Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
2022 AUG 30 PM 1:39

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): Cooperative for Assistance and Relief Everywhere, Inc (CARE)

Travel date(s): August 7-11, 2022

Name of accompanying family member (if any): _____
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	$2,165.90	$447	$279.64	$511.92* *Intepreter, Security, Travel Insurance, Airport VIP Arrival/Departure

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.): Please see attached agenda

8/30/22 (*Date*) | Katherine Thomas (*Printed name of traveler*) | Katherine Thomas (*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.

8/30/22 (*Date*) | John Boozman (*Signature of Supervising Senator/Officer*)

(Revised 1/3/11) **Form RE-2**

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: Katherine Thomas

Employing Office/Committee: Senate Committee on Agriculture, Nutrition, & Forestry

Private Sponsor(s) (list all): Cooperative for Assistance and Relief Everywhere(CARE)

Travel date(s): August 7-11, 2022

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

Destination(s): Ecuador - Quito, Cotacachi, Ibarra, and Tulcan

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

The Learning Tour will address the impact of U.S. foreign assistance in addressing root causes of forced migration and instability in the region. This includes exploring issues of food and nutrition security, including visiting a WFP-supported project that provided emergency food aid to vulnerable families during the pandemic. I cover food security and international food aid issues on the Senate Committee on Agriculture, Nutrition, & Forestry. This learning tour will directly help me understand program implementation and provide insight for program oversight in the upcoming Farm Bill and other relevant legislation.

Name of accompanying family member (if any): _____

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:

7/19/22
(Date)

Katherine Thomas
(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 John Boozman hereby authorize Katherine Thomas
(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)* ☐

7/19/22
(Date)

John Boozman
(Signature of Supervising Senator/Officer)

(Revised 10/19/15) **Form RE-1**

0000000002589 RECEIVED BY: SECRETARY OF THE SENATE Date: August 30, 2022



CARE USA
1100 17th St., NW
Suite 900
Washington, DC 20036
USA
www.care.org

June 29, 2022

Katherine Thomas
Senate Committee on Agriculture, Nutrition, and Forestry

Dear Katherine Thomas:

We are approaching you with a special opportunity to join CARE's Learning Tour to Ecuador over the August recess. This trip will examine the importance of U.S. investments in community empowerment and development to address some of the root causes of migration and instability in the region, including issues of economic opportunity, access to health and adequate nutrition, food security, and gender-based violence. This trip will take place August 7-11 (including travel) and will include a bi-partisan delegation of policymakers.

Travel on a CARE Learning Tour will take you off the beaten path to spend genuine time in communities directly benefiting from U.S. investments. CARE Learning Tours prioritize time in the field, visiting program sites that allow you to meet with some of the most vulnerable beneficiaries of foreign assistance. We have over 12 years of experience implementing Congressional education trips, and CARE, along with our partners, has been working for decades in many of the communities you will visit. This allows us and other program implementers to bring delegations to uniquely remote and challenging contexts. The trip will feature a wide array of implementing partners, not just CARE, for you to get a deeper understanding of the work being done. Throughout the trip, you will have a chance to understand both the successes and the challenges facing communities in Ecuador, often articulated directly by the program participants themselves, to present a comprehensive view of what interventions supported through U.S. investments can accomplish.

In May 2020, Ecuador was the second Latin American country to be hit by COVID-19 and experienced some of the highest rates of infection and mortality in the region. The pandemic triggered a deep recession that led to an increase in poverty, gender-based violence and social instability. The pandemic also compounded pre-existing challenges in Ecuador, including frequent natural disasters, weak education systems, and regional migration forced by conflict. In fact, Ecuador is one of the largest recipients of refugees in Latin America, particularly from Venezuela, with more than 400,000 refugees and migrants living in or passing through the country. Women and girls are often the most vulnerable in conflict settings, and 88.5 percent of surveyed migrants, refugees, and displaced women reported having experienced some form of gender-based violence.

Despite these challenges, community members and leaders supported by international investment are making sustainable changes in their own communities. Ecuador implemented one of the most successful COVID-19 vaccination campaigns in the world, with 77 percent of its population now fully vaccinated. Migrants and host community entrepreneurs are working together to build economic opportunity, and young girls are leading campaigns to end sexual and gender-based violence in schools.

On your journey, you will meet these community leaders, see firsthand how critical U.S. investments are making a difference, and return to Capitol Hill with a deeper understanding of the link between U.S. foreign assistance, community development, and regional and international stability.

To allow sufficient time for planning, we would appreciate a response indicating your interest by Tuesday, July 5, 2022. Please let us know any additional information that would be helpful as well as ways we can tailor this opportunity to meet your needs and availability.

Sincerely,

Rachel L Hall

Rachel Hall
Associate Vice President of Advocacy
CARE USA

0000000002590 RECEIVED BY: SECRETARY OF THE SENATE Date: August 30, 2022

CARE USA
1100 17th St NW
Suite 900
Washington, DC 20036
USA
www.care.org

July 7, 2022

Senate Select Committee on Ethics
220 Hart Senate Office Building
Washington, DC 20510

RE: CARE Learning Tour to Ecuador, August 7-11, 2022

To Whom It May Concern:

Since 2009, the CARE Learning Tours program has provided policymakers and influential opinion leaders the unique opportunity to see firsthand the impact of U.S. foreign assistance investments on health and development worldwide. CARE has engaged members of Congress and key staff from both political parties as well as influential opinion leaders on these Learning Tours.

On this CARE Learning Tour, we will be sponsoring a trip to Ecuador, which will include staff for members of the Senate and House of Representatives. This trip has been funded with the assistance of a grant provided to CARE by the Bill & Melinda Gates Foundation with the purpose of raising awareness about the importance of U.S. investments in confronting global poverty. A portion of the activities funded by the grant include congressional travel, and CARE is using some of the grant funds to support this specific trip. The Foundation did not play a role in organizing the trip and has not been involved in the selection or invitation of travel participants. This funding had not been earmarked for this specific trip as stated in Item 7 on the Private Sponsor Travel Certification Form.

We are committed to ensuring adherence to all Ethics Committee rules and regulations. For further information about CARE's advocacy and lobbying structure, please see the attached description. If you have any questions, please feel free to contact me at (202) 569-7027.

Sincerely,

Rachel L. Hall
Digitally signed by Rachel L. Hall
DN: cn=Rachel L. Hall, o, ou=CARE, email=Rachel.Hall@care.org, c=US
Date: 2022.07.07 20:33:35 -04'00'

Rachel Hall
Associate Vice President, U.S. Government Advocacy
CARE USA

0000000002591 RECEIVED BY: SECRETARY OF THE SENATE Date: August 30, 2022

CHRISTOPHER A. COONS, DELAWARE, CHAIRMAN
JAMES LANKFORD, OKLAHOMA, VICE CHAIRMAN

BRIAN SCHATZ, HAWAII
JEANNE SHAHEEN, NEW HAMPSHIRE
JAMES E. RISCH, IDAHO
DEB FISCHER, NEBRASKA

SHANNON HAMILTON KOPPLIN, CHIEF COUNSEL AND STAFF DIRECTOR
WILLIAM B. CABLE, CHIEF CLERK

HART SENATE OFFICE BUILDING, ROOM 220
SECOND AND CONSTITUTION AVENUE, NE
WASHINGTON, DC 20510-6425

TELEPHONE: (202) 224-2981
FACSIMILE: (202) 224-7416
TDD: (202) 228-3752

United States Senate

SELECT COMMITTEE ON ETHICS

July 29, 2022

Katherine Thomas
Committee on Agriculture, Nutrition, & Forestry
United States Senate
Washington, DC 20510

Dear Ms. Thomas:

This responds to your recent correspondence requesting approval from the Select Committee on Ethics (the Committee) to accept an invitation you received to travel on a learning trip to Quito, Tulcan, and Ibarra, Ecuador on August 7–11, 2022, sponsored by the Cooperative for Assistance and Relief Everywhere (CARE). Provided that you adhere to the guidance set forth below, it appears that it is permissible for you to accept necessary expenses from CARE in connection with this trip.

Background

Based on your communication with the Committee, the background in this matter is as follows.[1] You are employed as a Senior Professional Staff Member in the Committee on Agriculture, Nutrition, and Forestry and Senator John Boozman is your supervising Senator. CARE invited you to travel on a learning trip to Quito, Tulcan, and Ibarra, Ecuador on August 7–11, 2022. CARE certified to the Committee that it will pay the necessary expenses[2] related to the travel and that it is neither a lobbyist, lobbying firm, agent of a foreign principal, or otherwise acting as a representative or agent of a foreign government. CARE has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist or agent of a foreign principal will accompany you at any point throughout your trip.[3]

Discussion

Privately-sponsored travel includes any gift of travel and travel-related expenses for travel outside the Senate duty station, including transportation, lodging, food and refreshments, and conference fees and materials, whether paid for directly, reimbursed, or provided directly, from a private individual or entity, in connection with a Member's, officer's, or employee's

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[1] If this letter does not correctly recite the facts, contact the Committee immediately.

[2] The term "necessary expenses" has a specific definition. *See Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

[3] The term "any point throughout your trip" has a specific definition. *See Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2.

official Senate duties. Incorporating reforms from the Honest Leadership and Open Government Act of 2007 (HLOGA), Pub. L. 110–81 (2007), Senate Rule 35.2 permits Members, officers, and employees to accept privately-sponsored travel only with the prior written approval of the Committee.

The Committee's approval process is governed by the *Regulations and Guidelines for Privately-Sponsored Travel and Glossary of Terms* (collectively, *Travel Regulations*). The *Travel Regulations* contain detailed requirements regarding who may sponsor travel; time limits for trips; and the type and amount of expenses that can be reimbursed.

Entities that do not retain or employ a lobbyist or foreign agent and all non-profit organizations designated as tax-exempt organizations under § 501(c)(3) of the Internal Revenue Code of 1986, regardless of whether they retain or employ a lobbyist or foreign agent, may sponsor foreign trips for up to seven days. The seven-day limitation means seven 24-hour periods, calculated from the time of arrival in the trip location to the time of departure from the trip location. For such trips, neither lobbyists nor foreign agents may accompany a Senate invitee at any point throughout the trip, other than in a *de minimis* way.[4] This means that neither lobbyists nor foreign agents may accompany Senate invitees at any point to and from the event, at the event itself, or at the location being visited.[5]

The Committee has determined that § 501(c)(3) non-profit organizations that are classified as private foundations, as opposed to public charities, may not pay for transportation from the United States to a foreign country.[6] However, CARE represented to the Committee that it is a § 501(c)(3) public charity, as opposed to a private foundation, pursuant to the Internal Revenue Code.[7]

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form,* and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel**.[8]

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[4] The term "*de minimis*" has a specific definition. *See Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 3.

[5] *See Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel* at 5; *see also Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2-3.

[6] *See* 26 U.S.C. § 4941 et seq. Section 501(c)(3) of the Internal Revenue Code broadly defines non-profit, charitable, tax-exempt organizations. These § 501(c)(3) organizations are then further defined or designated as "public charities" and "private foundations."

[7] 26 U.S.C. § 501(c)(3).

Consistent with these standards and Committee precedent, CARE's factual representations, it appears that it is permissible for you to accept necessary expenses from CARE in connection with this trip, provided that the actual travel and travel-related expenses conform to the information and materials you provided, and the travel and all required documents are disclosed to the Secretary of the Senate (Office of Public Records).

Please be advised that the United States Constitution prohibits the acceptance of any gift, including a meal, from a foreign government without the consent of Congress. In the Foreign Gifts and Decorations Act (FGDA), Congress consented to the acceptance by federal government officials of: (1) gifts of minimal value and (2) travel or the expenses for travel taking place entirely outside the United States, from a foreign government (which includes those acting as a representative or agent of a foreign government).[9] The Senate has defined minimal value as $100 or less. Further, pursuant to FGDA, there are certain reporting and procedural requirements that are imposed upon Members, officers, and employees who accept gifts from a foreign government. Please review the Committee's "Dear Colleague" letter of January 11, 2019, setting forth the items to be included in filing that report.

Finally, Senate Rule 34 requires a reporting individual,[10] on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed $415 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,

Shannon Hamilton Kopplin
Chief Counsel and Staff Director

Enclosure: Travel Checklist

[9] 5 U.S.C. § 7342.

[10] A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 ($135,468 for CY 2022) or is a political fund designee and is required to file Financial Disclosure Reports.

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.

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1. Sponsor(s) of the trip (please list all sponsors): Cooperative for Assistance and Relief Everywhere, Inc. (CARE)

2. Description of the trip: To show the positive reach and scope of U.S. investments in programs that support development and humanitarian response in Ecuador.

3. Dates of travel: August 7-11, 2022

4. Place of travel: Quito, Cotacachi, and Tulcan (Ecuador)

5. Name and title of Senate invitees: See Addendum A

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:

CARE is the host to the delegation and responsible for logistics and content of the trip and post-trip follow up. CARE is the trip sponsor.

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

CARE is a leading humanitarian organization focused on combating global poverty. In line with CARE's mission to combat poverty by promoting community development and comprehensive humanitarian response, this trip was organized to show how US investments support development in Ecuador.

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

CARE hosts congressional trips as an educational opportunity to see development work firsthand. Since 2009, CARE has hosted 35 trips with members of Congress and/or their staff.

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

CARE US implements development programming worldwide and works to promote visibility and provide education on issues important to ending global poverty. This education includes hosting conferences, trainings, briefings, community outreach and study tours on gender, food security and health

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
☒ Good Faith estimate ☐ Actual Amounts	$2,076.58 See Addendums C & D for estimate details	$447	$494.67	$592.11

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 was arranged specifically with regard to congressional participation

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

The U.S. Government is an important development partner in Ecuador sharing an interest in sustainable programs to combat poverty and empower women and girls in Ecuador.

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

JW Marriot - Quito, Ecuador

La Mirage- Cotacachi, Ecuador

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

The hotels above offer western accommodations with ample security for the trip's activities.

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:

Our daily expenses for lodging are less than the U.S. Government per diem rate lodging ($190 in Quito and $122 in other areas). Our daily expenses for meals are equal to the U.S. Government per diem rate for meals is $107 in Quito and $94 in other areas

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:

The delegation will fly coach class to and from Ecuador. On August 10, 2022, the delegation will travel on a chartered plane between Quito and Tulcan. See addendum C for more information.

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:

No entertainment will be provided on this 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: Rachel L. Hall Digitally signed by Rachel L. Hall DN: cn=Rachel L. Hall, o, ou=CARE, email=Rachel.Hall@care.org, c=US Date: 2022.07.07 20:22:26 -04'00'

Name and Title: Rachel Hall, Associate Vice President of Advocacy

Name of Organization: Cooperative for Assistance and Relief Everywhere, Inc. (CARE)

Address: 1100 17th St NW Suite 900, Washington DC 20036

Telephone Number: (202) 569-7027

Fax Number: N/A

E-mail Address: rachel.hall@care.org

0000000002598 RECEIVED BY: SECRETARY OF THE SENATE Date: August 30, 2022

BILL & MELINDA GATES foundation

PO Box 23350
Seattle, WA 98102, USA
V 206.709.3100
F 206.709.3180
www.gatesfoundation.org

Jul 7, 2022

Senate Select Committee on Ethics
220 Hart Senate Office Building
Washington, DC 20510

This letter is submitted in response to your request regarding a learning trip beginning August 7, 2022. The Bill & Melinda Gates Foundation made a grant to CARE USA on October 9th, 2019 to fund various activities, including congressional tours to provide learning opportunities on U.S. foreign assistance programs.

I send this to confirm that the Bill & Melinda Gates Foundation is aware of this project and provided support, through the assistance of grant funding, to CARE USA for this project for the purpose of providing members of Congress, Congressional staff, other key decision-makers and influential individuals with the personal experience and knowledge of U.S. Government programs in the developing world and to provide follow-on information to tour participants, selecting countries that have a broad array of U.S. Government development projects.

However, the Foundation did not play a significant role in the project, or in organizing the related trip, and has not been involved in the selection or invitation of travel participants. Decisions regarding travel participants have been controlled by and under the sole discretion of CARE USA. This funding has not been directly or indirectly earmarked to finance any aspect of this trip.

If we can provide any additional information, please contact me at true.pfeifer@gatesfoundation.org, or 202.709.1780.

Sincerely,



True Pfeifer
Program Officer
Global Policy and Advocacy
Bill & Melinda Gates Foundation

CARE CONFIDENTIAL

AGENDA: CARE Learning Tour to Ecuador, August 7-11

Sunday, August 7 **Travel Day**

5:59am Depart U.S. for Quito, Ecuador (AA 1178)

1:58pm Delegation arrives in Quito, Ecuador (AA 2163)

2:30-3:30pm Transfer to hotel

3:30-6:00pm Check in/unpacking time

6:00-6:45pm Welcome Briefing to provide an overview of trip and introduce CARE staff and delegates to one another
Participants: Delegation and CARE staff (Rachel Hall, Kalei Talwar, Jorge Bagaipo, Patrice Brombeck, Robert Roche, Ana Buitron, Ritu Sharma, Katharine Nasielski) only.

6:45-7:00pm Transfer to dinner

7:00-8:30pm Scene-Setter Dinner Briefing with INGO experts with technical experts to gain social, political and historical context of development in Ecuador and migration in the region
Note: Entire time will be allocated to discussing officially-connected programming.
Participants: Delegation, Carla Celi from CARE Ecuador Country Office, Huberto Salazar and Boris Conejo from ESQUEL, Michelle Grunauer from Universidad San Francisco de Quito and Learning Tours staff (Rachel Hall, Kalei Talwar, Jorge Bagaipo, Patrice Brombeck, Robert Roche, Ana Buitron, Ritu Sharma, Katharine Nasielski) only.

8:30-8:45pm Transfer to hotel

Overnight: JW Marriott – Quito, Ecuador

Monday, August 8 **Quito, Ecuador**

8:00-9:30am Breakfast Briefing with U.S. Mission to learn about U.S. development and humanitarian investments in Ecuador and U.S. government priorities in the region
Note: Entire time will be allocated to discussing officially-connected programming.
Participants: Delegation, 3-4 representatives from the U.S. Mission to Ecuador, likely Ambassador Fitzpatrick and Porter Illi

9:30-10:15am Transfer to site visit 1

10:15am-11:30am Site Visit 1: HIAS Visit Combatting Xenophobia project to understand the experience of migrants when they arrive to Ecuador and effective ways to build cohesion between migrant populations and host communities
Participants: Delegation, 3-4 implementing staff from the HIAS (NGO) including National Director Maricela Parra, 10-15 program participants.

11:30-12:15pm Transfer to meeting

12:15-1:15pm Meeting with Foreign Minister of Ecuador (requested) to learn about the priorities and investments in community development of the Ecuadorian Government
Participants: Delegation, officials from the Foreign Ministry of Ecuador

1:15-1:30pm Transfer to lunch

1:30-3:00pm Lunch with Esquel Frontline Health Workers who implemented Ecuador's COVID-19 response and vaccination campaigns to learn about the impact of the pandemic in Ecuador and the experience of frontline health workers in ending the acute phase of the pandemic
Note: Entire time will be allocated to discussing officially-connected programming.
Participants: Delegation, 3-5 frontline health workers and program staff from Esquel (NGO) including José De La Torre, Michele De La Torre, and Anabel Bilbao

3:00-3:15pm Transfer to site visit 2

3:15-4:30pm Site Visit 2: Tour CARE El Nido Shelter to learn about the challenge of human trafficking in the region, understand the drivers of human trafficking and meet with survivors to understand their perspectives
Participants: Delegation, 2-3 implementing staff from the center including Carla Celi, 6-8 program participants living at the shelter.

4:30-6:30pm Transfer to hotel

6:30-7:30pm Downtime/Shower time

7:30-9:00pm Debrief Dinner to discuss the conversations and site visits of the day and reflect on the impact and drivers of forced migration in the region
Note: Entire time will be allocated to discussing officially-connected programming.
Participants: Delegation and Learning Tours staff (Rachel Hall, Kalei Talwar, Jorge Bagaipo, Patrice Brombeck, Robert Roche, Ana Buitron, Ritu Sharma, Katharine Nasielski) only.

Overnight: La Mirage – Cotacachi, Ecuador

Tuesday, August 9 **Ibarra, Ecuador**

8:00-9:00am Transfer to site visit 1

9:00-11:00am Site Visit 1: Visit CARE Gender-Based Violence in Emergencies project to tour services available to refugees and migrants and join a women's savings group as well as a community healing circle to learn more about the unique challenges women and girl refugees face in crisis settings

Participants: Delegation, 2-3 implementing staff from the center including Carla Celi, 6-8 program participants receiving support from the center.

11:00-1:30pm Transfer to site visit 2

Note: Lunch provided in the vehicles

1:30-3:30pm Site Visit 2: Visit ADRA integrated health services project to join home visits and child nutrition training, tour clinic and meet with families receiving food aid to understand the role of frontline health workers in ensuring family health and discuss challenges exacerbated by the pandemic

Participants: Delegation, 2-3 implementing staff from ADRA (including ADRA Country Director Javier Espejo), 8-10 program participants receiving health services from the project.

3:30-5:00pm Transfer to Quito

5:00-6:30pm Downtime/Shower time

6:30-7:00pm Transfer to reception

7:00-9:00pm Reception with U.S. Ambassador, Local Government, and NGO Leaders to discuss the role of international partners, the Ecuadorian Government, and NGOs in fostering development in Ecuador and stability in the region

Location: Casa Museo Guayasamín

Participants: Delegation and 50-75 representatives from the U.S. Mission, international and local NGOs, activists, corporate partners, journalists, local government officials working on nutrition and development in Ecuador.

9:00pm- 9:30pm Transfer to hotel

Overnight: JW Marriott – Quito, Ecuador

Wednesday, August 10 **Tulcán, Ecuador**

8:30-9:30am Transfer to airport

9:30-10:30am	Transfer to Tulcán *Note: Breakfast on plane*
10:30-10:45am	Transfer to site visit 1
10:45-12:15pm	Site Visit 1: Visit HIAS women's agricultural cooperative to learn about sustainable agricultural in support of economic development and savings groups programming that include both Ecuadorian and migrant women to build community cohesion and economic independence *Participants: Delegation, 2-3 implementing staff from the HIAS center including HIAS National Director Maricela Parra, 4-6 program participants.*
12:15-1:00pm	Lunch Discussion with HIAS Program Participants to discuss the challenges women and migrants face in saving money, earning credit, owning land and finding legal employment *Note: Entire time will be allocated to discussing officially-connected programming.* *Participants: Delegation, 2-3 implementing staff from the HIAS center including HIAS National Director Maricela Parra, 4-6 program participants.*
1:00-1:15pm	Transfer to airport
1:15-2:15pm	Transfer to Quito
2:15-3:00pm	Transfer to site visit 2
3:00-4:45pm	Site Visit 2: World Vision Youth Ready project to meet with youth who have participated in livelihood and mental health programming and discuss the economic opportunities available to vulnerable youth in Ecuador *Participants: Delegation, 2-3 World Vision (NGO) implementing staff from the center including María Elena Torres and Maria José Almeida, 10-15 program participants.*
4:45-5:00pm	Transfer to hotel
5:00-6:30pm	Downtime/Shower time
6:30-8:30pm	Closing Debrief Dinner to reflect on trip take-aways and the impact of U.S. support and interventions *Note: Entire time will be allocated to discussing officially-connected programming.* *Participants: Delegation and CARE staff (Rachel Hall, Kalei Talwar, Jorge Bagaipo, Patrice Brombeck, Robert Roche, Ana Buitron, Ritu Sharma, Katharine Nasielski) only.*

8:30-10:15pm Downtime/Packing time

10:15-11:00pm Airport Transfer

Thursday, August 11 **Quito, Ecuador**

1:35am Depart Quito, Ecuador for U.S. (AA 820)

11:00am Delegation arrives in U.S. (AA 2878)

SUBMITTED FOR THE RECORD

Invited House Congressional Members and Staffers

Addendum A:
We invited staffers handling foreign affairs, migration or foreign assistance issues for members of Congress on the below committees and caucuses. These committees and offices hold a particular relevance to the issue of U.S. foreign assistance, U.S global leadership and migration in Latin America which will be the focus of the trip.

- House Foreign Affairs Committee
- Senate Foreign Relations Committee
- House Appropriations Committee
- Senate Appropriations Committee
- Congressional Hispanic Caucus
- Congressional Black Caucus
- House leadership offices
- Senate leadership offices

Congressional Members:

- Rep. Joaquin Castro (D-TX-20)
- Rep. Sara Jacobs (D-CA-53)
- Rep. David Joyce (R-OH-14)
- Rep. Collin Allred (D-TX-32)
- Rep. Yvette Clarke (D-NY-09)
- Rep. Lauren Underwood (D-IL-14)
- Rep. Peter Meijer (R-MI-03)
- Rep. Mario Diaz-Balart (R-FL-25)
- Rep. Michael McCaul (R-TX-10)
- Rep. Dina Titus (D-NV-01)
- Rep. Tom Cole (R-OK-04)
- Rep. Jaime Herrera Beutler (R-WA-03)
- Rep. Derek Kilmer (D-WA-06)
- Rep. Ann Kirkpatrick (D-AZ-02)
- Rep. Chris Stewart (R-UT-02)
- Rep. Andy Kim (D-NJ-03)
- Rep. Tom Malinowski (D-NJ-07)
- Rep. Robin Kelly (D-IL-02)
- Rep. Steve Chabot (R-OH-01)
- Rep. Mark Green (R-TN-07)
- Rep. Chrissy Houlahan (D-PA-06)
- Rep. Young Kim (R-CA-39)
- Rep. Gregory Meeks (D-NY-05)
- Rep. Pete Aguilar (D-CA-31)

- Rep. Ken Calvert (R-CA-42)
- Rep. Katherine Clark (D-MA-05)
- Rep. Henry Cuellar (D-TX-28)
- Rep. Rosa DeLauro (D-CT-03)
- Rep. Mike Garcia (R-CA-25)
- Rep. Tony Gonzales (R-TX-23)
- Rep. Josh Harder (D-CA-10)
- Rep. Grace Meng (D-NY-06)
- Rep. Dan Newhouse (R-WA-04)
- Rep. Chellie Pingree (D-ME-01)
- Rep. David Trone (D-MD-06)
- Rep. Brian Fitzpatrick (R-PA-01)
- Rep. Abigail Spanberger (D-VA-07)
- Rep. Joe Wilson (R-SC-02)
- Rep. Brad Schneider (D-IL-10)
- Rep. Gwen Moore (D-WI-04)
- Rep. Joyce Beatty (D-OH-03)
- Rep. Val Demings (D-Fl-10)
- Rep. Hakeem Jeffries (D-NY-08)
- Rep. Lisa Blunt Rochester (D-DE At-Large)
- Rep. Debbie Wasserman Schultz (D-FL-23)
- Rep. Claudia Tenney (R-NY-22)
- Rep. Ken Buck (R-CO-04)
- Senator Chris Murphy (D-CT)
- Senator Mike Rounds (R-SD)
- Senator Roy Blunt (R-MO)
- Senator John Boozman (R-AR)
- Senator Joni Ernst (R-IA)
- Senator Tim Kaine (D-VA)
- Senator Ben Lujan (D-NM)
- Senator Alex Padilla (D-CA)
- Senator Marco Rubio (R-FL)
- Senator Jon Ossoff (D-GA)
- Senator Raphael Warnock (D-GA)
- Senator Ben Sasse (R-NE)
- Senator Todd Young (R-IN)
- Senator Cory Booker (D-NJ)
- Senator Mark Kelly (D-AZ)
- Senator Ed Markey (D-MA)
- Rep. Tim Burchett (R-TN-02)
- Rep. Mark Amodei (R-NV-02)
- Rep. Andy Barr (R-KY-06)

- Rep. Sanford Bishop (D-GA-02)
- Rep. David Cicilline (D-RI-01)
- Rep. Ben Cline (R-VA-06)
- Rep. Gerald Connolly (D-VA-11)
- Rep. Jim Costa (D-CA-16)
- Rep. Adriano Espaillat (D-NY-13)
- Rep. Ashley Hinson (R-IA-01)
- Rep. Ronny Jackson (R-TX-13)
- Rep. Marcy Kaptur (D-OH-09)
- Rep. William Keating (D-MA-09)
- Rep. Susie Lee (D-NV-03)
- Rep. Ted Lieu (D-CA-33)
- Rep. Nicole Malliotakis (R-NY-11)
- Rep. Kathy Manning (D-NC-06)
- Rep. Brian Mast (R-FL-18)
- Rep. Dan Meuser (R-PA-09)
- Rep. Scott Perry (R-PA-10)
- Rep Dean Phillips (D-MN-03)
- Rep Mark Pocan (D-WI-02)
- Rep Lucille Roybal-Allard (D-CA-40)
- Rep Tim Ryan (D-OH-13)
- Rep Michael Simpson (R-ID-02)
- Rep Albio Sires (D-NJ-08)
- Rep David Valadao (R-CA-21)
- Rep Juan Vargas (D-CA-51)
- Rep Jennifer Wexton (D-VA-10)
- Rep Susan Wild (D-PA-07)
- Rep Steve Womack (R-AR-03)
- Rep Lee Zeldin (R-NY-01)
- Brandon Yoder, Senior Professional Staff Member, Senate Committee on Foreign Relations (Majority)
- Victor Cervino, Professional Staff Member, Senate Committee on Foreign Relations (Minority)
- Claire Figel, Senior Policy Analyst, Senate Committee on Foreign Relations (Minority)
- Katherine Earle, Professional Staff Member, House Committee on Foreign Affairs (Minority)
- Zakiya Carr Johnson, Senior Professional Staff Member, House Committee on Foreign Affairs (Majority)
- John Muscolini, Policy Analyst, House Subcommittee on Military Construction, Veterans Affairs, and Related Agencies (Minority)
- Marin Stein, Professional Staff Member, House Subcommittee on State, Foreign Operations, and Related Programs (Majority)

- Sarah Arkin, Policy Director, Senate Committee on Foreign Relations (Majority)
- Meghan Gallagher, Professional Staff Member, House Committee on Foreign Affairs (Minority)
- Joan Condon, Professional Staff Member, Senate Committee on Foreign Relations (Minority)
- Stephane Le Bouder, Deputy Staff Director, House Committee on Foreign Affairs (Majority)
- Ana Quintana, Professional Staff Member, House Subcommittee on Western Hemisphere, Civilian Security, Migration and International Economic Policy (Minority)
- Anne Marie Chotvacs, Staff Director, House Committee on Appropriations (Minority)
- Chuck Kieffer, Staff Director, Senate Committee on Appropriations (Majority)
- Bill Duhnke, Staff Director, Senate Committee on Appropriations (Minority)
- Robin Juliano, Staff Director, House Committee on Appropriations (Majority
- Claire Borzner, Professional Staff Member, Senate Committee on Agriculture, Nutrition, and Forestry (Majority)
- Katherine Thomas, Senior Professional Staff Member, Senate Committee on Agriculture, Nutrition, and Forestry (Minority)
- Julia Greensfelder, Legislative Analyst/Policy Analyst, Senate Committee on Foreign Relations
- Charlotte Oldham-Moore, Senior Professional Staff Member, Senate Committee on Foreign Relations (Majority)
- Sid Ravishankar, Staff Director, House Foreign Affairs Committee
- Mark Iozzi, National Security Adviser, Rep. Steny Hoyer (D-MD-5)
- Allen Souza, National Security Adviser, Rep. Kevin McCarthy (R-CA-23)
- Liz Johnson, Chief of Staff, Senator Mitt Romney (R-UT)
- Megan Reiss, National Security Policy Adviser, Senator Mitt Romney (R-UT)
- Nicholas Semanko, Legislative Director/Counsel, Rep. Joyce Beatty (D-OH-3)
- Matt Dernoga, Legislative Director, Rep. Nanette Barragan (D-CA-44)
- Cesar Gonzalez, Chief of Staff, Rep. Mario Diaz-Balart (R-FL-25)
- Gisselle Reynolds, Senior Legislative Assistant, Rep. Mario Diaz-Balart (R-FL-25)
- Samantha Schifrin, Foreign Policy and Defense Adviser, Senator Cory Booker (D-NJ)
- Gregory Adams, Legislative Director, Rep. Barbara Lee (D-CA-13)
- Elizabeth O'Bagy, Senior Adviser, Foreign Policy, Senator Chris Coons (D-DE)
- Tom Melia, Senior Foreign Policy Adviser, Senator Ben Cardin (D-MD)
- Joel Cohen, Legislative Director, Rep. Dina Titus (D-NV-1)
- Austin Gage, Legislative Director/Counsel, Rep. Hal Rogers (R-KY-5)
- Jack Rayburn, Legislative Director, Rep. Rosa DeLauro (D-CT-3)
- Jose Villalvazo, Legislative Assistant, Senator Alex Padilla (D-CA)
- Sophie Jones, Legislative Assistant, Rep. Sara Jacobs (D-CA-53)
- Brandt Anderson, National Security Adviser, Senator Todd Young (R-IN)
- Amber Bland, Legislative Director, John Barrasso (R-WY)

- Erum Ali, Policy Adviser, Senator Dick Durbin (D-IL)
- Dan Adelstein Rounds, National Security Adviser, Senator Mike Rounds (R-SD)
- Craig Abele, Legislative Director, Senator Lindsey Graham (R-SC)
- Zachary Hosford, National Security Adviser, Senator Brian Schatz (D-HI)
- Salvador Ortega, Legislative Assistant, Senator John Boozman (R-AR)
- Felipe Galvis-Delgado, Legislative Assistant, Senator Martin Heinrich (D-NM)
- Dan Burgess, Legislative Director, Senator Roy Blunt (R-MO)
- Casey Davison, Legislative Assistant, Rep. Katherine Clark (D-MA-5)
- Michelle Dorothy, Chief of Staff, Rep. Chrissy Houlahan (D-PA-6)
- John Mark Kolb, Legislative Director, Rep. Maria Elvira Salazar (R-FL-27)
- Daniel Marrow, Senior Legislative Assistant, Rep. Kathy Manning (D-NC-06)
- Zachary Roberts, Legislative Director, Rep. Austin Scott (R-GA-8)
- Ray Salazar, Senior Adviser, Rep. Steny Hoyer (D-MD-5)
- Sophia Schilling, Legislative Assistant, Rep. Betty McCollum (D-MN-4)
- Sebastian Wigley, Legislative Assistant, Rep. Young Kim (R-CA-39)
- Bonnie Krenz, Chief of Staff, Rep. Abigail Spanberger (D-VA-7)
- Connor Meyers, Legislative Assistant, Rep. Chris Stewart (R-UT-2)
- Ausan Al-Eryani Senator Kaine, Legislative Assistant, Senator Tim Kaine (D-VA)
- Sarah Markley, Policy Analyst, House Foreign Affairs Committee (Minority)

Addendum C:

Sunday, August 7

- 5:59am Depart Washington, DC in Coach Class (AA 1178)
- 1:58pm Arrive in Quito, Ecuador in Coach Class (AA 2163)

Wednesday, August 8

- On August 10, 2022, the delegation will travel on chartered flight from Quito to Tulcan and back. Due to our schedule and limited flight options within Ecuador, as well as tough terrain in Ecuador, we have chosen to use a charter plane to get to and from Tulcan to ensure the delegation has as much time as possible at the site visits in Tulcan focused on education. We have selected a charter plane leased by Avioandes. The Airline Operating Certificate (AOC) is forthcoming.
    - 9:30am Depart Quito, Ecuador
    - 10:30am Arrive Tulcan, Ecuador
    - 1:15pm Depart Tulcan, Ecuador
    - 2:15pm Arrive Quito, Ecuador

Thursday, August 11

- 1:35am Depart Quito, Ecuador in Coach Class (AA 820)
- 11:00am Arrive in Washington, DC in Coach Class (AA 2878)

Addendum D: Good Faith Estimate Cost Breakdown

Travel

- Total Transportation Cost: $2,076.58
  - International Flights (DCA-UIO)
    - $1,235.01 roundtrip per person
  - Domestic Flights (Quito-Tulcan and return)
    - $644.21 roundtrip per person
  - Ground Transport
    - $197.36 per person

Lodging

- Total Lodging Cost: $447
  - La Mirage (1 night)
    - $122
  - JW Marriot Quito (2 nights; only will stay for two nights but an extra half day is required because departure flight back to the US does not leave until 1:00am on Thursday August 11)
    - $115/night for 2 nights= $230
    - $95/Half day= $95

Meals

- Total Cost of Meals: $494.67
  - Quito
    - $107/day for 3 days= $321
  - Ibarra
    - $79.67/day for 1 day

Other

- Total Other Costs: $592.11
  - Interpreters
    - $22.89/day for 4 days= $91.58
  - Security
    - $52.63/day for 4 days= $210.53
  - Airport VIP Services- expedited arrival and assistance through customs process
    - $200/person
  - Travel Insurance
    - $90/person

CERTIFICADO DE EXPLOTADOR DE SERVICIOS AEREOS
AIR OPERATOR CERTIFICATE

[1]	REPUBLICA DEL ECUADOR [2] DIRECCION GENERAL [3] DE AVIACIÓN CIVIL CIVIL AVIATION GENERAL DIRECTORATE	[1] DAC
AOC # [4] : **AVI-121-038** Fecha de Vencimiento [5] : / Expiry date: **N/A**	Nombre del explotador [6] Operator Name **"AVIOANDES S.A."** Nombre Comercial[7]: / Dba trading name: **" AVIOANDES S.A."** Dirección del explotador [8] : / Operator address **Site Center, Calle del Establo y Calle C, Torre II, Of. 113; Cumbaya – Ecuador** Teléfono [9] : / telefhone **(593-2) 02 393 1620** Correo-e: / E-mail info@avioandes.com	**PUNTOS DE CONTACTO [10] OPERACIONALES :** La información de contacto donde se puede ubicar a las autoridades de gestión operacional sin demoras indebidas se proporciona en la **Dirección de Operaciones teléfono:** **(593-2) 02 393 1620** **OPERATIONAL POINTS OF CONTACT** Contact details, at which operational management can be contacted without undue delay, are listed in **Operations Direction, Telephone:** **(593-2) 02 393 1620**

Por el presente, se certifica que **AVIOANDES S.A.** [12] está autorizada a realizar operaciones de transporte aéreo comercial según se define en las Especificaciones Operacionales, que se adjuntan, de conformidad con el Manual de Operaciones y con la RDAC **PARTE 121.** [13]

This Certificate certifies that, **AVIOANDES S.A.** is authorized to perform commercial air operations, as defined in the attached operations specifications, in accordance with the operations manual and the RDAC PART 121 .

Fecha de expedición [14] : / Date of issue	Nombre y firma [15] : / Name and signature	**Sr. Carlos Javier Álvarez Mantilla**
22-05-2018	Título: / Title	**Director General de Aviación Civil**