

111TH CONGRESS }
1st Session

HOUSE OF REPRESENTATIVES

{ REVIEW NO.
10-0754

**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

House of Representatives Office of Congressional Ethics Review No. 10-0754

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July 2010

OFFICE OF
CONGRESSIONAL ETHICS
BOARD

UNITED STATES HOUSE OF REPRESENTATIVES
ONE HUNDRED ELEVENTH CONGRESS

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REPORT

Review No. 10-0754

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 Joe Wilson

NATURE OF THE ALLEGED VIOLATION: During the time period from March 2008 to May 2010, Representative Joe Wilson participated in various Congressional Delegation trips abroad. These public statements attributed to Representative Wilson indicate that he may have used the per diem for impermissible purposes during various trips.

If Representative Wilson's actual meal and incidental expenses for foreign travel 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 and 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. 10-0754

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 10-0754-002).

³ Memorandum of Interview of Commission on Security and Cooperation in Europe Office Manager, June 3, 2010 (Exhibit 2 at 10-0754-006); Memorandum of Interview of House Committee on Foreign Affairs Travel Coordinator, June 2, 2010 (“HCFATC Travel Coordinator MOI”) (Exhibit 3 at 10-0754-006); and Memorandum of Interview of House Armed Services Committee Travel Coordinator (“HASC Travel Coordinator MOI”), June 8, 2010 (Exhibit 4 at 10-754-014).

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 Wilson acknowledged publically before the commencement of the OCE's Review that he used per diem for expenses other than meals and incidentals.⁴ During the Review, he acknowledged that he used per diem for expenses other than meals and incidentals, which suggests that he had excess per diem.⁵

A. SUMMARY OF ALLEGATIONS

5. Based on the information presented before the Office of Congressional Ethics ("OCE"), there is substantial reason to believe that Representative Joe Wilson may have violated House Rule 10, clause 8 and 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 Wilson, a Member of the United State House of Representatives from the 2nd District of South 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. 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 10-0754-017).

⁵ Memorandum of Interview of Representative Joe Wilson, June 11, 2010 ("Wilson MOI") (Exhibit 6 at 10-0754-022-023).

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 Wilson 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 Wilson;
- (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 WILSON 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):

⁷ *Id.* at § 1(c)(2)(A)(ii) (2008).

⁸ Letter from Representative Joe Wilson to Chairman David Skaggs and Co-Chairman Porter Goss, dated July 19, 2010 (Exhibit 7 at 10-0754-026-029).

⁹ H. Res. 895, 110th Cong., Section 1(c)(1)(A) (2008) (as amended).

“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 WILSON MADE PUBLIC STATEMENTS INDICATING THAT HE MAY HAVE USED PER DIEM FOR IMPERMISSIBLE PURPOSES

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

30. A statement attributed to Representative Wilson in the article indicated that he may have used per diem for impermissible purposes.

31. According to the article: “Rep. Joe Wilson (R., Ind.) said he once bought marble goblets in the Kabul airports as gifts from constituents.”¹⁸

32. During an interview with the OCE, Representative Wilson confirmed that the article accurately described his statement.¹⁹

C. REPRESENTATIVE WILSON’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 Wilson used per diem for expenses other than his lodging meals, and incidentals.

¹⁴ United States Department of State Bureau of Legislative Affairs, Official Foreign Travel Guide for the U.S. Congress. (Exhibit 8 at 10-0754-049).

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 10-0754-017).

¹⁸ *Id.*

¹⁹ Wilson MOI (Exhibit 6 at 10-0754-023).

34. He told the OCE that he may have used some of his per diem to purchase souvenirs. As an example, he described a small statue of Kamal Ataturk that he bought in Turkey, which currently sits on his desk in his Congressional office. He also described using per diem to purchase flags from foreign countries which he also has in his Congressional office.²⁰

35. When specifically asked about his purchase of marble goblets from Afghanistan, Representative Wilson stated that he has brought back marble goblets in the past. He described a shop in the arcade of the airport in Kabul where one can buy a set of six goblets for either \$10 or \$12—the witness could not recall. He has purchased two sets. When he returned from the CODEL he wrote “Afghanistan 2009” on the bottom of the goblets and gave them to veterans and people who have served in Afghanistan and to their family. He did not think he used per diem to purchase the goblets because he bought them at the end of the trip and he did not think he had any per diem left. He does not use the per diem to purchase souvenirs for his family or constituents.²¹

36. Representative Wilson stated he did not have any unused per diem on CODEL Skelton because his wife was on that trip. He explained that he had to reimburse others for money that his wife borrowed, implying that his per diem was used for at least some of her travel expenses.

37. Spouses of Representatives may travel on CODELs, but must travel at no expense to the government.

38. Representative Wilson’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.

39. As a result, there is substantial reason to believe that Representative Wilson had excess per diem for certain CODELs.

D. ESTIMATES OF REPRESENTATIVE WILSON’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

40. Representative Wilson told the OCE that he did not maintain complete records of expenses that he incurred on CODELs that he attended during the time period from March 2008 to May 2010.²²

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

42. Consequently, the OCE used estimates of expenses to determine whether it appeared that Representative Wilson retained excess per diem that was more than a *de minimis* amount.

43. 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.

²⁰ *Id.* at 10-0754-022.

²¹ *Id.* at 10-0754-022-023.

²² Wilson MOI (Exhibit 6 at 10-0754-022).

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

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

45. Representative Wilson told the OCE that he does not believe that he had any excess per diem for any CODELs because at the end of trips because he vividly recalls only having enough money for a taxi upon arrival in the U.S.²³

46. Therefore, he did not return any excess per diem for any CODEL.²⁴

47. The three relevant CODELs that Representative Wilson attended were all organized by the House Committee on Armed Services.

48. The Travel Coordinator for the House Committee on Armed Services 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. She told the OCE that she had received excess per diem from Representatives and staff for various CODELs, which was returned to her by checks made payable to the U.S. Treasury.²⁵

49. 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.

50. There is substantial reason to believe that Representative Wilson 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.

²³ *Id.* at 10-0754-023.

²⁴ *Id.*

²⁵ HASC Travel Coordinator MOI (Exhibit 4 at 10-0754-013).

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

Summary of Estimated Excess Per Diem				
CODEL	DATE	M&IE Per Diem ²⁶	Estimated Expenses ²⁷	Estimated Excess Per Diem
CODEL Skelton to Hawaii, Guam, Iwo Jima, Korea, and Okinawa	Feb 18 to Feb 21, 2009	\$365.00	≅ \$187.00	≅ \$178.00
CODEL Tsongas to Iraq, Kuwait, Afghanistan, Pakistan, and Bahrain	Apr 4 to Apr 11, 2009	\$518.00	≅ \$392.00	≅ \$126.00
CODEL Murphy to Turkey, Afghanistan, Kuwait, Iraq, Qatar, and Germany	Aug 4 to Aug 10, 2009	\$525.00	≅ \$401.00	≅ \$124.00
Total		\$1,408.00	≅ \$980.00	≅ \$428.00

1. CODEL SKELTON

52. During CODEL Skelton to Hawaii, Guam, Iwo Jima, Korea, and Okinawa, Representative Wilson received an enhanced per diem for M&IE in the amount of \$365.00, for his expenses in Iwo Jima, Korea, and Okinawa.²⁸

53. Representative Wilson's wife 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 spouse.

54. According to the itinerary for CODEL Skelton, at least five meals appear to have been provided at no cost to Representatives who participated during the five days in Iwo Jima, Korea, and Okinawa.²⁹

55. Following the CODEL, Representative Wilson owed the military escort \$144.31 for meals and other expenses that were incurred on behalf of Representative Wilson and his wife.³⁰ An in-

²⁶ M&IE Per Diem calculated using travel itineraries; the monthly per diem rates established by the Office of Allowances, United States Department of State; and where applicable, travel vouchers and travel authorization letters.

²⁷ 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.

²⁸ See Itinerary for CODEL Skelton (February 18 to February 21, 2009) (Exhibit 9 at 10-0754-052-077); 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>.>

²⁹ Itinerary for CODEL Skelton (February 18 to February 21, 2009) (Exhibit 9 at 10-0754-052-077).

³⁰ Wilson MOI (Exhibit 6 at 10-0754-023).

voice was sent to Representative Wilson, dated February 24, 2009.³¹

56. Of the \$144.31 expenses, \$68.96 appears to be for Representative Wilson's expenses. The remaining \$75.35 appears to be expenses for his wife.

Dellene, Caroline		CODEL		Skelton	
From:	Patterson, Toby D Maj OLA, Marine House				@navy.mil]
Sent:	Tuesday, February 24, 2009 12:23 PM				
To:	Calligan, Barb; Dodge, Candace; Dellene, Caroline; Morvis, Catherine; Rodill, Faith; Foertsch, Sean				
Subject:	FW: CODEL Skelton Costs				
Signed By:	There are problems with the signature. Click the signature button for details.				
All,					
Below are the costs for CODEL Skelton for your member and their spouse:					
Date:	Event:				
Cost:					
2/19	Breakfast at Embassy (S. Korea)		\$18.91		
2/20	Lunch at Officer's Club (Camp Schwab)		\$8.95		
2/20	Dinner at Officer's Club (Camp Butler)		\$20.00(X2) =	\$40.00	
2/21	Breakfast at Officer's Club (Camp Kadena)		\$11.95(X2) = \$23.90		
2/14-2/23	Meals on Airplane		\$9.15(X2) = \$18.30		
2/21	Spouses vehicle cost (shopping in Okinawa)		\$34.25		
Total		\$144.31			
** All of the meals that were served on the flights that either originated or ended in the U.S. are covered by Navy travel. This leaves only one meal that must be covered by your member.					
Please let me know if you have any questions or concerns.					
R/S					
Toby					
Major Toby D. Patterson Marine Corps Liaison Office B-324 Rayburn Building Washington D.C. 20515 (202)226-██████████					

57. The amount of M&IE per diem remaining after the billed expenses for four meals is \$296.00.

58. Representative Wilson may have incurred incidental expenses in addition to those in the Air Force expenses sheet. These expenses are estimated on the Federal Travel Regulations allocation formula.³²

59. The estimated amount of additional incidental expenses is \$118.00.

³¹ Email from Maj. Toby Patterson to Barb Calligan, et al., dated February 24, 2009 (Exhibit 10 at 10-0754-079).

³² 41 C.F.R. ch. 301 App. B.

60. Accordingly, the estimated excess per diem is \$178.00.

Codel Skelton to Hawaii, Guam, Iwo Jima, Korea, and Okinawa (February 18 to February 21, 2009)				
Meals & Incidentals	Feb 18	Feb 19	Feb 20	Feb 21
Breakfast	Hosted	Billed	≅ \$19	Billed
Lunch	Billed	Hosted	Billed	≅ \$31
Dinner	Hosted	Hosted	Billed	≅ \$20
Incidentals	≅ \$24	≅ \$24	≅ \$25	≅ \$25
M&IE Received				\$365.00
Billed				\$68.96
Estimated for M&IE				≅ \$118.00
Remaining				≅ \$178.04

61. Representative Wilson told the OCE that he did not return any per diem for this CODEL.³³

62. There is substantial reason to believe that Representative Wilson had excess per diem for CODEL Skelton that he did not return to the U.S. Treasury.

2. CODEL TSONGAS

63. During CODEL Tsongas to Iraq, Kuwait, Afghanistan, Pakistan, and Bahrain, Representative Wilson received per diem for meals and incidental expenses in the amount of \$518.00.³⁴

64. According to the CODEL itinerary, at least five meals appear to have been provided at no cost to the Representatives who attended the CODEL.³⁵

65. Representative Wilson's meal and incidental expenses that were are estimated on the Federal Travel Regulations allocation formula.³⁶

66. The estimated amount of meals and incidental expenses is \$392.00.

³³ Wilson MOI (Exhibit 6 at 10-0754-023).

³⁴ See Itinerary for CODEL Tsongas (April 4 to April 11, 2009) (Exhibit 11 at 10-0754-081-085); 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>.>

³⁵ Itinerary for CODEL Tsongas (April 4 to April 11, 2009) (Exhibit 11 at 10-0754-081-085).

³⁶ 41 C.F.R. ch. 301 App. B.

67. Accordingly, the estimated excess per diem is \$126.00.

Codel Tsongas to Iraq, Kuwait, Afghanistan, Pakistan, and Bahrain (April 4 to April 11, 2009)							
Meals & Incidentals	Apr 5	Apr 6	Apr 7	Apr 8	Apr 9	Apr 10	Apr 11
Breakfast	≅ \$16	\$0.00	≅ \$16	≅ \$21	≅ \$4	Hosted	\$0.00
Lunch	≅ \$27	\$0.00	≅ \$27	≅ \$34	Hosted	Hosted	---
Dinner	≅ \$44	\$0.00	≅ \$44	≅ \$55	Hosted	Hosted	---
Incidentals	≅ \$22	\$0.00	≅ \$22	≅ \$27	≅ \$6	≅ \$27	\$0.00
M&IE Received							\$518.00
Estimated M&IE							≅ \$392.00
Estimated Excess Per Diem							≅ \$126.00

68. Representative Wilson told the OCE that he did not return any per diem for this CODEL.³⁷

69. There is substantial reason to believe that Representative Wilson had excess per diem for CODEL Tsongas that he did not return to the U.S. Treasury.

3. CODEL MURPHY

70. During CODEL Murphy to Turkey, Afghanistan, Kuwait, Iraq, Qatar, and Germany, Representative Wilson received per diem for meals and incidental expenses in the amount of \$525.00.³⁸

71. According to the CODEL itinerary, at least seven meals appear to have been provided at no cost to the Representatives who attended the CODEL.³⁹

72. Representative Wilson's meal and incidental expenses that were incurred are estimated on the Federal Travel Regulations allocation formula.⁴⁰

73. The estimated amount of meals and incidental expenses is \$401.00.

³⁷ Wilson MOI (Exhibit 6 at 10-0754-023).

³⁸ See Itinerary for CODEL Murphy (August 4 to August 10, 2009) (Exhibit 12 at 10-0754-087-093); monthly per diem rates established by the Office of Allowances, United States Department of State <available at [http:// http://aoprals.state.gov/web920/per--diem.asp](http://http://aoprals.state.gov/web920/per--diem.asp).>

³⁹ Itinerary for CODEL Murphy (August 4 to August 10, 2009) (Exhibit 12 at 10-0754-087-093).

⁴⁰ 41 C.F.R. ch. 301 App. B.

74. Accordingly, the estimated excess per diem is \$124.00.

Codel Murphy to Turkey, Afghanistan, Kuwait, Iraq, Qatar, and Germany (August 4 to August 10, 2009)							
Meals & Incidentals	Aug 4	Aug 5	Aug 6	Aug 7	Aug 8	Aug 9	Aug 10
Breakfast	≅ \$18	≅ \$4	≅ \$17	Hosted	≅ \$2	≅ \$21	\$0.00
Lunch	Hosted	Hosted	Hosted	Hosted	≅ \$3	≅ \$36	---
Dinner	≅ \$49	Hosted	≅ \$45	≅ \$44	Hosted	≅ \$57	---
Incidentals	≅ \$24	≅ \$5	≅ \$23	≅ \$22	≅ \$2	≅ \$29	\$0.00
M&IE Received							\$525.00
Estimated M&IE							≅ \$401.00
Estimated Excess Per Diem							≅ \$124.00

75. Representative Wilson told the OCE that he did not return any per diem for this CODEL.⁴¹

76. There is substantial reason to believe that Representative Wilson had excess per diem for CODEL Murphy that he did not return to the U.S. Treasury.

III. CONCLUSION

77. 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.

78. 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.

79. 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 Wilson'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.⁴²

80. Based on the information available to the OCE during this Review, Representative Wilson's meals and incidental expenses were less than the per diem he received to cover these expenses during the following CODELS: CODEL Skelton; CODEL Tsongas; and CODEL Murphy.

81. Based on the information available to the OCE during this Review, Representative Wilson 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.

⁴¹ Wilson MOI (Exhibit 6 at 10-0754-023).

⁴² House Ethics Manual (2008) at 13.

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

IV. INFORMATION THE OCE WAS UNABLE TO OBTAIN

83. The OCE requested information from the U.S. Department of State concerning letters of authorization for certain CODELs and records of Representative Wilson 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.

84. The OCE requested information from the U.S. Air Force Congressional Liaison Office concerning meal and other expenses incurred on behalf of Representative Wilson and reimbursed by Representative Wilson. 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.

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-████ 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.

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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.

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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.

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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.

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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 in 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.

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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.

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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 INSIGHTS ETF EXPERT INSIGHTS

TALK TO CRICK

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.



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.

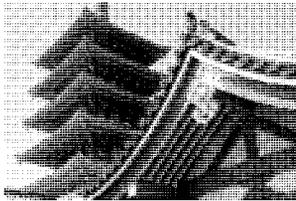
House lawmakers received between \$375,000 and \$625,000 in per diem cash over that period, according to a Wall Street Journal estimate based on per diem rates and congressional travel disclosures. There's no documentation for how those funds were spent. Estimates for Senate travel couldn't be calculated.

"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



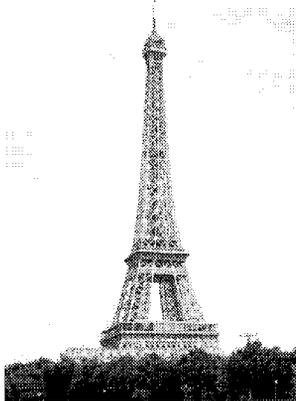
Zuma Press

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.

Paris: \$178 a Day



Bloomberg News

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.

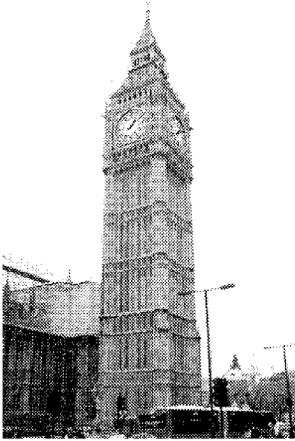
The amounts range from \$28 a day in Kabul to more than \$250 a day in Awashima, Japan.

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.

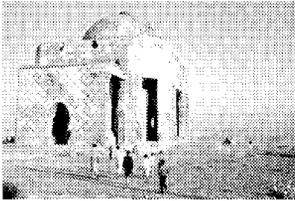
House and Senate rules say per diems can be used only for legitimate travel expenses. Any leftover money must be returned. The cash is for lawmakers, not their spouses.

London: \$114 a Day



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

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 Joe Wilson
REVIEW No.: 10-0754
DATE: June 11, 2010
LOCATION: 2120 Rayburn HOB
Washington, DC 20515
TIME: 11:05 a.m. to 11:50 a.m. (approximately)
PARTICIPANTS: Omar S. Ashmawy
Kedric L. Payne
Mark Braden

SUMMARY: Representative Joe Wilson is a Member of the United States House of Representatives and represents the 2nd District of South Carolina. He was interviewed pursuant to Review No. 10-0754. We requested an interview with Representative Wilson and he consented to an interview. Representative Wilson (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.
2. The witness' primary reason for going on Congressional Delegations ("CODELs") is to meet American soldiers and to thank them.
3. He has been on eleven CODELs to Iraq and nine to Afghanistan.
4. His general practice when he goes on a CODEL is to withdraw \$200 cash before he leaves. When he arrives at the U.S. Embassy, Embassy personnel give him his per diem. The per diem generally deducts the hotel costs. He will then receive the balance for his other expenses.
5. During the course of the trip, the Members on the CODEL are accompanied by escort officers who pay for the group's expenses, such as meals in restaurants, and who are then reimbursed at the end of the trip. The witness explained that the tradition is that the escort officer tells the Members how much money they owe while on the plane back to the United States. However, while that is the norm, there have been times when the witness has been billed for what he owes the escort after he has returned to Washington, DC.

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6. In all the trips the witness has attended, he has always returned with less than the \$200 he withdrew before he left.
7. The witness then recounted what he could recall from specific CODELs that he has attended. However, it is not the witness' practice to take notes. Instead he takes photographs, which he then puts into albums. He used these photographs as references.
8. When recounting the CODEL to Turkey, he highlighted an occasion when the group attended a dinner at a restaurant. He described the restaurant as very elegant and expensive. Although the escort officer paid the check for the entire group at the end of the evening, each member of the CODEL would be billed later for their dinner.
9. The witness explained that he has also used his personal credit card while attending CODELs. He did not know if he had ever reimbursed himself with money from his per diem for any of these charges. He explained that "it gets all mixed up."
10. When asked what he uses the per diem for, the witness answered that he uses it for the pictures he takes – *i.e.* the film and the processing. He also uses it for tips and transportation costs.
11. When specifically asked about souvenirs, the witness stated that he may have used some of his per diem for souvenirs. As an example, he described a small statue of Kamal Ataturk that he bought in Turkey and which currently sits on his desk in his Congressional office. He also described using per diem to purchase flags from foreign countries which he also has in his Congressional office.
12. The witness also described a practice of his by which he asks the Embassy of the country he is visiting to purchase \$100 in the smallest currency circulated. When he returns home, he gives this currency to individuals as souvenirs and to teach Americans about the change occurring in the foreign country. One example is when he showed people the difference between currency from Iraq that bore the image of Sadaam Hussein and the new currency that did not bear his image. It was not clear if the witness used his per diem to purchase the currency.
13. The witness used to keep his vouchers from the CODELs, but no one ever asked for them so after some time he stopped keeping them.
14. When specifically asked about his purchase of marble goblets from Afghanistan, the witness stated that he has brought back marble goblets in the past. He describes a shop in the arcade of the airport in Kabul where one can buy a set of six goblets for either \$10 or \$12 – the witness could not recall. He has purchased two sets. When he returned from the CODEL he would write "Afghanistan 2009" on the bottom of the goblets and then

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- give them to veterans and people who have served in Afghanistan and to their family. The witness did not think he used per diem to purchase the goblets because he bought them at the end of the trip and he did not think he had any per diem left.
15. The witness has never had to convert his per diem or his \$200 into foreign currency because everywhere he went American dollars were accepted.
 16. The witness has never been told what to do with excess per diem. However, he knows that he has not had any per diem left at the end of the CODELs because he vividly recalls only having enough money for a cab home.
 17. When asked about the *Wall Street Journal* article and the context of his quote, the witness told the OCE that he was in the Speaker's Lobby when the journalist asked him "What do you do with per diem?" The witness recalled saying that he used it for souvenirs. However, the witness explained to the OCE that he should have told the journalist what he did with the money specifically and that the things he purchased were more than souvenirs, and that the word "souvenir" might not be the right word to describe his purchases. The witness explained that he did not provide this level of detail because the journalist did not "grill" him.
 18. When asked if the quote, itself, was accurate, the witness told the OCE that it was accurate.
 19. The witness stated he did not have any unused per diem on CODEL Skelton because his wife was on that trip. When asked what he meant by that, the witness replied that he had to reimburse others for money that his wife borrowed. He also thought that before leaving on the trip he probably withdrew \$600, as opposed to his usual \$200, because he knew it would be an expensive trip.
 20. When asked if he had any unused per diem after his trip to Seoul, Korea, the witness replied that Seoul was a very expensive city.
 21. CODEL Murphy was the CODEL to Afghanistan that he had detailed earlier in the interview. He had no unused per diem after that trip. The witness then explained that while he could not certify he had no per diem left over on every trip, he was absolutely certain as to CODEL Murphy because he remembered having only a \$20 bill to pay for a taxi home.
 22. Regarding CODEL Tsongas, the witness did not think he had any leftover per diem. The witness stated that 99% of the time he is confident he has only \$20 left at the end of the CODEL.

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23. The witness defined left over per diem as enough per diem to deposit into his account – something he has never done.
24. When asked if he thought he could keep unused per diem, the witness replied that no one ever told him what to do with leftover per diem. He also explained that he would be very happy to do a reporting after the CODELS, but no one has ever asked.
25. When asked if he had any per diem left over from CODEL Ackerman, the witness replied that Cyprus is very expensive. The witness gave the same response for CODEL Costello.
26. The witness repeatedly referred the OCE investigative counsels to the escort officers who attended the CODELS for additional details.

This memorandum was prepared on June 15, 2010, based on the notes that the OCE staff prepared during the interview with Representative Wilson on June 11, 2010. I certify that this memorandum contains all pertinent matter discussed with Representative Wilson on June 11, 2010.

Omar S. Ashmawy
Investigative Counsel

EXHIBIT 7

JOE WILSON
Congressman, 8th District, North Carolina
Republican, Business and Labor
Committee
Chairman
ARMED SERVICES
HOUSE OF REPRESENTATIVES
EDUCATION AND LABOR
HOUSE POLICY

Congress of the United States
House of Representatives

July 19, 2010

Hon. David Skaggs, Chair
Hon. Porter Goas, Co-Chair
Congress of the United States
House of Representatives
Office of Congressional Ethics
P.O. Box 895
Washington, DC 20515

Re: Initiation of a Preliminary Review -- Review No. 10-0754

Dear Members of the Committee:

As I travel to foreign nations as part of my official duties on the House Foreign Affairs and Armed Services Committees, I am provided with a per diem. In regards to the above-referenced Review, I do not believe I misused per diem funds or that my conduct violated House rules. As I understand, this matter was opened because of a March 2, 2010 Wall Street Journal article in which it was stated that I once bought marble goblets in the Kabul airport as gifts for constituents. I did buy a set of six, small, 3-inch high goblets in Kabul for a total of ten dollars as gifts for constituents. The constituents were spouses of veterans or veterans of Afghan military service and were given as my gratitude for their service.

I always travel with \$200 of personal funds in cash with me on such trips and typically return with twenty dollars for cab fare. For the trip in question, my recollection is that I returned with only twenty dollars in cash, photographs, some souvenirs and a handful of Afghan currency of no value in the United States. I cannot now reconstruct all incidental travel expenses from this trip, but I had more than sufficient personal funds available with me for any gift items. The Afghanistan per diem of twenty-six dollars (\$26.00) covered meals, including those at the Embassy snack bar.

At the time of this trip, I do not believe there was a formal process in place for the return of excess per diem funds or expense recordkeeping requirement. Even if such a process was in place in 2009, I do not believe I would have had per diem funds to return at the end of the trip.

Very truly yours,

Joe Wilson
Member of Congress

Delivered by the
U.S. Postal Service
Post Office Box 100
Washington, DC 20540
Permit No. 1000
Postage and Fees Guaranteed

211 Cannon House Office Building
Washington, DC 20515-4002
(202) 225-2622
Fax: (202) 225-2659
www.joewilson.house.gov

Delivered by the
U.S. Postal Service
Post Office Box 100
Washington, DC 20540
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First Class 1-800-837-5227

Baker Hostetler

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Baker & Hostetler LLP

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Washington, DC 20036-6904T 202.861.1500
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July 21, 2010

E. Mark Braden
direct dial: 202.861. [REDACTED]
[REDACTED]@bakerlaw.comThe Honorable David Skaggs, Chair
The Honorable Porter Goas, Co-Chair
Congress of the United States
House of Representatives
Office of Congressional Ethics
P.O. Box 895
Washington, DC 20515

Re: Initiation of a Preliminary Review - Review No. 10-0754

Honorable David Skaggs:
Honorable Porter Goas:

On April 14, 2010, the Board of the Office of Congressional Ethics initiated a preliminary review into allegations that Congressman Joe Wilson may have violated House rules.¹ Apparently, the review is based upon a March 2, 2010 story in the Wall Street Journal.² A line in the article states: "Rep. J. Wilson, (R., S. C.) said that he once bought marble goblets in the Kabul airport as gifts for constituents." This is the sole reference to Congressman Wilson in the story. The Congressman did buy six goblets at the Kabul airport in 2009 as gifts for constituents.³ The total expenditure referred to in this Wall Street article is \$10.00. The article might be read to indicate that this ten-dollar purchase was with money from the congressman's per diem, but that is certainly not clear from the article. The facts surrounding the trip do not support a conclusion that per diem money was used for the goblets purchase.

¹ House Rule 10, Clause B.² The Wall Street Journal "Lawmakers keep the Change", March 2, 2010.³ Two of the goblets were given to General Bob Livingston and the other two went to a South Carolina State Representative, James Smith (D), both veterans of Afghan military service.Chicago Cincinnati Cleveland Columbus Costa Mesa
Denver Houston Los Angeles New York Orlando Washington, DC

10-0754_027

The Hon. David Skaggs, Chair
The Hon. Porter Goas, Co-Chair
Office of Congressional Ethics
July 21, 2010
Page 2

Rep Wilson explained to the Board that his routine practice for official trips overseas was to obtain \$200 in cash from his personal bank account and use those funds for personal expenses and small gift items, such as the goblets. He customarily returned from the trips with only sufficient cash in hand to pay for the taxi expense from the Rayburn House Office Building back to his residence (approximately \$20 dollars).

The per diem provided to Rep. Wilson for the Afghanistan trip referenced in the article was nominal (total: \$26 for two days). In light of the fact that the congressman brought \$200 in personal funds with him on the trip and returned with approximately \$20 dollars, there is no reason to conclude that the ten dollars spent on the goblets was per diem money.

There are two methods by which a government body or any organization can deal with the incidental expenses of an individual travelling on their official business: "Expenses" or "per diem" arrangements. The obvious purpose of a per diem arrangement, rather than a direct expense arrangement, is to avoid the difficulties of documenting and accounting for small incidental expenditures involved in travel. An individual's carfares, vendor snacks, lunches, tips and all other de minimus expenses that arise from travel are often dealt with on a per diem basis. Many organizations conclude this leads to substantial cost savings for the organization involved because of the expense of processing receipts or records for such nominal expenditures.

As the Wall Street Journal article points out, "there is no system for tracking these payments, nor are there any requirements that members of Congress keep records for these de minimus payments." As this Board must be aware, at the beginning of the 111th Congress, Speaker Pelosi sent a letter to each House committee chairman, setting forth guidelines for foreign travels by members and staff of their committees⁴. On May 13, 2010, the Speaker sent a second letter⁵ on the same subject to committee

⁴ Attached February 2009 letter from the Speaker to Chairman Ike Skelton.

⁵ Attached May 13, 2010 letter from the Speaker to Chairman Ike Skelton.

The Hon. David Skaggs, Chair
The Hon. Porter Goos, Co-Chair
Office of Congressional Ethics
July 21, 2010
Page 3

chairmen with an additional bullet point, including the new sentence: "Excess funds are to be returned to the Treasury." This was not in the original directive to committee chairmen. It is clear from this action by the Speaker, the lack of any system for repayment, and the statements of the various other members in the WSJ article that there was no House practice of per diem accounting or repayment. Even if Congressman Wilson had left-over per diem fund, which he did not, there was no process in place for its return. Congressman Wilson intends to comply with the new rules on future official travels.

As he stated in his interview, Congressman Wilson has no specific memory of other personal expenses on the trip that would not be standard and usual travel expenses appropriate under any analysis for per diem funds. In light of the fact that he returned to the US with approximately \$20 dollars and a de minimis amount of Afghan currency (as souvenirs but with no monetary value in the US), there were no per diem funds to return.

Because of the de minimus funds involved and the lack of **any** evidence of misused per diem, the continuation of this review by the Board or the Committee on Standards of Official Conduct would be an imprudent use of time and resources. This matter should be immediately closed.

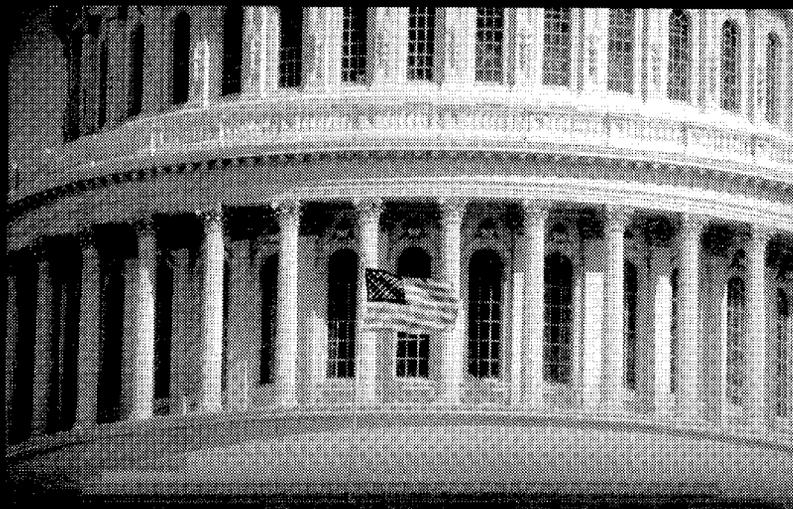
Sincerely,



E. Mark Braden

103472175

EXHIBIT 8



**OFFICIAL FOREIGN TRAVEL GUIDE
FOR THE U.S. CONGRESS**



**UNITED STATES DEPARTMENT OF STATE
BUREAU OF LEGISLATIVE AFFAIRS**

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**OFFICIAL FOREIGN TRAVEL GUIDE
BY THE DEPARTMENT OF STATE
FOR THE U.S. CONGRESS**

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 Codefs or Staffdebs to: ILCTO@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-█████

Travelers should coordinate passport/visa requirements directly with Passport Services well in advance of the trip. Travelers may call Passport Services at 202-955-█████. For information regarding visa requirements travelers may call 202-955-█████. 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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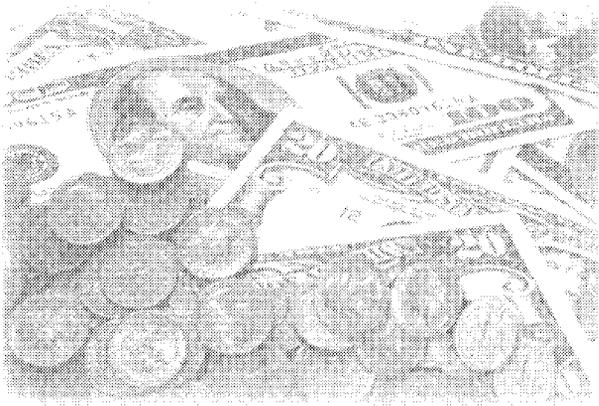
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FISCAL INFORMATION SHEET

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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: www.state.gov/od/odsec/odsec.htm.

- **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 Staffdiels include rental of control rooms, hospitality sales, 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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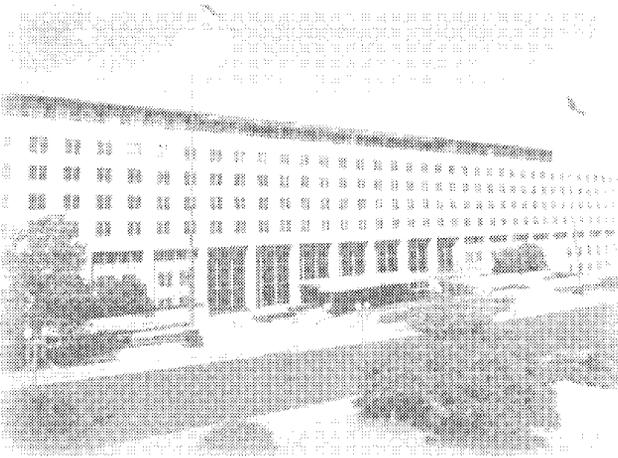
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SAMPLE AUTHORIZATION LETTERS

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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 *(Country)* 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 *(insert)* to travel on official business to *(Country)* during the period of *(include 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.

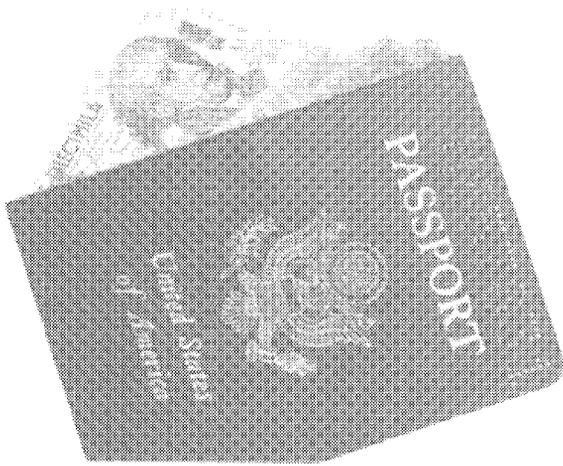
It would be appreciated if the Department of Defense could furnish such assistance as may be required, including transportation, to facilitate this trip. It would also be appreciated if the Department of the *(Air Force, Army, Navy, Marine Corps)* be assigned to escort the delegation/Member.

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-██████ 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-██████ for passport requirements or 202-955-██████ for visa requirements. First Call may assist with passport issues. Please contact them at 202-225-██████

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



11

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

CODEL Skelton

**Hawaii, Guam, Iwo Jima, Korea,
& Okinawa
(14 – 22 Feb 2009)**



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WILSON 00084

Wilson 0083

10-0754_052

Members of Congress (13)

Representative Ike Skelton (D- 4th – MO)
 Representative Roscoe G. Bartlett (R – 6th –MD)
 Mrs. Ellen Bartlett
 Representative Solomon P. Ortiz (D-27th – TX),
***Representative Neil Abercrombie (D-1st-HI)*
 Representative Howard "Buck" McKeon, (R-25th – CA)
 Mrs. Patricia Kunz-McKeon
 Representative Doug Lamborn (R-5-CO)
 Mrs. Jean Lamborn
 Representative Joe Wilson (R-2-SC)
 Mrs. Roxanne Wilson
 Representative Phil Gingrey (R-11th-GA)
 Mrs. Billie Gingrey
 Representative Madeleine Bordallo (D –Guam)
 Representative Mike Conaway (R-11th-TX)
 Mrs. Suzanne Conaway
 Representative Hank Johnson (D-4th-GA)
 Mrs. Mereda Johnson
 Representative Carol Shea-Porter (D-NH-01)
***Representative Mazie Hirono (D-2nd-HI)*

Staff (5)

Ms. Erin Conaton, Staff Director
 Mr. Andrew Hunter, HASC PSM
 Mr. Paul Arcangeli, HASC PSM
 Mr. Tom Hawley, HASC PSM
 Mr. Kyle Wilkens, Special Assistant to the Chairman

Attending Physician (1)

LT Justin M. Cox M.D.

USMC Legislative Affairs (4)

Colonel Dave Furness - Director, Marine Corps Liaison Office

Major Toby Patterson – Military Escort, Marine Liaison Office

LT Phil MacNaughton - Military Escort, Navy Liaison Office

Sergeant Jennifer Evitts - Military Escort, Marine Corps Liaison Office

Attire

Casual – Comfortable attire for traveling and walking

Business Casual – Slacks, Jacket, Tie optional

Business – Suit

ITINERARY**Saturday, 14 Feb 2009****(Dress casual; Business casual for Dinner)**

0600 Baggage Call at B-324 RHOB
0630 Baggage Departs RHOB for Andrews AFB
0700 Delegation departs RHOB for Andrews AFB
0745 Delegation arrives at Andrews AFB
0800 Depart Andrews (4.5 hour flight) (Breakfast on plane)
1050 Arrive Travis AFB (-3:00 hours) Refuel 1.5 Hour
1220 Depart Travis AFB (5.5 hour flight) (Lunch on plane)
1600 Arrive Hickham AFB, Honolulu HI (-2:00 hours)

1615 Delegation and Luggage depart for Outrigger Waikiki
1700 Delegation and Luggage arrive at Outrigger Waikiki
1700 Personal Time for Delegation
1830 Movement to HQ PACOM
1900 Dinner with COMPACOM ADM Keating
2115 Depart HQ PACOM for Outrigger Waikiki (40 Minutes)
2200 Delegation arrives at Outrigger Waikiki

RON Outrigger Waikiki

Sunday, 15 Feb 2009**(Dress casual)**

0700 Buffet Breakfast. (Prior to Adm Keating's brief)
0730 Adm. Keating briefs members on PACOM AOR
0830 East-West Center and APCSS
0945 MARFORPAC Brief
0900 Spouses shopping IVO Outrigger Waikiki, Honolulu
1100 Movement to Hickham AFB
1200 Depart Honolulu (8.5 hour flight) (Lunch on Plane)

Monday, 16 Feb 2009**(Dress casual; Business Attire, Business casual for dinner)**

- 1610 Arrive at Guam @ PGUM on **16 Feb 2009 (+ 20 hours, cross International Date Line)**
- 1615 Movement to Hotel (Movement Time 15 Minutes)
- 1630 Arrive at Outrigger Hotel
- 1630 Chairman's Personal Time
- 1845 Chairman, Rep Bordallo, Mr. John Whitt, Ms. Erin Conaton, and Col. David Furness, USMC move to University Of Guam Speaking engagement with Students. **(Business Attire)**
- 1900 Speaking Engagement, Chairman Ike Skelton with students from University of Guam. (University Lecture Hall, 200 seat capacity, 25 minute speech, Q&A) **(Business Attire)**
- 1930 The remainder of the delegation moves to Government House
- 1945 Chairman Skelton, Rep Bordallo, Ms. Erin Conaton PSM, and Col. David Furness, USMC move to Government House
- 1945 The Delegation Dinner with Governor of Guam
- 2100 Movement from Government House to Outrigger Hotel
- 2115 Refreshments available in the Voyager Room (21st Floor)

RON Guam → Outrigger Hotel

Tuesday, 17 Feb 2009**(Dress casual; Business casual for dinner)**

- 0700 Delegation breakfast with Members of the Guam Legislature; Hosted by Rep Bordallo in Outrigger Hotel, Fort San Jose'
- 0800 Depart Outrigger on Guam Lay down brief given on bus
- 0830 Arrive Naval Base Guam Triple Pad Helicopter Safety Brief

- 0845 Group A - Aerial Tour of Guam Military Installations
Group B commence base tour – Navy base Tour will focus on Naval Hospital and Base Housing
- 0945 Group A lands Orote Triple Pad
Group B (9 pax) moves onto UH-60 helicopters
- 1000 Group B - Aerial Tour of Guam Military Installations
Group A commences Navy base tour
- 1100 Group B land Orote Triple Pad
- 1110 Depart Naval Base Guam
Briefing opportunity on bus for JGPO Forward
- 1120 Delegation lays a wreath at Asan Bay overlook at The War in the Pacific National Historical Park (20 minutes)
- 1200 CODEL departs for Chamber of Commerce Luncheon
- 1215 Luncheon with Guam Chamber of Commerce @ Hyatt Hotel
- 1320 Depart for AAFB
- 1340 Tour of AAFB:
- 1500 Depart for Outrigger
- 1500 Rep Ortiz visits the Adjutant General of the Guam Army National Guard JFHDQ
- 1520 Arrive Outrigger
- 1520 Personal Time for the Delegation (**This is time for the Chairman and can not be infringed upon**)
- 1720 Movement to Two Lovers Point for Reception hosted
- 1730 Reception hosted by Representative Madeleine Bordallo
- 2100 Refreshments available in Voyager (21st Floor) (optional)

RON Guam; Outrigger Hotel

Wednesday, 18 Feb 2009

(Dress casual; Business casual for dinner)

- 0700 Delegation breakfast Hosted by Rep Bordallo
- 0810 Delegation Press Conference at Outrigger Hotel Floor

0840 Movement to Airport
 0900 Depart Guam (1.0 hour flight)
 1000 Arrive Iwo Jima
 1000 Tour Iwo Jima, Lay wreath at Mt. Surabachi memorial (1-2
 hour) **64th Anniversary of the invasion of Iwo Jima**
 1230 Depart Iwo Jima (3.0 hour flight) (Lunch on plane)
 1530L Arrive Osan AFB, ROK (-1.00 hour)
 1530 Clear customs and immigration, met by GEN Sharp
 1600 Depart Osan AB en route to Yongsan H-264 via UH-60 (6
 total); Escorted by GEN Sharp (Eagle 1); Aerial Tour of Humphreys,
 Port of Pyongtaek and Seoul;

Spouses depart directly for Yongsan H-264 in separate helo

1650 En route to Westin Chosun
 1720 Check into Westin Chosun and link-up with spouses
 1900 En route to Hartell House via DV Bus; escorted by Mr. Shin
 1930 Dinner hosted by GEN Sharp at Hartell House (CDR's Mess)
 2130 En route to Westin Chosun Hotel via DV Bus
 RON Seoul Westin Chosun Hotel

Thursday, 19 Feb 2009
(Business Attire)

0710 Depart Westin Chosun Hotel; en route to US Embassy;
 0730 Modified Country Team Meeting moderated by Amb.
 0830 En route to J2 SKIF at Yongsan via DV Bus
 0900 Korea Update Brief and Readiness brief
 1030 En route to Itaewon via DV Bus, escorted by Mr. Shin;
 1045 Link -up with Spouses to shop at Itaewon for shopping
 Enroute to lunch with Spouses
 1230 Hosted Lunch by MOFAT; GEN Sharp in attendance
 1400 En route to Blue House

1430 Office Call with President Lee Myung Bak; w/ GEN Sharp
 1500 En route to Ministry of National Defense
 1530 Office Call with Minister of Defense
 1600 Enroute to Westin Chosen
 1630 Personal Time
 1845 En route to Dinner Location
 1900 Dinner hosted by Korean National Assembly Chairman of
 Defense
 2100 En route to Westin Chosun Hotel
 RON Seoul Westin Chosun Hotel

Friday, 20 Feb 2009

(Dress casual; Business casual for dinner)

0600 Breakfast in the control Room
 0645 load baggage
 0700 Check-out
 0715 Depart Westin Chosun Hotel; en route to USFK HQs
 0745 Office Call with GEN Sharp
 0815 En route to Yongsan H-264 via DV Bus; escorted by Mr. Shin
 0830 En route Osan AB via UH-60 luggage is on a CH-47
 0900 Load baggage on C-40, Depart Osan AB via MILAIR
 to Okinawa, Japan (1.5 Hour Flight) (Snack on plane)
 1050 Arrive at Kadena AFB Okinawa, Japan
 1050 Delegation arrives at Kadena AB, Okinawa (spot 1)
 1050 LtGen Zilmer and arrival party escort codel to DV lounge
 1110 **Spouses introduced to ConGen Naha Spouse Program
 Control Officers in commence parallel spouse program
 (see separate schedule).**
 1110 Overview Brief on FRF Construction and Okinawa
 1130 Delegation boards helicopters at spot 1 (2 CH-46s)
 1135 MILAIR HELO Transport to FRF Site (Kadena AB to Camp
 Schwab). (PAX: Total 32 = 23 Del, BGen Toolan, LtGen

- Zilmer, CG Maher, Control Kaneshiro, OAFO Col Bishop and SME briefers).
- 1150 Met'at LZ main side, Camp Schwab by Camp Commander Col Daniel Yoo; delegation boards USMC bus and proceeds to DV Hill.
- 1205 View FRF project from DV Hill, Camp Schwab.
- 1225 Delegation proceeds to Beachhead Club.
- 1230 No-Host Working Lunch on Strategic Implications of Okinawa Realignment
Expense: US\$8.95 per person
- 1355 Comfort Break
- 1400 Delegation boards USMC bus and proceeds to LZ main-side, Schwab.
- 1405 Delegation departs Camp Schwab for Kadena AB LZ vicinity bldg 10 (18th Wing HQ) via MILAIR HELO (PAX TBC: 24 Del; 2 DoS, others TBC). Greeted on arrival by 18th Wing Force Support Group Commander Col. Kelly Fletcher.
- 1430 18th Wing Briefing on USAF readiness issues.
- 1500 Comfort break/change into business casual attire.
- 1520 ERT Okinawa Prefectural Governor's Office, Naha City.
- 1600 Meeting with Okinawa Governor Nakaima (requested).

End of parallel spouses program; spouses return to hotel by 1600.

- 1630 ERT hotel.
- 1700 Arrive ANA Laguna Garden (mil escort check-in for incidental expenditure billing to be expedited at control room).
- 1700-1900 Executive Time; vendors in control room (TBC).

PARTIAL DEL VISIT TO WWII SHURI LINE - OPTIONAL

- 1630 Mrs Wilson, Military Escort, and ConGen Naha officers arrive at OPG to join Mr. Wilson and any other delegation members that want to visit Shuri Castle at main lobby of the OPG Office Complex.
- 1630 Mr. Wilson and partial delegation ERT Shuri Castle
- 1700 Mr. Wilson and partial delegation tours Shuri Castle site with Consulate General staff and WWII tour guide (guide TBC).
- 1800 ERT ANA Laguna Garden Hotel.
- 1845 Check into hotel rooms; downtime.
- 1900 Enroute to III MEF-Sponsored No-Host Buffet Dinner.
- 1930 No-host dinner with officers and constituents.
Location: Camp Butler O'Club.
Expense: \$20 per person.
- 2100 ERT ANA Laguna Garden Hotel.
- RON Okinawa: ANA Laguna Garden Hotel.

SATURDAY, FEBRUARY 21 – DEPART OKINAWA (Dress casual)

- 0530 Control room re-opens until delegation departs hotel.
- 0700 Bag call and departure from hotel. USFJ to collect passports at hotel prior to departure to expedite CIQ.
- 0700 ERT Kadena AB O'Club.
- 0730 No-Host Buffet Breakfast at Kadena AB O'Club. Consulate General to provide reverse currency exchange during breakfast.
Expense: Cost: \$15.00
- 0830 Delegation met by 18th Wing protocol and escorted to DV lounge/flight line.
- 0845 Delegation boards MILAIR C40.
- 0900 Depart Kadena AB for Hawaii (9 hr 15 min flight). (Lunch and Dinner on plane)
- 1050 Arrive at Kadena AFB Okinawa, Japan

- 1050 Delegation arrives at Kadena AB, Okinawa (spot 1)
- 1050 LtGen Zilmer and arrival party escort codel to DV lounge;
ConGen issues per diem and delegation completes Japanese
customs and immigration processing.
- 1050 Load luggage; Luggage departs for ANA Laguna Garden
- 1110 Spouses introduced to ConGen Naha Spouse Program Control
Officers in DV lounge; commence parallel spouse program
(see separate schedule).
- 1110 Overview Brief on FRF Construction and Okinawa
Consolidation Program. Location: Kadena AB DV Lounge
large conference room. Note: LtGen Zilmer to provide
overview remarks. Other briefers TBD.
- 1120 Delegation boards helicopters at spot 1 (2 UH-60s, 2 CH-
46s). [NOTE: UH-1s deployed with 31st MEU. END
NOTE.]
- 1130 MILAIR HELO Visual Reconnaissance (Kadena- MCAS
Futenma-FRF site at Camp Schwab). SME briefing on
southern island encroachment provided enroute.
- 1155 Met at LZ main side, Camp Schwab by Camp CDCol Yoo
- 1205 View FRF project from DV Hill, Camp Schwab.
- 1220 Delegation proceeds to Beachhead Club.
- 1225 Lunch - Strategic Implications of Okinawa Realignment
- 1355 Comfort Break
- 1400 Delegation to LZ main-side, Schwab.
- 1405 Delegation departs Camp Schwab for Kadena AB
- 1430 18th Wing Briefing and Kadena AB orientation tour.
- 1520 ERT Okinawa Prefectural Governor's Office, Naha City.
- 1600 Meeting with Okinawa Governor Nakaima (requested).
- End of parallel spouses program; spouses return to hotel by 1600.**
- 1630 Depart for hotel.
- 1700 Arrive ANA Laguna Garden
- 1700 Executive Time; vendors in control room (TBC).
- 1900 En route to III MEF/USAF no-host dinner.
- 1930 Dinner with officers and constituents at Camp Butler O-Club.

2100 Depart for Hotel.

RON Okinawa: ANA Laguna Garden Hotel.

SATURDAY, FEBRUARY 21 – DEPART OKINAWA

(Dress casual)

0700 Bag call and departure from hotel
 0700 Depart hotel for Tee House Restaurant.
 0730 Breakfast at Tee House Restaurant.
 0815 Delegation met by 18th Wing protocol
 0815 ConGen provides reverse currency exchange
Location: Kadena DV lounge
 0845 Delegation boards MILAIR C40.
 0900 Depart Kadena AB for Hawaii (9 hr 15 min flight).
 (Lunch and Dinner on plane)

Friday, 20 Feb 2009

(Dress casual)

2315 Arrive Honolulu, HI @ 2300L 20 Feb 2009
 (- 19.0 hours, cross the **International Date Line**)
 RON Honolulu: Outrigger Waikiki

Saturday, 21 Feb 2009

(Dress casual)

NO SCHEDULE

0900 Chairman Skelton will meet with guests Mr. Kelly and Kyoko O'Neill in the lobby of the Outrigger Waikiki Hotel.
 1100 Optional Tours to Arizona Memorial, USS Missouri, or Pacific Aviation Museum.

No host Dinner

Chairman Skelton will have dinner and drinks with ADM Keating, VADM Barry Costello (Ret), another Flag Officer (TBD), Erin Conaton, and Col Furness.

1900 Baggage call at Hotel
1930 Baggage departs for Hickham AFB
2000 Delegation Departs Outrigger Hotel
2100 Depart Honolulu (9.5 hour flight) (Breakfast on plane)

Sunday, 22 Feb 2009
(Dress casual)

1130 EST Arrive at Andrews AFB - MISSION COMPLETE

Rep Bartlett:

Barb Calligan
202-225-██████

barb.calligan@mail.house.gov

Rep McKeon:

Candace Dodge
202-225-██████

candace.dodge@mail.house.gov

Rep Lamborn:

Chris Phelen
202-225-██████

chris.phelen@mail.house.gov

Rep Wilson:

Caroline Delleney

Caroline.Delleney@mail.house.gov

Matt Daack

matt.daack@mail.house.gov

Alan Aimar
202-225-██████

alan.aimar@mail.house.gov

Rep Gingrey:

Cathrine Morvis
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Catherine.morvis@mail.house.gov

Rep Bordallo:

Matthew Herrman

matthew.herrman@mail.house.gov

Rosanne Meno
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rosanne.meno@mail.house.gov

Rep Conaway:

Faith Rodill
202-225-██████

faith.rodill@mail.house.gov

Rep Johnson:

Sean Foertsch sean.foertsch@mail.house.gov
202-225-██████████

Rep Shea-Porter:

Naomi Andrews naomi.andrews@mail.house.gov
202-225-██████████

Dept. of State (Washington DC):

Diana Rich 202-453-██████████ ██████████@state.gov

Lynnea Shane 202 453-██████████ ██████████@state.gov
Legislative Management Officer
Bureau of Legislative Affairs (H)
U.S. Department of State

Hawaii:

Neely T. Marcus
Military Legislative Assistant
Congressman Neil Abercrombie (HI-01)
<http://www.house.gov/abercrombie/>

LCDR Paul Peverly ██████████@pacom.mil
PACOM Legislative Affairs
808-477-██████████
██████████ (cell)

Captain Taylor W. Skardon, USN ██████████@pacom.mil
Director, Commander's Action Group
U.S. PACOM J00CAG
(O) 808-477-██████████
(C) ██████████

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 Outrigger Waikiki
 2335 Kalakaua Avenue
 (808) 923-[REDACTED]

Capt Bridget Bemis
 Protocol Officer
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Kelly O'Neill
 Wife: Kyoko
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 Honolulu, HI 96821

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 808-477-[REDACTED]

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 DSN Phone: 315-339-[REDACTED]
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Matthew Herrmann
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 Secretary Combined Joint Staff
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 Korean Embassy
 Cell: [REDACTED]
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Okinawa:

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 Deputy Principal Officer/Political Military Officer U.S. Consulate
 General Naha
 Tel: +81 98 874-[REDACTED]
 Mobile: +[REDACTED]

Iwo Jima:

W. Michael Meserve [REDACTED]@state.gov
 Minister-Counselor for Political Affairs US Embassy Tokyo
 [REDACTED]

Sangmin "Simon" Lee [REDACTED]@state.gov
 Political-Military Affairs Unit
 American Embassy
 Tokyo, JAPAN
 (81)(3) 3224-[REDACTED] (office)
 [REDACTED] (mobile)

General Information

If you need to be contacted on travel:

8:00 am – 5:00 pm EST during the week, Marine Corps Liaison
Office: (202) 225-██████.

After Hours:

Call the Navy Command Center at (703) 695-0231/0232 and ask for Congressional Delegation Skelton through the Office of Legislative Affairs.

Expenses: Official per diem will be issued in each country. The per diem is for your meals and hotel bills, but if we dine as a group, your Marine escort will pay the bill and ask you for reimbursement upon our return to the U.S. As with other non-covered expenses, we will keep tabs and bill you upon return. Personal phone calls, souvenirs, recreation or after hours sightseeing will be a personal responsibility.

Camera: Cameras are encouraged. However, your Navy Liaison escort will have a camera to document the trip.

Medical Needs: A Navy Doctor, LT Justin M. Cox M.D., will be with the delegation the entire trip. Feel free to ask him if you have any medical needs.

Lodging Information

Honolulu, Hawaii

Outrigger Waikiki
2335 Kalakaua Avenue, Honolulu, Hawaii 96815
Ph: 800-442-██████
Fax: 808-921-9798

Guam

Outrigger Guam Resort
1255 Pale San Vitores Road
Tumon Bay, Guam, 96913
Ph: 671-649-██████
Fax: 671-647-9068

Seoul, South Korea

The Westin Chosun, Seoul
87 Sogong-Dong, Jung-gu ·
Seoul 100-070 · South Korea
Phone: (82)(2) 771-██████

Okinawa, Japan

ANA Hotel
Laguna Garden Hotel
4-1-1 Mashiki
Ginowan, Okinawa, 901 2224
Japan
Phone: (81) 98-██████

Weather and Suggested Attire Forecast

Saturday, 14 February 2009 (DC)

Casual Attire (Flight) / Business Casual (Dinner)

Hi: 41 / Lo: 30 Chance of Showers

Sunday, 15 February 2009 (Honolulu)

Business Casual Attire

Hi: 74 / Lo: 62 Chance of Showers

Monday, 16 February 2009 (Guam)

Business Casual Attire

Hi: 87 / Lo: 77 Morning Showers / Clearing

Tuesday, 17 February 2009 (Guam)

Business Casual Attire

Hi: 85 / Lo: 78 Chance of Showers

Wednesday, 18 February 2009 (Iwo Jima / Korea)

Casual Attire (Flight) / Business Attire (Dinner)

Hi: 72 / Lo: 66 (Iwo Jima)
Hi: 40 / Lo: 28 (Korea) Cloudy/PM Sun

Thursday, 19 February 2009 (Korea)

Business Attire

Hi: 41 / Lo: 26 Cloudy

Friday, 20 February 2009 (Okinawa)

Casual Attire / Business Casual for Meeting with Governor

Hi: 66 / Lo: 60 Rain

Saturday, 21 February 2009 (Okinawa/Honolulu)

Casual Attire

Hi: 65 / Lo: 60 (Okinawa) Rain
Hi: 78 / Lo: 65 (Honolulu) Partly Cloudy

Sunday, 22 February 2009 (Honolulu/Washington DC)

Casual Attire

Hi: 38 / Lo: 20 Rain/Snow Flurries

TIME CHART

<u>Location</u>	<u>Local time ahead / behind Wash DC</u>
Hawaii	-10 hours
Japan/S. Korea	+9 hours
Guam	+10 hour

Hawaii	DC	Tokyo	Guam
7:00pm	Midnight	2:00 pm	3:00 pm
8:00pm	1:00 am	3:00 pm	4:00 pm
9:00pm	2:00 am	4:00 pm	5:00 pm
10:00pm	3:00 am	5:00 pm	6:00 pm
11:00pm	4:00 am	6:00 pm	7:00 pm
Midnight	5:00 am	7:00 pm	20:00 pm
1:00am	6:00 am	20:00 pm	21:00 pm
2:00am	7:00 am	21:00 pm	22:00 pm
3:00am	8:00 am	22:00 pm	23:00 pm
4:00am	9:00 am	23:00 pm	Midnight
5:00am	10:00 am	Midnight	1:00 am
6:00am	11:00 am	1:00am	2:00 am
7:00am	Noon	2:00am	3:00 am
8:00am	1:00 pm	3:00am	4:00 am
9:00am	2:00 pm	4:00 am	5:00 am
10:00am	3:00 pm	5:00am	6:00 am
11:00am	4:00 pm	6:00am	7:00 am
12:00pm	5:00 pm	7:00am	8:00 am
1:00pm	6:00 pm	8:00am	9:00 am
2:00pm	7:00 pm	9:00am	10:00 am
3:00pm	8:00 pm	10:00am	11:00 am
4:00pm	9:00 pm	11:00am	12:00 pm
5:00pm	10:00 pm	12:00am	1:00 pm
6:00pm	4:00 am	6:00 am	2:00 pm

Currency Converter*(as of 2 Feb 2009)***Korean Won**

1 USD = 1,403.80 Won

1 Won = .0007 USD

Japanese Yen

1 USD = 91.965 Yen

1 YEN = 0.0109 USD

Per Diem Rates, Overseas (in USD)*(as of 22 Nov 2008)*

	Lodging	M&IE	Total
Seoul	230	120	350
Okinawa	204	125	329

EXHIBIT 10

Dellene, Caroline

CODEL

Skelton

From: Patterson, Toby D Maj OLA, Marine House [REDACTED]@navy.mil
 Sent: Tuesday, February 24, 2009 12:23 PM
 To: Calligan, Barb; Dodge, Candace; Dellene, Caroline; Morvis, Catherine; Rodill, Faith; Foertsch, Sean
 Subject: FW: CODEL Skelton Costs
 Signed By: There are problems with the signature. Click the signature button for details.

All,

Below are the costs for CODEL Skelton for your member and their spouse:

Date:	Event:	Cost:
2/19	Breakfast at Embassy (S. Korea)	\$18.91
2/20	Lunch at Officer's Club (Camp Schwab)	\$8.95
2/20	Dinner at Officer's Club (Camp Butler)	\$20.00(X2) =
2/21	Breakfast at Officer's Club (Camp Kadena)	\$11.95(X2) = \$23.90
2/14-2/23	Meals on Airplane	\$9.15(X2) = \$18.30
2/21	Spouses vehicle cost (shopping in Okinawa)	\$34.25

Total \$144.31

** All of the meals that were served on the flights that either originated or ended in the U.S. are covered by Navy travel. This leaves only one meal that must be covered by your member.

Please let me know if you have any questions or concerns.

R/S

Toby

Major Toby D. Patterson
 Marine Corps Liaison Office
 B-324 Rayburn Building
 Washington D.C. 20515
 (202)226-[REDACTED]

EXHIBIT 11

Updated: 31 March 2009 - Version 5
For Official Use Only



**CONGRESSIONAL DELEGATION LED BY
CONGRESSWOMAN NIKI TSONGAS**
KUWAIT, IRAQ, UAE, AFGHANISTAN
4 APRIL – 11 APRIL 2009

Purpose

The Congressional Delegation would like to assess the progress of the economic, political and security developments in Iraq and Afghanistan.

Manifest

Members (5):

1. Rep. Niki Tsongas (D-MA)
2. Rep. John Hall (D-NY)
3. Rep. Lurry Kissell (D-NC)
4. Rep. Jared Polis (D-CO)
5. Rep. Joe Wilson (R-SC)
6. Rep. Jason Chaffetz (R-UT)

Staff (2):

7. Bob DeGrasse – Senior Policy Advisor to the Chairman, HASC
8. Josh Holly - Professional Staff Member, HASC

Escort (2):

9. Maj Speros C. Koumparakis, USMC Escort
10. GySgt Darwin Leavell, USMC Escort

Total: 10

WILSON 00237

Wilson 0236
10-0754_081

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Itinerary

Saturday, 4 Apr 2009 (Casual Attire)

6:45 PM CODEL meet at Rayburn Horseshoe
7:00 PM CODEL departs Rayburn Horseshoe for Dulles Int'l Airport
7:45 PM CODEL arrives at Airport
9:48 PM Depart Dulles (IAD) for Kuwait Int'l Airport (KWI) Kuwait City, Kuwait

Flight: United 982

Sunday, 5 Apr 2009 (Casual Attire)

5:15 PM Arrive at Kuwait Int'l Airport, Kuwait City, Kuwait

RON Kuwait City

Monday, 6 Apr 2009 (Casual Attire/Business Attire)

5:50 AM Depart Hotel for Departure Airfield - Ali As Salem AB
(Request Box Breakfast)
7:15 AM Depart Ali As Saleem AB (OKAS) to Baghdad, Iraq via MILAIR
8:45 AM Arrive in Baghdad
9:00 AM Iraq Program

Requested Meetings:

- If available, US Ambassador, Multi-National Forces-Iraq Commander, General Odierno, Multi-National Forces-Corps Commander, 1 lieutenant General Austin.
- The regional affairs office and a briefing/tour of the compound.
- Iraqi Parliamentarians (specifically, any women parliamentarians).
- Visit a JSS.
- Meet with a PRT.
- The Congresswoman wants to discuss the re-deployment plan as U.S. presence draws down. This discussion needs to include: what equipment will stay/go and what will the force laydown look like once the draw down is complete.

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- The Congresswoman wants to meet with the Corps of Engineers to discuss: current projects and turn-over plan of those projects to the Iraqis, current project funding, and future plans for the Corps of Engineers and U.S. presence declines.
- Visit with Maj/Gen Robert Caslen (Multi-National Division-North) or south to Basra/Umm Qasr (port).
- Units and soldiers from CODEL Member's districts

RON Baghdad

Tuesday, 7 Apr 2009 (Casual Attire)

08:00 AM Iraq Program
5:00 PM Depart Baghdad for Kuwait City via **MILAIR**
6:30 PM Arrive Ali Al Saleem Air Base (OKAS)
7:30 PM Arrive Hotel

RON Kuwait City

Wednesday, 8 Apr 2009 (Casual Attire/Business Attire)

08:30 AM Depart Hotel for Camp Arifjan (via Ground)
09:30 AM Arifjan Program
2:00 PM Depart Arifjan for Kuwait Int'l Airport
5:55 PM Depart Kuwait Int'l Airport (KWI) for Abu Dhabi Int'l Airport (AUH)
Flight: Kuwait Airways 6304J
8:35 PM Arrive at Abu Dhabi Int'l Airport, UAE
TBD Meet with Ambassador Olson

RON Abu Dhabi

Thursday, 9 Apr 2009 (Casual Attire/Business Attire)

Requested Meetings:

- US Ambassador William Wood and the country team.
- The regional affairs officer and representatives of his staff at their compound.
- General David McKiernan, Commander, International Security Assistance Force.

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- The Congresswoman wants to discuss where the increase of U.S. forces will take place, the new Afghan strategy, and logistics throughput.
 - Visit the Kabul JIOC.
 - Visit RC South in Kandahar.
 - A Provincial Reconstruction Team in Regional Command South.
- 06:00 AM Depart Abu Dhabi Int'l Airport (OMAA) for Kabul Int'l Airport (OAKB) via CENTCOM MILAIR (Request C-20)
- Flight Time: 2:30, Time Change: + 0:30
(C-130 Flight Time: 3:50)**
- 09:00 AM Arrive at Kabul Int'l Airport (OAKB)
- 09:30 AM Afghanistan Program
- 09:15 AM Meeting with Chargé / Staff - VIP room KIA
- 10:30 AM Depart for Kandahar Air Field -Via Fixed Wing
- 12:00 PM Arrive Kandahar Air Field
- 12:15 PM Lunch with home State Troops - DFAC
- 1:30 PM Meeting with RC South Commanders
- 2:30 PM Meeting with Intel center in RC (South)
- 3:30 PM Meeting with Kandahar and DOS PRT Officers from RC South
- 4:45 PM Depart KAF for KIA/APOD - Via Fixed Wing
- 6:00 PM CODEL Flight arrives KIA International Airport
- 6:30 PM Arrive US Embassy Kabul, Afghanistan
- 7:00 PM Dinner at Embassy with UNDP for Elections briefing
- 8:00 PM Meeting with local constituent CPT Goodwin Strategic Communications Group
- 8:30 PM Embassy tour
- RON Kabul**

Friday, 10 Apr 2009 (Casual Attire/Business Attire)

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06:30 AM Wake Up and Luggage Call
 07:00 AM Breakfast Embassy side cafe
 07:30 AM Depart for ISAF
 08:00 AM Meeting with General David McKiernan
 09:30 AM Meeting with JIOC
 11:00 AM Meeting with Major General Richard Formica (CSTC-A)
 12:00 PM Lunch with home State Troops – Camp Eggers DFAC
 1:00 PM Motorecade Movement to US Embassy Annex
 1:30 PM Meeting with Regional Affairs Office US Embassy
 3:00 PM Motorecade Arrives Kabul International Airport (KIA/APOD)
 4:00 PM Depart Kabul Int'l (OAKB) for Dubai Int'l (OMDB), Dubai, UAE via
 MILAIR (Request C-20)
Flight time: 3:00, Time Change: - 0:30
(C-130 Flight Time: 4:30)
 6:40 PM Arrive Dubai Int'l Airport, UAE
 7:30 PM Dinner in Dubai
 10:00 PM Arrive Dubai Airport.

Saturday, 11 Apr 2009 (Casual Attire)

09:10 AM Depart Dubai Airport to Washington Dulles Int'l Airport (IAD)
Flight: United 977
 06:37 AM Arrive Washington Dulles
 07:15 AM Depart Washington Dulles or utilize connecting flights to Districts
 08:00 AM Arrive Rayburn House Office Building

MISSION COMPLETE

EXHIBIT 12

CODEL MURPHY/MCKEON**Monday, August 3, 2009***Dress: Travel Casual*

- 11 AM** Luggage call Rayburn Horseshoe
 - All luggage to be dropped & tagged
- 12:45 PM** Depart Rayburn Horseshoe for Andrews AFB MD
 - Via 21-pax bus/Maryland State Police escort from gate to flightline
- 1 PM** Depart Andrews (Flight time 6hrs 35 min)
 - Turkey, Sandwich/Crackers & Cheese served en route
 - Set watches ahead 5 hours

Tuesday, August 4, 2009

- 12:20 AM** Arrive Shannon, Ireland for refuel
 - 1 hr 30 min ground time
- 1:50 AM** Depart Shannon for Ankara, Turkey (Flt time 4 hrs 20 min)
 - Cold meal/food/beverage served en route
 - Set watches ahead 2 hours
- 6:10 AM** Arrive Ankara, Turkey
 - Met by: Ambassador James F. Jeffrey or representative
 - Contact Officer: BR Henderson/Diane Kramer
 - Ground transportation to Sheraton Hotel
- 9:05 AM** Sheraton Hotel Ankara
 - Room keys, per diem, monetary distribution in control room
 - Credit cards will be swapped for incidental expenses
 - CODEL Refresh time (*Change into suit*)
- 10:30 AM** Meet in Lobby; depart for US Embassy
 - Accompanied by: BR Henderson/Diane Kramer
- 11 AM** Arrive US Embassy for brief office call
 - Met by: Ambassador James F. Jeffrey
- 11:15 PM** Proceed to conference room for Country Team Brief
- 12:15 PM** Briefing concludes; depart for Ministry of Foreign Affairs
- 12:30 PM** Lunch hosted by Undersecretary Apukan
- 2 PM** Lunch concludes; depart for Anitkabir (optional)
 - (Atatürk Mausoleum complex)
- 2:30 PM** Arrive Anitkabir; met by Turgay Bascavus (Sergeant Turgay)
- 4 PM** Tour concludes; depart for hotel; delegation members presented to rooms for refresh time
- 5 PM** Depart on foot for dinner at Tike restaurant (optional)
- 6:30 PM** Return to Hotel

HOON Ankara, Turkey**Tuesday, August 4, 2009***Dress: Travel Casual with overnight bag/bring sport routine for next/morning*

- 3:30 AM** Baggage Call (prepare an overnight bag to bring into AFG)
- 3:45** Meet in Lobby to depart for Esenboga IAP
 - Accompanied by: BR Henderson/Diane Kramer
- 4:30 AM** Departure for Kabul, Afghanistan (Flt time 4 hrs 20 min)
 - Scrambled eggs/waffles on baguette served en route
 - Set watches ahead 1 hr 30 min
- 09:30 AM** Arrive in Kabul, Afghanistan

WILSON 00296

Wilson 0295
10-0754_087

CODEL MURPHY/MCKEONThursday, 6 August 2009*Dress: Travel casual*

TBD Wake up calls as requested

6 AM Breakfast on own in dining facility US Embassy,
CMR for Rep Murphy and Rep McKeon

7 AM Depart Embassy for KLA

7:30 AM Depart for Camp Bastion, RC South (C-130)

9 AM Arrive Camp Bastion *Hobland*

9:15 AM Travel to Camp Leatherneck (Grid trans)

9:30 AM Arrive Camp Leatherneck
- Meet with BGEN Larry Nicholson, 2 MEB/CC

11 AM Camp Leatherneck Lunch with Marines

Noon Depart Camp Leatherneck for Camp Bastion (Grid)

12:30 PM Depart Camp Bastion for Kandahar Air Field (KAF)

1 PM Arrive KAF

1:15 PM Walk or Van to BG Nicholson's Office

1:30 PM Meeting with BG Mick Nicholson, RC South Deputy
Commander South

2:30 PM Depart KAF for Kabul Airport (air trans)

4 PM Arrive Kabul Airport

4:15 PM Depart Kabul Airport for New Kabul Compound

4:30 PM CFSOCC-A briefing from General Reader

5:30 PM Depart for Camp Eggers

5:45 PM Dinner with Constituents at Camp Eggers

6:30 PM Brief by MG Richard P. Formica, CSIC-A

7:30 PM Depart Camp Eggers for Kabul Airport

7:45 PM Arrive Kabul Airport

8 PM Depart for Doha International Airport, Qatar

10:25 PM Arrive Doha International Airport
- Flight time 3 hrs, 55 minutes
- Light dinner served en route
- Sec watches back 1 hr, 30 minutes

11 PM Depart for Ritz-Carlton

11:30 PM Arrive Ritz-Carlton, check in per diem distro

RON Doha, Qatar

WILSON 00297

Wilson 0296

10-0754_088

CODEL MURPHY/MCKEON

Wednesday, 5 August 2009

C-I @ PAR - *Annold*
*Field**Dress: Business Casual with overnight bag, bring sport coat/tie for night/dinner*

- 3:30 AM Baggage Call (prepare an overnight bag to bring)
- 3:45 AM Meet in Lobby to depart for Esenbega LAP
 Accompanied by: Bill Henderson
- 4:30 AM Departure for Kabul, Afghanistan
 - Flight time 4 hrs 30 minutes
 - Scrambled eggs w/ricotta on baguette served prior to landing
 - Set watches ahead 1 hr 30 min
- 11 AM Arrive in Kabul, Afghanistan
 - Greeted by Ambassador Joseph A. Mussonelli, Assistant Chief of Mission
- 11:40 AM Depart airport for US Embassy
- Noon Arrive at US Embassy
- 12:50 PM Meet with Amb Eikenberry for Country Team Meeting including Embassy & USAID PRT
 - Lunch served
- 1:45 PM Depart US Embassy walk to ISAF (via T-Gate)
- 2 PM Meet with COMISAF, Gen McChrystal and Lt Gen Rodriguez
- 3 PM Depart US Embassy for Ministry of Defense
- 3:30 PM Meet with Minister of Defense Wardak
- 4:15 PM Depart MoD for Presidential Palace
- 4:30 PM Meet w/ President Hamid Karzai
- 5:30 PM Return to US Embassy
- 5:40 PM Arrive US Embassy, check in, refresh at Quarters
- 7 PM Dinner at Embassy w/Amb Eikenberry, Dep Amb Ricciardone, COMISAF, MG Formica, LTG Rodriguez, OROA officials; Minister Wardak, Minister Amar, Bismillah Khan and other senior ANA and ANP officers

RON Kabul

WILSON 00298

Wilson 0297

10-0754_089

CODEL MURPHY**Friday, 7 August 2009***Dress: Business Casual*

- 6:30 AM Breakfast at Lagoon restaurant located on Level LL
 - Included in room rate
- 7:45 AM Bring Baggage to control room
 - Proceed to vehicles for departure
- 8:00 AM Depart for Embassy
- 8:30 AM Arrive Embassy for Country Team Brief
 - Met by: Arab Joseph LeBaron
- 9:45 AM Depart Embassy for Al-Udeid Airbase (AUAB)
- 11:00 AM Arrive AUAB Combined Air Operations Center (CAOC)
 - CAOC Brief/Tour with Maj Gen Hoog
- 1:20 PM Depart CAOC for AUAB Dining Facility (DFAC)
- 1:30 PM Arrive DFAC
 - CODEL lunch with troops from PA, FL, NM, SC
- 2 PM Depart AUAB for Doha Internat'l Airport DV Lounge
- 3:15 PM Arrive DIA DV Lounge
 - Customs Processing
- 3:45 PM CODEL departs via MILAIR for Kuwait
- 4:50 PM Arrive Ali Al Salem, Kuwait depart for Crowne Plaza
 - Met by: Control Officer Kristina Weiss
- 5:30 PM Arrive Crowne Plaza, Kuwait City
 - Hotel Check in, per diem issue
- 5:45 PM Members depart Hotel for US Embassy
- 6 PM Station Chief Brief
- 7 PM Return to Hotel for dinner

Saturday, 8 August 2009*Dress: Business Casual*

- 5:30 AM Coffee/box breakfasts delivered to control room
- 5:45 AM Luggage call
- 6:15 AM Depart Crowne Plaza for Ali al-Salem
 - Drive time: 35 min
 - C-130 requires PAX arrive 45 mins prior to take-off
 - Issue PPE planeside
- 7:30 AM Depart for Baghdad, Iraq
- 9 AM Arrive Baghdad, Iraq
 - Met by: Diane Holcomb, control officer

WILSON 00299

Wilson 0298

10-0754_090

CODEL MURPHY**Saturday, 8 August 2009***Dress: Business Casual**Bag breakfast & coffee served starting at 5:30 AM*

5:45 AM Luggage call

6:15 AM Depart for Ali Al Salem

7:30 AM Depart Ali Al Salem via C-130 for Iraq

9:30 AM Arrive Baghdad, Iraq proceed via ground trans to Al Faw Palace

10 AM Office call with Lt Gen Charles Jacoby, CG, MNC-I

10:45 AM Light luncheon in Lt Gen Jacoby's conference room

11:15 AM Ground movement from Al Faw Palace to Camp Dublin (MNSTC-I)

11:45 AM Greeting by Maj Gen Giuseppe Spirelli (NATO D-COM) and Brig Gen Mark McDonald (MSTC-DCG)

11:50 AM Carabinieri Training Brief

12:15 PM Ground movement to training site

12:20 PM View Carabinieri Training

12:45 PM Greeting by Brig Gen Kevin Maquinn (Director, INCTF ITC) - Move to Base Facility area 4

12:55 PM Iraqi Special Operations Forces Demo

1:20 PM Transition to HLZ Raptor (Camp Dublin/ISOF Area 4)

1:30 PM Air movement from HLZ Raptor to LZ Washington

1:45 PM Ground movement from LZ Washington to Base area

2:00 PM Ground movement from Base area to Base Facility area 4

2:15 PM Transition to Embassy Bldg

3 PM Check-in to Embassy Bldg

3:15 PM Transition to the Embassy Chancery

3:30 PM Office call with Ambassador Chris Hill and Gen Raymond Odierno, CG, MNC-I

5 PM Ground movement from Embassy to Action Palace

5:30 PM Meeting with Iraqi Deputy Minister of Interior Lt Gen Aiden Khald Qad (Foz)

6 PM Ground movement from Action Palace to Embassy

6:40 PM Transition to dinner

6:45 PM Dinner with Ambassador Chris Hill & Country Team

ROSN US EMBASSY, BAGHDAD

WILSON 00300

Wilson 0299

10-0754_091

CODEL MURPHYSunday, 9 August 2009*Dress: Business Casual*

6:30 AM Checkout of Embassy. Billing and baggage call

7 AM Armed Forces Network "Thank you to the Troops"

7:15 AM Ground movement to Phoenix Base

7:30 AM Working breakfast with Lt Gen Frank Helmick, CG, MNSTC-I

9:15 AM Air movement from Phoenix Pad to FOB Shield

9:30 AM 8th Military Police Program (FOB Shield)

10:30 AM Air movement from FOB Shield to Taj Echo Pad via

~~11:15 AM~~ 11:45 AM Constituent lunch with 56th SBCT

Noon Air movement Taj Echo Pad to BIAP - Glass House

12:15 PM Transition to C-130

12:30 PM Air movement from BIAP to Tallil via C-130

1:15 PM Ground movement from Tallil Airfield to 4-1 Armored Division Headquarters

1:45 PM Advise and assist mission brief

2:15 PM Ground movement from 4-1 AD Headquarters Highlander Mural

2:20 PM Pubo Opportunity with constituents

2:30 PM Ground to Southern Regional Training Center (SRTC)

2:49 PM C-130 fuel project overview

3:10 PM Ground Movement from SRTC to CIDOC

3:20 PM US/ Iraqi Security Forces partnerships discussion

4:05 PM Inauguration press event

4:15 PM Ground movement from CIDOC to TAJH Airfield

4:30 PM Depart TAJH for Al Al Sultan via C-130

5:30 PM Arrive Al Al Sultan
 Unload to C-40 (Boxer 40)

5:45 PM Depart of Ramstein AB, Germany
 - Dinner served en route
 - Set watches back 1 hour

10:45 PM Arrive Ramstein AB, Germany
 Met by Brig Gen Mark Atkinson

11 PM Arrive Clennon Hotel, check in RDM Rausstein

CODEL Murphy to Gen. F. Helmick

WILSON 00301

Wilson 0300

10-0754_092

CODEL MURPHYMonday, 10 August 2009

8:20 AM Baggage call in lobby

8:30 AM Breakfast at Cannon with Major General Bill Chambers (USAFE Vice Commander)

9:30 AM Depart Cannon for Contingency Aeromedical Staging Facility (CASF) tour

9:40 AM Arrive CASF

10:30 AM Depart CASF for Landstuhl Regional Medical Center (LRMC)

10:45 AM Arrive LRMC

10:50 AM Hospital tour followed by lunch with constituents

1:00 PM Depart LRMC for Ramstein AB Base Exchange (BX) (1) *Chambers*

1:15 PM Arrive Ramstein AB BX (2) *Chambers*

1:35 PM Depart BX for flightline (3) *Chambers*

1:55 PM Arrive flightline (4) *Chambers*

2:00 PM Depart Ramstein AB, Germany for Andrews AFB, Maryland
 - 2 hours and 15 minutes enroute
 - Set watches back 6 hours (-6)
 - Dinner & snack served enroute

5:05 PM Arrive Andrews AFB, Maryland

5:15 PM Depart Andrews AFB for Rayburn Horseshoe

5:40 PM Arrive Rayburn Horseshoe

WILSON 00302

Wilson 0301

10-0754_093

