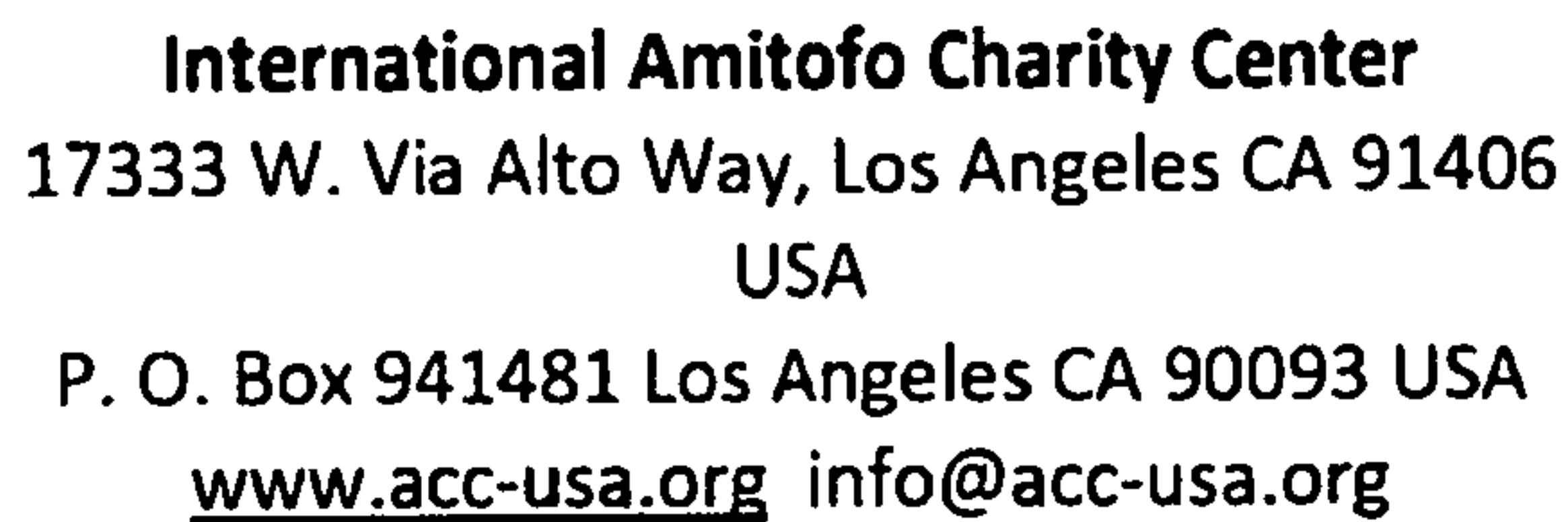
14) dialogue. ACC sponsored one U.S. Congressional Staff Delegation in partnership with HDI in 2017 to Malawi.

16) Value of lodging estimate – ACC Guesthouse does not charge for lodging. Value was based on recommended donation amount. Value of meals estimate – ACC Guesthouse does not charge for meals. Value was based on recommended donation amount.

18) the U.S. Embassy is based there.

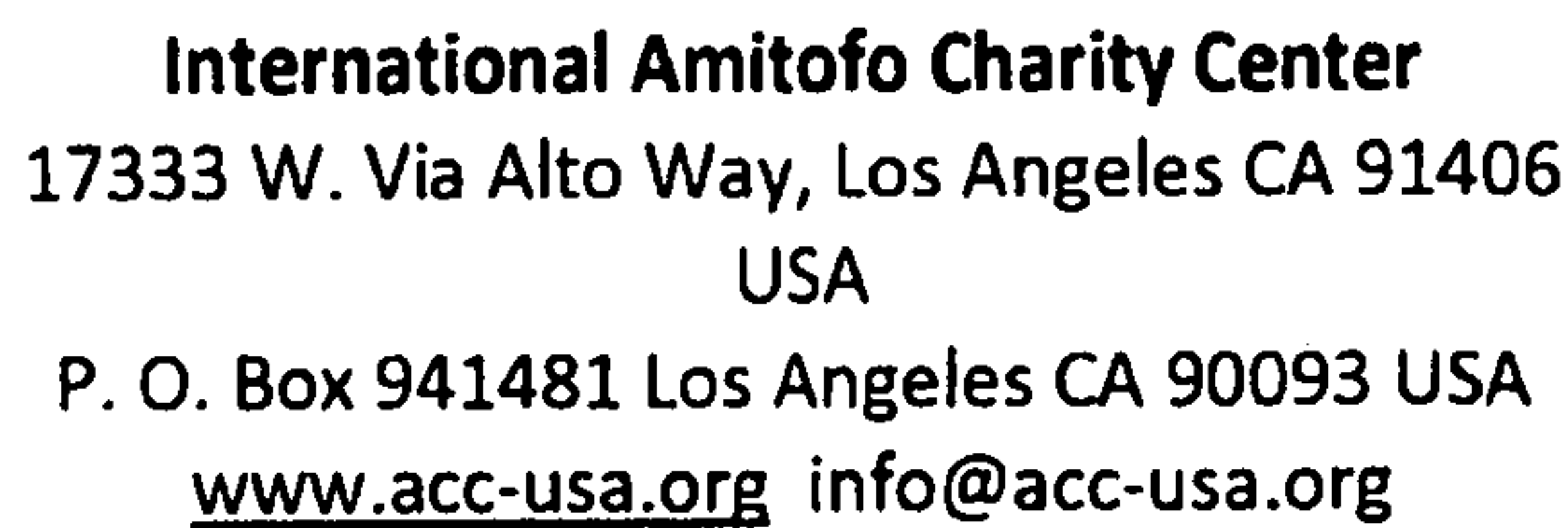
19) Old Mbabane Road, elzuwini Valley, Swaziland - 1 night.

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1. Ref: [redacted]	2. From: [redacted]	3. To: [redacted]	4. Congressional [redacted]	5. Amendment: [redacted]	6. Public Law: [redacted]	7. Date: [redacted]
8. [redacted]	9. [redacted]	10. [redacted]	11. [redacted]	12. [redacted]	13. [redacted]	14. [redacted]





(Focus: ACC students and staff will reflect on their future plans and possibilities. Students will discuss what their aspirations are after graduating. ACC staff will discuss the options which the students have. Congressional Staff will be able to compare the options to those they experienced in their career progression and make suggestions)

**7:30-8:30PM Students Presentations (Arts & Crafts, Dance, Music, Martial Arts)**

(Focus: Student presentations will serve two purposes, the first and main purpose is to show the artistic curriculum being provided to orphans at ACC which is built into the model of raising a well-rounded individual. The second purpose is for the children to showcase their cultural and traditional expressions through artistic presentation which will allow for the participants to learn and reflect on Swazi culture. This will also allow for the children to be able to share their work with an American audience, which would be a proud moment for them)

**Sunday May 27, 2018**

**6:30-8:00AM Breakfast at leisure at the Guesthouse**

**9:00AM Meeting with the Founder of ACC Children**

(Focus: Story of ACC from inception to current state of affairs, goals of the program, resources needed to achieve these goals)

**10:30AM**

**-12:00PM**      **Arrival at ACC Guesthouse, staff time**

**12:00-1:30PM Working lunch with Civil Society Leaders at ACC Guesthouse**

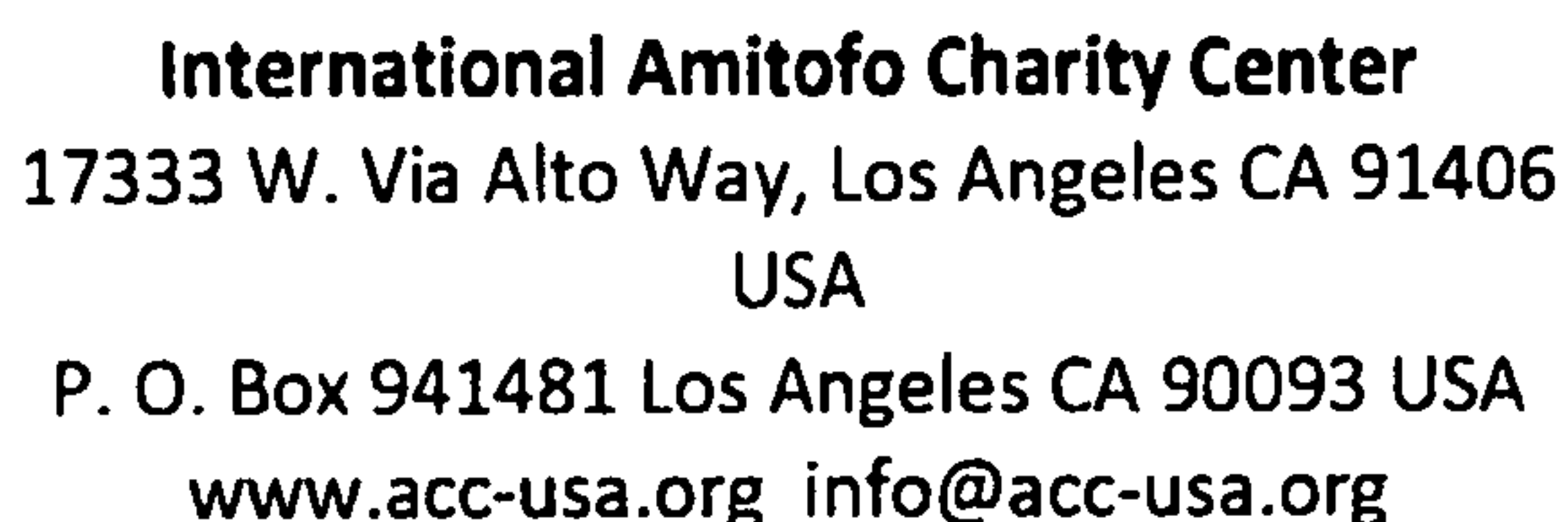
(Focus: What resources are needed most to service children's needs. Protection of Children's Rights and role of NGOs)

**2PM-5:00PM Visit to a neighboring village - meeting with different tribe leaders within that community, (ground transportation from ACC Center)**

(Focus: A guided tour of the surrounding rural areas will be given to present the staffers with overview of daily life of an average Swazi, to show available infrastructure and give historical as well as cultural context to understand challenges and progress in perspective. Tribe leaders will brief the participants on local customs and societal structure as related to daily living and future sustainability. A discussion on intersection between formal government programs and assistance as related to tribal living structure will follow and examples of social programs affecting children in these tribes as related to their health and welfare will be presented. Question and answer session will follow each of discussion with tribal leaders. Format will be guided tour followed by sit down round table of 20 persons from each tribe)

**6:00-8:00PM** Working dinner with local business leaders

(Focus: Business Environment, Investment and Trade Issues. Approximately 30 persons will attend including Congressional Staff and co-sponsor representatives, U.S. Embassy Mbabane will assist with invite process of the business leaders and names will be available after the RSVP process.



**Format will be a sit-down dinner with discussion where each of the business leaders will be able to give a 5-minute introduction followed by a 10-minute question and answer session, approximately 3-4 business leaders are expected to present)**

**Monday May 28, 2018**

**6:00-6:45AM Breakfast with ACC Students and Farewell**

**7:00AM**      **Depart for the capital city of Mbabane (3 hours, ground transportation)**  
**(Discussion on schedule in Mbabane)**

**10:00AM**      **Briefings at the U.S. Embassy in Swaziland (incl. coffee break) led by Mich Coker, Pol/Econ Chief**  
(Focus: U.S. Priorities in Swaziland and the region, Children's Rights. A panel of U.S. Embassy personnel will present on various missions and strategies of implementation focusing specifically on the United States President's Emergency Fund for AIDS Relief (PEPFAR). The discussion will touch open key elements of PEPFAR mandate in Swaziland such as Eliminating Pediatric AIDS, Impact Mitigation, Gender Mainstreaming, Human Resources for Health, Treatment & Care Services, Research / strategic information, Health Systems Strengthening and Infrastructure, etc. An extensive question and answer session will close the meeting after a coffee break).

**12:00-1:15PM Working lunch with delegation participants and co-sponsors**  
(Focus: Mid-program survey; participants feedback on activities)

**1:30-3:00PM Meeting with Social Welfare Department**  
(Focus: Access to social welfare programs, funding for community based programs, best practice review based on models of social welfare programs in U.S. and Europe)

**2:30PM**      **Check-in at The George Hotel and Staff Time**

**5:00PM Depart for U.S. Ambassador's Residence**

**5:30PM**      **U.S. Ambassador's Reception and Conversation on Children's Rights with U.S. Embassy Staff, U.N. Representatives, Swaziland Representatives from Judicial and Law Enforcement branches.**  
(Focus: UN role in helping orphans in Swaziland. Challenges faced and progress made by UN agencies working in Swaziland and beyond)

**8:00-9:00PM**    **Working dinner with Philani Maswati Charity Organization Representatives**  
(Focus: NGO efforts in addressing Children's Rights and helping orphans, intersection of private and public sectors in efforts to address children's issues)

**Tuesday May 29, 2018**

**7:00-8:30AM Breakfast at leisure at the Hotel**

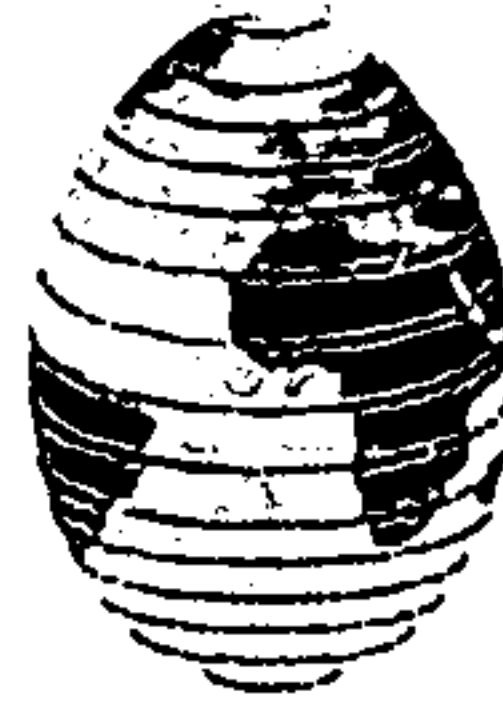
**8:30AM**      **Depart for U.S. Embassy**

**9:30AM Meeting with Amb. Lisa J. Peterson, U.S. Ambassador to the Kingdom of Swaziland**





**International Amitofo Charity Center**  
17333 W. Via Alto Way, Los Angeles CA 91406  
USA  
P. O. Box 941481 Los Angeles CA 90093 USA  
[www.acc-usa.org](http://www.acc-usa.org) [info@acc-usa.org](mailto:info@acc-usa.org)



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**HUMPTY DUMPTY INSTITUTE**  
PUTTING THE PIECES BACK TOGETHER

(Focus: U.S. Priorities in Swaziland and the region, Children's Rights)

**10:00-11:30AM Continuation of Briefings at the U.S. Embassy in Swaziland focused on PERFAR**

(Focus: U.S. Priorities in Swaziland and the region, Children's Rights. A panel of U.S. Embassy personnel will present on various missions and strategies of implementation focusing specifically on the United States President's Emergency Fund for AIDS Relief (PEPFAR). The discussion will touch open key elements of PEPFAR mandate in Swaziland such as Eliminating Pediatric AIDS, Impact Mitigation, Gender Mainstreaming, Human Resources for Health, Treatment & Care Services, Research / strategic information, Health Systems Strengthening and Infrastructure, etc. An extensive question and answer session will close the meeting after a coffee break).

**11:30AM Luggage Call and departure from the hotel**

**12:30PM No-host lunch**

**1:30-5:30PM Depart for Johannesburg (4 hours, ground transportation)**  
(Post program discussion, feedback from participants)

**6:30PM No-host dinner**

**11:15PM Depart JNB for IAD on Delta 9466; 9384 via Amsterdam (3 hour layover)**

**Wednesday May 30, 2018**

**3:40PM Arrive at IAD**



**International Amitofo Charity Center**  
941 S. Vermont Ave. Ste 101#76, Los Angeles  
CA 90006 USA  
P. O. Box 941481 Los Angeles CA 90093 USA  
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## **U.S. Congressional Staff Delegation to the Republic of Swaziland May 25-30, 2018**

### **Participant List**

1. Ms. Rachel Burkett, Legislative Aide and Scheduler, Senator James E. Risch
2. Mr. Arthur Sidney, Chief of Staff, Rep. Henry C. "Hank" Johnson Jr.
3. Ms. Sophia Lafargue, Chief of Staff, Rep. Gregory W. Meeks
4. Dr. Janette Yarwood, Staff Director, House Subcommittee on Africa, Global Health, Global Human Rights and International Organizations, Rep. Karen Bass
5. Mr. Steve Ginther, Director of International Programs, HDI
6. Rev. Hong, Amitofo Charity Center (ACC)

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