111TH CONGRESS
1st Session

HOUSE OF REPRESENTATIVES

REVIEW NO.
10–6294

OFFICE OF CONGRESSIONAL ETHICS UNITED STATES HOUSE OF REPRESENTATIVES

Report and Findings

Transmitted to the
Committee on Standards of Official Conduct
on July 30, 2010
and released publicly pursuant to H. Res. 895 of the
110th Congress as amended

July 2010

AUTHENTICATED
U.S. GOVERNMENT
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OFFICE OF

CONGRESSIONAL ETHICS

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REPORT

REVIEW NO. 10–6294

The Board of the Office of Congressional Ethics (the "Board"), by a vote of no less than four members, on July 23, 2010, adopted the following report and ordered it to be transmitted to the Committee on Standards of Official Conduct of the United States House of Representatives.

SUBJECT: Representative G. K. Butterfield

NATURE OF THE ALLEGED VIOLATION: In 2009, Representative G. K. Butterfield participated in a Congressional Delegation to Lithuania. During the trip, he received a travel per diem for meals and incidental expenses with an approximate value of $800.00. Public statements attributed to Representative Butterfield indicated that he may have retained excess per diem. In addition, these public statements indicate that he may have retained excess per diems on other trips.

If Representative Butterfield's actual meal and incidental expenses during a CODEL were less than the per diem received and he did not return the excess per diem, he may have violated House Rule 10, clause 8, House Rule 23, clauses 1 and 2.

RECOMMENDATION: The Board recommends that the Committee on Standards of Official Conduct further review the above allegations.

VOTES IN THE AFFIRMATIVE: 6

VOTES IN THE NEGATIVE: 0

MEMBER OF THE BOARD OR STAFF DESIGNATED TO PRESENT THIS REPORT TO THE COMMITTEE ON STANDARDS OF OFFICIAL CONDUCT: Leo Wise, Staff Director & Chief Counsel.

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FINDINGS OF FACT AND CITATIONS TO LAW

Review No. 10–6294

On July 23, 2010, the Board of the Office of Congressional Ethics (the "Board") adopted the following findings of fact and accompanying citations to law, regulations, rules and standards of conduct (*in italics*). The Board notes that these findings do not constitute a determination of whether or not a violation actually occurred.

I. INTRODUCTION

1. The Rules of the 111th Congress were adopted by the U.S. House of Representatives on January 6, 2009. Rule 10, clause 8, provides that House Members and staff on official foreign travel receive reimbursement for their official expenses at the lesser of (1) the applicable per diem; or (2) the actual expenses incurred. The Rules of the 110th Congress included the identical provision.[1] By this rule, Members of the House imposed on themselves a requirement that per diem in excess of actual expenses is to be returned. The Speaker of the House recently underscored this requirement and restated the rule that "[a]ny per diem provided to members or staff is intended to be expended only for official purposes related to the trip. Excess funds are to be returned to the Treasury. . . ."[2]

2. During this Review, various committees which authorize foreign travel and the U.S. Department of State all informed the Office of Congressional Ethics ("OCE") that many Members and staff use per diem properly, comply with the rule and return excess per diem. The House Committee on Foreign Affairs, the House Committee on Armed Services, the Commission Security and Cooperation in Europe, and the Bureau of Legislative Affairs of the U.S. Department of State each has staff responsible for collecting and recording the return of excess per diem from Members and staff. According to the officials, Members and staff routinely return excess per diem to these entities.[3]

3. Notwithstanding the rule and the compliance by many Members and staff, several Members claimed that it is common practice by some to use per diem for purposes other than official expenses and to retain excess per diem. While this practice may seem to be

[1] Rules of the House of Representatives, 111th Cong. Rule X, Clause 8, adopted under H. Res. 5, 111th Cong. (January 6, 2009).

[2] Letter from the Speaker of the House to House Committee Chairmen, dated May 13, 2010 (Exhibit 1 at 10–6294_002).

[3] Memorandum of Interview of Commission on Security and Cooperation in Europe Office Manager ("CSCE Office Manager MOI") (Exhibit 2 at 10–5477_006); Memorandum of Interview of House Committee on Foreign Affairs Travel Coordinator (Exhibit 3 at 10–5477_009); and Memorandum of Interview of House Armed Services Committee Travel Coordinator (Exhibit 4 at 10–5477_014).

consistent with the rationale for a per diem approach to covering travel expenses without need for itemized accounting, it nonetheless appears to be contrary to the rule the House adopted and with which many Members evidently do comply. The Board determined that fairness dictates upholding the standard stated in the rule and adhered to by many, rather than excusing a practice of noncompliance, however pervasive.

4. Representative Butterfield acknowledged publically before the commencement of the OCE's Review that he did not return excess per diem.[4] During the Review, he acknowledged that he used per diem for expenses other than meals and incidentals, indicating that he had excess per diem.[5]

A. SUMMARY OF ALLEGATIONS

5. Based on the information before the Office of Congressional Ethics ("OCE"), there is substantial reason to believe that Representative G.K. Butterfield may have violated House Rule 10, clause 8; House Rule 23, clauses 1 and 2, by retaining excess per diem when his actual meal and incidental expenses were less than the per diem that he received during various Congressional Delegation trips ("CODELs").

B. JURISDICTIONAL STATEMENT

6. The allegations that were the subject of this Review concern Representative Butterfield, a Member of the United States House of Representatives from the 1st District of North Carolina. The Resolution the United States House of Representatives adopted creating the OCE directs that, "[n]o review shall be undertaken . . . by the board of any alleged violation that occurred before the date of adoption of this resolution." The House adopted this Resolution on March 11, 2008. Therefore, the conduct under Review occurred after March 11, 2008.

C. PROCEDURAL HISTORY

7. The OCE received a written request for a preliminary review in this matter signed by at least two members of the Board on April 12, 2010. The preliminary Review commenced on April 13, 2010. The preliminary Review was scheduled to end on May 13, 2010.

8. At least three members of the Board voted to initiate a second-phase Review in this matter on May 11, 2010. The second phase Review commenced on May 14, 2010.[6] The second-phase Review was scheduled to end on June 28, 2010.

9. The Board voted to extend the 45-day second-phase Review by an additional 14 days on June 21, 2010, as provided for under H.

[4] Brody Mullins and T.W. Farnam, "Lawmakers Keep the Change," *Wall St. J.,* March 2, 2010 (Exhibit 5 at 10–6294_017).

[5] Memorandum of Interview of Representative G.K. Butterfield, June 24, 2010 ("Butterfield MOI") (Exhibit 6 at 10–6294_022).

[6] According to the Resolution, the Board must vote on whether to conduct a second-phase review in a matter before the expiration of the 30-day preliminary review. If the Board votes for a second-phase, the second-phase begins when the preliminary review ends. The second-phase review does not begin on the date of the Board vote.

Res 895. Following the extension, the second-phase Review was scheduled to end on July 12, 2010.[7]

10. Representative Butterfield submitted a written statement to the Board, under Rule 9(B) of the OCE's Rules for the Conduct of Investigations, on July 19, 2010.[8]

11. The Board voted to refer the matter to the Committee on Standards of Official Conduct for further Review and adopted these findings on July 23, 2010.

12. This report and findings in this matter were transmitted to the Committee on Standards of Official Conduct on July 30, 2010.

D. SUMMARY OF INVESTIGATIVE ACTIVITY

13. The OCE requested documentary and testimonial information from the following sources:

(1) Representative Butterfield;

(2) Commission on Security and Cooperation in Europe ("CSCE");

(3) CSCE Office Manager;

(4) House Committee on Foreign Affairs;

(5) House Committee on Foreign Affairs Travel Coordinator;

(6) House Committee on Armed Services;

(7) House Committee on Armed Services Travel Coordinator;

(8) Bureau of Legislative Affairs of the United States Department of State; and

(9) United States Air Force Congressional Liaison Office.

II. THERE IS SUBSTANTIAL REASON TO BELIEVE THAT REPRESENTATIVE BUTTERFIELD RECEIVED PER DIEM IN EXCESS OF HIS ACTUAL MEAL AND INCIDENTAL EXPENSES DURING CERTAIN CODELS AND RETAINED THE EXCESS PER DIEM

14. The Board recognizes that the per diem rule contained in House Rule 10, clause 8 is under the jurisdiction of the House Committee on Rules.

15. Based on the facts presented before the Board, the allegations in this Review also implicate House Rule 23, clauses 1 and 2, which are under the jurisdiction of the Committee on Standards of Official Conduct.

16. Regardless of which committee the House determines to appropriately address these issues, the OCE has jurisdiction to Review alleged violations of "any law, rule, regulation, or other standard of conduct applicable to the conduct of [a] Member, officer, or employee in the performance of his duties or the discharge of his responsibilities."[9]

A. APPLICABLE LAW, RULES, AND STANDARDS OF CONDUCT

1. HOUSE RULES

17. Pursuant to House Rule 10, clause 8(b):

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[7] *Id.* at § 1(c)(2)(A)(ii) (2008).

[8] Letter from Representative Butterfield to Chairman David Skaggs and Co-Chairman Porter J. Goss, dated July 19, 2010. (Exhibit 7 at 10–6294_026).

[9] H. Res. 895 of the 110th Congress, as amended, Section 1(c)(1)(A).

"The following conditions shall apply with respect to travel outside the United States or its territories or possessions . . . (2) A member or employee shall be reimbursed for the expenses of such individual for a day at the lesser of—

(A) the per diem set forth in applicable Federal law; or

(B) the actual, unreimbursed expenses (other than for transportation) incurred during that day."

18. Pursuant to House Rule 23, clause 2:

"A Member, Delegate, Resident Commissioner, officer, or employee of the House shall adhere to the spirit and the letter of the Rules of the House and to the rules of duly constituted committees thereof."

19. Pursuant to House Rule 23, clause 1:

"A Member, Delegate, Resident Commissioner, officer, or employee of the House shall conduct himself at all times in a manner that shall reflect credibility on the House."

2. FEDERAL TRAVEL REGULATION AND OTHER GUIDANCE

20. House Rule 10, clause 8(b), incorporates by reference Federal law governing the use of per diem. Specifically, Public Law 95–384 governs per diem provided to congressional travelers. Per diem rates are established under 5 U.S.C.§ 5702 and the Federal Travel Regulation, 41 C.F.R. chs. 300–304.

21. The "per diem allowance (also referred to as subsistence allowance) is a daily payment instead of reimbursement for actual expenses for ***lodging, meals, and related incidental expenses.*** The per diem allowance is separate from transportation expenses and other miscellaneous expenses."[10]

22. Lodging expenses include "expenses, except lodging taxes in the United States, for overnight sleeping facilities, baths, personal use of the room during daytime, telephone access fee, and service charges for fans, air conditioners, heaters, and fires furnished in the room when such charges are not included in the room rate."[11]

23. Meal expenses are "expenses for breakfast, lunch, dinner and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons)."[12]

24. Incidental expenses are "(1) Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries; (2) Transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the TDY site; and (3) Mailing cost associated with filing travel vouchers and payment of Government sponsored charge card billings."[13]

25. "Per Diem consists of two components: the lodging rate and the M&IE. Per diem rates are established by the Department of State for foreign cities. The foreign per diem rates are established monthly by the Department of State based on actual reported costs of hotel, meals and incidental expenses in individual cities around the world. Therefore, routine expenses are usually well within the

[10] 41 C.F.R. § 300–3.1 (emphasis added).
[11] *Id.*
[12] *Id.*
[13] *Id.*

per diem rates and it is sufficient to authorize per diem payments based on those rates." [14]

26. Under the Federal Travel Regulation, the allocation of meals and incidental expenses ("M&IE") rates that are used in making deductions from the M&IE are as follows: 15% for breakfast, 25% for lunch, 40% for dinner, and the remainder for incidental expenses. For example, if the M&IE for a specific city was $100 per day, it was allocated as $15 for breakfast, $25 for lunch, $40 for dinner, and $20 for incidental expenses. [15]

27. According to The United States Department of State Bureau of Legislative Affairs Official Foreign Travel Guide published for the U.S. Congress, Members are advised the following:

Questions and Answers

Q **What do I do if I received more travel funds than I needed?**

A It depends. If you traveled on a per diem allowance (the set rates) you may keep any "excess" funds, though your authorizing committee may have their own specific rules.

If you received funds in excess of that allowance (because actual costs were anticipated to exceed the allowance) you must itemize your expenses and reconcile any differences with the congressional office that authorized your travel. Unused per diem funds, authorized on an enhanced or actual cost basis, must be returned to the Department of State by personal check in U.S. dollars, made payable to the U.S. Treasury or to the Treasurer of the United States.

28. The House has adopted a general rule for all committees that per diem allowance (the set rates) in excess of actual expenses may not be retained. [16]

B. REPRESENTATIVE BUTTERFIELD MADE PUBLIC STATEMENTS INDICATING THAT HE MAY HAVE RETAINED EXCESS PER DIEM

29. On March 2, 2010, the *Wall Street Journal* published an article entitled "Lawmakers Keep the Change." [17]

30. Representative Butterfield's statements in the article indicate that he may have retained excess per diem that he received during the CODELs.

31. According to the article: "Mr. Butterfield said that he didn't recall if he had any leftover funds, and that he sometimes kept the extra cash." "I won't deny that sometimes I have a little left, but it's not much—maybe 80, 90, or 100 dollars,' said Rep. G.K. Butterfield (D., N.C.)" [18]

32. Representative Butterfield told the OCE that these quotes are not completely accurate. He explained that it is accurate that he does not know if he had any "significant" leftover funds. However, he does not recall characterizing such funds as "80, 90, or 100 dollars." [19]

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[14] United States Department of State Bureau of Legislative Affairs, Official Foreign Travel Guide for the U.S. Congress. (Exhibit 8 at 10–6294__030).

[15] 41 C.F.R. ch. 301, App. B.

[16] House Rule 10, clause 8.

[17] Brody Mullins and T.W. Farnam, "Lawmakers Keep the Change," *Wall St. J.,* March 2, 2010 (Exhibit 5 at 10–6294__017).

[18] *Id.*

[19] Butterfield MOI (Exhibit 6 at 10–6294__023)

C. REPRESENTATIVE BUTTERFIELD'S USE OF PER DIEM FOR EXPENSES OTHER THAN MEALS AND INCIDENTALS PROVIDES SUBSTANTIAL REASON TO BELIEVE THAT HE HAD EXCESS PER DIEM AND HE DID NOT RETURN EXCESS PER DIEM

33. Representative Butterfield used per diem for expenses other than his personal lodging, meals, and incidentals.

34. He told the OCE that during CODELs, he has typically attended dinners with Congressional staff, where he and other Members paid for the costs of staff dinners.[20]

35. He recalls an instance where the bill for a meal was "shockingly" expensive and he suggested that Members cover the costs for staff.[21]

36. He had also purchased gifts and souvenirs with the per diem. He purchased such souvenirs for himself, family, and occasionally staff.[22]

37. Representative Butterfield's use of the per diem for purposes other than his personal meals and incidental expenses suggests that his actual meal and incidental expenses were less than the per diem that he received.

38. As a result, there is substantial reason to believe that Representative Butterfield had excess per diem after certain CODELs.

D. ESTIMATES OF REPRESENTATIVE BUTTERFIELD'S MEAL AND INCIDENTAL EXPENSES PROVIDE SUBSTANTIAL REASON TO BELIEVE THAT HIS EXCESS PER DIEM WAS MORE THAN A DE MINIMIS *amount for certain codels*

39. Representative Butterfield told the OCE that he did not keep a complete record of expenses that he incurred on CODELs that he attended during the time period from March 2008 to May 2010.[23]

40. Based on the information before the OCE, the exact amount of his meal and incidental expenses for each CODEL is unknown.

41. Consequently, the OCE used an estimate of expenses to determine whether it appeared that Representative Butterfield retained excess per diem that was more than a *de minimis* amount.

42. The OCE Board notes that the sole purpose of the estimated meal and incidental expenses is to determine if there is substantial reason to believe that the Member had excess per diem that was more than a *de minimis* amount. The estimates are not intended to be used to conclude the exact amount of any excess per diem that the Member may have retained.

43. If an estimate is not used, a House Member or staff could impede the enforcement of Rule 10, clause 8, by simply not maintaining any records of his or her actual expenses.

44. Representative Butterfield's description of his typical meal and incidental expenses provided the basis for estimating his expenses.

45. Representative Butterfield's meals during CODELs falls into the following three categories:

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[20] *Id.* at 10–6294__022.
[21] *Id.*
[22] *Id.*
[23] *Id.* at 10–6294__023.

(a) meals that were provided to him at no charge. These meals include working lunches, and official dinners that were hosted as part of the official events of the CODELs.[24] Representative Butterfield stated that most meals fall under this category;

(b) meals that were paid for by military personnel escorting the CODEL Representative Butterfield later reimbursed. These are the meals where multiples Members of Congress and staff attend and the military escort (e.g., U.S. Air Force official) paid for the dinner on behalf of all participants and then sent an invoice to each person for their portion of the bill. Occasionally, he will reimburse the escort with per diem while on the return flight to the U.S.;[25] and

(c) meals that Representative Butterfield directly paid for himself. He explained that such meals usually occurred as evening meals.[26]

46. With respect to incidental expenses, Representative Butterfield used per diem for taxis, however, most ground transportation was provided to him at no cost. He also used the per diem for laundry and other miscellaneous items that he cannot recall.[27]

47. As a result, the invoice received from the military escorts for each CODEL, along with the itinerary of meals that were provided at no charge to Representative Butterfield, provided an estimate of his meal expenses other than occasional evening meals that he purchased directly himself.

E. REPRESENTATIVE BUTTERFIELD DID NOT RETURN ANY EXCESS PER DIEM FOR MEALS AND INCIDENTAL EXPENSES

48. Representative Butterfield did not return any unused per diem for meal and incidental expenses as he does not know if he had any excess per diem after any CODEL. He does not acknowledge that he had any significant amount of excess per diem after any CODEL. He cannot quantify if such amount were between "$10 to $500".[28]

49. Procedures were in place at the time of Representative Butterfield's travel for him to return any excess per diem.

50. All of the relevant CODELs that Representative Butterfield attended were organized by the Commission on Security and Cooperation in Europe ("CSCE"), except CODEL Rush.

51. The Office Manager of the CSCE is responsible for reporting the amount of per diem that Members received, and recording any excess per diem that Members of Congress or staff returned. He told the OCE that he has received excess per diem from Representatives and staff for various CODELs, which was returned to him by checks made payable to the U.S. Treasury.[29]

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[24] *Id.* at 10–6294__022.
[25] *Id.*
[26] *Id.*
[27] *Id.* at 10–6294__021.
[28] *Id.* at 10–6294__023.
[29] CSCE Office Manager MOI (Exhibit 2 at 10–6294__005).

52. The Office Manager forwards the checks to a specific person at the U.S. Department of State who is responsible for receiving returns of excess per diem.[30]

53. There is substantial reason substantial reason to believe that Representative Butterfield had excess per diem for certain CODELs and he did not return per diem, even when there were procedures in place for him to return the per diem.

54. Although, the available evidence does not establish the exact amount of actual expenses for Representative Butterfield's CODELs, after estimating meal and incidental expenses, there is substantial reason to believe that Representative Butterfield retained excess per diem from the following CODELs:

Summary of Estimated Excess Per Diem				
CODEL	**DATE**	**M&IE Per Diem**[31]	**Estimated Expenses**[32]	**Estimated Excess Per Diem**
CODEL Hastings to the United Kingdom, Kazakhstan, Pakistan, and Italy	June 28 to July 3, 2008	$1,108.00	≅ $649.00	≅ **$459.00**
CODEL Hastings to Belgium	April 15 to April 17, 2009	$479.00	≅ $314.00	≅ **$165.00**
CODEL Cardin to Lithuania	June 28 to July 3, 2009	$800.00	≅ $320.00	≅ **$480.00**
CODEL Rush Liberia, Ghana, South Africa, and Morocco	August 15 to August 24, 2009	$1,050.00	≅ $645.00	≅ **$405.00**
Total		**$3,539.00**	≅ **$1,928.00**	≅ **$1,509.00**

1. CODEL HASTINGS (2008)

55. During CODEL Hastings to the United Kingdom, Kazakhstan, Pakistan, and Italy, Representative Butterfield received an enhanced per diem of $1,108.00.[33]

56. According to the CODEL itinerary, at least eight meals appear to have been provided at no cost to Representatives who attended the CODEL.[34]

[30] *Id.* at 10–6294__006.

[31] M&IE Per Diem calculated using travel itineraries; the monthly per diem rates established by the Office of Allowances, United Sates Department of State; and where applicable, travel vouchers and travel authorization letters.

[32] Estimated expenses were calculated using the "Allocation of M&IE Rates to be Used in Making Deductions from the M&IE Allowance," which lists the amount of per diem expected to be allocated for breakfast, lunch, dinner, and incidentals. 41 C.F.R. ch. 301 App. B.

[33] *See* Letter from the Speaker of the House to the Secretary of State dated March 5, 2008 (Exhibit 9 at 10–6294__051); Itinerary for CODEL Hastings (June 28 to July 3, 2008) (Exhibit 10 at 10–6294__053–061); and monthly per diem rates established by the Office of Allowances, United States Department of State <available at *http://aoprals.state.gov/web920/per__diem.asp*> (last accessed July 29, 2010).

[34] Itinerary for CODEL Hastings (June 28 to July 3, 2008) (Exhibit 10 at 10–6294__053–061).

57. Representative Butterfield' meal and incidental expenses are estimated on the Federal Travel Regulations allocation formula.[35]

58. The estimated amount of meals and incidental expenses is $649.00.

59. Accordingly, the estimated excess per diem is $459.00.

Codel Hastings to the United Kingdom, Kazakhstan, Pakistan, and Italy (June 28 to July 3, 2008)							
Meals & Incidentals	**Jun 27**	**Jun 28**	**Jun 29**	**Jun 30**	**Jul 1**	**Jul 2**	**Jul 3**
Breakfast	≅ $35	≅ $24	Hosted	Hosted	Hosted	≅ $19	$0.00
Lunch	≅ $58	≅ $39	≅ $39	Hosted	Hosted	≅ $32	---
Dinner	≅ $92	≅ $63	Hosted	Hosted	Hosted	≅ $52	---
Incidentals	≅ $46	≅ $31	≅ $31	≅ $31	≅ $31	≅ $26	$0.00
M&IE Received							$1108.00
Estimated for Additional M&IE							≅ $649.00
Estimated Excess Per Diem							**≅ $459.00**

60. There is substantial reason to believe that Representative Butterfield had excess per diem for CODEL Hastings that he did not return to the U.S. Treasury.

2. CODEL HASTINGS TO BELGIUM

61. During CODEL Hastings to Belgium, Representative Butterfield received a per diem of $479.00.[36]

62. According to the CODEL itinerary, at least three meals appear to have been provided at no cost to Representatives who attended the CODEL.[37]

63. Representative Butterfield's meal and incidental expenses that are estimated on the Federal Travel Regulations allocation formula.[38]

64. The estimated amount of meals and incidental expenses is $314.00.

[35] 41 C.F.R. ch. 301 App. B.

[36] *See* Itinerary for CODEL Hastings (April 15 to April 17, 2009) (Exhibit 11 at 10–6294__063–065); monthly per diem rates established by the Office of Allowances, United States Department of State <available at *http://aoprals.state.gov/web920/per__diem.asp*>.

[37] Itinerary for CODEL Hastings (April 15 to April 17, 2009) (Exhibit 11 at 10–6294__063–065).

[38] 41 C.F.R. ch. 301 App. B.

65. Accordingly, the estimated excess per diem is $165.00.

Codel Hastings to Belgium (April 15 to April 17, 2009)				
Meals & Incidentals	**Apr 15**	**Apr 16**	**Apr 17**	**Apr 18**
Breakfast	≅ $23	≅ $23	≅ $25	$0.00
Lunch	≅ $39	Hosted	≅ $42	---
Dinner	Hosted	Hosted	≅ $67	---
Incidentals	≅ $31	≅ $31	≅ $33	$0.00
M&IE Received				$479.00
Estimated for Additional M&IE				≅ $314.00
Estimated Excess Per Diem				**≅ $165.00**

66. There is substantial reason to believe that Representative Butterfield had excess per diem for CODEL Hastings that he did not return to the U.S. Treasury.

3. CODEL CARDIN

67. During CODEL Cardin to Bosnia, Lithuania, and Belarus, Representative Butterfield only traveled to Lithuania. He received an enhanced per diem for meals and incidental expenses in the amount of $800.00.[39]

68. According to the itinerary for CODEL Cardin, at least fourteen meals appear to have been provided at no cost to Representatives who participated during the five days in Lithuania.[40]

[39] *See* Letter from the Speaker of the House to the Secretary of State dated June 19, 2009 (Exhibit 12 at 10–6294_067); Itinerary for CODEL Cardin (June 28 to July 3, 2009) (Exhibit 13 at 10–6294_070–080); monthly per diem rates established by the Office of Allowances, United States Department of State <available at *http://aoprals.state.gov/web920/per_diem.asp*>.

[40] Itinerary for CODEL Cardin (June 28 to July 3, 2009) (Exhibit 13 at 10–6294_070–080).

69. Following the CODEL, Representative Butterfield owed the military escort $64.69 for meals and other expenses that were incurred on behalf of Representative Butterfield.[41] An invoice was sent to Representative Butterfield, dated July 15, 2009.

DEPARTMENT OF THE NAVY

OFFICE OF LEGISLATIVE AFFAIRS
1300 NAVY PENTAGON
WASHINGTON DC 20350-1300

July 15, 2009

Congressman Butterfield,

I recently had the pleasure of traveling with you to Vilnius, Lithuania from 28 June- 3 July.

After calculating all expenses paid and incurred your bill stands at **$64.49.** A simple breakdown of expenses is provided below:

30 Jun- Entrance fee to Trakai Castle	$5.45
1 Jul- CODEL Dinner	$59.04
TOTAL AMOUNT OWED:	**$64.49**

If you prefer to pay by check please make it payable to LT Mitchell McGuffie, Navy Senate Liaison Officer, and either drop it off or send via inside mail to the Navy House Liaison Office located in Rayburn B324.If you have any questions, please feel free to call me at 202-224-[redacted]

Regards,

Lauren Barber LT, USN

For John B. Nowell Jr.
CAPT U.S. Navy

70. The amount per diem remaining after the billed meal expenses is $735.31.

71. Representative Butterfield may have incurred meal and incidental expenses in addition to those owed to the military escort. These additional expenses are estimated on the Federal Travel Regulations allocation formula.[42]

72. The estimated amount of meals and incidental expenses is $256.00.

[41] Letter from Captain John B. Nowell Jr. to Representative Butterfield, dated July 15, 2009 (Exhibit 14 at 10–6294 082).

[42] 41 C.F.R. ch. 301 App. B.

73. Accordingly, the estimated excess per diem is $480.00.

Codel Hastings to Belgium (June 28 to July 3, 2009)						
Meals & Incidentals	**Jun 28**	**Jun 29**	**Jun 30**	**Jul 1**	**Jul 2**	**Jul 3**
Breakfast	Hosted	Hosted	Hosted	Hosted	Hosted	Hosted
Lunch	Hosted	Hosted	Hosted	Hosted	Hosted	Billed
Dinner	≅ $64	Hosted	Hosted	Billed	Hosted	Billed
Incidentals	≅ $32	≅ $32	≅ $32	≅ $32	≅ $32	≅ $32
M&IE Received						$800.00
Billed						$64.49
Estimated M&IE						≅ $256.00
Estimated Excess Per Diem						**≅ $480.00**

74. There is substantial reason to believe that Representative Butterfield had excess per diem for CODEL Cardin that he did not return to the U.S. Treasury.

4. CODEL RUSH

75. During CODEL Rush to Liberia, Ghana, South Africa, and Morocco, Representative Butterfield received per diem for meals and incidental expenses the amount of $1,050.00.[43]

76. Representative Butterfield's daughter attended the CODEL. Per diem is only for a Representative's personal lodging, meals, and incidental expenses and cannot be used for expenses incurred on behalf of a Representative's child.

77. According to a partial itinerary for CODEL Rush, at least fifteen meals appear to have been provided at no cost to Representatives who attended the ten-day trip.[44]

[43] *See* Itinerary for CODEL Rush (August 25 to August 24, 2009) (Exhibit 15 at 10–6294__084–094); monthly per diem rates established by the Office of Allowances, United States Department of State <available at *http://aoprals.state.gov/web920/per__diem.asp*>.

[44] Itinerary for CODEL Rush (August 25 to August 24, 2009) (Exhibit 15 at 10–6294__084–093).

78. Following the CODEL, Representative Butterfield owed the military escort $732.92 meal and other expenses that were incurred on behalf of Representative Butterfield and his daughter.[45]

DEPARTMENT OF THE AIR FORCE
WASHINGTON DC 20330-1000

26 August 2009

Office of Legislative Liaison
B-322 Rayburn Building
U.S. House of Representatives
Washington, DC 20515

The Honorable G. K. Butterfield
413 Cannon Building
U.S. House of Representatives
Washington, DC 20515

Dear Representative Butterfield,

Thank you for choosing the Air Force for your travel to Liberia, Ghana, South Africa and Morocco. It was a true pleasure providing you assistance on the trip. A list of your incurred expenses follows:

Item	Quantity	Cost
In-flight Meals, $6.08 ea (4 Member, 8 Valeisha)	12	$72.96
Dinner- BCIU Reception, Ghana ($37.50)	2	$75.00
Lunch – Tribes Restaurant, Ghana ($18.68)	2	$37.36
Tour – Cape Coast Castle, Ghana ($7.27)	2	$14.54
Lunch – Wandies Restaurant, Johannesburg ($23.06)	1	$23.06
Lunch – Black Marlin Restaurant, Cape Town ($39.26)	2	$78.52
Hotel – Hyatt Regency, Johannesburg (internet)	1	$40.88
Picture developed and framed, Johannesburg	1	$17.60
Valeisha Butterfield Visa Application Liberia	1	$182.00
Valeisha Butterfield Visa Application Ghana	1	$50.00
Valeisha Butterfield Visa Application Angola	1	$141.00
Total Amount		**$732.92**

$375 owed

Please provide a check for this amount, payable to the US Treasury, to the Air Force Liaison office in the Rayburn House Office Building (room B-322) as soon as possible. If you have any questions, or if I can be of assistance in any way, please call me at (202) 225-[redacted] Thank you.

Very Respectfully,

TREVOR L. WILLIAMS, Maj, USAF
Congressional Liaison

79. Representative Butterfield paid the $732.92, but did not use per diem to pay for the amount for his daughter. His expenses for which he allocated per diem were $208.57.[46]

80. The M&IE per diem remaining after the billed meal expenses is $841.43.

81. Representative Butterfield may have incurred meal and incidental expenses in addition to those owed to the military escort.

[45] Letter from Maj. Trevor L. Williams to Representative Butterfield, dated August 26, 2009 (Exhibit 16 at 10–6294__096).

[46] Butterfield MOI (Exhibit 6 at 10–6294__023).

These additional expenses are estimated on the Federal Travel Regulations allocation formula.[47]

82. The estimated amount of meals and incidental expenses is $436.00.

83. Accordingly, the estimated excess per diem is $405.00.

Codel Rush to Liberia, Ghana, South Africa, and Morocco (August 15 to August 24, 2009)										
Meals & Incidentals	**Aug 15**	**Aug 16**	**Aug 17**	**Aug 18**	**Aug 19**	**Aug 20**	**Aug 21**	**Aug 22**	**Aug 23**	**Aug 24**
Breakfast		Billed	Hosted	Hosted	Hosted	Hosted	Hosted	Hosted	Hosted	Hosted
Lunch		Hosted	Hosted	≅ $24	Billed	Billed	Hosted	Hosted	Billed	Billed
Dinner	Billed	Hosted	≅ $39	≅ $39	≅ $53	Hosted	≅ $49	≅ $44	Hosted	Billed
Incidentals		≅ $18	≅ $19	≅ $19	≅ $26	≅ $24	≅ $24	≅ $22	≅ $18	≅ $18
M&IE Received										$1,050.00
Billed										$208.57
Estimated for M&IE										≅ $436.00
Remaining										**≅ $405.00**

84. As a result, there is substantial reason to believe that Representative Butterfield's per diem exceed his actual expenses for CODEL Rush that he did not return to the U.S. Treasury.

III. CONCLUSION

85. Pursuant to House Rule 10, clause 8, House Members imposed on themselves a restriction on the use of per diem for foreign travel. Specifically, House Members and staff may receive reimbursement for expenses that is *the lesser of:* (1) the applicable per diem; or (2) actual expenses.

86. Pursuant to House Rule 23, clause 2, House Members must adhere to the spirit and the letter of the rules. Accordingly, House Rule 10, clause 8, requires the return to the U.S. Treasury of any per diem that a Member receives that is in excess of the Member's actual expenses.

87. Pursuant to House Rule 23, clause 1, House Members must conduct themselves at all times in a manner that shall reflect credibility on the House. Representative Butterfield's public statements indicate that he may have retained excess per diem. As a result, if there is a violation, it implicates House Rule 23, clause 1 because it may be considered flagrant.[48]

88. Based on the information available to the OCE during this Review, Representative Butterfield's meals and incidental expenses were less than the per diem he received to cover these expenses during the following CODELs: CODEL Hastings (2008); CODEL Hastings (2008); CODEL Cardin; and CODEL Rush.

[47] 41 C.F.R. ch. 301 App. B.
[48] Insert cite to House Ethics Manual.

89. Based on the information available to the OCE during this Review, Representative Butterfield did not return any excess per diem for meal and incidental expenses. Therefore, there is substantial reason to believe that he may have violated House Rule 10, clause 8; House Rule 23, clauses 1 and 2.[49]

90. For these reasons, the Board recommends that the Committee on Standards of Official Conduct further Review the above described allegations concerning Representative Butterfield.

IV. INFORMATION THE OCE WAS UNABLE TO OBTAIN

91. The OCE requested information from the U.S. Department of State concerning letters of authorization for certain CODELs and records of Representative Butterfield returning excess per diem. The U.S. Department of State was cooperative with retrieving the information but was unable to acquire proper authorization to release the documents to the OCE before the end of this Review.

92. The OCE requested information from the U.S. Air Force Congressional Liaison Office concerning meal and other expenses incurred on behalf of Representative Butterfield and reimbursed by Representative Butterfield. The U.S. Air Force Congressional Liaison Office was cooperative with discussing the information with OCE staff but was unable to acquire proper authorization to release the documents to the OCE before the end of this Review.

[49] House Ethics Manual (2008) at 13.

EXHIBIT 1

May 13, 2010

The Honorable Ike Skelton, Chairman
House Committee on Armed Services
2121 Rayburn HOB
Washington, D.C. 20515

Dear Mr. Chairman:

Following our recent conversation at the Chairmen's meeting, I would like to provide you with the following restatement of rules concerning the authorization by Chairmen of travel by Members and staff:

- A Member of the committee seeking authorization to travel for oversight purposes must do so in writing to the Chairman. An itinerary of the proposed trip must be included, as well as a statement describing the purpose of the travel. Should commercial travel be contemplated, the estimated cost of airline tickets as provided by CATO must also be included;

- For all Members and staff, international or domestic official travel via commercial air may only be booked in coach/economy class consistent with Executive Branch guidelines. Requests for exceptions to this policy due to special circumstances should be submitted in writing to the Office of Interparliamentary Affairs prior to commencement of the travel. As a general rule, business-class accommodations will only be authorized if the scheduled flight time is in excess of 14 hours, consistent with rules established by the Departments of Defense and State;

- Any per diem provided to Members or staff is intended to be expended only for official purposes related to the trip. Excess funds are to be returned to the Treasury;

- Requests for enhanced per diem must explain the justification for the request and must be submitted by the Member leading the delegation to the Office of Interparliamentary Affairs prior to departure. Executive Branch guidelines will apply to enhanced per diem;

- Foreign travel should be authorized only when it is necessary to facilitate the work of the Committee;

- Chairmen may authorize travel only for Members and staff of their committee. Spouses of Members may travel when necessary for protocol purposes only and at no cost to the federal government. Staff support for travel must be requested with the authorization to travel, and staff support must be provided by committee staff only. Personal staff is not authorized to travel and should not be added to Committee staff for the primary purpose of qualifying for status as Committee employees;

- If a Member of the committee does not have a spouse, an adult child (18 years of age and older) of the Member may be authorized to travel when necessary for protocol purposes only and on the same basis as a spouse.

- If a Member of the committee has a spouse, but the spouse is unavailable for travel, authorization for an adult child (18 years of age and older) of the Member to travel with the Member may be given on the same basis as a spouse.

- Per Department of Defense policy, committee or leadership letters requesting additional travelers should contain the travelers name and specify their relationship (spouse, adult child) to the Member they are accompanying;

- All travel must be led by a Majority party Member of the committee and efforts to ensure that the travel is bipartisan must be documented;

- The availability of Department of Defense aircraft to support congressional travel is extremely limited. A bipartisan, minimum number of Members, varying by the type of aircraft assigned, will be required. Requests for Department of Defense aircraft must be made through the Office of Interparliamentary Affairs. Committees should not contact the Department of Defense directly;

- Member travel is to be conducted only during times when the House is not in session and is not to interfere with representational responsibilities; and

- Committees must file, on a quarterly basis with the Clerk of the House, reports disclosing all expenditures for travel and the purpose of those expenditures.

Please contact the Office of Interparliamentary Affairs at ext. 6-[redacted] with any questions or concerns. The staff is available to provide guidance regarding travel matters.

Thank you for your attention to this matter.

best regards,

NANCY PELOSI
Speaker of the House

EXHIBIT 2

CONFIDENTIAL

Subject to the Nondisclosure Provisions of H. Res. 895 of the 110th Congress as Amended

OFFICE OF CONGRESSIONAL ETHICS
UNITED STATES HOUSE OF REPRESENTATIVES

MEMORANDUM OF INTERVIEW

IN RE:	Commission on Security and Cooperation in Europe Office Manager
REVIEW Nos.:	10-0754; 10-1170; 10-5477; 10-6264; 10-7960; and 10-8483
DATE:	June 3, 2010
LOCATION:	Office of Congressional Ethics 425 3rd Street, SW Washington, DC 20515
TIME:	3:30 p.m. to 4:10 p.m. (approximately)
PARTICIPANTS:	Kedric L. Payne Elizabeth A. Horton Marlene M. Kaufman, General Counsel, Commission on Security and Cooperation in Europe

SUMMARY: The Commission on Security and Cooperation in Europe ("CSCE") Office Manager was interviewed pursuant to Review Nos. 10-0754; 10-1170; 10-5477; 10-6264; 10-7960; and 10-8483. We requested an interview with the CSCE Office Manager (the "witness") and he consented to an interview. The witness made the following statements in response to our questioning:

1. The witness was given an 18 U.S.C. § 1001 warning and consented to an interview. He signed a written acknowledgement of the warning, which will be placed in the case file in this review.

2. As the CSCE Office Manager, the witness is the trip coordinator. His duties include preparing authorization letters for travel, working with Congressional Travel Office of the U.S. Department of State, and corresponding with the relevant U.S. Embassies.

3. He also prepared and filed the foreign travel disclosure reports with the Clerk of the House of Representatives following CODELs. Information in these reports included the House Members who traveled, dates of travel, and countries visited.

4. In addition, the reports include information on the amount of per diem received and if excess per diem was returned.

5. The witness collected checks payable to the U.S. Treasury from anyone returning per diem and he gave the checks to the U.S. Department of State.

6. He provided the checks to the individual in the U.S. Department of State who was responsible for collecting returned per diem. He identified this person as Constance Austin.

7. The witness explained that enhanced per diem, as much as an additional $50 per day, was provided to those traveling, if requested by a Member in an authorization letter. Such requests are typically approved. Out of the various Congressional Delegations ("CODELs") and Staff Delegations ("STAFFDELs") where he has been involved, the witness estimated that less than half had an enhanced per diem.

8. The witness believes that the per diem is to be used by Members for their official expenses, such as meals and incidentals. Examples of incidentals are cabs from the airport to the hotel.

9. The witness does not provide any guidance to Members on how to use per diem. Although, his personal reading of the law is that it does not specifically state that unused per diem should be returned, he does not give any guidance to Members or staff about a requirement to return per diem.

10. House Members and staff return unused per diem. He roughly estimated that 35% or 40% returned unused per diem.

11. For CODEL Cardin to Kazakhstan, Italy, and the United Kingdom from June 27 to July 3, 2008, he does not believe that any House Members or staff returned any unused per diem.

12. For CODEL Hastings to Bosnia and Herzegovina, and Lithuania from June 26 to July 3, 2009, the witness does not believe that any House Members or staff returned any unused per diem.

I certify that this memorandum contains all pertinent matter discussed with the witness on June 3, 2010.

Kedric L. Payne
Investigative Counsel

EXHIBIT 3

CONFIDENTIAL

Subject to the Nondisclosure Provisions of H. Res. 895 of the 110th Congress as Amended

OFFICE OF CONGRESSIONAL ETHICS
UNITED STATES HOUSE OF REPRESENTATIVES

MEMORANDUM OF INTERVIEW

IN RE:	House Committee on Foreign Affairs Travel Coordinator
REVIEW No.:	10-0754; 10-1170; 10-5477; 10-6264; 10-7960; and 10-8483
DATE:	June 2, 2010
LOCATION:	2170 Rayburn HOB Washington, DC 20515
TIME:	2:00 p.m. to 2:45 p.m. (approximately)
PARTICIPANTS:	Kedric L. Payne Elizabeth A. Horton Daniel Silverberg, Senior Deputy Counsel, House Committee on Foreign Affairs

SUMMARY: The Travel Coordinator for the House Committee on Foreign Affairs (the "witness") was interviewed pursuant to Review Nos. 10-0754; 10-1170; 10-5477; 10-6264; 10-7960; and 10-8483. We requested an interview with the witness and she consented to an interview. The witness made the following statements in response to our questioning:

1. The witness was given an 18 U.S.C. § 1001 warning and consented to an interview. She signed a written acknowledgement of the warning, which will be placed in the case file in this review.

2. The witness has been the Travel Coordinator for the Committee for approximately one year and two months.

3. Prior to her employment with the Committee, she was an intern with the Committee.

4. As Travel Coordinator, she is a liaison between the United States Department of State ("State Department") Travel Office and the Committee. She handles correspondence to the relevant U.S. Embassies. She also creates post-trip travel reports.

5. There are two reporting requirements. First, reports are created within fourteen days that a Member of Congress or staff returns from a trip. The report includes lodging receipts and per diem receipts. Second, quarterly travel reports are filed with the Clerk of the House of Representatives.

6. Prior to Speaker Nancy Pelosi's restatement of the travel rooms in May 2010, the Committee always requested enhanced per diem for Member travel. Enhanced per diem is now approved by the Inter-Parliamentary Affairs Office.

7. The Committee does not provide written or oral guidance to Members of Congress about how per diem should be used. The witness believes that it is understood among Members that per diem is for meals and incidental expenses, such as transportation. She also believes that it is understood that per diem is not to be used for gifts and souvenirs.

8. The witness based her understanding of the use of per diem on information that the State Department published on its website.

9. After returning from foreign travel, Members and staff are to provide her with all hotel receipts, per diem receipts, and checks to the U.S. Treasury for any unused per diem. The witness emails Members and staff to request this information from Members and staff.

10. Prior to foreign trip, she sends an email to those who are traveling who may not be familiar with the information that she will need following the trip. The email explains that she will need hotel receipts, per diem receipts, and checks to the U.S. Treasury for any unused per diem. However, most Members who travel are familiar with what is required after a trip and therefore she does not send them an email.

11. Any checks from Members or staff to the U.S. Treasury for unused per diem was retained in the Committee files. Therefore, if no such checks were produced in response to the OCE's Request for Information about CODEL Engel, it is reasonable to conclude that no such checks exist.

12. The report that is completed by Members for the Committee after they return from foreign travel is called a Form 11C. Form 11C notes the amount of per diem that the Member received and if any unused per diem was returned.

13. The witness explained that after CODEL Engel in February 2009, Congressman Eliot L. Engel Form submitted the 11C form twice. The first form was dated March 1, 2009 (HFAC 0024), but was amended by a form dated October 1, 2009 (HFAC 0115). The amount of per diem issued for travel to Jamaica was changed in the second form.

14. The witness explained that the Form 11C is the form that is received within 14 days after the Member has returned from the trip. This Form is used to complete the quarterly travel report that is sent to the Clerk of the House.

15. The per diem amount that was listed in the quarterly report is equal to the amount of the per diem issued to a Member or staff minus the amount of unused per diem returned.

16. The witness estimated that approximately 50% of travelers returned unused per diem. She also notes that staff usually returns per diem at a higher rate than Members.

17. With respect to Representative Engel's letter to Chairman Howard Berman, dated February 12, 2009, requesting representational funds for several receptions (HFAC 0007), the witness states that such requests are rare and happen less than 10% of the time.

This memorandum was prepared on June 9, 2010, based on the notes that the OCE staff prepared during the interview with the witness on June 2, 2010. I certify that this memorandum contains all pertinent matter discussed with the witness on June 2, 2010.

Kedric L. Payne
Investigative Counsel

EXHIBIT 4

CONFIDENTIAL

Subject to the Nondisclosure Provisions of H. Res. 895 of the 110th Congress as Amended

OFFICE OF CONGRESSIONAL ETHICS
UNITED STATES HOUSE OF REPRESENTATIVES

MEMORANDUM OF INTERVIEW

IN RE:	House Committee on Armed Services Travel Coordinator
REVIEW Nos.:	10-0754; 10-1170; 10-5477; 10-6264; 10-7960; and 10-8483
DATE:	June 8, 2010
LOCATION:	2117A Rayburn HOB Washington, DC 20515
TIME:	11:00 a.m. to 11:40 (approximately)
PARTICIPANTS:	Kedric L. Payne Elizabeth A. Horton Paul Lewis, General Counsel, House Committee on Armed Services

SUMMARY: The House Committee on Armed Services Travel Coordinator (the "witness") was interviewed pursuant to Review Nos. 10-0754; 10-1170; 10-5477; 10-6264; 10-7960; and 10-8483. We requested an interview with the witness and she consented to an interview. The witness made the following statements in response to our questioning:

1. The witness was given an 18 U.S.C. § 1001 warning and consented to an interview. She signed a written acknowledgement of the warning, which will be placed in the case file in this review.

2. The witness has been a Professional Staff member with the Committee since February of 2005.

3. Prior to her employment with the Committee, she worked in the personal office of Representative Hefley from 2001-2005.

4. Prior to working for Representative Hefley, she worked as a Staff Assistant with the Committee from 1995 – 2001.

5. As a Professional Staff member, she handles all financial and human resource issues, including payroll benefits as well as domestic and foreign travel matters.

6. She handles all correspondence related to travel, she generates/processes letters of authorization for the Committee, and prepares quarterly travel reports tracking per diem.

7. She keeps everything related to travel in individual files.

8. She vets all trips, determining the purpose of the trip and who will be traveling.

9. If the trip is for foreign travel, she drafts a letter to the State Department and if the trip is domestic, she drafts a letter to the Department of Defense.

10. Travel must be bi-partisan.

11. The authorization letters are signed by the Chair of the Committee.

12. Once the trip is authorized, the State Department will release per diem funds for the travel. There is no per diem issued for domestic travel.

13. The escort officers help generate the itinerary for trips and normally issue the per diem to Members once they reach their destination. Occasionally, the per diem was issued prior to the trip.

14. Members must sign for the per diem. Receipts for per diem are required to be turned it to her at the end of the trip.

15. Staff may collect per diem and lodging receipts for the Member and submit them to her. She also gets information regarding lodging and per diem amounts from the State Department.

16. All receipts for per diem must be accounted for in the quarterly travel reports she prepared.

17. Often, she had to call Member offices and the State Department for missing receipts. She stated that collecting receipts was like "herding cats".

18. Members are not required to submit receipts for meals and incidentals. It is up to the individual Member as to how the per diem for meals and incidental expenses are spent.

19. In many instances the cost of the hotel accommodations are higher than the allotted cost and, therefore, will be paid for directly by the State Department.

20. Members are highly encouraged to give any unused per diem back to the U.S. Treasury.

21. Members do not receive any formal guidance on per diem use; any guidance is by word of mouth.

22. The meals and incidental expenses (M&IE) is to be used for meals, lost luggage, medicine, toiletries, laundry, entry fees, etc.

23. She is not aware if Members spend the per diem on souvenirs because they are not required to submit receipts for the M&IE items.

24. According to the witness, Members spend the per diem on what they want.

25. She has never been asked to define "incidentals" to a Member. She considers incidentals to include lost luggage, medicine, and toiletries.

26. She provided the Members with a breakdown of the itinerary for each country visited, which included the dates of travel in each country along with the amount of per diem issued for each country.

27. She requested that any unused per diem be attributed to the country for which the per diem was issued.

28. The Committee does not authorize enhanced per diems. The practiced was stopped four years ago.

29. Enhanced per diem was generally for hotel costs that are higher than the government rate.

30. She always asked for the enhanced per diem to be returned if it was not spent on the lodging fee.

31. Because most trips have hostel costs that exceed the government rate, the lodging for the trips are paid by the State Department.

32. If a Member spends more than the per diem and has kept receipts of all expenditures, the Member can seek additional reimbursement from the State Department.

33. She has not had a Member seek additional reimbursement in the past four years.

34. She does not require Members to submit any receipts for the allotted per diem. It is up to the individual Member as to how the per diem is spent.

35. Members are highly encouraged by "word-of-mouth" to return any unused per diem. There is no formalized guidance regarding unused per diem.

36. She is not aware if any Members spend their per diem on souvenirs.

37. For travel to Iraq, Members are not given per diem because they eat in the mess. Meetings for such trips are not listed on any itinerary because they are a close hold. A Member may be able to go to McDonald's.

38. All trips to areas of operation are unique.

39. Escort officers will prepare per diem reports for her at times. Not all of the services have the same process. The Marines for instance are very efficient.

40. The reports she creates that are required to be filed with the Clerk are broken down by Member.

41. If any per diem is returned, she makes a copy of the check and includes it in her files.

This memorandum was prepared on July 19, 2010, based on the notes that the OCE staff prepared during the interview with the witness on June 8, 2010. I certify that this memorandum contains all pertinent matter discussed with the witness on June 8, 2010.

Elizabeth Horton
Investigative Counsel

EXHIBIT 5

THE RESOURCES YOU NEED
ETF RESEARCH
ETF TOOLS
ETF EXPERT INSIGHTS
TALK TO CHUCK
charles SCHWAB

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THE WALL STREET JOURNAL.
WSJ.com

POLITICS : MARCH 2, 2010

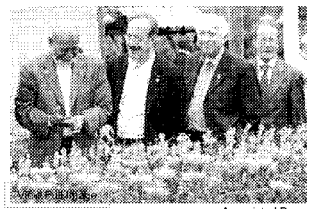
Lawmakers Keep the Change

Cash Left Over From Official Trips Overseas Is Often Used for Personal Expenses

By BRODY MULLINS And T.W. FARNAM

When lawmakers travel overseas on official business they are given up to $250 a day in taxpayer funds to cover meals and expenses. Congressional rules say they must return any leftover cash to the government.

They usually don't.



Associated Press

From left, Reps. Alcee Hastings, Eliot Engel and Solomon P. Ortiz, and U.S. Ambassador William Brownfield, in Rio Negro, Colombia, in 2008.

According to interviews with 20 current and former members of Congress, lawmakers use the excess cash for shopping or to defray spouses' travel expenses. Sometimes they give it away; sometimes they pocket it. Many lawmakers said they didn't know the rules demand repayment.

"If that was the policy, you could never get many members traveling," said Rep. Solomon Ortiz, a Texas Democrat. Mr. Ortiz said he had never returned any money.

"There's a tacit understanding that if lawmakers don't spend the money, they get to keep it," said Rep. Sue Kelly, a New York Republican who was defeated in 2006.

Former Rep. Tom Davis, a Virginia Republican, said lawmakers often used leftover money "for shopping or to buy souvenirs to bring back to constituents. That's fairly standard."

Rep. Joe Wilson (R., S.C.) said he once bought marble goblets in the Kabul airport as gifts for constituents. Rep. Mark Souder (R., Ind.) said he dipped into his funds to buy a $200 painting of an estuary in Turkey, which hung in his office for a while and was now in his house.

Lawmakers who said they sometimes keep excess funds said the amounts were small. "I won't deny that sometimes I have a little left, but it's not much—maybe 80, 90, or 100 dollars," said Rep. G.K. Butterfield (D., N.C.).

Congress has no system for tracking how the cash payments, called per diems, are being spent. Lawmakers aren't required to keep receipts and there are no public records.

In the past two years, hundreds of lawmakers spent a total of 5,300 days visiting 130 foreign countries on taxpayer-funded trips, according to congressional travel records.

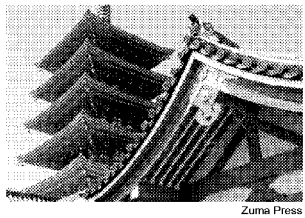
House lawmakers received between $375,000 and $625,000 in per diem cash over that period, according to a Wall Street Journal estimate based on per diem rates and congressional travel disclosures. There's no documentation for how those funds were spent. Estimates for Senate travel couldn't be calculated.

"You are all concerned about nickels and dimes, and I'm not," said Rep. Alcee Hastings (D., Fla.). "You know, in a taxicab in Kazakhstan, I don't have time to get a receipt—I don't speak Kazakh."

In a subsequent interview, Mr. Hastings said he had time to gather receipts, but didn't.

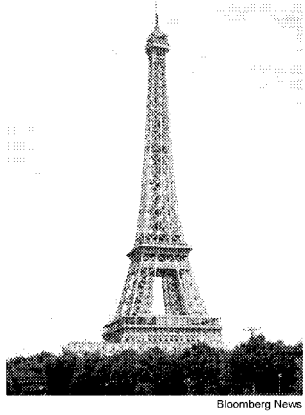
Travel Allowances for Selected Cities

Tokyo: $214 a Day



Zuma Press

Paris: $178 a Day



Bloomberg News

London: $114 a Day

Mr. Hastings said he sometimes used the extra taxpayer money to buy gifts, meals or drinks for military pilots, security officials and interpreters who travel with him. On a trip earlier this year to the Middle East, Mr. Hastings gave $100 to an Iraqi refugee, he said.

"I'm a generous spirit and a courteous spirit," Mr. Hastings said. "I stand accused."

Some lawmakers are assiduous about returning surplus cash. Sen. Arlen Specter, a Pennsylvania Democrat, has returned to the U.S. Treasury about $8,500 of the $25,000 he was given for 11 trips since August 2005, according to documents provided by his office.

The per diem program is administered by the State Department. According to department officials and publications, when lawmakers arrive in a foreign country, U.S. government officials give them an envelope with cash in the local currency. The total stipend is set by the State Department based on surveys of local prices. It is meant to cover three meals and incidental expenses, which federal travel regulations say include transportation and tips for baggage handling and other services.

The amounts range from $28 a day in Kabul to more than $250 a day in Awashima, Japan.

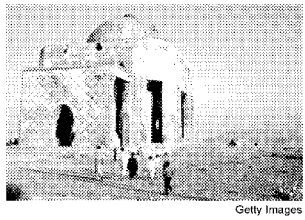
When lawmakers leave the country, U.S. government officials generally meet them to convert any leftover foreign currency back into U.S. dollars.

Many of the lawmakers' daily expenses are picked up by U.S. embassies, foreign governments or military liaisons, according to travel documents and interviews.

House and Senate rules say per diems can be used only for legitimate travel expenses. Any leftover money must be returned. The cash is for lawmakers, not their spouses.

Zuma Press

Kabul: $28 a Day



Getty Images

Lawmakers can request an extra $50 a day if they believe the allowance is insufficient.

"The extra money and the plus-ups are really for the spouses," said Mr. Souder, the Indiana Republican.

Last summer, a dozen lawmakers of both parties flew to Lithuania to a conference of the Helsinki Commission, an independent U.S. government agency made up of members of Congress and others that was born during the Cold War to promote democracy, security and human rights. The lawmakers were given $941 each in local currency to cover expenses for the six-day trip, said one attendee, Sen. Richard Durbin (D., Ill.).

When they got home, Mr. Durbin returned $401.08 to the Treasury, according to documents provided by his office. Sen. Benjamin Cardin (D., Md.) returned $86. No one else returned any money, according to travel records for the trip and interviews with the lawmakers.

One lawmaker on the trip, Rep. Robert Aderholt (R., Ala.) said he didn't return cash. "I don't keep up with it penny for penny," he said.

Mr. Butterfield said he didn't recall if he had any leftover funds, and that he sometimes kept the extra cash.

Sen. Tom Coburn (R., Okla.) said he once tried to return surplus cash to the State Department, but "they wouldn't take it. They said, 'We don't have a way to handle that.' " Mr. Coburn said he sent a personal check to the U.S. Treasury.

Write to Brody Mullins at brody.mullins@wsj.com and T.W. Farnam at timothy.farnam@wsj.com

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EXHIBIT 6

CONFIDENTIAL

Subject to the Nondisclosure Provisions of H. Res. 895 of the 110th Congress as Amended

OFFICE OF CONGRESSIONAL ETHICS
UNITED STATES HOUSE OF REPRESENTATIVES

MEMORANDUM OF INTERVIEW

IN RE:	Representative G. K. Butterfield
REVIEW No.:	10-6294
DATE:	June 24, 2010
LOCATION:	413 Cannon HOB Washington, DC 20515
TIME:	10:00 a.m. to 11:00 a.m. (approximately)
PARTICIPANTS:	Kedric L. Payne Elizabeth A. Horton

SUMMARY: Representative G. K. Butterfield is a Member of the United States House of Representatives and represents the 1st District of North Carolina. He was interviewed pursuant to Review No. 10-6294. We requested an interview with Representative Butterfield and he consented to an interview. Representative Butterfield made the following statements in response to our questioning:

1. Representative Butterfield was given an 18 U.S.C. § 1001 warning and consented to an interview. He signed a written acknowledgement of the warning.

2. Representative Butterfield stated when he participates in Congressional Delegations ("CODELs") that he is always taken to the distinguished visitor's lounge upon arrival before being taken to his hotel.

3. After arriving at the hotel, he goes to the control room where he is given a key to his room and an envelope that includes his per diem for the trip. Once he signs for receipt of the per diem, he goes to his room.

4. He generally does not open the per diem envelope until the day after arrival at which time he comingles the per diem with his personal funds. He typically travels with a couple hundred U.S. dollars.

5. He does not convert any personal funds to local currency while traveling.

6. Lodging is typically paid for by the U.S. Department of State.

7. He uses his per diem typically for meal expenses or for a venue that requires a fee for admission, such as a museum. He also uses per diem for laundry and other miscellaneous items that he could not specifically recall.

8. He may also use his per diem for transportation but more often than not, the U.S. Embassy provides transportation.

9. Most meals are hosted but he will go out in the evening for dinner. Members will typically pay for staff's dinner.

10. He could recall instances where the bill for a meal was shockingly high. In one instance, possibly in Egypt, the bill for the meal was hundreds of dollars. He suggested that the Members cover the cost of the meal for staff because of the high cost.

11. On some occasions, the military will pay for the meal and will send him a bill for his share upon his return.

12. He was not aware if staff received per diem. He thought that staff traveled on actual reimbursement in lieu of receiving a per diem for their travel. He assumed that staff was required to submit receipts to receive reimbursement. He would be surprised if staff received per diem.

13. When the military paid for meals, he may have received a bill for his share while he was on the return flight or within 10 days of his return. He promptly paid the bill by personal check. He may also have paid the bill with per diem funds while on the return flight. He preferred to pay as he went instead of paying by check when he returned.

14. If he paid for meals while traveling, he would use his per diem. Most businesses in foreign countries do not accept U.S. currency and he rarely, if ever, used credit cards because of the added charges.

15. Most meals that he purchased occurred in the evening. He would occasionally purchase lunch but rarely would he purchase breakfast.

16. He believed that most meals were paid for by Members up front.

17. He purchased gifts and souvenirs from time to time. He used the money in his wallet to purchase items. His personal funds were comingled with his per diem.

18. He did not know of any way to document whether he used personal funds or per diem for any purchases because he was not aware of any requirement to document his purchases at the time.

19. He liked to purchase items that documented his time in a country. In the past he has purchased coins and a statue of Mandela. He does not have a wife to buy items for; however, he would from time to time purchase items for his children.

20. He has purchased items for his staff but not often. He has a staff of eighteen, so anything that he would have bought for staff would have been insignificant as to cost.

21. On occasion he had per diem that was not used during the trip. The Embassy converted the foreign currency to U.S. currency before his departure. He used the remaining per diem for bills sent by the military or sometimes in the airport for mementos.

22. He could not say how much per diem he kept from any trip. He could not begin to quantify if the amount was $10 or $500. He could not acknowledge that any per diem was left over after any trip because of the outstanding bills he received from the military. He believed that no significant amount was kept after a trip. He could not quantify any specific amounts.

23. He does not deposit any funds in his bank account other than his paycheck and his retirement.

24. For the trip to Lithuania, he received an invoice from the escort on the trip for $64 which included the price of a dinner ($59) and an entrance fee to a castle. He had no specific recollection if he had any unused per diem from the trip.

25. For the trip to Africa, he received an invoice the week following the trip from Trevor Williams for $732.92. He sent a check for payment in the amount of $373. His daughter traveled with him on that trip and paid $359.92.

26. He is not allowed to use per diem for family members so he made separate payments. On the invoice, it appears that the expenses designated with a check mark are his expenses and those that are not checked are his daughter's expenses.

27. He did not have any documentation for the Brussels trip, it was the Speaker's trip to the Climate Conference.

28. After his trip to Copenhagen, a reporter from the *Wall Street Journal* asked him how his trip went and asked if he received a per diem for the travel. He told the journalist that the trip was cold and that he of course received a per diem. Any Member that goes on a CODEL receives a per diem. When asked how much he received, he told the reporter that he did not know how much he received for the trip. The reporter then asked if there was any per diem left over. He stated that he was not sure. He did not recall making the statement that he had $80, $90, $100 left.

29. When asked if he converted any U.S. currency when he traveled on CODELS, Representative Butterfield stated that he only did so once because he got burned on the transaction.

30. When asked if any Embassy converted personal funds from U.S. currency to local currency for Members while traveling, Representative Butterfield stated that he did not know if any did so.

31. Representative Butterfield stated it is an institutional belief that per diem is per diem, if you exceed the amount then it is at your own cost.

This memorandum was prepared on July 9, 2010, based on the notes that the OCE staff prepared during the interview with Representative Butterfield on June 24, 2010. I certify that this memorandum contains all pertinent matter discussed with Representative Butterfield on June 24, 2010.

Elizabeth Horton
Investigative Counsel

EXHIBIT 7

G. K. BUTTERFIELD
[illegible]

CHIEF DEPUTY WHIP

[illegible]
Washington, DC 20515-3305
202-225-3101
[illegible]

www.house.gov/butterfield

Congress of the United States
House of Representatives

COMMITTEE ON
ENERGY AND COMMERCE

SUBCOMMITTEES
[illegible]

COMMITTEE ON
STANDARDS OF
OFFICIAL CONDUCT

U.S. HELSINKI COMMISSION

July 19, 2010

The Honorable David Skaggs, Chairman
The Honorable Porter J. Goss, Co-Chairman
Office of Congressional Ethics
U.S. House of Representatives
Post Office Box 895
Washington,, DC 20515-0895

Re: BUTTERFIELD, G. K.
Review No. 10-6294

Dear Chairman Skaggs and Co-Chairman Goss:

On July 9, 2010, I received a letter from the Office of Congressional Ethics, informing me that I am entitled to address the Board of the Office of Congressional Ethics at its July 23, 2010 meeting, before the Board votes on a recommendation or statement to be transmitted to the Committee on Standards of Official Conduct regarding the above-referenced matter. The letter also gave notice that I am entitled to submit a written statement given under the provisions of section 1001 of Title 18 United States Code.

In lieu of appearance before the Board, I am submitting the attached written statement.

Thank you very much.

Very truly yours,

G. K. Butterfield
Member of Congress

G. K. BUTTERFIELD
CHIEF DEPUTY WHIP

Congress of the United States
House of Representatives

COMMITTEE ON
ENERGY AND COMMERCE
COMMITTEE ON
STANDARDS OF
OFFICIAL CONDUCT
U.S. HELSINKI COMMISSION

July 19, 2010

The Honorable David Skaggs, Chairman
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Office of Congressional Ethics
U.S. House of Representatives
Post Office Box 895
Washington, DC 20515-0895

Re: BUTTERFIELD, G. K.
Review No. 10-6294

Dear Chairman Skaggs and Co-Chairman Goss:

It is my understanding that the Office of Congressional Ethics is concluding its review of the above referenced matter which was initiated by Judicial Watch, a not-for-profit entity, suggesting that members of Congress are unlawfully retaining unused per diems associated with foreign travel.

The Judicial Watch letter specifically requests a general "investigation regarding unused congressional travel per diems converted to personal use." The letter went on to requests an "investigation and audit of House Foreign travel expenditures and the pocketing of unused per diems." No member of Congress was the subject of the Judicial Watch complaint but it is clear that Judicial Watch is asserting a broad claim against all members of Congress who participate in foreign travel and accept per diem allowances.

Prior to my service in Congress, I served in North Carolina's judicial branch of government as a trial judge and Supreme Court justice. In those capacities, I established a reputation for high ethical standards that I treasure and seek to maintain. The complaint of Judicial Watch is taken very seriously because it not only suggests that I may have violated House rules, but federal criminal laws as well.

The prevailing view in the House of Representatives is that per diem allowances are disbursed on the predicate that the amount paid should fully compensate a Member for his or her anticipated expenses while on official business. The view among Members is that expenses that exceed the per diem will not be reimbursed and any unused per diem may be retained by the member. My understanding of the rules is consistent with the prevailing view.

DISTRICT OFFICES

The Honorable David Skaggs
The Honorable Porter J. Goss
July 19, 2010
Page Two

I respectfully request that you find that the rules associated with per diem foreign travel do not require Members to maintain expense records nor does it require members to reimburse the Treasury when there are unused funds. Alternatively, I request that you find that any misunderstanding of the rule should not be attributable to the member because of the failure of the Department of State or House Leadership to inform members of this responsibility.

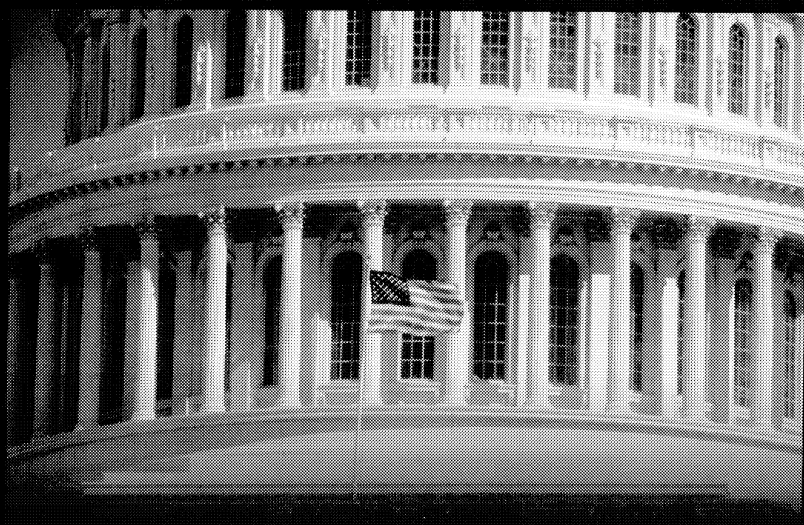
Thank you very much.

I am aware that the False Statements Act, 18 USC §1001, applies to this submission.

Very truly yours,

G. K. Butterfield
Member of Congress

EXHIBIT 8



Official Foreign Travel Guide for The U.S. Congress

United States Department of State
Bureau of Legislative Affairs

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B	**Fiscal Information Sheet**	**11 - 13**
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OFFICIAL FOREIGN TRAVEL GUIDE BY THE DEPARTMENT OF STATE FOR THE U.S. CONGRESS

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This guide is provided to support official foreign travel by Members of Congress and their staff. It describes the support available from the Department of State for official travel and how this support can be requested. We hope this package will assist you through the process.

TAB		
A	**Congressional Guide for Official Foreign Travel**	Describes the support available from the State Department and the procedures to obtain this support.
B	**Fiscal Information Sheet**	Explains per diem rates, transportation and other expenses, and how the funding is handled domestically and overseas.
C	**Sample Authorization Letters**	Illustrates appropriate letters and what information needs to be included; supplies the legal authority to expend USG funds.
D	**Foreign Travel Data Sheet**	Solicits information needed by the State Department to ensure a successful trip.
E	**Questions and Answers**	Responds to frequently asked questions.

Although travel plans are often understandably subject to change, early notice of travel needs greatly enhances our capacity to provide assistance. Therefore, a signed letter of authorization, itinerary, desired agenda, and meeting requests should be provided to the Department of State's Congressional Travel Office at least two (2) weeks before the planned departure whenever possible. This timely notification will allow us to instruct U.S. missions abroad regarding program, administrative, and logistical requirements, and to receive their country clearance, threat assessment, and suggestions for the trip.

CONGRESSIONAL GUIDE FOR OFFICIAL FOREIGN TRAVEL

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CONGRESSIONAL GUIDE FOR OFFICIAL FOREIGN TRAVEL

Effective and expeditious support for congressional travel abroad requires that both the travel authorization and background information reach the Department of State promptly. Whenever possible, a copy of the signed Letter of Authorization should be faxed to the Department of State's Congressional Travel Office (CTO) -- fax number 202-203-7700 -- at least two (2) weeks before the planned departure or sooner if possible; scanned and emailed copies of the authorization letter are also acceptable. The CTO will arrange for subsequent messenger pick-up of the original letter(s) from the authorizer(s). Additionally, please e-mail an itinerary, desired agenda and any meeting requests for Codels or Staffdels to: H_CTO@state.gov. Revisions to any of the above information should be faxed or e-mailed promptly.

Once the CTO receives notification of a trip, several things will happen. First, a domestic travel coordinator and a travel specialist will be assigned to the trip. These professionals will provide points of contact in the embassy, and assist with logistical arrangements, scheduling and briefings. There are many components to a successful trip so please contact us via phone, fax or email very early in the planning process, so that we can provide the best assistance possible.

Department of Defense (DOD) transportation and support must be requested separately by letter to the Secretary of Defense. For your convenience, a DOD-approved sample letter is enclosed in this package (TAB C).

I. LETTERS OF AUTHORIZATION

Letters of Authorization constitute legal authority for the State Department to expend or disburse U.S. Government funds in support of official foreign travel by Members of Congress or congressional staff. The fiscal information under TAB B lists the types of expenditures that can be authorized for specific trips and gives guidance as to how authorization for such expenditures should be formulated. The full extent and range of support desired should be delineated as clearly as possible in the authorizing letter. Letters of authorization are signed by one of the following officials:

SENATE
Majority Leader
Minority Leader
President Pro Tempore
Full Committee Chairman
•for Member or employee of the Committee or employee of Committee Member

HOUSE
Speaker of the House
Full Committee Chairman
•for Member or employee of the Committee

JOINT COMMITTEE CHAIR
• for Member or employee of the Joint Committee

Letters must list by name all persons being authorized to receive USG-funded support. Members or staff traveling with a committee with which they have no association must be authorized separately by either the Leadership or the Chairman of a committee with which they are associated. (See sample authorization letters TAB C.)

2. TRAVEL OBJECTIVES AND PROGRAM REQUESTS

In the letter of authorization, please define the objectives of travel, identifying where possible specific program requests at each stop. When appointments with specific individuals are desired, it would be helpful to indicate the topics to be addressed. If any activities have already been arranged directly with local organizations or persons, please provide scheduling data so that other events can be arranged around them. Embassy/Consulate briefings are highly recommended prior to meetings with host country government officials. Briefings by Department officials prior to departure from the United States are also available and can be very useful

3. LIST OF TRAVEL PARTICIPANTS

The following are travel participants that are normally authorized under letters of authorization:

- Members of Congress (please include state and party affiliation)
- Spouses/family members (please include first names)
- Staff members (with titles)
- Executive branch/private sector invitees (with titles)
- DOD escorts (with rank and titles)

4. TRAVEL AND ITINERARY

Please book all airline reservations with the Combined Airline Ticket Office (CATO) to expedite ticketing and delivery of prepaid tickets to the Hill. The Department cannot pre-pay airline tickets which are booked with private travel agents.

When booking, you should inform CATO that the tickets will be pre-paid by the Department of State. CATO offices are located on Capitol Hill (Senate Russell Building, Room B24 and House Longworth Building, Room B22) as well as in Rosslyn, Virginia. CATO's reservation number is 703-522-[redacted].

5. PASSPORT AND VISA INFORMATION

Travelers must have valid passports for all overseas travel. Please ensure that your passport is current and valid for at least six months beyond the travel dates. Official passports are available at no charge and are issued for the purpose of conducting official business abroad. The Department of State strongly encourages both Members and staff to obtain official passports. Blue "Tourist" passports should be used only for tourism, but may be used if the traveler does not possess an official passport.

Some countries require visas. It is the responsibility of the traveling party to obtain ALL necessary visas. For assistance with visa issues please contact the Special Issuance Agency at 202-955-[redacted]

Travelers should coordinate passport/visa requirements directly with Passport Services well in advance of the trip. Travelers may call Passport Services at 202-955-[redacted]. For information regarding visa requirements travelers may call 202-955-[redacted]. Sometimes passport data will be required by foreign posts. In those cases CTO will contact you for you passport details.

For delegations with DOD escorts, the escorts collect the passports, obtain visas, and send data to appropriate foreign posts.

A variety of information including current travel warnings, passport forms, visa requirements, country background notes, adoption issues, exchange rates and more can be viewed at www.state.gov/travel.

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FISCAL INFORMATION SHEET

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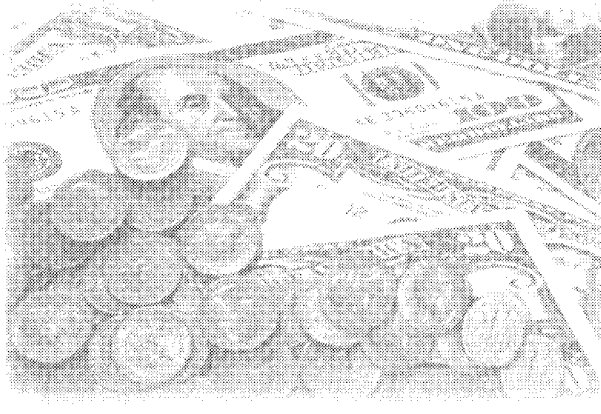

FISCAL INFORMATION SHEET

By longstanding agreement, funds for official foreign travel are administered by the Department of State on behalf of the U.S. Congress. Upon receipt of written authorization from appropriate congressional offices, obligations and disbursements will be charged against specific congressional travel accounts held by the U.S. Treasury. The disbursements, which are permitted under PL 95-384, The International Security Assistance Act of 1978, fall into three distinct categories: Per Diem, Transportation (international and/or local), and Other Official Expenses. Each must be specifically authorized in order for expenditures within that category to be incurred. Under PL 95-384, all expenses charged by the traveler, the delegation, and the Department of State to the fund cite must be reported by the traveler/delegation to the authorizing committee upon return.

1. PER DIEM

Under Public Law 95-384, congressional travelers abroad receive local currency for per diem in amounts not to exceed the maximum per diem allowed by law. The authority for establishing per diem rates is found in Chapter 57 of Title 5 of the U.S. Code and set forth as the Federal Travel Regulation at 41 CFR Ch. 300-304.

Per diem payments are made directly to authorized individuals (Members and staff) to cover the cost of lodging, meals and incidental expenses (M&IE) while traveling abroad. The U.S. Government does not pay the expenses of accompanying spouses. Upon arrival in a foreign country, per diem normally is disbursed by the Embassy or Consulate for each night spent in country. Payment is made in local currency unless U.S. dollars are required by hotels or such payment has been specifically requested prior to departure from the U.S. Upon departure from the country, arrangements can be made for travelers to convert unused per diem into U.S. dollars. Per diem which for any reason has not been received abroad may be claimed in U.S. dollars after the traveler's return and upon presentation of hotel receipts to the Department of State, Bureau of Legislative Affairs, Congressional Travel Office.

In the event that no-cost lodging is provided, (e.g. the traveler stays in Government facilities or as a private guest), the traveler is allowed the applicable meals and incidental expenses (M&IE) rate. Note that this guidance is consistent with changes in the Federal Travel Regulation

- **FOREIGN PER DIEM RATE:** Per diem consists of two components: the lodging rate and M&IE. Per diem rates are established by the Department of State for foreign cities. The foreign per diem rates are established monthly by the Department of State based on actual reported costs of hotel, meals and incidental expenses in individual cities around the world. Therefore, routine expenses are usually well within the per diem rates and it is sufficient to authorize per diem payments based on those rates. This type of per diem payment is called an allowance. Allowances are provided in full and require no accounting. Foreign per diem rates are available on the State Department's website at: [illegible].

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• **ENHANCED PER DIEM RATE:** The committee may authorize enhanced per diem to offset exceptionally high costs associated with price increases that can be found in certain locations. Unless a specific dollar enhancement is authorized (e.g. $75 USD or $100 USD), the default enhancement is an additional $50 USD above per diem.

• **ACTUAL EXPENSE BASIS:** Per Diem can be calculated by adding the expenses of up to 300% of the applicable per diem rate. This rate may be authorized for lodging, M&IE, or both, when actual expenses exceed the established per diem rate. There is no authority to exceed this 300% ceiling. **To avoid problems caused by unexpected devaluation of the US dollar, the following language may be used in authorization letters: "actual lodging is authorized."**

• **ACCOUNTING:** If an individual is traveling on an enhanced per diem or actual expense basis, he or she must itemize all expenses, including meals, and account for unused per diem funds. In situations where only lodging or M&IE is on an actual expense basis, only that portion need be itemized. Itemization requires the traveler to write down specific expenses but does not require receipts. Upon completion of the trip, the authorizing committee requires travelers to reconcile their actual expenditures with the expenditures authorized prior to travel. Consistent with congressional rules and regulations, this reporting (and reconciliation when required) should be submitted to the congressional office that authorized the travel.

Posts may pay for hotel charges directly if arrangements with the Embassy/Consulate staff are made beforehand. In this case, posts will be directed to disburse M&IE only.

As the purpose of the per diem enhancement and/or the payment of actual lodging expenses is to offset unexpectedly high costs found in certain locations, if a traveler receives either of these authorizations reimbursements for any additional lodging or M&IE costs are not authorized.

2. TRANSPORTATION

When international travel is authorized, travelers make their own reservations through CATO (see item 4 of previous chapter, "Travel and Itinerary"). The Department arranges for prepayment of the tickets, which the authorizing committee makes available to the traveler. This arrangement requires that the Department be notified of the carriers used, the class of service, and the precise itinerary. For transoceanic flights, U.S. flag carriers must be used (PL 94-624, Fly America Act) **unless** the authorization letter has specified otherwise based on a determination that no U.S. flag carriers are available. **Use of charter aircraft is an extraordinary expense and must be specified in the authorization letter.**

Authorized **local transportation** within a foreign country is normally arranged by either the Embassy, the Consulate or paid personally by the traveler. Local transportation costs may include trains, ferries, rental car/van/bus (with or without driver), taxis, public transport, as well as overtime for drivers of U.S. Government vehicles. In many cities, staff delegations are encouraged to use taxis or public transportation and claim reimbursement. Upon presentation of receipts, the Congressional Travel Office will reimburse travelers for local transportation after their return to Washington, DC.

3. OTHER OFFICIAL EXPENSES

Other official expenses authorized for Codels and some Staffdels include rental of control rooms, hospitality suites, special telephone lines, cell phones, copier/fax machines, wreaths and flowers for representational purposes, purchase of stationery supplies, interpreters, and employee overtime at posts.

If specified in the authorization letter, certain extraordinary or unusual expenses may be paid such as representation expenses, conference fees, media events, meeting hall rental, and travel and per diem expenses incurred by Post Personnel traveling outside of their duty station in support of Codel travel. These expenses, including any cancellation fees incurred, will be charged to the delegation fund cite and must be reported under PL 95-384.

4. TRAVEL ADVANCES IN U.S. DOLLARS

The Department will provide a U.S. dollar advance where hotels require payment in hard currency and the U.S. mission overseas has insufficient dollars to pay travelers. However, arrangements can also be made for U.S. dollar disbursements overseas where missions have access to U.S. dollars.

5. REFUNDS/REIMBURSEMENTS/UNUSED AIRLINE TICKETS

Unused per diem funds may be returned to the State Department by personal check made payable to the U.S. Treasury or Treasurer of the United States. The Department **cannot accept foreign currency in Washington**. The Department will reimburse travelers for out-of-pocket expenses previously authorized upon submission of receipts and a letter/memorandum from the authorizing committee. Unused airline tickets paid for by the U.S. Government must be returned to the Department of State, Congressional Travel Office for credit.

6. REPORTING REQUIREMENTS

PL 95-384 stipulates that travelers and delegations are responsible for reporting all expenses to the authorizer within 30 days of the completion of travel. Although the Department will assist travelers and delegations in obtaining the necessary financial information from foreign posts, PL 95-384 assigns none of the formal reporting responsibilities to the Department of State.

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10-6294_0040

SAMPLE AUTHORIZATION LETTERS

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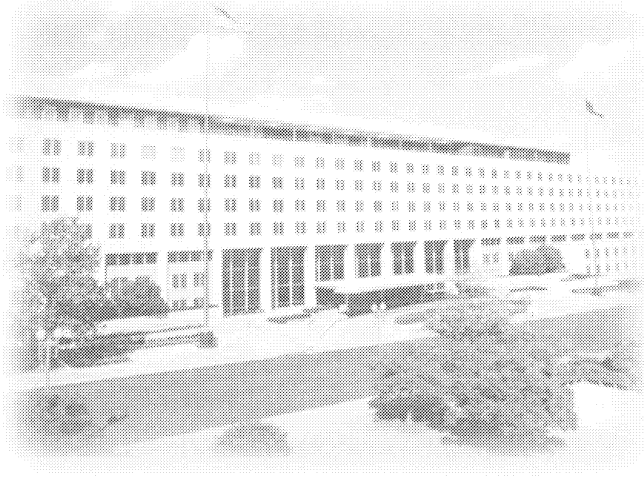

SAMPLE LETTER OF AUTHORIZATION (State)

The Honorable
(*insert name*)
Secretary of State
Washington, DC 20520

Dear (*Mr. or Madam*) Secretary:

This letter is to authorize (*travelers*) to travel on official business to (*Countries*) during the period of (*inclusive dates*) for the purpose of (*state the purpose*).

It is requested that the use of local currencies for per diem, transportation, including local transportation, and other official expenses be made available in accordance with provisions of Section 502(b) of the Mutual Security Act of 1954, as amended by Public Law 95-384, Section 22(a). D

Commercial and/or military transportation are authorized where appropriate, as is the use of non-U.S. air carriers. Airfare is authorized up to business class if needed.

We appreciate your assistance with this request. If there are any questions regarding this trip, please contact (*name of staff point of contact*) at (*telephone number*). E

Sincerely,

(*Name*)
(*Title*)

Additionally, if any of the conditions below apply, please add the appropriate sentence:

- Enhanced per diem of $50.00 is authorized.
- Actual lodging costs are authorized.
- Due to heightened security concerns, the cost of a security detail is also authorized.
- Spouses are authorized to travel for protocol purposes at no cost to the U.S. Government.
- Costs associated with Post personnel traveling outside of their duty station in support of the delegation are authorized.
- Charter aircraft are authorized.
- Representational funds are authorized.

SAMPLE AUTHORIZATION LETTER (DOD)

The Honorable
(insert name)
Secretary of Defense
Washington, D.C. 20301

Dear (*Mr. or Madam*) Secretary:

I hereby authorize *(travelers)* to travel on official business to (*Countries*) during the period of *(inclusive dates)* for the purpose of *(state the purpose)*. **If applicable**: Spouses are authorized to accompany the delegation for reasons of protocol at no expense to the U.S.Government.

It would be appreciated if the Department of Defense could furnish such assistance as may be required, including transportation, to facilitate this trip. It would also be appreciated if the Department of the *(Air Force, Army, Navy, Marine Corps)* be assigned to escort the delegation/Member.

The expenditure of funds for payment of actual and necessary expenses and such transportation as may be required is authorized by 31 U.S.C. 1108

Sincerely,

(Name)
(Title)

FOREIGN TRAVEL DATA SHEET

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FOREIGN TRAVEL DATA SHEET

The following is a review of what the Department will require either in the authorization letter or other communication in order to initiate your country clearance cable with our foreign posts. It is also a reminder of the requirements for foreign travel.

1. TRAVEL OBJECTIVES AND PROGRAM REQUESTS

What is the purpose of the visit in general? More specifically, what objectives does the delegation/traveler wish to accomplish? Please provide specific meeting requests if they are known. If the delegation/traveler is attending a specific meeting or has an agenda already prearranged, please advise us so that the post can schedule around it.

2. PARTICIPANTS (in protocol order)

Members and Staff
Spouses, Invitees, Department of State,
DOD, and Military Escorts

3. TRAVEL AND ITINERARY

Commercial
Military Air
Charter

PLEASE BOOK COMMERCIAL RESERVATIONS WITH THE COMBINED AIRLINE TICKET OFFICE (CATO) AT 703-522-2286 TO FACILITATE TICKETING.

4. PASSPORTS AND VISAS

In most cases a valid passport and, in some cases, valid visas will be required. Visa requirements differ depending on the type of passport used. Call 202-955-[redacted] for passport requirements or 202-955-[redacted] for visa requirements. First Call may assist with passport issues. Please contact them at 202-225-[redacted].

TYPES OF PASSPORTS:

Official (red; no fee, 5-year passport).
Tourist (blue; fee charged, 10-year passport).

IT IS THE RESPONSIBILITY OF THE TRAVELING PARTY TO OBTAIN THE NECESSARY VISAS. IF USING A TOURIST PASSPORT, THE TRAVELER IS RESPONSIBLE FOR ALL PASSPORT and VISA FEES.

5. SECURITY CLEARANCES (staff only)	Please provide the names, SSN, level and date of clearance, and granting agency for each person who will **REQUIRE** access to classified information during the trip. This information is not needed for Members of Congress.
6. ACCOMODATIONS	Please indicate the number of rooms needed at each city, and hotel preference, if any. If the traveler plans to use Government or no-cost accomodations, please indicate. Hotel preferences/city Delegation rooms (total number of singles/doubles) Support Rooms
7. LOCAL TRANSPORTATION	Number of Sedans (with driver or self-drive) Number of Buses (or passenger amount) Number of Minivans (or passenger amount) Number of other vehicles, if any Public transportation (cabs, buses, trains, ferries).
8. POINTS OF CONTACT FOR TRIP	Name Phone Number

QUESTIONS AND ANSWERS

Questions and Answers

Q What do I do if I received more travel funds than I needed?

A It depends. If you traveled on a per diem allowance (the set rates) you may keep any "excess" funds, though your authorizing committee may have their own specific rules.

If you received funds in excess of that allowance (because actual costs were anticipated to exceed the allowance) you must itemize your expenses and reconcile any differences with the congressional office that authorized your travel. Unused per diem funds, authorized on an enhanced or actual cost basis, must be returned to the Department of State by personal check in U.S. dollars, made payable to the U.S. Treasury or to the Treasurer of the United States.

Q What do I do if I incur lodging expenses over 300% of the per diem rate?

A When you reconcile your travel expenses with the congressional authorizing committees, you will not be reimbursed for the excess of per diem expenses over the 300% maximum, or over the (lower) rate that was authorized.

Q Will I be given a travel advance in U.S. dollars or in foreign (local) currency?

A Congressional travelers will be given local currency when they arrive at the foreign post.

If the Congressional travelers are journeying to a foreign country that uses U.S. dollars, the advance in U.S. dollars will be given at post. Only in those cases where the post does not have sufficient U.S. dollars on hand will special arrangements be made to issue an advance in Washington D.C.

Q Will the Department book travel reservations for the Members and staff?

A The Department does not book reservations; rather, reservations should be made directly through CATO, which has locations on the Hill and in Rosslyn, Virginia.

Q Will the travel expenses of spouses be covered?

A No, current law prohibits the US Government from assuming the travel expenses of spouses, dependents or other non-official traveling companions.

Q Will the Department of State assist in obtaining visas?

A Assistance may be obtained by contacting the appropriate country desk officer.

Acronyms used in this Travel Guide:

CTO	Congressional Travel Office — Bureau of Legislative Affairs, Department of State
DOD	Department of Defense
DEPARTMENT	Department of State
MEMBER	Member of Congress
CATO	Combined Airline Ticket Office
M & IE	Meals and Incidental Expenses
FTR	Federal Travel Regulations
CODEL	Congressional Delegation
STAFFDEL	Staff Delegation
USG	United States Government
P.L.	Public Law
USC	United States Code

EXHIBIT 9

Nancy Pelosi
Speaker of the House

March 5, 2008

The Honorable Condoleezza Rice
Secretary
U.S. Department of State
Washington, DC 20520

Dear Madam Secretary:

This letter will authorize the Honorable Alcee Hastings, Chairman of the Commission on Security and Cooperation in Europe (CSCE), to lead a delegation of Members and staff to Kazakhstan during the approximate period of June 26 – July 3, 2008. The purpose of the trip is to attend the 17th Annual Session of the Organization for Security and Cooperation in Europe (OSCE PA). For protocol purposes only, spouses may travel at no cost to the government.

It is requested that local currencies for the maximum per diem allowance be made available at the enhanced rate of an additional $50. Actual lodging costs are authorized if necessary. In addition, funds should also be made available for air and local transportation. Commercial air transportation (if needed) will be made on American flag carriers, subject to availability, in business class. Authorization for the expenditure of funds should be made in accordance with Section 502(b) of the Mutual Security Act of 1954, as amended by Public Law 95-384.

Thank you in advance for your prompt attention to this matter.

Sincerely,

Nancy Pelosi

NANCY PELOSI
Speaker of the House

cc: The Honorable Lorraine C. Miller, Clerk
U.S. House of Representatives

EXHIBIT 10

U.S. CONGRESSIONAL DELEGATION (CODEL HASTINGS)
LONDON, UNITED KINGDOM: ASTANA, KAZAKHSTAN: ISLAMABAD, PAKISTAN: VENICE, ITALY
JUNE 26, 2008 - JULY 3, 2008

Thursday, June 26, 2008
Member and Spouse Attire: Travel Casual

- Recommend comfortable clothes on the plane
- Pack an overnight bag to take off at the first stop

2:45 PM Baggage call
- Bring luggage to the Rayburn Horseshoe
- Blue-tagged bags will NOT be accessible in-flight

3:15 PM Baggage call ends

4:30 PM Meet at the Rayburn Horseshoe

4:45 PM Depart the Rayburn Horseshoe for Andrews AFB
- Transportation: USAF vehicle
- 1 hour 15 min en-route

6:00 PM Depart Andrews AFB for London, United Kingdom (Standstead Airport)
- 7 hours 15 min en-route
- Dinner/Breakfast served en-route
- Set watches ahead 5 hours (+5)

Friday, June 27, 2008
Member and Spouse Attire: Travel Casual

- Recommend comfortable clothes
- Only overnight bag comes off at this stop

6:15 AM Arrive London, United Kingdom

6:25 AM Depart airport for Hyatt Regency London - The Churchill
- 2 hrs en-route

8:25 AM Arrive Hyatt Regency London - The Churchill
- Proceed to Delegation Room
- Room keys disbursed
- Currency Exchange available

Dinner at leisure

RON London, United Kingdom

Saturday, June 28, 2008
Members and Spouses Attire: Travel Casual

6:30 AM Delegation Room Opens
- Reverse Currency Exchange available
- Please pay any incidental room charges (i.e. phone, movie room service, etc.)
- Breakfast included in the room rate
- Light snacks and coffee available in the Delegation room

7:15 AM Meet in Delegation Room
- Attire: Travel Casual

7:30 AM Depart Hyatt Regency London
- 1.5 hrs en-route

- The Churchill for airport

9:00 AM	Depart London, United Kingdom for Astana, Kazakhstan	*- 5 hours 50 min en-route* *- Lunch/Heavy Snack served en-route* *- Set watches ahead 5 hours (+5)*
7:50 PM	Arrive Astana, Kazakhstan Met by: Thomas Tanner – Control Officer	
8:00 PM	Depart airport for Radisson SAS Hotel	*- 40 min en-route*
8:40 PM	Arrive Radisson SAS Hotel	*- Proceed to Delegation Room* *- Room keys disbursed* *- Currency Exchange available*

Dinner at leisure

RON Astana, Kazakhstan

Sunday, June 29, 2008
Members Attire: Business
Spouses Attire: Business Casual

7:30 AM	Delegation Room Opens	*- Breakfast included in room rate (avail in lobby)*
8:15 AM	Meeting with USOSCE DCM Kyle Scott in Delegation Room - Amb. Ordway country team briefing	
9:00 AM	Meeting of the Standing Committee - Chairman Hastings - Sen. Cardin - Rep. Solis - Rep. Smith	*- Accompanying Persons depart Codel* *- Satry Arka 4 – 2nd floor*

Events for Accompanying Persons
Attire: Business Casual

9:15 AM Meet in Delegation Room

9:30 AM Depart Hotel for Presidential Cultural Center/Pyramid (30 minutes en-route)

10:00 AM Tour of Presidential Cultural Center/Pyramid

11:00 AM Depart for Tiflis Restaurant (30 minutes en-route)

11:30 AM Lunch at Tiflis Restaurant

1:00 PM Depart Tiflis Restaurant for

Hotel (30 minutes en-route)

11:15 AM Depart Hotel for DCM's Residence *- 15 min en-route*

11:30 AM Coffee with Civil Society at DCM's Residence
Civil Society: Evgeniy Zhovtis -- Director of Kazakhstan Human Rights Bureau, Ninel Fokina -- Director of Kazakhstan Helskinki Committee

Parties: Azat Party's Bulat Abilov (or his deputy Tulegen Zhukeyev), OSDP Party's Amirzhan Kosanov, Alga Party's Yuri Sizov, Ak Zhol's Alikhan Baimenov

Other Groups: Jehovah's Witnesses, Hare Krishnas

1:00 PM Depart DCM's Residence for Hotel *- 15 min en-route*

2:15 PM Members and Spouses meet in Delegation Room
- Accompanying Persons rejoin Codel
- ***Attire: Business***

2:30 PM Inaugural Plenary Session *- Sary Arka 1 – Ground floor*
- Call to order and remarks by Mr Göran Lennmarker, President of the OSCE Parliamentary Assembly;

- Address by H.E. Nursultan Nazarbayev, President of the Republic of Kazakhstan

- Address by H.E. Kassym-Jomart Tokayev, Speaker of the Senate of the Parliament of the Republic of Kazakhstan

- Address by H.E. Aslan Mussin, Speaker of the Mazhilis of the Parliament of the Republic of Kazakhstan

3:30 PM Meeting with H.E. Nursultan Nazarbayev, President of the Republic of Kazakhstan

4:00 PM Coffee break

4:30 PM Plenary Session (cont'd)
- Addresses by the Presidents from the invited Parliamentary Assemblies;

- Address by Mr. Marc Perrin De Brichambaut, OSCE Secretary General, followed by a question/answer session;

- Report by Ms Tone Tingsgård, OSCE PA Special Representative on Gender Issues followed by a debate;

- Address by Ambassador Knut Vollebaek, OSCE High Commissioner on National Minorities

- Possible consideration of Supplementary items

7:00 PM Concert followed by a reception hosted by H.E. Nursultan Nazarbayev, President of the Republic of Kazakhstan - Palace of Peace and Unity *- OSCE PA Transportation (20 min en-route)*

RON Astana, Kazakhstan

Monday, June 30, 2008
Members Attire: Business
Spouses Attire: Business Casual

7:00 AM Delegation Room opens *- Breakfast included in room rate (avail in lobby)*

7:00 AM Time reserved for meetings of various groups

8:15 AM Meet in Delegation Room
- Members Attire: Business
- Spouses Attire: Business Casual

Events for Accompanying Persons
Attire: Business Casual

8:45 AM Depart Hotel for National Library (30 minutes en-route)

9:15 AM Guided tour of National Library

10:00 AM Depart National Library for Baiterek (15 minutes en-route)

10:15 – 11:30 AM Tour of Baiterek & short driving tour of new administrative center

11:30 AM Travel to DCM's residence (30 minutes en-route)

12:00 PM Lunch at DCM's residence

1:30 PM Depart DCM's residence for Hotel (30 minutes en-route)

9:00 - 11:00 AM General Committee on Political Affairs and Security *- Sary Arka 1 – Ground floor*

- Opening remarks by the Chair of the Committee;
Introduction of the Draft Resolution by the Rapporteur;

9:00 - 11:00 AM General Committee on Economic Affairs, Science, Technology and Environment - *Sary Arka 4 – 2nd floor*

- Opening remarks by the Chair of the Committee;
Introduction of the Draft Resolution by the Rapporteur;

9:40 AM Depart Hotel for Prime Minister Government Building - *20 min en-route*

10:00 AM Meeting with Prime Minister Massimov

11:00 AM Depart Prime Minister Government Building for Hotel - *20 min en-route*

11:00 AM Coffee break

11:30 AM - 1:30 PM General Committee on Democracy, Human Rights and Humanitarian Questions - *Sary Arka 1 – Ground floor*

- Opening remarks by the Chair of the Committee;
Introduction of the Draft Resolution by the Rapporteur;

1:30 PM Lunch

2:15 PM Meet in Delegation room
- Attire: Casual

2:30 PM Excursion: Visit to the complex "Map of Kazakhstan Atameken," concert with national songs and dances, national games, cuisine and exhibition

5:30 PM Return from excursion

7:15 PM Meet in Delegation room
- Attire Business Casual

7:30 PM Reception hosted by H.E. Kassym-Jomart Tokayev, Speaker of the Senate of the Parliament of the Republic of Kazakhstan (Reception House "Saltanat Saraiy")

9:00 PM Return Hotel

RON Astana, Kazakhstan

Tuesday, July 1, 2008
Members Attire: Business
Spouses Attire: Business Casual

6:00 AM Delegation Room opens - *Breakfast included in room rate (avail in lobby)*

6:45 AM Meet in Delegation Room
- ***Members Attire: Business***
- ***Spouses Attire: Business Casual***

7:00 AM Time reserved for meetings of various groups

Events for Accompanying Persons
Attire: Business Casual (appropriate for religious sites – long sleeves/pants)

8:30 AM Depart Hotel for SOS Children's Village

9:00 AM Visit SOS Children's Village

10:00 AM Depart Children's Village for Embassy 30 minutes en-route)

10:30 AM View Embassy art and craft fair of local artisans

11:30 AM Depart Embassy for Ali Baba Restaurant (30 minutes en-route)

12:00 PM Lunch at Ali Baba Restaurant

1:30 PM Depart Ali Baba Restaurant for Orthodox Church (30 minutes en-route)

2:00 PM Tour of Orthodox Church

2:45 PM Depart Orthodox Church for Central Mosque (30 minutes en-route)

3:15 PM Tour of Central Mosque *(suggest bringing a scarf for women's head-covering one will be provided if you don't have one)*

4:00 PM Depart Central Mosque for Hotel (30 minutes en-route)

9:00 - 10:30 AM General Committee on Democracy, Human Rights and Humanitarian Questions Consideration of amendments - *Sary Arka 1 – Ground floor*

9:00 - 10:30 AM General Committee on Economic Affairs, Science, Technology and Environment - *Sary Arka 4 – 2nd floor*

Consideration of amendments

10:30 AM US Delegation press conference	*- All CODEL member presence requested* *- Sary Arka 2 - 2nd floor (30 - 40 min)*
11:00 AM General Committee on Political Affairs and Security Consideration of amendments	*- Sary Arka 1 – Ground floor*
11:30 AM Meeting with State Secretary Oralbay Abdykarimov	*- Ak Orda – lunch at Rixos Hotel* *- Attended by Members and Spouses*
12:45 PM Working Lunch on Gender Issues hosted by the Parliament of Kazakhstan	*- Restaurant Capri – Ground floor in Hotel Radisson SAS*
2:30 - 4:00 PM General Committee on Economic Affairs, Science, Technology and Environment Consideration of amendments and adoption of Resolution; Supplementary items	*- Sary Arka 4 – 2nd floor*
2:30 - 4:00 PM General Committee on Democracy, Human Rights and Humanitarian Questions Consideration of amendments and adoption of Resolution; Supplementary items	*- Sary Arka 1 – Ground floor*
4:00 PM Presentation on the 2008 OSCE PA Fall Meetings in Toronto	*- Prefunction Area outside Sary Arka 1*
5:00 - 6:00 PM General Committee on Political Affairs and Security Consideration of amendments and adoption of Resolution; Supplementary items	*- Sary Arka 1 – Ground floor*
7:30 - 9:00 PM Reception hosted by H.E. Aslan Mussin, Speaker of Mazhilis of the Parliament of Kazakhstan (Duman Center)	

RON Astana, Kazakhstan

<u>Wednesday, July 2, 2008</u> ***Members Attire: Business*** ***Spouses Attire: Business Casual***	***- Pack overnight bag for Venice stop.*** ***Leave out comfortable travel clothes for today.***
6:00 AM Delegation Room opens	*- Breakfast included in room rate (avail in lobby)* *- Reverse Currency Exchange available* *- Please pay any incidental room charges (i.e. phone, movie room service, etc.)*
6:45 AM Meet in Delegation Room ***- Members Attire: Business*** ***- Spouses Attire: Business Casual***	

7:00 AM Time reserved for meetings of various groups

9:00 AM Please Bring your bags to the delegation room

9:00 - 11:00 AM General Committee on Economic Affairs, Science, Technology and Environment Supplementary items; Election of the Committee Officers — *- Sary Arka 4 – 2nd floor*

9:00 - 11:00 AM General Committee on Democracy, Human Rights and Humanitarian Questions Supplementary items; Election of the Committee Officers — *- Sary Arka 1 – Ground floor*

11:00 - 11:30 AM Meeting of the Bureau — *- Sary Arka 2.2 – Ground floor*

11:45 AM Meet in Delegation Room
- Attire: Travel Casual
- Bring any remaining baggage with you at this time as we will not be returning to the hotel

12:00 PM Depart Radisson Hotel for Airport — *- 40 min en-route*

1:00 PM Depart Astana, Kazakhstan for Venice, Italy — *- 5 hours 55 minutes en-route*
- Heavy snack served en-route
- Set watches back 4 hours (-4)

2:55 PMArrive Venice, Italy

3:05 PM Depart airport for Westin Europa & Regina Hotel — *- 30 min en-route*

3:35 PMArrive Hotel — *- Proceed to Delegation Room*
- Room keys disbursed
- Currency Exchange available

Dinner at leisure

RON Venice, Italy

Thursday, July 3, 2008
Member and Spouse Attire: Travel Casual
- Recommend comfortable clothes

7:00 AM Delegation Room opens — *- Please pay any incidental room charges (i.e. phone, movie room service, etc.) Breakfast included in the room rate*
- Light snacks and coffee available in the Delegation room

7:00 AM Please bring luggage to the Delegation room

7:45 AM Meet in Delegation Room
- Attire: Travel Casual

8:00 AM	Depart Hotel for Airport	*- 30 min en-route*
9:00 AM	Depart Venice, Italy for Andrews AFB	*- 9 hours 25 minutes en-route* *- Lunch/Heavy snack served en-route* *- Set watches back 6 hours (-6)*
12:25 PM	Arrive Andrews AFB	
12:45 PM	Depart for Rayburn horseshoe	
1:30 PM	Arrive Rayburn horseshoe	
1:40 PM	Luggage arrives Rayburn horseshoe	

MISSION COMPLETE

EXHIBIT 11

234 Ford House Office Building
3rd and D St. NW
Washington DC 20515
Tel: 202-225-[redacted] Fax: 202-226-4199

PSE

Socialist Group in the
European Parliament
Rue Wiertz 60
B-1047 Bruxelles
T +32 2 284 [redacted]
F +32 2 230 6884
www.socialistgroup.eu

Office of the United Nations High
Commissioner for Human Rights
Palais Wilson
United Nations Office at Geneva
CH-1211 Geneva 10, Switzerland
Tel: 22-[redacted] Fax: 22-9289050

Black European Summit
April 15-16, 2009

European Parliament
Rue Wiertz 60, B-1047 Brussels

Draft Agenda

24 March 2009

Day 1, Wednesday, April 15

Morning/afternoon	Parliamentarians arrive
6:00 pm	Registration
7:00 – 9:00 pm	Opening Dinner

Day 2, Thursday, April 16

8:30 am	Registration
9:00 – 9:10 am	Welcome
9:10 – 10:00 am	Panel 1: Europe's Black and Minority Electorate: Past, Present, & Future *This panel will provide an overview of Europe's growing Black and minority populations and their civic participation.*
10:00 – 11:15 am	Panel 2: Europe's Obama on the Horizon? *This panel will focus on minority political participation in Europe. Barriers to participation and the benefits of diversity in policymaking, including countering racist and xenophobic political platforms, will also be discussed. Questions from the audience are welcomed.*
11:15 – 11:30 am	Coffee Break
11:30 – 12:30 pm	Panel 3: Formulating and Implementing Policies for Black and minority inclusion and empowerment *This panel will focus on the role of Black and minority policymakers in formulating and implementing laws and policies to support and promote equal rights and opportunities for minorities in the public and private sector.*
12:30 – 2:00 pm	Networking Lunch
2:15 – 3:45 pm	Breakout strategy sessions *Participants will discuss strategies for improving public and private sector opportunities for Black and minority populations.*
4:00 – 4:30 pm	Closing Remarks and Photo
7:00 – 9:00 pm	Closing Dinner

SUMMIT VENUE AND SECURITY

Note: Due to increased security, only registered participants will be allowed into the Summit. Participants will need to bring proof of identity (passport, driver's license) and should plan to arrive 15 minutes prior to the beginning of the Summit.

Room A3G-2
European Parliament
Spinelli Building
Rue Wiertz 60
B-1047 Bruxelles

HOTELS AND TRANSPORTATION

Note: Participants are kindly requested to make their own lodging and transportation arrangements.

Hotels close to the Summit venue (5-10 minutes on foot):

Radisson SAS EU Hotel
rue d'Idalie 35
1050 Brussels
Belgium
Tel: +32 2 [redacted]
Fax: +32 2 626 81 12
[redacted]@radissonsas.com

http://www.radissonsas.com/cs/Satellite/Page/RadissonSAS/Page/rsasHotelDescription/1117695856462/en/

Hotel Sofitel Brussels Europe
1 Place Jourdan,
1040 Brussels
(+32)2/[redacted] - (+32)2/[redacted]
[redacted]@sofitel.com

http://www.sofitel.com/fr/hotel-5282-sofitel-brussels-europe/index.shtml

Renaissance Brussels Hotel
Rue du Parnasse 19
Brussels, 1050 Belgium
Phone: 32 2 [redacted]
Fax: 32 2 5052555

http://www.marriott.com/hotels/travel/brubr-renaissance-brussels-hotel/

Hotel Leopold
rue du Luxembourg 35
1050 Brussels
Tel: 32 2 [redacted]
Fax: 32 2 514 1939

http://www.hotel-leopold.be/presentation.htm

Economic options:

Hotel Chambord
82 rue de Namur
1000 Brussels
Tel +32 2 [redacted]
Fax +32 2 514 08 47

http://www.hotel-chambord.be/html/en/home.php

Hotel Argus
6, Rue Capitaine Crespel
B-1050 Bruxelles, Belgique
Tel +32 2 [redacted]
Fax +32 2 514 12 22
[redacted]@hotel-argus.be

http://www.hotel-argus.be/

TRANSPORT FROM AIRPORT TO EUROPEAN PARLIAMENT

The Airport Line (No. 12 Bus) operates between Brussels airport and Luxembourg station, just beside the EP.
For timetable: http://www.stib.be/airport-line.html?l=en

WORKING LANGUAGE

The working language for the conference is English. French translation will also be provided.

ATTIRE

Business attire is recommended for all Summit events.

Policymakers and experts include:
Summit Co-Chair, Harlem Desir, MEP, Vice-Chairman Socialist Group
Summit Co-Chair, Alcee L. Hastings, Co-Chairman U.S. Helsinki Commission/U.S. Congress
Summit Co-Chair, Joe Frans, Chair, United Nations Working Group of Experts on People of African Descent
Summit Advisor, Claude Moraes, MEP
Summit Advisor, Glyn Ford, MEP
Neena Gill, MEP
Said El Khadraoui, MEP, Belgium
Sharma Virendra, MP, UK
Diane Abbott, MP, UK
Jennette Arnold, Member of London Assembly
Rotimi Adebari, Councillor, Portlaoise, Ireland
Yvette Jarvis, Special Advisor to the Mayor on Immigration, Municipality of Athens, Greece
*Cem Ozdemir, Co-leader Green Party, Germany
*Trevor Phillips, Chairman, Equality and Human Rights Commission, UK
Wouter Van Bellingen, Belgium
Beatrice Achaleke, founder Black European Women's Conference, AFRA (Austria)
Dr. Allison Blakely, Boston University (USA)
Dimitria Clayton, Ministry for Intergenerational Affairs, Family, Women and Integration for North Rhine-Westphalia (Germany)
Brenda King, Vice President, Employers' Group, European Economic and Social Committee
Larry Olomoofe, European Roma Rights Center (Hungary)
Greg Willis, President, U.S. Senate Black Legislative Staff Caucus/Counsel, U.S. Senate Committee on Small Business and Entrepreneurship (USA)
Simon Woolley, Operation Black Vote (UK)
Tbd, European Union Fundamental Rights Agency
Tbd, German Marshall Foundation

*To be confirmed

EXHIBIT 12

Nancy Pelosi
Speaker of the House

June 19, 2009

The Honorable Hillary Rodham Clinton
Secretary
U.S. Department of State
Washington, DC 20520

Dear Madam Secretary:

This letter will authorize the Honorable Alcee Hastings, Co-Chairman of the Commission on Security and Cooperation in Europe (CSCE), and a delegation of Members and staff to accompany Codel Cardin to Bosnia-Herzegovina, Belarus, Lithuania and Greece during the approximate period of June 26 – July 3, 2009. The purpose of the trip is to meet with government officials in each country and to attend the 18th Annual Session of the Organization for Security and Cooperation in Europe (OSCE PA). For protocol purposes only, spouses may travel at no cost to the government. The following Members and staff are authorized to travel:

The Honorable Alcee L. Hastings (D-FL), Co-Chairman, CSCE
The Honorable Christopher Smith (R-NJ) and Mrs. Marie Smith
The Honorable Louise Slaughter (D-NY) and Mr. Robert Slaughter
The Honorable Mike McIntyre (D –NC) and Mrs. Dee McIntyre
The Honorable G.K. Butterfield (D-NC)
The Honorable Robert Aderholt (R–AL) and Mrs. Caroline Aderholt
The Honorable Darrell Issa (R-CA) and Mrs. Kathy Issa
The Honorable Lloyd Doggett (D–TX) and Mrs. Libby Doggett
The Honorable Gwen Moore (D-WI)

Mr. Fred Turner, Chief of Staff, CSCE
Mr. Bob Hand, Policy Advisor, CSCE
Ms. Shelly Han, Policy Advisor, CSCE
Mr. Ed Joseph, Policy Director, CSCE
Mr. Cliff Bond, Senior Advisor, CSCE
Mr. Alex Johnson, Policy Advisor, CSCE
Mr. Winsome Packer Policy Advisor, CSCE
Mr. Neil Simon, Communications Director, CSCE
Mr. Daniel Redfield, Office Manager, CSCE
Mr. Josh Shapiro, Staff Assistant, CSCE

Please note that Chairman Hastings and Ms. Janice Helwig, Policy Advisor, CSCE, are also authorized to travel to Albania en route to Lithuania.

It is requested that local currencies for the maximum per diem allowance be made available at the enhanced rate of an additional $50. Actual lodging costs are authorized if necessary. In addition, funds should also be made available for air and local transportation. Commercial air transportation (if needed) will be made on American flag carriers, subject to availability, in business class. Authorization for the expenditure of funds should be made in accordance with Section 502(b) of the Mutual Security Act of 1954, as amended by Public Law 95-384.

Thank you in advance for your prompt attention to this matter.

Sincerely,

Nancy Pelosi

NANCY PELOSI
Speaker of the House

cc: The Honorable Lorraine C. Miller, Clerk
U.S. House of Representatives

EXHIBIT 13

24 JUN 2009
Version 20

CODEL Cardin

Sarajevo, Bosnia/Herzegovina and Vilnius, Lithuania
26 June – 3 July 2009

Purpose: To meet with political leadership in Bosnia-Herzegovina and to attend the Eighteenth Annual Session of the OSCE Parliamentary Assembly Meeting in Vilnius, Lithuania.

Sponsor: OSD (Cmte Ltr)

Mode of travel: COMAIR _____ MILAIR_X___

Rental Car: No

Delegation (41)
Traveling from Washington DC to Sarajevo via MILAIR: 38
Traveling from Sarajevo to Vilnius via MILAIR: 37
Traveling from Vilnius to Washington DC via MILAIR: 40

MEMBERS & Spouses (23)
1) Senator and Mrs. Benjamin L. Cardin (D-MD), Chairman, Commission on Security and Cooperation in Europe
2) Rep. Alcee L. Hastings (D-23rd-FL), Co-Chairman, Commission on Security and Cooperation in Europe (Vilnius Only/arriving MILAIR 6/29)
3) Senator and Mrs. Dick Durbin (D-IL), Assistant Majority Leader
4) Senator and Mrs. George Voinovich (R-OH), Senate Homeland Security and Governmental Affairs Committee
5) Senator and Mrs. Roger Wicker (R-MS), Senate Armed Services Committee
6) Rep. Louise Slaughter (D-NY) and Mr. Robert Slaughter, Chairwoman, House Rules Committee
7) Rep. and Mrs. Darrell Issa (R-CA), Ranking Member, House Oversight & Government Reform Committee
8) Rep. Gwen Moore (D-4th-WI), House Budget Committee
9) Rep. and Mrs. Mike McIntyre (D-7th –NC), House Armed Services Committee
10) Rep. and Dr. Lloyd Doggett (D-25th –TX), House Ways and Means Committee
11) Rep. G.K. Butterfield (D-1st- NC), House Energy and Commerce Committee (Vilnius Only/Arriving COMAIR 6/29)
12) Rep. and Mrs. Robert Aderholt (R-4th –AL), House Appropriations Committee
13) Rep and Mrs. Christopher H. Smith (R-4th-NJ), House Foreign Affairs Committee
14) Rep Madeleine Bordallo (D-GU), House Armed Services Committee

STAFF (13)
15) Fred Turner, Chief of Staff, CSCE
16) Debbie Yamada, Office of Sen. Cardin
17) Bob Hand, Policy Advisor, CSCE
18) Shelly Han, Policy Advisor, CSCE
19) Ed Joseph, Policy Director, CSCE
20) Ambassador Cliff Bond (Sarajevo only)
21) Alex Johnson, Policy Advisor, CSCE (Vilnius only)
22) Winsome Packer, Representative of the Helsinki Commission to the USOSCE (Vilnius only)
23) Neil Simon, Communications Director, CSCE
24) Daniel Redfield, Office Manager, CSCE
25) Mr. Josh Shapiro, Staff, CSCE
26) Mr. Joseph Lai, Staff, Sen. Voinovich
27) Mr. Erskine Wells, Staff, Sen. Wicker

ESCORTS (4)
28) CAPT John Nowell, Lead Escort

29) LT Mitch McGuffie, Lead Planner
30) LT Lauren Baker, Navy Escort
31) LCDR Greg Knusner, Navy Escort

DOCTOR (1)
32) Dr. Rob Sumerlee, Medical Doctor, Attending Physician's Office

Friday 26 June – Washington, DC
Attire: Travel Casual
Forecasted Weather: High-87 Low-73/ Isolated T-Storms

1300	Luggage Call
1500	Busses depart Capitol Hill en route Andrews Air Force Base
1600	Depart Washington DC (Andrews) (GMT -4) via MILAIR en route Sarajevo (GMT +2) Total Travel Time: 9 hrs 5 min (advance clocks 6 hours)

Saturday, 27 June- Sarajevo
Attire: Travel casual until 1545/ Business after 1545
Forecasted Weather: High-79 Low-55/ 60% chance of showers

0705	CODEL arrives Sarajevo Airport via milair *Site officers: Chief Lee, Sgt. Tuiasosopo*
0715	Depart Airport en route Hotel
0735	Arrive Hotel Europe -Distribute keys, per diem in local currency -Continental breakfast buffet in delegation room (juice, coffee, pastry, fruit) -Down time until lunch
1130	Optional opportunity for viewing of Sarajevo Haggadah
1200	Lunch options (No-host Lunch) -3 Restaurant Options
1330	Tour old town (AMB will accompany, along with commercial guide)
1515	Return to Hotel; down time
1545	Depart hotel en route Ambassador's residence
1600	Welcome by Amb. English and country team brief Including: OSCE: CoM Gary Robbins DCM: Judith Cefkin POL: Mike Martin ECON: Frank Ostrander RAO: Mark Post DAO: COL Schleicher AID: David Hallengren OPA: Janet Miller
1700	Discussion with Political Leaders
1830	Depart EMR en route Hotel Europe

1900 No-host dinner

RON Sarajevo

Sunday, 28 June- Sarajevo/Vilnius
Arrive: Business
Forecasted Weather: High-80 Low-55/ 60% chance of showers

0800 Breakfast in Hotel

0930 Religious service options

1000 **Accompanying Persons schedule begins, see below**
***Accompanying persons are welcome to join the official meetings as desired. Below is a suggested itinerary in addition to the official schedule*
Accompanying persons optional schedule
Escort officer: Shelbie Legg

1000 Depart Sarajevo ert Jablinica

1130 Arrive Jablanica and Bridge Museum

1230 Depart Bridge museum

1245 Lunch at Orahovica restaurant

1345 Cultural excursion to Konjic, including local woodworking and Ottoman Bridge

1445 Depart Konjic ert Sarajevo

1020 Depart hotel ert Presidency [accompanying person schedule begins, see below]

1030 Arrive Presidency (press spray at top w/ group photo)

1045 Meet with Presidency

1200 Depart Presidency ert UNITIC Towers

1215 Arrive UNITIC Towers, Panorama restaurant

1230 Informal lunch with mixed group of university students (Panorama restaurant)
OPA Site officer: Melissa Scherer

1400 Depart lunch ert OHR

1415 Meeting with HiRep Inzko (Location: OHR; meeting TBC)
Press spray at top
Deputy HiRep Gregorian also invited
Notetaker: Mike Martin

1515 Depart OHR ert Hotel Europe

1530 Press opportunity (Hotel Europe)
Site Officer: Ron Hawkins, OPA

1600	BAGGAGE CALL
1615	Return to rooms to freshen up, check out of hotel [accompanying persons rejoin]
1645	Depart Hotel Europe ert Airport
1715	Arrive Sarajevo Airport
1730	Delegation departs Sarajevo (GMT +2) en route Vilnius (GMT +3) via MILAIR Flight Time: 2 hr 30min Advance Clocks 1 hour
2100	Arrive Vilnius
RON	Vilnius

Monday, 29 June-Vilnius
Attire: Business
Forecasted Weather: High-75 Low-56/ Sunny w/ 10% chance of showers

0700-1000	Breakfast (Hotel Restaurant)
TBD	Country Team Briefing for Delegation
0900 – 1200	**Meeting of the Standing Committee (Chairman Cardin and Co-Chairman Hastings ONLY)**

0940 **Begin Schedule for Accompanying Persons**
*** Accompanying persons are welcome to join the official meetings as desired. Below is a suggested itinerary in addition to the official schedule.*

0940	**Depart from Hotel**
1000-1130	Visit Vilnius Women's and Children's Shelter Objective: Deliver school supplies (maps - political and otherwise requested), meet with center staff, tour center. Press has been requested to be in attendance but respecting the privacy of the clients. Tour of center will be provided followed by discussion group with center personnel, municipality representatives, and, possibly, clients where school supplies can be given to children.
1130	Travel Back to Hotel
1200-1330	Lunch
1445-1615	Walking Tour of Jewish Ghetto sites by local partisan Fania Brancovskaja. Depart from hotel. Objective: View ghetto sites with tour from partisan who lived through WWII events in Lithuania
1615	Return to Hotel
1630	Depart Hotel for Television Tower
1700-1800	Visit Television Tower

Objective: Visit exhibits at base of tower, take elevator to top. English speaking guides are available.

1800 Depart for Hotel

1900-2130 **Concert followed by the reception hosted by the Speaker of the Seimas**
Lithuanian National Opera and Ballet Theatre

1200 – 1330 Lunch (one of three restaurants near the Ramada)

1345-1430 U.S. Delegation meeting with leadership of Jewish Community of Lithuania (Ramada Hotel)

14.30 – 16.00 **Inaugural Plenary Session**
(March 11 Hall)

1. Call to order and remarks by the President of the OSCE Parliamentary Assembly
2. Addresses by host dignitaries
3. Addresses by Presidents of observer Assemblies
4. Report by the OSCE Parliamentary Assembly Special Representative on Gender Issues followed by a Debate

1445-1615 Tour of Jewish Ghetto, led by WWII partisan Fania Brancovskaya (starts and ends at Ramada Hotel)

1600 – 1630 Coffee break

1700 Delegation meeting with Kyle Scott, Charge d' Affaires, U.S. Mission to the OSCE

16.30 – 18.30 **General Committee on Democracy, Human Rights and Humanitarian Questions**
(March 11 Hall)

Opening remarks by the Chair of the Committee

Introduction of the Draft Resolution by the Rapporteur

Debate

1900 – 2130 **Concert followed by the reception hosted by the Speaker of the Seimas**
Lithuanian National Opera and Ballet Theatre

Tuesday, 30 June- Vilnius
Attire :Business
Forecasted Weather: High-71 Low-53/ Sunny

0700-1000 Breakfast (Hotel Restaurant)

Side-trip to Minsk, Belarus (2+ hour drive each way)
*** There will be no separate schedule for accompanying persons in Minsk*

0800 Departure from Vilnius (trip is about 180km; US Embassy Minsk will request escort at least in Belarus; to be accompanied by Charge de Affairs Jonathan Moore)

1130 Meeting with President Lukashenko (Press: Belarus State media can be expected to be shooting photos at the top of the meeting)

1230 Lunch with civil society/political parties at Embassy (U.S. Embassy, chancery conference room)

1430 Brief press availability at Embassy (US Embassy, ICASS conference room)

1500 Depart for 2-3 historical site(s)/Jewish community (exact sites visited will depend on weather conditions);

- Yama Memorial, where 5,000 Jews were massacred in the Minsk ghetto by the Nazis on March 2, 1942.
- Kuropaty – wooded area just outside of Minsk where tens of thousands were executed by the Soviet secret police in the late 1930s.
- Jewish Community Center operated by American Jewish Joint Distribution Committee.

1800 Depart for Vilnius

0700 – 0845 **Time reserved for meetings of various groups**

0900 – 1100 **General Committee on Political Affairs and Security** *(March 11 Hall)*

Opening remarks by the Chair of the Committee

Introduction of the Draft Resolution by the Rapporteur

Debate

0900 – 1100 **General Committee on Economic Affairs, Science, Technology and Environment** *(Plenary Chamber)*

Opening remarks by the Chair of the Committee

Introduction of the Draft Resolution by the Rapporteur

Debate

1300 **Begin Schedule for Accompanying Persons (those not traveling to Minsk, Belarus)**
***Accompanying persons are welcome to join the official meetings as desired. Below is a suggested itinerary in addition to the official schedule*

1300-1430 Lunch - Csarda (Hungarian)

1430-1500 Return to Hotel

1500-1530 Travel to main gate of Seimas

1530-1830 Guided tour of Trakai (OSCE PA/Seimas arranged)

1930-2130 Reception hosted by Lithuanian delegation at Belmontas

1100 – 1130 Coffee break

11.30 – 13.30 **Special Plenary Session**
(March 11 Hall)

1. Call to Order / Mr. João SOARES, President of the OSCE Parliamentary Assembly
2. Remarks by Mr. Vygandas USACKAS, Foreign Minister, Republic of Lithuania
3. Address by Ms. Theodora BAKOYANNIS, Minister of Foreign Affairs of Greece, Chairperson-in-Office of the OSCE followed by a question and answer session.

1530 – 1830 **Guided Tour to Trakai**

1930 – 2130 **Reception hosted by the Lithuanian Delegation**
Belmontas Entertainment and Recreation Center

Wednesday, 01 July- Vilnius
Attire: Business
Forecasted Weather: High-69 Low-51/ Sunny w/ 10% chance of showers

0700-1000 Breakfast (Hotel Restaurant)

0700 – 0845 **Time reserved for meetings of various groups**

0900 – 1030 **General Committee on Democracy, Human Rights and Humanitarian Questions** *(March 11 Hall)*

Debate (cont'd)

Consideration of amendments

0900 – 1030 **General Committee on Economic Affairs, Science, Technology and Environment** *(Plenary Chamber)*

Debate (cont'd)

Consideration of amendments

0900 **Begin Schedule for Accompanying Persons**
***Accompanying persons are welcome to join the official meetings as desired. Below is a suggested itinerary in addition to the official schedule*

0900 **Depart hotel for Green House Museum**
0920-1020 Green House (Holocaust) Museum

Objective: Visit small museum that provides a description of the Holocaust in Lithuania and major figures in Lithuanian Jewish History. Cost of entry is 5 litas per person. Rachel (Rocha) Konstanian of the Museum has agreed to provide a tour without charge but any support is welcome.

1020-1040 Travel to Gediminas Castle and Museum

1040-1200	Gediminas Castle and Museum
	Objective: Visit one of the most noticeable sites in Vilnius; take funicular to up to castle and museum. Funicular charge is 2 litas per person. Entry cost is 5 litas per person.
	English speaking guides available for 50 litas for groups of ten or more.
1200-1220	Travel to Tores Restaurant in Uzupis
1220-1400	Lunch - Tores Restaurant (Lithuanian grill); in outside seating area with good overlook if there is no rain
1400-1410	Travel to St. Anne's Church
1410-1500	St. Anne's Church
	Objective: Dating from the 15th century, the church was constructed from thirty three different shapes of brick.
1500-1510	Travel back to hotel
1515-1525	Walk to Gates of Dawn
1525-1625	Gates of Dawn
	Objective: View last remaining gate of town fortifications and 17th century image of Virgin Mary.
1625-1635	Return to hotel
1800	Depart hotel for British Embassy
1830-1915	British reception for delegation at British Embassy
1915	Depart British Embassy for dinner
1945	Delegation dinner for entire group: location to be decided

1000	U.S. Delegation meeting with the Speaker of Seimas (Parliament) of the Republic of Lithuania (Press: photo only at the top or bottom of meeting)
1030	U.S. Delegation meeting with the Head of the Delegation of the OSCE PA Vilija Aleknaite-Abramikiene
1030-1130	Press Conference Hall (Press Center in Seimas) reserved for a news conference
1100	Press Conference (Press Conference Hall, Seimas Building)
1030 – 1100	Coffee break
1100 – 1230	**General Committee on Political Affairs and Security** *(March 11 Hall)*

Debate (cont'd)

Consideration of amendments

1245 – 1415 **Working Lunch on Gender Issues** *(Seimas Restaurant)*

1430 – 1600 **General Committee on Economic Affairs, Science, Technology and Environment** *(Plenary Chamber)*

Consideration of amendments and adoption of Resolution

Supplementary Items

1430 – 1600 **General Committee on Democracy, Human Rights and Humanitarian Questions** *(March 11 Hall)*

Consideration of amendments and adoption of Resolution

Supplementary Items

1500 U.S. Delegation meeting with Minister of Foreign Affairs Vygaudas Usackas (Press: Photo only at top of meeting)

1600 – 1630 Coffee Break

1630 – 1800 **General Committee on Political Affairs and Security** *(March 11 Hall)*

Consideration of amendments and adoption of Resolution

Supplementary Items

1830 Annual UK-US Reception (British Embassy)

1945 CODEL Dinner

Thursday, 02 July- Vilnius
Attire: Business
Forecasted Weather:

0700-1000 Breakfast (Hotel Restaurant)

0700 – 0845 **Time reserved for meetings of various groups**

0900 – 1100 **General Committee on Economic Affairs, Science, Technology and Environment** *(Plenary Chamber)*

Supplementary Items

Election of the Committee Officers

0900 – 1100 **General Committee on Democracy, Human Rights and Humanitarian Questions** *(March 11 Hall)*

Supplementary Items

Election of the Committee Officers

1100 – 1130 Coffee break

1100 – 1130 **Meeting of the Bureau** *(Constitution Hall)*

1130 – 1330 **General Committee on Political Affairs and Security** *(March 11 Hall)*

Supplementary Items

Election of the Committee Officers

1140 **Begin Schedule for Accompanying Persons**
***Accompanying persons are welcome to join the official meetings as desired. Below is a suggested itinerary in addition to the official schedule*

1140	Depart hotel for Embassy Fourth of July reception at Ambassador's Residence (Entire Delegation)
1200-1330	Embassy Fourth of July reception at Ambassador's Residence; lunch will be available (Entire Delegation)
1330	Depart for Prezidentura
1400-1430	Meet with President Adamkus (Entire Delegation)
1430-1500	Travel back to hotel
1530-1700	Walk to Amber Museum and Gallery stopping at sites of interest on the return trip Objective: Visit museum and stop at any other sites of interest.
1700-1730	Walk to Hotel
1900-2400	Reception hosted by Prime Minister at National Gallery of Art, followed by evening of folklore at Song Festival in Kalnu Park. This will involve bus travel from Song Festival to Kalnu Park. (Entire Delegation)

1200- 1400 U.S Embassy Independence Day Celebration at Ambassador's Residence (Press: open press for b-roll, pull aside interviews, no formal news conference)

1330 U.S. Delegation departs Independence Day for meeting with President

1400 U.S. Delegation Meeting with President Adamkus (Press: photo only at top of meeting)

1330 -- 1500 Lunch break

1500 -- 1800 **Plenary Session** *(March 11 Hall)*

General debate

1930 -- 2200 **Reception hosted by the Prime Minister at the National Art Gallery**

2200-2400 **An evening of "Modern Folklore" in the framework of the Song Festival (Kalnu Park)**

Friday, 03 July- Vilnius/Washington DC
Attire: Travel Casual for accompanying persons; business for voting members
Forecasted Weather:

0700-1000 Breakfast (Hotel Restaurant)

0800 BAGGAGE CALL

0700 – 0915 **Time reserved for meetings of various groups**

0915 Members depart hotel en route Seimas

0930 – 0945 **Plenary Session** *(March 11 Hall)*

Election of the Assembly Officers

0930 Accompanying Persons and staff depart Hotel en route Vilnius Airport

0945 Members depart Seimas en route Vilnius Airport

1030 Depart Vilnius en route Washington DC via MILAIR
Flight Time: 9 hr 45 min (retard clocks 7 hours)

1330 Arrive Washington DC

Mission Complete

DRAFT

EXHIBIT 14

DEPARTMENT OF THE NAVY
OFFICE OF LEGISLATIVE AFFAIRS
1300 NAVY PENTAGON
WASHINGTON DC 20350-1300

July 15, 2009

Congressman Butterfield,

I recently had the pleasure of traveling with you to Vilnius, Lithuania from 28 June- 3 July.

After calculating all expenses paid and incurred your bill stands at **$64.49.** A simple breakdown of expenses is provided below:

30 Jun- Entrance fee to Trakai Castle	$5.45
1 Jul- CODEL Dinner	$59.04
TOTAL AMOUNT OWED:	**$64.49**

If you prefer to pay by check please make it payable to LT Mitchell McGuffie, Navy Senate Liaison Officer, and either drop it off or send via inside mail to the Navy House Liaison Office located in Rayburn B324.If you have any questions, please feel free to call me at 202-224-[redacted]

Regards,

Lauren Barker LT, USN

For John B. Nowell Jr.
CAPT U.S. Navy

EXHIBIT 15

CODEL RUSH
15 TO 24 AUGUST 2009

Friday, 14 Aug (Washington)

3:00 PM Early Baggage call
- *Bring luggage to Air Force Liaison Office, Rayburn Building Room B322*
- *Blue-tagged bags will NOT be accessible In-flight*

4:00 PM Early Baggage Call Ends

Saturday, 15 Aug (Washington/Monrovia)
Attire: Travel Casual

2:00 PM Baggage call
- *Bring luggage to the Rayburn Horseshoe*
- *Blue-tagged bags will NOT be accessible In-flight*

2:30 PM Baggage Call Ends

4:00 PM Meet at the Rayburn Horseshoe

4:10 PM Depart the Rayburn Horseshoe
- *En route to Andrews AFB*

5:00 PM Depart Andrews for Monrovia, Liberia
- *Via MilAir (C-40)*
- *9 hours 20 minutes en route*
- *Set watches ahead 4 hours (+4)*
- *Dinner and breakfast served en route*

Sunday, 16 Aug (Monrovia)

6:20 AM Arrive Roberts International Airport, Monrovia
- *Met by CDA **Robinson** and Control Officer **Sarah Gonzales***

7:15 AM Clear Customs

8:15 AM Arrive Cape Hotel
- *Proceed to Delegation Room (**Rm** # TBD)*
- *Room Keys Distributed*
- *Per Diem Distributed in US Dollars*
- *Light refreshments available*

Attire: Formal/Church

9:30 AM Meet in Delegation Room

9:40 AM Depart for Providence Baptist Church

- *Via CODEL vehicles*

10:00 AM Optional Church Service

12:30 PM Depart for Hotel
- *Via CODEL vehicles*

Attire: Business

12:30 PM Meet in Delegation Room (those not attending church)

12:45 PM Country Team Briefing and Brunch
- *Delegation Room*

2:00 PM Depart for Freeport of Monrovia
- *Via CODEL vehicles*

2:30 PM Tour Freeport of Monrovia
- *Met by/tour by* ***Patrick Sendolo****, Executive Director, Port Sector Reform Secretariat*

3:15 PM Depart for Hotel
- *Via CODEL vehicles*

3:45 PM Arrive Hotel

5:35 PM Meet in Delegation Room

5:45 PM Depart for Kendejah Resort

6:30 PM Dinner with ministers
- *Foreign Affairs, Planning, Finance, Commerce, Agriculture, National Investment Commission, General Auditing Commission*
- *Kendejah Resort*

8:00 PM Depart for Hotel
- *Via CODEL vehicles*

8:30 PM Arrive Hotel

RON Monrovia

<u>Monday, 17 Aug (Monrovia/Accra)</u>
Attire: Business

7:00 AM Delegation Room opens
- *Refreshments available*
- *Complementary breakfast available (location/time)*

7:30 – 8:00 AM Baggage call
- *Please bring bags to Delegation Room*

Settle incidentals with hotel (rooms are pre-paid)

8:00 AM	Breakfast at hotel with international business leaders
8:50 AM	Depart for Liberian Electricity Company *- Via CODEL vehicles*
9:05 AM	Tour of LEC - Emergency Power Program. *- Met by Dr. **Eugene Shannon**, Minister of Lands, Mines and Energy* *- Tour by **Ian Yapp**, LEC Board of Directors*
10:00 AM	Depart for JFK Hospital *- Via CODEL vehicles*
10:30 AM	Tour of JFK Hospital *- Met by TBD*
11:20 AM	Depart for Ministry of Foreign Affairs *- Via CODEL vehicles*
11:50 AM	Arrive Ministry of Foreign Affairs *- Greeted by Ambassador **Eddie Dunn**, Chief of Protocol*
12:00 AM	Meeting with President **Ellen Johnson Sirleaf**
1:00 PM	Luncheon hosted by **President Ellen Johnson Sirleaf**
2:00 PM	Press Availability *- On steps of Ministry of Foreign Affairs*
2:20 PM	Depart for Airport *- Via CODEL vehicles*
3:45 PM	Arrive Roberts International Airport
4:00 PM	Depart Monrovia for Accra, Ghana *- 1 hour, 45 minutes en route* *- No time change*
5:45 PM	Arrive Accra Airport *- Met by Control Officer Raymond Stephens*
5:55 PM	Clear Customs
6:05 PM	Depart for La Palm Royal Beach Hotel
6:30 PM	Arrive La Palm Royal Beach Hotel *- Proceed to Delegation Room (**Rm** # TBD)* *- Room Keys Distributed*

- Per Diem Distributed/Currency Exchange available
- Light refreshments available

7:00 PM Meet in Delegation Room
- Country Team Brief by US Embassy Staff

Dinner/Evening at leisure
- Restaurant Options available in Delegation Room

RON Accra

Tuesday, 18 Aug (Accra)
Attire: Business

8:00 AM Delegation Room opens
- Refreshments available
- Complimentary breakfast available, breakfast TBD

8:30 AM Meet in Delegation Room

9:45 AM Move to Delegation Room

9:50 AM Depart for Cultural Single Class Meeting

8:45 AM Depart for Meeting with President

9:00 AM Meeting with President John Evans Atta-Mills (TBC)

10:00 AM Depart for Ministers Meetings

10:15 AM Meeting with Minister for Trade and Industry **Hannah Tettah**

11:00 AM Meeting with Minister for Finance and Economic Planning **Kwabena Duffour**

1:20 PM Depart for Ghana Competitiveness Roundtable (BCIU)

2:00 PM Ghana Competitiveness Roundtable (BCIU)

4:00 PM Depart for Hotel

5:00 PM Meet in Delegation Room

5:10 PM Depart RN Ambassador's Residence

5:30 PM Evening Reception hosted by Ambassador (TBD)

Dinner/Evening at leisure

- Restaurant Options available in Delegation Room

RON Accra

Wednesday, 19 Aug (Accra/Luanda)
Attire: Business

7:00 AM Delegation Room opens
- Refreshments available
- Reverse Currency Exchange available
- Complementary breakfast available (local time)

7:00 – 7:30 AM Baggage call
- Please bring bags to Delegation Room

Settle incidentals with hotel (rooms are pre-paid)

8:00 AM Meet in Delegation Room

8:15 AM Depart for Accra Airport

9:00 AM Depart Accra for Luanda
- 3 hours en route
- Set watch ahead 1 hour (+1)
- Lunch served en route

1:00 PM Arrive Luanda Airport
*-Met by Ambassador Mozena, Deputy Chief of Mission, Foreign Minister **Dos Anjos**, Vice Minister **Chokoti**, President of the National Assembly **Dos Santos**, and Control Officer **Jeffrey Izzo***

1:15 PM Depart for Presidential Palace
*- Joined by **Peter Quaranto** (Senior Staffer for the Senate Foreign relations Sub-Committee on Africa)*

2:00 PM Meeting with President Dos Santos or Prime Minister Kassoma
- Cidade Alta
- Joined by YBD

3:00 PM Depart for National Assembly Building

3:30 PM Meeting with **Fernando da Piedade Dias dos Santos**, President of the National Assembly
- External Relations, International Cooperation and Angolan Communities Abroad
- National Assembly Building

4:00 PM Meeting with 3rd Commission of the National Assembly
- National Assembly Building

5:00 PM Depart for Hotel Tropico Luanda
*- Proceed to Delegation Room (**Rm # TBD**)*
- Room Keys Distributed
- Per Diem Distributed/Currency Exchange available
- Light refreshments available

6:00 PM Meet in Delegation Room

6:15 PM Depart for Ambassador's Residence

6:30 PM Reception at Ambassador **Mozena**'s residence
- Invitees include: government, civil society, and US and Angolan business representatives

8:30 PM Depart for Hotel

RON Luanda

Thursday, 20 Aug (Luanda/Johannesburg)
Attire: Business

7:30 AM Delegation Room opens
- Refreshments available
- Reverse Currency Exchange available
- Complimentary breakfast available - location TBD

8:00 - 8:30 AM Baggage call
- Please bring bags to Delegation Room

Settle incidentals with hotel (rooms are pre-paid)

8:30 AM Meet in Delegation Room

8:45 AM Depart for Sonils Base

9:00 AM Site Visit to Sonils Base
- US oil service company, Halliburton, operations

10:30 AM Depart for Luanda Airport

11:00 AM Depart Luanda for Johannesburg
- 3 hours, 20 minutes en route
- Set watches ahead 1 hour (+1)
- Lunch served en route

3:20 PM Arrive Johannesburg Airport
-Met by Control Officer Bruce Neuling

3:30 PM Clear Customs

3:40 PM Depart for TBD Hotel

4:30 PM Arrive TBD Hotel
*- Proceed to Delegation Room (**Rm** # TBD)*
- Room Keys Distributed
- Per Diem Distributed/Currency Exchange available
- Light refreshments available

6:00 PM Meet in Delegation Room
- Country Team Briefing

6:45 PM Depart for City Hall

7:30 PM GEDA Dinner Reception with South African and American Business Leaders
- City Hall

RON Johannesburg

Friday, 21 Aug (Johannesburg/Cape Town)
Attire: Business

5:30 AM Rep Rush departs for CNBC Africa Morning show

6:00 AM Arrive Studio CNBC

7:30 AM Delegation Room opens
- Refreshments available
- Reverse Currency Exchange available
- Complimentary breakfast available (breakfast time)

7:30 – 8:15 AM Baggage call
- Please bring bags to Delegation Room

Settle incidentals with hotel (rooms are pre-paid)

8:15 AM Meet in Delegation Room

8:30 AM Depart for Johannesburg Airport
- Via CODEL bus

8:50 AM Arrive Johannesburg Airport

9:00 AM Depart Johannesburg for Cape Town
- 2 hours, 5 minutes en route
- No time change

11:05 AM Arrive Cape Town Airport

*-Met by CG **Alberto Mayberry** and Control Officer Eshelman*

11:20 AM Depart for TBD
- Via CODEL bus

12:00 PM Lunch meeting with South African Officials

1:45 PM Meeting with DA National Parliamentary Leader Athol Trollip

2:30 PM Depart for Hotel
- Via CODEL bus

3:00 PM Arrive Hotel
*- Proceed to Delegation Room (**Rm # TBD**)*
- Room Keys Distributed
- Per Diem Distributed/Currency Exchange available
- Light refreshments available

5:45 PM Meet in Delegation Room

6:00 PM Depart for Reception
- Via CODEL bus

6:30 PM Economic Development Reception
- CGNCT

Dinner/Evening at leisure
- Restaurant Options available in Delegation Room

RON Johannesburg

Saturday, 22 Aug (Cape Town)
Attire: Business

8:00 AM Delegation Room opens
- Refreshments available
- Complimentary breakfast available, location/time TBD

8:30 AM Meet in Delegation Room

8:45 AM Depart for Museum
- Via CODEL bus

9:00 AM Visit District 6 Museum

10:15 AM Depart for BroadReach PEPFAR Partner or Red Cross Hospital (awaiting USAID)
- Via CODEL bus

10:30 AM Arrive BroadReach PEPFAR Partner or Red Cross Hospital

- Met for tour by TBD

11:30 AM Depart for Langa Project
- Via CODEL bus

12:00 PM Arrive Langa Project
- Happy Meal Lunch with S. Village Orphans & GuGos

1:00 PM Depart for Cape Point
- Via CODEL bus

2:00 PM Arrive Cape Point
- Lunch and tour by TBD

4:00 PM Depart for Simon's Town

4:30 PM Arrive Simon's Town
- Penguin Colony Tour

6:00 PM Depart for Hotel
- Along Beach Route
- Via CODEL bus

RON Cape Town

<u>Sunday, 23 Aug (Cape Town/Rabat)</u>
Attire: Business

7:00 AM Delegation Room opens
- Refreshments available
- Reverse Currency Exchange available
- Complimentary breakfast available (location TBD)

7:00 – 8:00 AM Baggage call
- Please bring bags to Delegation Room

Settle incidentals with hotel (rooms are pre-paid)

8:00 AM Meet in Delegation Room

8:15 AM Depart for Church Services

9:00 AM Attend King of Kings Baptist Church
- Fishhoek (Church sponsors renowned Living Hope PEPFAR Partner Program)

11:00 AM Depart Cape Town for Morocco
- 10 hours, 10 minutes en route
- Set watches back 3 hours (-3)
- Breakfast and lunch served en route

6:10 PM Arrive Morocco Airport
-Met by Control Officer Jal Nair

6:20 PM Depart for Hotel
- Via CODEL bus

7:00 PM Arrive Tour Hassan Hotel
*- Proceed to Delegation Room (**Rm # TBD**)*
- Room Keys Distributed
- Per Diem Distributed/Currency Exchange available
- Light refreshments available

7:50 PM Depart for Villa Monterey (Chargé d'Affaires residence)
- Via CODEL bus

8:00 PM Iftar Dinner with Moroccan officials
*- Hosted by Chargé d'Affaires **Robert P. Jackson***

10:00 PM Depart for Hotel
- Via CODEL bus

RON Rabat

Monday, 24 Aug (Rabat/Washington DC)
Attire: Travel Casual

7:30 AM Delegation Room opens
- Refreshments available
- Reverse Currency Exchange available
- Complimentary breakfast available (location/time)

7:30 – 8:45 AM Baggage call
- Please bring bags to Delegation Room

Settle incidentals with hotel (rooms are pre-paid)

8:45 AM Meet in Delegation Room

9:00 AM Depart for TBD
- Via CODEL bus

9:30 AM Visit to Rabat's Medina/Chellah/Oudayas

11:20 AM Depart for Rabat-Sale Airport
- Via CODEL bus

12:00 AM Depart Morocco for Washington DC
- 8 hours, 15 minutes en route
- Set watches back 3 hours (-3)
- Lunch and Dinner served en route

4:15 PM Arrive Andrews AFB

4:25 PM Clear Customs

4:35 PM Depart Andrews for Rayburn

5:00 PM Arrive Rayburn Horseshoe

5:15 PM Luggage Arrives Rayburn Horseshoe

MISSION COMPLETE

EXHIBIT 16

DEPARTMENT OF THE AIR FORCE
WASHINGTON DC 20330-1000

26 August 2009

Office of Legislative Liaison
B-322 Rayburn Building
U.S. House of Representatives
Washington, DC 20515

The Honorable G. K. Butterfield
413 Cannon Building
U.S. House of Representatives
Washington, DC 20515

Dear Representative Butterfield,

Thank you for choosing the Air Force for your travel to Liberia, Ghana, South Africa and Morocco. It was a true pleasure providing you assistance on the trip. A list of your incurred expenses follows:

Item	Quantity	Cost
In-flight Meals, $6.08 ea (4 Member, 8 Valeisha)	12	$72.96
Dinner- BCIU Reception, Ghana ($37.50)	2	$75.00
Lunch – Tribes Restaurant, Ghana ($18.68)	2	$37.36
Tour – Cape Coast Castle, Ghana ($7.27)	2	$14.54
Lunch – Wandies Restaurant, Johannesburg ($23.06)	1	$23.06
Lunch – Black Marlin Restaurant, Cape Town ($39.26)	2	$78.52
Hotel – Hyatt Regency, Johannesburg (internet)	1	$40.88
Picture developed and framed, Johannesburg	1	$17.60
Valeisha Butterfield Visa Application Liberia	1	$182.00
Valeisha Butterfield Visa Application Ghana	1	$50.00
Valeisha Butterfield Visa Application Angola	1	$141.00
Total Amount		**$732.92**

Please provide a check for this amount, payable to the US Treasury, to the Air Force Liaison office in the Rayburn House Office Building (room B-322) as soon as possible. If you have any questions, or if I can be of assistance in any way, please call me at (202) 225-[redacted] Thank you.

Very Respectfully,

TREVOR L. WILLIAMS, Maj, USAF
Congressional Liaison