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

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July 2010
OFFICE OF
CONGRESSIONAL ETHICS
BOARD
UNITED STATES HOUSE OF REPRESENTATIVES
ONE HUNDRED ELEVENTH CONGRESS

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PORTER GOSS, Co-Chair
YVONNE BURKE
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ALLISON HAYWARD
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Leo J. Wise, Chief Counsel & Staff Director
Kedric L. Payne, Investigative Counsel
REPORT

REVIEW NO. 10–6294

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

SUBJECT: Representative G. K. Butterfield

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

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

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

VOTES IN THE AFFIRMATIVE: 6

VOTES IN THE NEGATIVE: 0

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

Review No. 10–6294

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

I. INTRODUCTION

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

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

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

2 Letter from the Speaker of the House to House Committee Chairmen, dated May 13, 2010 (Exhibit 1 at 10–6294 002).
3 Memorandum of Interview of Commission on Security and Cooperation in Europe Office Manager (“CSCE Office Manager MOI”) (Exhibit 2 at 10–5477 006); Memorandum of Interview of House Committee on Foreign Affairs Travel Coordinator (Exhibit 3 at 10–5477 009); and Memorandum of Interview of House Armed Services Committee Travel Coordinator (Exhibit 4 at 10–5477 014).

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

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

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

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

A. SUMMARY OF ALLEGATIONS

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

B. JURISDICTIONAL STATEMENT

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

C. PROCEDURAL HISTORY

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

8. At least three members of the Board voted to initiate a second-phase Review in this matter on May 11, 2010. The second phase Review commenced on May 14, 2010.6 The second-phase Review was scheduled to end on June 28, 2010.

9. The Board voted to extend the 45-day second-phase Review by an additional 14 days on June 21, 2010, as provided for under H.
Res 895. Following the extension, the second-phase Review was scheduled to end on July 12, 2010.\(^7\)

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

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

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

D. SUMMARY OF INVESTIGATIVE ACTIVITY

13. The OCE requested documentary and testimonial information from the following sources:
   (1) Representative Butterfield;
   (2) Commission on Security and Cooperation in Europe (“CSCE”);
   (3) CSCE Office Manager;
   (4) House Committee on Foreign Affairs;
   (5) House Committee on Foreign Affairs Travel Coordinator;
   (6) House Committee on Armed Services;
   (7) House Committee on Armed Services Travel Coordinator;
   (8) Bureau of Legislative Affairs of the United States Department of State; and
   (9) United States Air Force Congressional Liaison Office.

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

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

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

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

A. APPLICABLE LAW, RULES, AND STANDARDS OF CONDUCT

1. HOUSE RULES

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

\(^7\)Id. at § 1(c)(2)(A)(ii) (2008).
\(^8\)Letter from Representative Butterfield to Chairman David Skaggs and Co-Chairman Porter J. Goss, dated July 19, 2010. (Exhibit 7 at 10–6294 l 026).
\(^9\)H. Res. 895 of the 110th Congress, as amended, Section 1(c)(1)(A).
“The following conditions shall apply with respect to travel outside the United States or its territories or possessions...

(2) A member or employee shall be reimbursed for the expenses of such individual for a day at the lesser of—
   (A) the per diem set forth in applicable Federal law; or
   (B) the actual, unreimbursed expenses (other than for transportation) incurred during that day.”

18. Pursuant to House Rule 23, clause 2:
   “A Member, Delegate, Resident Commissioner, officer, or employee of the House shall adhere to the spirit and the letter of the Rules of the House and to the rules of duly constituted committees thereof.”

19. Pursuant to House Rule 23, clause 1:
   “A Member, Delegate, Resident Commissioner, officer, or employee of the House shall conduct himself at all times in a manner that shall reflect credibility on the House.”

2. FEDERAL TRAVEL REGULATION AND OTHER GUIDANCE


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.”

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.”

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).”

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.”

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

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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."  

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.  

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 the 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.  

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

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

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

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

32. Representative Butterfield told the OCE that these quotes are not completely accurate. He explained that it is accurate that he does not know if he had any "significant" leftover funds. However, he does not recall characterizing such funds as "80, 90, or 100 dollars."
C. REPRESENTATIVE BUTTERFIELD’S USE OF PER DIEM FOR EXPENSES OTHER THAN MEALS AND INCIDENTALS PROVIDES SUBSTANTIAL REASON TO BELIEVE THAT HE HAD EXCESS PER DIEM AND HE DID NOT RETURN EXCESS PER DIEM

33. Representative Butterfield used per diem for expenses other than his personal lodging, meals, and incidentals.
34. He told the OCE that during CODELs, he has typically attended dinners with Congressional staff, where he and other Members paid for the costs of staff dinners.\textsuperscript{20}
35. He recalls an instance where the bill for a meal was “shockingly” expensive and he suggested that Members cover the costs for staff.\textsuperscript{21}
36. He had also purchased gifts and souvenirs with the per diem. He purchased such souvenirs for himself, family, and occasionally staff.\textsuperscript{22}
37. Representative Butterfield’s use of the per diem for purposes other than his personal meals and incidental expenses suggests that his actual meal and incidental expenses were less than the per diem that he received.
38. As a result, there is substantial reason to believe that Representative Butterfield had excess per diem after certain CODELs.

D. ESTIMATES OF REPRESENTATIVE BUTTERFIELD’S MEAL AND INCIDENTAL EXPENSES PROVIDE SUBSTANTIAL REASON TO BELIEVE THAT HIS EXCESS PER DIEM WAS MORE THAN A DE MINIMIS AMOUNT FOR CERTAIN CODELS

39. Representative Butterfield told the OCE that he did not keep a complete record of expenses that he incurred on CODELs that he attended during the time period from March 2008 to May 2010.\textsuperscript{23}
40. Based on the information before the OCE, the exact amount of his meal and incidental expenses for each CODEL is unknown.
41. Consequently, the OCE used an estimate of expenses to determine whether it appeared that Representative Butterfield retained excess per diem that was more than a\textit{ de minimis} amount.
42. The OCE Board notes that the sole purpose of the estimated meal and incidental expenses is to determine if there is substantial reason to believe that the Member had excess per diem that was more than a\textit{ de minimis} amount. The estimates are not intended to be used to conclude the exact amount of any excess per diem that the Member may have retained.
43. If an estimate is not used, a House Member or staff could impede the enforcement of Rule 10, clause 8, by simply not maintaining any records of his or her actual expenses.
44. Representative Butterfield’s description of his typical meal and incidental expenses provided the basis for estimating his expenses.
45. Representative Butterfield’s meals during CODELs falls into the following three categories:

\textsuperscript{20}Id. at 10–6294 _022.
\textsuperscript{21}Id.
\textsuperscript{22}Id.
\textsuperscript{23}Id. at 10–6294 _023.
(a) meals that were provided to him at no charge. These meals include working lunches, and official dinners that were hosted as part of the official events of the CODELs. Representative Butterfield stated that most meals fall under this category;

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

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

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

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

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

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

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

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

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

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24 Id. at 10–6294 __022.
25 Id.
26 Id.
27 Id. at 10–6294 __021.
28 Id. at 10–6294 __023.
29 CSCE Office Manager MOI (Exhibit 2 at 10–6294 __005).
52. The Office Manager forwards the checks to a specific person at the U.S. Department of State who is responsible for receiving returns of excess per diem. ³⁰

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

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

| CODEL Hastings to the United Kingdom, Kazakhstan, Pakistan, and Italy June 28 to July 3, 2008 | $1,108.00 | ≈ $649.00 | ≈ $459.00 |
| CODEL Hastings to Belgium April 15 to April 17, 2009 | $479.00 | ≈ $314.00 | ≈ $165.00 |
| CODEL Cardin to Lithuania June 28 to July 3, 2009 | $800.00 | ≈ $320.00 | ≈ $480.00 |
| CODEL Rush Liberia, Ghana, South Africa, and Morocco August 15 to August 24, 2009 | $1,050.00 | ≈ $645.00 | ≈ $405.00 |
| **Total** | **$3,539.00** | ≈ **$1,928.00** | ≈ **$1,509.00** |

1. CODEL HASTINGS (2008)

55. During CODEL Hastings to the United Kingdom, Kazakhstan, Pakistan, and Italy, Representative Butterfield received an enhanced per diem of $1,108.00.³³

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

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³⁰Id. at 10–6294 _006_.
³³M&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.
³⁴Estimated 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.
³³See Letter from the Speaker of the House to the Secretary of State dated March 5, 2008 (Exhibit 9 at 10–6294 _051_); Itinerary for CODEL Hastings (June 28 to July 3, 2008) (Exhibit 10 at 10–6294 _053–061_; and monthly per diem rates established by the Office of Allowances, United States Department of State <available at http://aopals.state.gov/usweb20/per_diem.asp> (last accessed July 29, 2010).
³⁴Itinerary for CODEL Hastings (June 28 to July 3, 2008) (Exhibit 10 at 10–6294 _053–061_).
Representative Butterfield’s meal and incidental expenses are estimated on the Federal Travel Regulations allocation formula. The estimated amount of meals and incidental expenses is $649.00.

Accordingly, the estimated excess per diem is $459.00.

<table>
<thead>
<tr>
<th>Codel Hastings to the United Kingdom, Kazakhstan, Pakistan, and Italy (June 28 to July 3, 2008)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals &amp; Incidentsals</td>
</tr>
<tr>
<td>----------------------</td>
</tr>
<tr>
<td>Breakfast</td>
</tr>
<tr>
<td>Lunch</td>
</tr>
<tr>
<td>Dinner</td>
</tr>
<tr>
<td>Incidental</td>
</tr>
<tr>
<td>M&amp;IE Received</td>
</tr>
<tr>
<td>Estimated for Additional M&amp;IE</td>
</tr>
<tr>
<td>Estimated Excess Per Diem</td>
</tr>
</tbody>
</table>

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

2. CODEL HASTINGS TO BELGIUM

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

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

Representative Butterfield’s meal and incidental expenses that are estimated on the Federal Travel Regulations allocation formula.

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

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35 41 C.F.R. ch. 301 App. B.
36 See Itinerary for CODEL Hastings (April 15 to April 17, 2009) (Exhibit 11 at 10–6294_063–065); monthly per diem rates established by the Office of Allowances, United States Department of State <available at http://aoprals.state.gov/web920/per_diem.asp>.
37 Itinerary for CODEL Hastings (April 15 to April 17, 2009) (Exhibit 11 at 10–6294_063–065).
38 41 C.F.R. ch. 301 App. B.
65. Accordingly, the estimated excess per diem is $165.00.

<table>
<thead>
<tr>
<th>Meals &amp; Incidentals</th>
<th>Apr 15</th>
<th>Apr 16</th>
<th>Apr 17</th>
<th>Apr 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>≈ $23</td>
<td>≈ $23</td>
<td>≈ $25</td>
<td>$0.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>≈ $39</td>
<td>Hosted</td>
<td>≈ $42</td>
<td>---</td>
</tr>
<tr>
<td>Dinner</td>
<td>Hosted</td>
<td>Hosted</td>
<td>≈ $67</td>
<td>---</td>
</tr>
<tr>
<td>Incidentals</td>
<td>≈ $31</td>
<td>≈ $31</td>
<td>≈ $33</td>
<td>$0.00</td>
</tr>
<tr>
<td>M&amp;E Received</td>
<td></td>
<td></td>
<td></td>
<td>$479.00</td>
</tr>
<tr>
<td>Estimated for Additional M&amp;E</td>
<td></td>
<td></td>
<td>≈ $314.00</td>
<td></td>
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<tr>
<td>Estimated Excess Per Diem</td>
<td></td>
<td></td>
<td>≈ $165.00</td>
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</tr>
</tbody>
</table>

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

3. CODEL CARDIN

67. During CODEL Cardin to Bosnia, Lithuania, and Belarus, Representative Butterfield only traveled to Lithuania. He received an enhanced per diem for meals and incidental expenses in the amount of $800.00.39

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

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39See Letter from the Speaker of the House to the Secretary of State dated June 19, 2009 (Exhibit 12 at 10–6294 . 067); Itinerary for CODEL Cardin (June 28 to July 3, 2009) (Exhibit 13 at 10–6294 . 070–080); monthly per diem rates established by the Office of Allowances, United States Department of State<available at http://aoprals.state.gov/aop920/perdiam.asp>.

40Itinerary for CODEL Cardin (June 28 to July 3, 2009) (Exhibit 13 at 10–6294 . 070–080).
69. Following the CODEL, Representative Butterfield owed the military escort $64.69 for meals and other expenses that were incurred on behalf of Representative Butterfield. An invoice was sent to Representative Butterfield, dated July 15, 2009.

**Letter from Captain John B. Nowell Jr. to Representative Butterfield, dated July 15, 2009**

**DEPARTMENT OF THE NAVY**

**July 15, 2009**

**Congressman Butterfield,**

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

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

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

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

**Regards,**

John B. Nowell Jr.

**CAPT** U.S. Navy

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

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

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

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41 Letter from Captain John B. Nowell Jr. to Representative Butterfield, dated July 15, 2009 (Exhibit 14 at 10-6294 082).
42 41 C.F.R. ch. 301 App. B.
73. Accordingly, the estimated excess per diem is $480.00.

<table>
<thead>
<tr>
<th>Codel Hastings to Belgium</th>
</tr>
</thead>
<tbody>
<tr>
<td>(June 28 to July 3, 2009)</td>
</tr>
</tbody>
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<table>
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<th>Meals &amp; Incidentals</th>
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<th>Jun 29</th>
<th>Jun 30</th>
<th>Jul 1</th>
<th>Jul 2</th>
<th>Jul 3</th>
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<tbody>
<tr>
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<tr>
<td>Lunch</td>
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<td>Hosted</td>
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<tr>
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74. There is substantial reason to believe that Representative Butterfield had excess per diem for CODEL Cardin that he did not return to the U.S. Treasury.

4. CODEL RUSH

75. During CODEL Rush to Liberia, Ghana, South Africa, and Morocco, Representative Butterfield received per diem for meals and incidental expenses the amount of $1,050.00.43

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

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

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

[Table]

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Cost</th>
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<td>Lunch - Tribes Restaurant, Ghana ($18.68)</td>
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<td>Tour - Cape Coast Castle, Ghana ($72.27)</td>
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<td>Lunch - Black Martín Restaurant, Cape Town ($39.26)</td>
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<td>Valeisha Butterfield Visa Application Angola</td>
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</table>

Total Amount $732.92

Please provide a check for this amount, payable to the US Treasury, to the Air Force Liaison office in the Rayburn House Office Building (room B-322) as soon as possible. If you have any questions, or if I can be of assistance in any way, please call me at (202) 225-0777. Thank you.

Very Respectfully,

TREVOR L. WILLIAMS, Maj, USAF
Congressional Liaison

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

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

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

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45 Letter from Maj. Trevor L. Williams to Representative Butterfield, dated August 26, 2009 (Exhibit 16 at 10–6294_096).
46 Butterfield MOI (Exhibit 6 at 10–6294_023).
These additional expenses are estimated on the Federal Travel Regulations allocation formula.\textsuperscript{47}

82. The estimated amount of meals and incidental expenses is $436.00.
83. Accordingly, the estimated excess per diem is $405.00.

| Codel Rush to Liberia, Ghana, South Africa, and Morocco (August 15 to August 24, 2009) |
|-----------------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|
| Breakfast                                    | Billed | Hosted | Hosted | Hosted | Hosted | Hosted | Hosted | Hosted |
| Lunch                                        | Hosted | Hosted | Billed | Billed | Hosted | Hosted | Billed | Hosted |
| Dinner                                       | Billed | Hosted | $39   | $39   | $53   | $49   | $44   | Hosted |
| Incidents                                    | $18    | $19    | $19   | $26   | $24   | $24   | $22   | $18    |
| M&E Received                                 | $1,050.00 |     |       |       |       |       |       |       |
| Billed                                       | $208.57 |     |       |       |       |       |       |       |
| Estimated for M&E                            | $436.00 |     |       |       |       |       |       |       |
| Remaining                                    | $405.00 |     |       |       |       |       |       |       |

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

III. CONCLUSION

85. Pursuant to House Rule 10, clause 8, House Members imposed on themselves a restriction on the use of per diem for foreign travel. Specifically, House Members and staff may receive reimbursement for expenses that is the lesser of: (1) the applicable per diem; or (2) actual expenses.
86. Pursuant to House Rule 23, clause 2, House Members must adhere to the spirit and the letter of the rules. Accordingly, House Rule 10, clause 8, requires the return to the U.S. Treasury of any per diem that a Member receives that is in excess of the Member’s actual expenses.
87. Pursuant to House Rule 23, clause 1, House Members must conduct themselves at all times in a manner that shall reflect credibility on the House. Representative Butterfield’s public statements indicate that he may have retained excess per diem. As a result, if there is a violation, it implicates House Rule 23, clause 1 because it may be considered flagrant.\textsuperscript{48}
88. Based on the information available to the OCE during this Review, Representative Butterfield’s meals and incidental expenses were less than the per diem he received to cover these expenses during the following CODELs: CODEL Hastings (2008); CODEL Hastings (2008); CODEL Cardin; and CODEL Rush.

\textsuperscript{47} 41 C.F.R. ch. 301 App. B.
\textsuperscript{48} Insert cite to House Ethics Manual.
89. Based on the information available to the OCE during this Review, Representative Butterfield did not return any excess per diem for meal and incidental expenses. Therefore, there is substantial reason to believe that he may have violated House Rule 10, clause 8; House Rule 23, clauses 1 and 2. 49

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

IV. INFORMATION THE OCE WAS UNABLE TO OBTAIN

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

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

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 Chairman's meeting, I would like to provide you with the following restatement of rules concerning the authorization by Chairman 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 CAIO 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. At 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;

10-6294_0002
• Chairman 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 traveler's 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. 6854 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
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
1425 3rd Street, SW
Washington, DC 20515
TIME: 3:30 p.m. to 4:10 p.m. (approximately)
PARTICIPANTS:
Kedric L. Payne
Elizabeth A. Horton
Marlene M. Kaufman, General Counsel, Commission on Security and Cooperation in Europe

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

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

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

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

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

5. The witness collected checks payable to the U.S. Treasury from anyone returning per diem and he gave the checks to the U.S. Department of State.
6. He provided the checks to the individual in the U.S. Department of State who was responsible for collecting returned per diem. He identified this person as Constance Austin.

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

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

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

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

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

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

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

Kedric L. Payne
Investigative Counsel
EXHIBIT 3
CONFIDENTIAL

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

OFFICE OF CONGRESSIONAL ETHICS
UNITED STATES HOUSE OF REPRESENTATIVES

MEMORANDUM OF INTERVIEW

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

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

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

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

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

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

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

6. Prior to Speaker Nancy Pelosi’s restatement of the travel rooms in May 2010, the Committee always requested enhanced per diem for Member travel. Enhanced per diem is now approved by the Inter-Parliamentary Affairs Office.
7. The Committee does not provide written or oral guidance to Members of Congress about how per diem should be used. The witness believes that it is understood among Members that per diem is for meals and incidental expenses, such as transportation. She also believes that it is understood that per diem is not to be used for gifts and souvenirs.

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

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

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

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

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

13. The witness explained that after CODEL Engel in February 2009, Congressman Elliot 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 0315). 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.
CONFIDENTIAL

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

17. With respect to Representative Engel’s letter to Chairman Howard Berman, dated February 12, 2009, requesting representational funds for several receptions (HFAC 0097), 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: 217A 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 Helhly from 2001-2005.

4. Prior to working for Representative Helhly, 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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Subject to the Non-disclosure Provisions of H. Res. 895 of the 110th Congress as Amended

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

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

10. Travel must be bi-partisan.

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

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

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

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

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

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

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

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

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

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

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

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

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

25. She has never been asked to define “incidental” 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 practice was stopped four years ago.

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

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

31. Because most trips have hostels 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.
CONFIDENTIAL

Subject to the Non-disclosure Provisions of H. Res. 895 of the 110th Congress as Amended

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
Lawmakers Keep the Change
Cash Left Over From Official Trips Overseas Is Often Used for Personal Expenses

By BROOY MULLINS And T.W. FARNAN

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.

According to interviews with 10 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 clipped 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 $50, $60, or $100 dollars," said Rep. G.K. Butterfield (D.N.C.)

Congress has no system for tracking how the cash payments, called per diem, 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. Aloe Hastings (D., Fla.). “You know, in a taxi cab 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.

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 recalcitrant about returning surplus cash. Sen. Arlen Specter, a Pennsylvania Democrat, has returned to the U.S. Treasury about $8,900 of the $25,000 he was given for 11 trips since August 2005, according to documents provided by his office.

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

The amounts range from $28 a day in Kabul to more than $250 a day in Aomori, 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 diem can be used only for legitimate travel expenses. Any leftover money must be returned. The cash is for lawmakers, not their spouses.
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 spouse," said Mr. Roeder, 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 who 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, and one attendee, Sen. Richard Durbin (D-Ill.).

When they got home, Mr. Durbin returned $400 of 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@wjd.com and T.W. Farmam at timothy.farmam@wjd.com

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EXHIBIT 6
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Subject to the Nondisclosure Provisions of H. Res. 895 of the 110th Congress as Amended

OFFICE OF CONGRESSIONAL ETHICS
UNITED STATES HOUSE OF REPRESENTATIVES

MEMORANDUM OF INTERVIEW

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

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

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

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

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

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

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

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

7. He uses his per diem typically for meal expenses or for a venue that requires a fee for admission, such as a museum. He also uses per diem for laundry and other miscellaneous items that he could not specifically recall.
8. He may also use his per diem for transportation but more often than not, the U.S. Embassy provides transportation.

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

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

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

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

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

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

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

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

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

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

19. He liked to purchase items that documented his time in a country. In the past he has purchased coins and a statue of Mandela. He does not have a wife to buy items for; however, he would from time to time purchase items for his children.
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20. He has purchased items for his staff but not often. He has a staff of eighteen, so anything that he would have bought for staff would have been insignificant as to cost.

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

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

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

24. For the trip to Lithuania, he received an invoice from the escort on the trip for $64 which included the price of a dinner ($50) and an entrance fee to a castle. He had no specific recollection if he had any unused per diem from the trip.

25. For the trip to Africa, he received an invoice the week following the trip from Trevor Williams for $732.92. He sent a check for payment in the amount of $773. His daughter traveled with him on that trip and paid $359.92.

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

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

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

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

MOI – Page 3 of 4

OFFICE OF CONGRESSIONAL ETHICS

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

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

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

Elizabeth Horton
Investigative Counsel
EXHIBIT 7
The Honorable David Skaggs, Chairman  
The Honorable Porter J. Goss, Co-Chairman  
Office of Congressional Ethics  
U.S. House of Representatives  
Post Office Box 995  
Washington, DC 20515-0995  

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

Dear Chairman Skaggs and Co-Chairman Goss:

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

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

Thank you very much.

Very truly yours,

[Signature]

G. K. Butterfield  
Member of Congress
The Honorable David Skaggs, Chairman
The Honorable Porter J. Goss, Co-Chairman
Office of Congressional Ethics
U.S. House of Representatives
Post Office Box 995
Washington, DC 20515-0995

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

Dear Chairman Skaggs and Co-Chairman Goss:

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

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

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

The prevailing view in the House of Representatives is that per diem allowances are disbursed on
the premise that the amount paid should fully compensate a Member for his or her anticipated
expenses while on official business. The view among Members is that expenses that exceed the
per diem will not be reimbursed and any unused per diem may be retained by the member. My
understanding of the rules is consistent with the prevailing view.
I respectfully request that you find that the rates associated with per diem foreign travel do not require Members to maintain expense records nor does it require members to reimburse the Treasury when there are unused funds. Alternatively, I request that you find that any misunderstanding of the rule should not be attributable to the member because of the failure of the Department of State or House Leadership to inform members of this responsibility.

Thank you very much.

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

Very truly yours,

G. K. Butterfield
Member of Congress

10-6294_0028
EXHIBIT 8
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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
Illustrate 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 is 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
CONGRESSIONAL GUIDE FOR OFFICIAL FOREIGN TRAVEL

Effective and expedient 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 202-225-7360 – 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 pickup of the original letter(s) from the authorizing official. Additionally, please e-mail an itinerary, desired agenda, and any meeting requests for Polesh or Standish to: CTO@state.gov. Revisions to any of the above information should be faxed or e-mailed promptly.

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

Departments 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).

1. 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
* or Member or employee of the Committee or employee of Committee Member

HOUSE
Speaker of the House
Full Committee Chairmen
* or Member or employee of the Committee

JOINT COMMITTEE CHAIR
* or 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. Emphasis/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 necessary 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 brand/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 B34) and House Longworth Building, Room B23) as well as in Rosslyn, Virginia. CATO's reservation number is 705-552.

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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 tourists, 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 202-935.

Travelers should coordinate passport/visa requirements directly with Passport Services well in advance of the trip. Travelers may call Passport Services at 202-935. For information regarding visa requirements travelers may call 202-935. Sometimes passport data will be required by foreign posts. In those cases CTO will contact you for your 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.
FISCAL INFORMATION SHEET
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 officers, obligations and disbursements will be charged against specific congressional travel accounts held by the U.S. Treasury. The disbursements, which are permitted under P.L. 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 P.L. 95-384, all expenses charged by the traveler, the delegation, and the Department of State to the fund site 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 in the Federal Travel Regulation at 41 CFR Ch. 400-404.

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 (or 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: http://travel.state.gov/diems/diems.cfm.

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10-6294_0038
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 100% of the applicable per diem rate. This rate may be authorized for lodging, M&E, or both, when actual expenses exceed the established per diem rate. There is no authority to exceed this 100% ceiling. To avoid problems caused by unreported 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&E 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 rates and regulations, this reporting (and reconciliation when required) should be submitted to the congressional office that authorized the travel.

Psts 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&E 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&E costs are not authorized.

TRANSPORTATION:

When international travel is authorized, travelers make their own reservations through CATO (see item 1 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 transatlantic flights, U.S. flag carriers must be used (PL-WA-60-24, 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 or Consulate or paid personally by the traveler. Local transportation costs may include trains, ferries, rental cars, vans, buses, 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.

10-6294_0039
3. OTHER OFFICIAL EXPENSES

Other official expenses authorized for Codels and some Staff levels include rental of control rooms, hospitality, salaries, special telephone lines, cell phones, copier for machine, souvenirs and flowers for representation purposes, purchase of stationery supplies, interpreters, and employee overtime as per 31 U.S.C. 203.

If specified in the authorizations 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 cut and must be reported under 31 U.S.C. 203.

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 travel expenses, including out-of-pocket expenses previously authorized upon submission of receipts and a letter/recommendation 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.
SAMPLE AUTHORIZATION LETTERS
SAMPLE LETTER OF AUTHORIZATION (State)

The Honorable
(Mr./Ms./Mrs.) Secretary,
Secretary of State
Washington, DC 20520

Dear (Mr./Ms./Mrs.) Secretary:

This letter is to authorize (Traveler) to travel on official business to (Destination) during the period of (Start Date) to (End Date) for the purpose of (Purpose of Travel).

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 1964, as amended by Public Law 95-384, Section 22(a).

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).

Sincerely,

(Signature)

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.
- Representation funds are authorized.
SAMPLE AUTHORIZATION LETTER (DOD)

The Honorable

[Name]
Secretary of Defense
Washington, D.C. 20301

Dear [Name or Position]:

I hereby authorize [Name] to travel on official business to [Location] during the period of [Dates] for the purpose of [Purpose of Trip]. If applicable, [Sponsor's Name] is authorized to accompany the delegation for reasons of protocol or an 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 the trip. It would also be appreciated if the Department of the [Department Name] is assigned to escort the delegation.

The expenditure of funds for payment of actual and necessary expenses as may be required is authorized by 31 U.S.C. 1301.

Sincerely,

[Signature]

[Date]
FOREIGN TRAVEL
DATA SHEET
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 facilitate your country clearance and/or 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 prepared, please advise us so that the post can schedule around it.

2. PARTICIPANTS (in protocol order)
Members and Staff
Spouses, Invited, Department of State,
DOD, and Military Escorts

3. TRAVEL AND ITINERARY
Commercial
Military Air
Charter

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

4. PASSPORTS AND VISAS
In most cases a valid passport and, in some cases, valid visas will be required. Visa requirements differ depending on the type of passport used. Call 202-355-3400 for passport requirements or 202-955-3400 for visa requirements. First call may assist with passport issues. Please contact them at 202-225-3400.

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. ACCOMMODATIONS

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 accommodations, please indicate:

- Hotel preference/city
- Delegation rooms (total number of single/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 (subways, buses, trains, ferries)

8. POINTS OF CONTACT FOR TRIP

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
</tr>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>
QUESTIONS AND ANSWERS
Questions and Answers

Q  What do I do if I received more travel funds than I needed?
A  It depends. If you traveled on a per diem allowance (the set rate) 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:

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTO</td>
<td>Congressional Travel Office — Bureau of Legislative Affairs, Department of State</td>
</tr>
<tr>
<td>DOD</td>
<td>Department of Defense</td>
</tr>
<tr>
<td>DEPARTMENT</td>
<td>Department of State</td>
</tr>
<tr>
<td>MEMBER</td>
<td>Member of Congress</td>
</tr>
<tr>
<td>CATO</td>
<td>Combined Airline Ticket Office</td>
</tr>
<tr>
<td>M &amp; IE</td>
<td>Meals and Incidental Expenses</td>
</tr>
<tr>
<td>FTR</td>
<td>Federal Travel Regulations</td>
</tr>
<tr>
<td>Codel</td>
<td>Congressional Delegation</td>
</tr>
<tr>
<td>STAFFDEL</td>
<td>Staff Delegation</td>
</tr>
<tr>
<td>UNG</td>
<td>United States Government</td>
</tr>
<tr>
<td>P.L.</td>
<td>Public Law</td>
</tr>
<tr>
<td>USC</td>
<td>United States Code</td>
</tr>
</tbody>
</table>
EXHIBIT 9
March 5, 2008

Dear Madam Secretary:

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

It is requested that local currencies for the maximum per diem allowance be made available at the enhanced rate of an additional $50. Actual lodging costs are authorized if necessary. In addition, funds should also be made available for air and local transportation. Commercial air transportation (if needed) will be made on American flag carriers, subject to availability, in business class. Authorization for the expenditure of funds should be made in accordance with Section 302(b) of the Mutual Security Act of 1954, as amended by Public Law 95-384.

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

Sincerely,

Nancy Pelosi
Speaker of the House

cc: The Honorable Lorraine C. Miller, Clerk
U.S. House of Representatives
EXHIBIT 10
U.S. CONGRESSIONAL DELEGATION (CODEL HASTINGS)
LONDON, UNITED KINGDOM: ASTANA, KAZAKHSTAN: ISLAMABAD, PAKISTAN: VENICE, ITALY
JUNE 26, 2008 - JULY 3, 2008

**Thursday, June 26, 2008**
Member and Sponsors' Attire: Travel Casual
- Recommend comfortable clothes on the plane
- Pack an overnight bag to take off at the first stop

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

3:15 PM Baggage call ends
4:30 PM Meet at the Rayburn Horsehoe

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

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

**Friday, June 27, 2008**
Member and Sponsors’ Attire: Travel Casual
- Recommend comfortable clothes
- Only overnight bag comes off at this stop

6:15 AM Arrive London, United Kingdom

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

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

Dinner at leisure

RON London, United Kingdom

**Saturday, June 28, 2008**
Member and Sponsors’ Attire: Travel Casual

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

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

7:30 AM Depart Hyatt Regency London
- 1.5 hrs en-route
- The Churchill for airport

9:00 AM Depart London, United Kingdom for Astana, Kazakhstan

- 5 hours 30 mins en-route
- Lunch/Heavy Snack served en-route
- Set watches ahead 3 hours (+5)

7:50 PM Arrive Astana, Kazakhstan

Met by: Thomas Turner - Control Officer

8:00 PM Depart airport for Radisson SAS Hotel

- 40 mins en-route

8:40 PM Arrive Radisson SAS Hotel

- Proceed to Delegation Room
- Room keys distributed
- Currency Exchange available

Dinner at leisure

RON Astana, Kazakhstan

Sunday, June 29, 2008

Members Attire: Business
Spouses Attire: Business Casual

7:30 AM Delegation Room Opera

- Breakfast included in room rate (avail in lobby)

8:15 AM Meeting with USOSCE DCM Kyle Scott in Delegation Room

- Amb. Ordway country team briefing

9:00 AM Meeting of the Standing Committee

- Chairman Hastings
- Sen. Cardin
- Rep. Solis
- Rep. Smith

Events for Accompanying Persons

Attire: Business Casual

9:15 AM Meet in Delegation Room

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

10:00 AM Tour of Presidential Cultural Center/Pyramid

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

1:30 PM Lunch at Tbilisi Restaurant

3:00 PM Depart Tbilisi Restaurant for
11:15 AM Depart Hotel for DCM’s Residence  
- 15 min en-route
- Report by Ms Tone Tingveå, OSCE PA Special Representative on Gender Issues followed by a debate;

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

- Possible consideration of Supplementary items

7:00 PM Concert followed by a reception hosted by H.E. Norozhan Nazarbayev, President of the Republic of Kazakhstan - Palace of Peace and Unity

RON Astana, Kazakhstan

**Monday, June 30, 2008**

**Members Attire: Business**

**Spouses Attire: Business Casual**

7:30 AM Delegation Room opens - Breakfast included in room rate (avail in lobby)

7:00 AM Time reserved for meetings of various groups

8:15 AM Meet in Delegation Room

- **Members Attire: Business**

- **Spouses Attire: Business Casual**

### Events for Accompanying Persons

**Attire: Business Casual**

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

9:15 AM Guided tour of National Library

10:00 AM Depart National Library for Bishkek (15 minutes on-route)

10:15 - 11:30 AM Tour of Bishkek & Short driving tour of new administrative center

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

12:00 PM Lunch at DCM's residence

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

9:00 - 11:00 AM General Committee on Political Affairs and Security - Sary Arka 1 – Ground floor
- Opening remarks by the Chair of the Committee; 
Introduction of the Draft Resolution by the Rapporteur;

9:00 - 11:00 AM General Committee on Economic Affairs, 
Science, Technology and Environment
- Opening remarks by the Chair of the Committee;
Introduction of the Draft Resolution by the Rapporteur;

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

10:00 AM Meeting with Prime Minister Massimov

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

11:00 AM Coffee break

11:30 AM - 1:30 PM General Committee on Democracy, 
Human Rights and Humanitarian Questions
- Opening remarks by the Chair of the Committee;
Introduction of the Draft Resolution by the Rapporteur;

1:30 PM Lunch

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

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

5:30 PM Return from excursion

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

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

9:00 PM Return Hotel

RON Astana, Kazakhstan
Tuesday, July 1, 2008

Members: Attire: Business
Spouses: Attire: Business Casual

6:00 AM Delegation Room opens
6:45 AM Meet in Delegation Room
   - Members, Attire: Business
   - Spouses, Attire: Business Casual

7:00 AM Time reserved for meetings of various groups

Events for Accompanying Persons

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

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

9:00 AM Visit SOS Children’s Village

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

10:30 AM Visit Embassy Art and craft fair of local artisans

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

12:00 PM Lunch at Ali Baba Restaurant

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

2:00 PM Tour of Orthodox Church

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

3:15 PM Tour of Central Mosque (suggest bringing a scarf for women & liquid covering one will be provided if you don’t have one)

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

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

9:00 - 10:30 AM General Committee on Economic Affairs,
   Scientific, Technology and Environment
   Consideration of amendments
   - Sury Arka 4 - 2nd floor

10-6294_0058
10:30 AM US Delegation press conference
- All CODEL member presence requested
  - Sary Arka 2 - 2nd floor (30 - 40 min)

11:00 AM General Committee on Political Affairs and Security
  - Sary Arka 1 - Ground floor
  - Consideration of amendments

11:50 AM Meeting with State Secretary
  - Oralbay Abdykarimov
  - Ak Orda – lunch at Rixos Hotel
  - Attended by Members and Spouses

12:45 PM Working Lunch on Gender Issues hosted by the Parliament of Kazakhstan
  - Restaurant Capri – Ground floor in Hotel Radisson SAS

2:30 - 4:00 PM General Committee on Economic Affairs, Science, Technology and Environment
  - Consideration of amendments and adoption of Resolution; Supplementary items
  - Sary Arka 4 – 3rd floor

2:30 - 4:00 PM General Committee on Democracy, Human Rights and Humanitarian Questions
  - Consideration of amendments and adoption of Resolution; Supplementary items
  - Sary Arka 1 - Ground floor

4:00 PM Presentation on the 2008 OSCE PA Fall Meetings in Toronto
  - Prefunction Area outside Sary Arka 1

5:00 - 6:00 PM General Committee on Political Affairs and Security
  - Consideration of amendments and adoption of Resolution; Supplementary items
  - Sary Arka 1 – Ground floor

7:30 - 9:00 PM Reception hosted by H.E. Aisan Muanin, Speaker of Majilis of the Parliament of Kazakhstan (Duman Cerier)

RON Astana, Kazakhstan

**Wednesday, July 2, 2008**

- Pack overnight bag for Venice stop.
- Leave out comfortable travel clothes for today.
- Breakfast (included in room rate) tax and tip for luggage.
- Reversi Currency Exchange available
- Please pay any incidental room charges
  - i.e. phone, movie room service, etc.

6:00 AM Delegation Room opens

- Members Attire: Business
- Spouses Attire: Business Casual

6:45 AM Meet in Delegation Room

- Members Attire: Business
- Spouses Attire: Business Casual

10-6294_0059
7:00 AM  Time reserved for meetings of various groups

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

9:00 - 11:00 AM General Committee on Economic Affairs, Science, Technology and Environment Supplementary items; Election of the Committee Officers

- Sary Arka 4 – 2nd floor

9:00 - 11:00 AM General Committee on Democracy, Human Rights and Humanitarian Questions Supplementary items; Election of the Committee Officers

- Sary Arka 1 – Ground floor

11:00 - 11:30 AM Meeting of the Bureau

- Sary Arka 2.2 – Ground floor

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

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

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

2:55 PM Arrive Venice, Italy

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

3:35 PM Arrive Hotel
- Proceed to Delegation Room
- Room keys disbursed
- Currency Exchange available

Dinner at leisure

RON Venice, Italy

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

7:00 AM Delegation Room opens

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

7:00 AM Please bring luggage to the Delegation room

7:45 AM Meet in Delegation Room
- Attire: Travel Casual
8:00 AM  Depart Hotel for Airport

9:00 AM  Depart Venice, Italy for Andrews AFB

- 30 min en-route

12:25 PM  Arrive Andrews AFB

- 9 hours 25 minutes en-route
- Lunch/Heavy snack served en-route
- Set watches back 6 hours (-6)

12:45 PM  Depart for Rayburn horeshoe

1:30 PM  Arrive Rayburn horeshoe

1:40 PM  Luggage arrives Rayburn horeshoe

MISSION COMPLETE
EXHIBIT 11
# Black European Summit
**April 15-16, 2009**

**European Parliament**
Roet Velier 69, B-1040 Brussels

**Draft Agenda**
24 March 2009

## Day 1, Wednesday, April 15

**Morning/afternoon** | Parliamentary officials arrive
---|---
6:00 pm | Registration
7:00 – 9:00 pm | Opening Dinner

## Day 2, Thursday, April 16

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 am</td>
<td>Registration</td>
</tr>
<tr>
<td>9:00 – 9:10 am</td>
<td>Welcome</td>
</tr>
<tr>
<td>9:10 – 10:00 am</td>
<td>Panel 1: Europe's Black and Minority Electorate: Past, Present, &amp; Future</td>
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<tr>
<td></td>
<td>This panel will provide an overview of Europe's growing Black and minority populations and their civic participation</td>
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<tr>
<td>10:00 – 11:15 am</td>
<td>Panel 2: Europe's Obama on the Horizon</td>
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<tr>
<td></td>
<td>This panel will focus on minority political participation in Europe, barriers to participation and the benefits of diversity in policymaking, including countering racist and xenophobic political platforms, will also be discussed. Questions from the audience are welcomed.</td>
</tr>
<tr>
<td>11:15 – 11:30 am</td>
<td>Coffee Break</td>
</tr>
<tr>
<td>11:30 – 12:30 pm</td>
<td>Panel 3: Formulating and Implementing Policies for Black Minority Inclusion and Empowerment</td>
</tr>
<tr>
<td></td>
<td>This panel will focus on the role of Black minority policymakers in formulating and implementing laws and policies that promote equal rights and opportunities for minorities in the public and private sector</td>
</tr>
<tr>
<td>12:30 – 2:45 pm</td>
<td>Networking Lunch</td>
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<tr>
<td>2:45 – 3:45 pm</td>
<td>Breakout strategy sessions</td>
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<tr>
<td></td>
<td>Participants will discuss strategies for improving public and private sector opportunities for Black and minority populations</td>
</tr>
<tr>
<td>4:00 – 4:30 pm</td>
<td>Closing Remarks and Photos</td>
</tr>
<tr>
<td>7:00 – 9:00 pm</td>
<td>Closing Dinner</td>
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</tbody>
</table>
SUMMIT VENUE AND SECURITY
Note: Due to increased security, only registered participants will be allowed into the Summit. Participants will need to bring proof of identity (passport, driver's license) and should plan to arrive 15 minutes prior to the beginning of the Summit.

Room A1G-2
European Parliament
Spaeth Building
Rue Wiertz 60
B-1047 Brussels

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

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

Radisson SAS EU Hotel
rue d'Uccle 35
1070 Brussels
Belgium
Tel. +32 2 248 41 04
Fax: +32 2 248 41 12
Radisson.com

Hotel Sofitel Brussels Europe
1 Place Josaphat
1040 Brussels
Tel. +32 2 322 20 00
Fax: +32 2 322 20 01
http://www.sofitel.com/fr/hotel-52824/
sofitel-brussels-europe/index.shtml

Renaissance Brussels Hotel
Rue du Parc 19
1050 Brussels
Belgium
Tel. +32 2 505 25 55
Fax: +32 2 505 25 56
http://www.woodford.com/hotels/brussels/brunellezanne-brussels-hotel/

Hotel Leopold
rue du Luxembourg 35
1040 Brussels
Tel. +32 2 675 41 04
Fax: +32 2 514 19 39

Economical options:

Hotel Clam披bsd
82 rue de Namur
1000 Brussels
Tel. +32 2 511 44 44
Fax: +32 2 544 04 47

Hotel Argus
6, Rue Capitaine Crupel
B-1050 Brussels, Belgium
Tel. +32 2 675 42 22
Fax: +32 2 674 10 32
http://www.hotel-argus.be/

TRANSPORT FROM AIRPORT TO EUROPEAN PARLIAMENT
The Airport Line (No. 12 B) operates between Brussels airport and Luxembourg station, just beside the BP.
For timetable: http://www.stib.be/airport.html

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

ATTIRE
Business attire is recommended for all Summit events.
Policy makers and experts include:
Summit Co-Chair, Hélène Desir, MEP, Vice-Chairman Socialist Group
Summit Co-Chair, Aleece L. Hastings, Co-Chairman U.S. Helsinki Commission, U.S. Congress
Summit Co-Chair, Joe Francis Clan, United Nations Working Group of Experts on People of African Descent
Summit Advisor, Claude Mercier, MEP
Summit Advisor, Glyn Ford, MEP
Necat Giff, MEP
Saad El Khaddumi, MEP, Belgium
Shamus Vincadre, MP, UK
Diane Abbott, MP, UK
Jennifer Arnold, Member of London Assembly
Rhodri Adebur, Councillor, Porthcoo, Ireland
Yvette Jarvis, Spokesperson for the Mayor on Immigration, Municipality of Athens, Greece
*Cec Oden, Co-leader Green Party, Germany
*Trevor Phillips, Chairman, Equality and Human Rights Commission, UK
Wouter Van Bellingen, Belgian
Beatrice Adelade, founder Black European Women's Conference, AFRA (Austria)
Dr. Allison Blakely, Boston University (USA)
Dimitra Chayon, Ministry for Inter-Generational Affairs, Family, Women and Integration for North Rhine-Westphalia (Germany)
Brenda King, Vice President, Employees' Group, European Economic and Social Committee
Larry Olivero, European Roma Rights Center (Hungary)
Greg Wilke, President, U.S. Senate Black Legislative Staff Caucus, Council, U.S. Senate Committee on Small Business and Entrepreneurship (USA)
Simon Woolley, Operation Black Vote (UK)
TBD, European Union Fundamental Rights Agency
TBD, German Marshall Foundation

* To be confirmed
June 19, 2005

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

Dear Madam Secretary:

This letter will authorize the Honorable Alcee Hastings, Co-Chairman of the Commission on Security and Cooperation in Europe (CSCE), and a delegation of Members and staff to accompany Codel Cardin to Bosnia-Herzegovina, Belarus, Lithuania and Greece during the approximate period of June 25 – July 3, 2009. The purpose of the trip is to meet with government officials in each country and to attend the 18th Annual Session of the Organization for Security and Cooperation in Europe (OSCE). For protocol purposes only, spouses may travel at no cost to the government. The following Members and staff are authorized to travel:

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

Mr. Fred Turner, Chief of Staff, CSCE
Mr. Bob Warf, Policy Advisor, CSCE
Ms. Shelly Han, Policy Advisor, CSCE
Ms. Ed Joseph, Policy Director, CSCE
Mr. Cliff Bond, Senior Advisor, CSCE
Mr. Alux Johnson, Policy Advisor, CSCE
Mr. Wayne Packer Policy Advisor, CSCE
Mr. Neil Simon, Communications Director, CSCE
Mr. Daniel Redfield, Office Manager, CSCE
Mr. Joel Shapiro, Staff Assistant, CSCE
Please note that Chairman Hastings and Ms. Janice Helwig, Policy Advisor, CSCE, are also authorized to travel to Albania ex tempore to Lithuania.

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

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

Sincerely,

NANCY PELOSI
Speaker of the House

cc: The Honorable Lorraine C. Miller, Clerk
U.S. House of Representatives
CODEL Cardin
Sarajevo, Bosnia-Herzegovina and Vilnius, Lithuania
26 June – 3 July 2009

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

Sponsor: OSCE (CPE-20)

Mode of travel: COMAIR ______ MILAIR ______

Recur Car: No

Delegation (41)
Traveling from Washington, D.C. to Sarajevo via MILAIR: 38
Traveling from Sarajevo to Vilnius via MILAIR: 37
Traveling from Vilnius to Washington, D.C. via MILAIR: 40

MEMBERS & SUPPORT (42)
1) Senator and Mrs. Benjamin L. Cardin (D-MD), Chairman, Commission on Security and Cooperation in Europe
2) Rep. Joe L. Barton (R-TX), Co-Chairman, Commission on Security and Cooperation in Europe (Vilnius Only/Arriving MILAIR 6/29)
3) Senator and Mrs. Dick Durbin (D-IL), Assistant Majority Leader
4) Senator and Mrs. George Voinovich (R-OH), Senate Homeland Security and Governmental Affairs Committee
5) Senator and Mrs. Roger Wicker (R-MS), Senate Armed Services Committee
6) Rep. Louise Slaughter (D-NY) and Mr. Robert Slaughter, Chairwoman, House Rules Committee
7) Rep. and Mrs. Darrell Issa (R-CA), Ranking Member, House Oversight & Government Reform Committee
8) Rep. G. K. Butterfield (D-NC), House Budget Committee
9) Rep. and Mrs. Mike McIntyre (D-NC), House Armed Services Committee
10) Rep. and Mrs. Lloyd Doggett (D-TX), House Ways and Means Committee
11) Rep. G. K. Butterfield (D-NC), House Energy and Commerce Committee (Vilnius only/Arriving COMAIR 6/29)
12) Rep. and Mrs. Robert Aderholt (R-AL), House Appropriations Committee
13) Rep. and Mrs. Christopher H. Smith (R-NJ), House Foreign Affairs Committee
14) Rep. Madeleine Bordallo (D-GU), House Armed Services Committee

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

ESCORTS (14)
28) CAPT John Nowell, Lead Escort
29) Lt. Mitch McGaffie, Lead Planner
30) Tt. Lauren Baker, Navy Escort
31) LCDR Greg Krusne, Navy Escort

**DOCTOR (II)**
32) Dr. Bob Sutherland, Medical Doctor, Attending Physician’s Office

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**Friday 26 June – Washington, DC**
*Active: Travel Casual*

**Forecasted Weather:** High-85°, Low-78° Isolated T-Storms

**1300**
Luggage Call

**1500**
Board plane to Fort Bragg

**1600**
Depart Washington DC (Andrews) (GMT -4) via MIL AIR en route Santiago (GMT -3)
Total Travel Time: 9 hrs 3 min (advance stocks 6 hours)

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**Saturday 27 June – Santiago**
*Active: Travel casual until 1345 Business after 1345*

**Forecasted Weather:** High-92°, Low-35° 60% chance of showers

**0700**
Comal arrivals Sanjeev Airpot via shuttle
No staff

**0715**
Depart airport en route hotel

**0830**
Arrive Hotel Europe (or 8:30 am)
- Distribute letters per dress in local currency
- Continental breakfast buffet in delegation room (muffins, coffee, pastry, fruit)
- Debrief until lunch

**1130**
Optional opportunity for viewing of Sanjeev bagdadah

**1200**
Lunch options (Noshon Lunch)
- Restaurant Options

**1330**
Tour old town (AMB will accompany, along with commercial guide)

**1515**
Return to hotel, depart time

**1545**
Depart hotel en route ambassador’s residence

**1600**
Welcome by Amb. English and country team brief including:
- OSCE: COM Gary Robbiss
- DCvI: Judith Cukins
- POL: Willy Martin
- KCON: Frank Grossman
- RAG: Mark Post
- DAO: CO? Schliefer
- AID: David Hellingria
- OP/A: Janet Miller

**1700**
Discussion with Political Leaders

**1830**
Depart EMR en route Hotel Europe
0930  Breakfast in hotel

1030  Religious service options

1050  *Accompanying Persons Schedule begins, see below
** Accompanying persons are welcome to join the official meetings as desired. Below is a suggested itinerary in addition to the official schedule

**Accompanying person optional schedule
Escort officers: Shelly Legg

1000  Depart Sarajevo for Jahorina

1130  Arrive Jahorina and Bridge Museums

1230  Depart Bridge Museum

1235  Lunch at Orahovica restaurant

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

1435  Depart Konjic to Sarajevo

1520  Depart hotel for Presidency (Accompanying person schedule begins, see below)

1530  Arrive Presidency (press stay at top of group please)

1645  Meet with Presidency

1600  Depart Presidency to UNICEF Towers

1615  Arrive UNICEF Towers, Panorama restaurant

1730  Informal lunch with mixed group of university students (Panorama restaurant)
OPF Site officer: Milica Scheuer

1800  Depart lunch and OHR

1815  Meeting with HRep.(basic location: OHR; meeting: OIC)
Press stay at top
Deputy Hilgen Gregersen also invited
Site officer: Mike Martin

1915  Depart OHR to Hotel Europe

1930  Press opportunity (Hotel Europe)
Site officer: Ron Markov, OPA
1600 BAGGAGE CALL
1615 Return to rooms to freshen up, check out of hotel [accompanying persons rejoin]
1645 Depart Hotel Europe - Eni Airport
1715 Arrive Sarajevo Airport
1730 Delegation departs Sarajevo (GMT -2) en route Vilnius (GMT +3) via MILAIR
        Flight Time: 2 hr 30 min
        Advance Clocks 1 hour
2100 Arrive Vilnius
RON Vilnius

**Monday 29 June Vilnius**

**Office Business**

Forecasted Weather: High: 73 Low: 56 %Rain: 10% chance of showers

0730-1000 Breakfast (Hotel Restaurant)

TBD Country Team Briefing for Delegation

0900 - 1200 Meeting of the Standing Committee (Chairman Cardin and Co-Chairman Haslinsg ONLY)

**0940 Schedule for Accompanying Persons**

**Accompanying persons are welcome to join the official apparatus as desired. Below is a suggested itinerary in addition to the official schedule.**

0910 Depart from Hotel

1000-1130 Visit V春天 Women’s and Children’s Shelter

Objective: Deliver school supplies (maps - political and otherwise requested), meet with center staff, tour center. Press has been requested to be in attendance but respecting the privacy of the clients. Tour of center will be provided followed by discussion group with center personnel, municipality representatives and, possibly, clients where school supplies can be given to children.

1130 Travel Back to Hotel

1200-1300 Lunch

1345-1615 Walking Tour of Jewish Ghetto sites by local partisan Emilia Birskoviskaja. Depart from hotel.

Objective: View ghetto sites with tour from partisans who lived through WWII events in Lithuania

1615 Return to Hotel

1630 Depart Hotel for Television Tower

1700-1800 Visit Television Tower
Objective: Visit exhibits at base of tower; take elevator to top. English speaking guides are available.

1300  Depart for Hotel
1900-2130  Concert followed by the reception hosted by the Speaker of the Seimas
           Lithuanian National Opera and Ballet Theatre

1200 - 1330  Lunch (one of three restaurants near the Ramada)
1245-1430  U.S. Delegation meeting with leadership of Jewish Community of Lithuania (Ramada Hotel)
1430 - 1600  Inaugural Plenary Session
           (March 11 Hall)
           1. Call to order and remarks by the President of the OSCE Parliamentary Assembly
           2. Address by host dignitary
           3. Addresses by Presidents of observer Assemblies
           4. Report by the OSCE Parliamentary Assembly Special Representative on Gender Issues followed by a Debate

1430 - 1615  Tour of Jewish Cemetery led by WWII partisan Paula Bancovskaya (starts and ends at Ramada Hotel)
1600 - 1610  Coffee break
1730  Delegations meeting with Kyle Scott, Charge d’Affaires, U.S. Mission to the OSCE
1630 - 1830  General Committee on Democracy, Human Rights and Humanitarian Questions
           (March 11 Hall)
           Opening remarks by the Chair of the Committee
           Introduction of the Draft Resolution by the Rapporteur
           Debate

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

Tuesday, 30 January  Vilnius
Attire: Business
Expected Weather: High: 7°C Low: 5°C Sunny
0700-0900  Breakfast (Hotel Restaurant)

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

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0800  Departure from Vilnius (trip is about 3h8min; US Embassy Minsk will request escort at least in Belarum, to be accompanied by Charge de Affaires Jonathan Moore)

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

1230  Lunch with civil society/political parties at Embassy (US Embassy, chancery conference rooms)

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

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

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

1800  Depart for Vilnius

0700 - 0845  Time reserved for meetings of various groups

0900 - 1100  General Committee on Political Affairs and Security (March 11, Hall)

Opening remarks by the Chair of the Committee
Introduction of the Draft Resolution by the Rapporteur
Debate

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

Opening remarks by the Chair of the Committee
Introduction of the Draft Resolution by the Rapporteur
Debate

1300  Begin Schedule for Accompanying Person(s) (those not traveling to Minsk, Belarum)

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

1300-1430  Lunch - Carls (Hungarian)
1430-1500  Return to Hotel
1500-1530  Travel to main gate of Svislos
1530-1600  Guided tour of Trakai (OSCE PA/Svislos arranged)
1930-2130  Reception hosted by Lithuanian delegation at Belarum
1100 – 1130 Coffee break

1130 – 1330 Special Plenary Session
(March 11 Hall)

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

1530 – 1630 Guided Tour to Trakai

1920 – 2139 Reception hosted by the Lithuanian Delegation
Balticas Entertainment and Recreation Centre

Wednesday, 9 July, Vilnius
Active Business
Forecasted Weather: High-80 Low-64 Sun w/ 40% chance of showers

0700-0900 Breakfast (Hotel Restaurant)

0700 – 0845 Time reserved for meetings of various groups

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

Debate (cont'd)

Consideration of amendments

0930-1010 General Committee on Economic Affairs, Science, Technology and Environment (Plenary Chamber)

Debate (cont'd)

Consideration of amendments

0900 Begin schedule for accompanying persons

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

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

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

1030-1100 Tour to Gediminas Castle and Museum
1040-1200 Grendinigus Castle and Museum.
Objective: Visit one of the most noticeable sites in Vilnius; take scenic trip to castle
and museum. Funicular charge is 2 litas per person. Entry cost is 3 litas per person.
English speaking guides available for 50 litas for groups of ten or more.

1200-1220 Travel to Teros Restaurant in Uzupis

1220-1400 Lunch - Teros Restaurant (Lithuanian grill); in outside seating area with good
overlook if there is no rain

1400-1410 Travel to St. Anne's Church

1410-1510 St. Anne's Church
Objective: Dated from the 15th century, the church was constructed from thirty-three
different shapes of brick.

1500-1510 Travel back to hotel

1515-1525 Walk to Gates of Dawn

1525-1625 Gates of Dawn
Objective: View last surviving gate of town fortifications and 17th century image of
Virgin Mary.

1625-1635 Return to hotel

1800 Depart hotel for British Embassy

1830-1915 British reception for delegation at British Embassy

1915 Depart British Embassy. Set dinner

1945 Delegation dinner for entire group; location to be decided

1000 U.S. Delegation meeting with the Speaker of Seimas (Parliament) of the Republic of Lithuania (Press:
photo only at the top or bottom of meeting)

1030 U.S. Delegation meeting with the Head of the Delegation of the OSCE PA Vilija Abramute-Abramikienė

1030-1130 Press Conference Hall (Press Center in Seimas) reserved for a news conference

1100 Press Conference (Press Conference Hall, Seimas Building)

1130 Coffee break

1130 – 1230 General Committee on Political Affairs and Security (March 11 Hotel)

Debate event '86

Consideration of amendments
12:45 – 12:15  Working Lunch on Gender Issues (Session Restaurant)

12:30 – 16:00  General Committee on Economic Affairs, Science, Technology and Environment (Plenary Chamber)
Consideration of amendments and adoption of Resolution

Supplementary Item

14:30 – 16:00  General Committee on Democracy, Human Rights and Humanitarian Questions (March II Hall)
Consideration of amendments and adoption of Resolution

Supplementary Item

15:00  U.S. Delegation meeting with Minister of Foreign Affairs Vygaudas Uspalas (Press Photo only at top of meetings)

16:00 – 16:30  Coffee Break

16:30 – 18:00  General Committee on Political Affairs and Security (March II Hall)
Consideration of amendments and adoption of Resolution

Supplementary Item

18:30  Annual UK-US Reception (British Embassy)

19:45  CODEL Dinner

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

07:00-10:00  Breakfast (Hotel Restaurant)

07:30 – 08:30  Time reserved for meetings of various groups

09:00 – 11:00  General Committee on Economic Affairs, Science, Technology and Environment (Plenary Chamber)
Supplementary Item

Election of the Committee Officers

09:00 – 11:00  General Committee on Democracy, Human Rights and Humanitarian Questions (March II Hall)
Supplementary Item

Election of the Committee Officers

11:00 – 11:30  Coffee break

11:30 – 13:30  Meeting of the Bureau (Consultation Hall)

13:30 – 13:30  General Committee on Political Affairs and Security (March II Hall)
Supplementary Items

Election of the Committee Officers

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

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1140</td>
<td>Depart hotel for Embassy Fourth of July reception at Ambassador's Residence (Entire Delegation)</td>
</tr>
<tr>
<td>1200-1330</td>
<td>Embassy Fourth of July reception at Ambassador's Residence; lunch will be available (Entire Delegation)</td>
</tr>
<tr>
<td>1330</td>
<td>Depart for President's residence</td>
</tr>
<tr>
<td>1400-1430</td>
<td>Meet with President Adua (Entire Delegation)</td>
</tr>
<tr>
<td>1430-1500</td>
<td>Travel back to hotel</td>
</tr>
<tr>
<td>1530-1700</td>
<td>Walk to Amber Museum and Gallery; shopping at sites of interest on the return trip (Objective: Visit museum and stop at any other sites of interest)</td>
</tr>
<tr>
<td>1700-1730</td>
<td>Walk to Hotel</td>
</tr>
<tr>
<td>1900-2400</td>
<td>Reception hosted by Prime Minister at National Gallery of Art; followed by evening of folkloric song festival in Kalou Park. This will involve bus travel from Song Festival to Kalou Park (Entire Delegation)</td>
</tr>
</tbody>
</table>

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

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

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

1430-1500 Lunch break

1500-1800 Plenary Session (March 11 Hall)

General debate

9:30-22:00 Reception hosted by the Prime Minister at the National Art Gallery: An evening of "Modern Folklore" in the framework of the Song Festival (Kalou Park)

Friday, 63 July: Vilnius/Washington DC

Arrive: Travel Consultant for accompanying persons; business for voting members

Forecasted Weather:

9:00-10:00 Briefing (Hotel Restaurant)
0800  BAGGAGE CALL
0900 – 0915  Time reserved for meetings of various groups
0915  Members depart hotel en route Salinas
0930 – 0945  Plenary Session (March 11 Hall)
Election of the Assembly Officers
0950  Accompanying Persons and staff depart Hotel en route Vilnius Airport
0955  Members depart Salinas en route Vilnius Airport
1030  Depart Vilnius en route Washington DC via MIA AIR
     Flight Time: 9 hr 45 min (actual clocks 7 hours)
1330  Arrive Washington DC

Mission Complete
EXHIBIT 14
July 15, 2009

Congressman Butterfield,

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

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

30 Jun- Entrance fee to Trakai Castle $5.45
1 Jul- CODEL Dinner $29.64
TOTAL AMOUNT OWED: $64.49

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

Regards,

John B. Newell Jr.
CAPT U.S. Navy
EXHIBIT 15
CODEL Rush
15 TO 24 August 2009

Friday, 14 Aug (Washington)
3:40 PM Early Baggage call
- Bring baggage to Air Force Liaison Office,
  Rayburn Building Room 3522
- Blue-étagé bags will NOT be accessible
  in-flight

4:40 PM Early Baggage Call Ends

Saturday, 15 Aug (Washington/ Monrovia)
Allott: Travel Council
2:00 PM Baggage call
- Bring baggage to the Rayburn House aide
- Blue-étagé bags will NOT be accessible
  in-flight

2:30 PM Baggage Call Ends

4:00 PM Meet at the Rayburn House aide

4:10 PM Depart the Rayburn House aide
- Proceed to Andrews AFB

5:00 PM Depart Andrews for Monrovia, Liberia
- Via Madrid (3-4h)
- 9 hours 20 min en route
- Night travel, about 4 hours (+1)
- Dinner and breakfast served en route

Sunday, 16 Aug (Monrovia)
6:20 AM Arrive Roberts International Airport, Monrovia
- Meet by CDA Robinson and Consul Officer
  Sarahs Gonzalez

7:15 AM Clear Customs

8:15 AM Arrive Camp Bond
- Proceed to Delegation Room (RM 8 THB)
- Room Keys Distributed
- Fee tumble distributed, US Dollars
- Light refreshments available

Afternoon Formal Church
9:20 AM Meet in Delegation Room

9:40 AM Depart for Providence Baptist Church
- Via CODEL vehicles

10:00 AM Optional Church Service

12:30 PM Depart for Hotel
- Via CODEL vehicles

Attire: Business

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

12:45 PM Country Team Briefing and Brainstorm
- Delegation Room

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

2:30 PM Tour Freeport of Monrovia
- Met with Dr. Patrick Sandiford, Executive Director, Port Sector Reform Secretariat

5:15 PM Depart for Hotel
- Via CODEL vehicles

5:45 PM Arrive Hotel

5:35 PM Meet in Delegation Room

5:45 PM Depart for Scovold Resort

6:30 PM Dinner with partners
- Foreign Affairs, Planning, Finance, Government, Agriculture, National Farming Commission, General Auditing Commission
- Scovold Resort

8:00 PM Depart for Hotel
- Via CODEL vehicles

8:30 PM Arrive Hotel

IRON Monrovia

Monday, 17 Aug (Monrovia/Accra)

Attire: Business

7:00 AM Delegation Room opens
- Refreshments available
- Complimentary Wi-Fi available
- Photographs allowed

7:30 - 8:00 AM Baggage call
- Please bring bags to Delegation Room
Settle incidentals with hotel (receipts are pre-paid)

8:00 AM Breakfast at hotel with international business leaders

8:30 AM Depart for Liberian Electricity Company
   - Via CODEL vehicles

9:05 AM Tour of LEC - Emergency Power Program
   - Meet by Dr. Eugene Shannon, Minister of Lands, Mines and Energy
   - Tour by Joe Vapp, LEC Board of Directors

10:00 AM Depart for JFK Hospital
   - Via CODEL vehicles

10:30 AM Tour of JFK Hospital
   - Meet by FIT

11:30 AM Depart for Ministry of Foreign Affairs
   - Via CODEL vehicles

11:50 AM Arrive Ministry of Foreign Affairs
   - Greeted by Ambassador Eddie Dunn, Chief of Protocol

12:00 PM Meeting with President Ellen Johnson Sirleaf

1:00 PM Luncheon hosted by President Ellen Johnson Sirleaf

2:00 PM Press Availability
   - On steps of Ministry of Foreign Affairs

2:20 PM Depart for Airport
   - Via CODEL vehicles

3:45 PM Arrive Roberts International Airport

4:00 PM Depart Monrovia for Accra, Ghana
   - 1 hour, 45 minutes en route
   - No time change

5:15 PM Arrive Accra Airport
   - Met by Chief of Protocol Regional Stephane

5:55 PM Clear Customs

6:05 PM Depart for La Palm Royal Beach Hotel

6:15 PM Arrive La Palm Royal Beach Hotel
   - Proceed to Delegation Room (Room # 318)
   - Room Keys Distributed

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- Per Diem Distributed Currency Exchange available
- Light refreshments available

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

Dinner inviting to Lovely
- Local Cultural Options available in Delegation Room

RON Accra

Tuesday, 18 Aug (Accra)
Alhaji Badaru

8:00 AM Delegation Round opens
- Refreshments available
- Government House, straight ahead, Accra

8:30 AM Meet in Delegation Room

9:00 AM Meet in Delegation Room

10:00 AM Depart for UN/OGM in Accra

8:30 AM Depart for Meeting with President

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

10:00 AM Depart for Ministries Meetings

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

11:00 AM Meeting with Minister for Finance and Economic Planning Korabira Duffua

12:00 PM Depart for Ghana Competitiveness Roundtable (ICRU)

1:00 PM Ghana Competitiveness Roundtable (ICRU)

4:00 PM Depart for Hotel

5:00 PM Meet in Delegation Room

5:00 PM Depart from Premiers' Residence

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

Dinner Hosted at Residence

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- Refreshments available.
- Delegation Room open.

**RON Accra**

**Wednesday, 19 Aug (Accra/Lusaka)**

**After Business**

7:00 AM
- Delegation Room opens.
  - Refreshments available.
  - Currency Exchange available.
  - Additional invasion possible.

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

Settle incidentals with hotel (rooms are pre-paid).

8:00 AM
- Meet in Delegation Room.

8:15 AM
- Depart for Accra Airport.

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

1:00 PM
- Arrive Lusaka Airport.
  - Meet by Ambassador Musina, Deputy Chief of Mission, Foreign Minister, Don Dafua.
  - Vice Minister, Lusaka, President of the National Assembly, Don Ntizic, and Control Officer, Jeffrey Bia.

1:15 PM
- Depart for Presidential Palace.
  - Joined by Peter Oduo (Senior Staffer for the Senate Foreign Relations Committee, and Africa).

2:09 PM
- Meeting with President, Don Santos, and Prime Minister, Kassama.
  - Cultural, tribal.
  - Joined by TBI.

3:00 PM
- Depart for National Assembly Building.

5:30 PM
- Meeting with Fernando da Piozade Dias dos Santos, President of the National Assembly.
  - External Relations, International Cooperation and Angola Communities Abroad.
  - National Assembly building.
4:00 PM  Meeting with 27th Commission of the National Assembly
- National Assembly Building

5:00 PM  Depart for Hotel Tripoli Lunada
- Proceed to Delegation Room (Run 8 TIPS)
- Room Keys Distributed
- Pre-Plan Distributed Currency Exchange available
- Light refreshments available

6:00 PM  Meet in Delegation Room

6:15 PM  Depart for Ambassador’s Residence

6:30 PM  Reception at Ambassador Mzonna’s residence
- Guests include government, civil society, and US and Angolan business representatives

8:30 PM  Depart for Hotel

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RON Luanda

Thursday, 20 Aug (Luanda/Jo’burg)
After Business

7:00 AM  Delegation Room opens
- Refreshments available
- Reverse Currency Exchange available
- Light refreshments available

8:00 - 9:30 AM  Baggage call
- Please bring bags to Delegation Room

Settle incidentals with hotel (rooms are pre-paid)

9:30 AM  Meet in Delegation Room

9:45 AM  Depart for Soukis Base

9:00 AM  Site Visit to Soukis Base
- UN aid service company, facilities, operations

10:30 AM  Depart for Jo’burg Airport

11:00 AM  Depart Luanda for Jo’burg
- 1 hour, 20 minutes en route
- Net travel about 1 hour (1.5)
- Lunch served en route

3:00 PM  Arrive Jo’burg Airport
- Meet by Central Officer Jo’burg
3:30 PM Clear Customs
2:40 PM Depart for Hill Hotel
5:30 PM Arrive Hill Hotel
   - Proceed to Delegation Room (Rm 8113)
   - Room Keys Distributed
   - Ex-Um Dum Distributed Currency Exchange available
   - Light refreshments available
6:00 PM Meet in Delegation Room
   - Country Team Briefing
6:15 PM Depart for City Hall
7:30 PM GEDA Dinner Reception with South African and American Business Leaders
   - City Hall

RON Johannesburg

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

5:50 AM Reg Bus Dulles to CNBC Africa Morning Show
6:00 AM Arrive Studio CNBC

7:30 AM Delegation Room event
   - Refreshments available
   - Reverse Currency Exchange available
   - Complementary Reception available

7:30 - 8:15 AM Baggage call
   - Please Depart for Delegation Room

Settle incidental expenses (rooms are pre-paid)

8:15 AM Meet in Delegation Room
8:30 AM Depart for Johannesburg Airport
   - For the Hill Hotel
8:50 AM Arrive Johannesburg Airport
9:00 AM Depart Johannesburg for Cape Town
   - 2 hours, 5 minutes en route
   - No time change
11:05 AM Arrive Cape Town Airport
- Met by CG Alberta Magerry and Control Officer, Officials

11:20 AM Depart for TID
- Via CODEL bus

12:00 PM Lunch meeting with South African Officials

1:05 PM Meeting with DA National Parliamentary Leader Athol Trollip

2:30 PM Depart for Hotel
- Via CODEL bus

3:00 PM Arrive Hotel
- Proceed to Delegation Room (Rm 6 TID)
- Room Keys Distributed
- For items Distributed, Currency Exchange available
- Light refreshments available

5:35 PM Meet in Delegation Room

6:00 PM Depart for Reception
- Via CODEL bus

6:30 PM Economic Development Reception
- LIGHTS

- Welcome to Delegation by Mr. [Name]

RON Johannesburg

Saturday, 11 Aug (Cape Town)

Amble Brothers

8:00 AM Delegation Room opens
- Refreshments available
- Change currency available
- Room keys available

8:30 AM Meet in Delegation Room

8:45 AM Depart for Museum
- Via CODEL bus

9:00 AM Visit District 6 Museum

10:15 AM Depart for District 6 Museum: Partnered w/ Red Cross Hospital (underside, USAID)
- Via CODEL bus

10:30 AM Arrive Breakthrough FC/PAL Partner or Red Cross Hospital

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10-6294_0091
- Meet for tour at TDU

11:50 AM Depart for Lange Project
   - Via CiDELI bus

12:00 PM Arrive Lange Project
   -ropped Meal Lunch with Village
   Orphans & Volunteer

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

2:00 PM Arrive Cape Point
   - Lunch and tour by 2:15

4:00 PM Depart for Simon’s Town

4:30 PM Arrive Simon’s Town
   - Progress Church Tour

6:00 PM Depart for Hotel
   - Meer Beach Resort
   - Via CiDELI bus

RON Cape Town

Sunday, 24 Apr (Cape Town/Robben)

Arrive: Business

7:00 AM Delegation Room open
   - Refreshments available
   - Reserve Currency Exchange available
   - Complimentary Internet available
   (additional fees)

7:00 - 8:00 AM Registration
   - Please bring bags to Delegation Room

Settle incidentals with hotel (rooms are pre-paid)

8:00 AM Meet in Delegation Room

8:15 AM Depart for Church Services

9:00 AM Attend King of Kings Baptist Church
   - Fellowship Church sponsors luncheon
   Living Hope PEACE Partner Program

11:00 AM Depart Cape Town for Monwana
   - 19 hours, 19 minutes en route
   - Set watch back 3 hours (-8)
   - Breakfast and lunch served on route

6:10 PM Arrive Monwana Airport
   - Mos by Central Officer, Intl. Ops

GKB_0045
10-6294_0092
6:20 PM Depart for Hotel
- Via CODEL bus

7:00 PM Arrive Tour Hostel Hotel
- Proceed to Delegation Room (Rm 2 TBD)
- Room Keys Distributed
- Per Diem Distributed/Currency Exchange available
- Light refreshments available

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

8:00 PM Visit Dinner with Moroccan officials
- Hosted by Chargé d’Affaires Robert P. Jackson

10:00 PM Depart for Hotel
- Via CODEL bus

RON Retreat

Monday, 24 Aug (Rabat/Washington DC)
Arrive Travel Counsel

7:30 AM Delegation Room opens
- Refreshments available
- Reserve Currency Exchange available
- Vending machine available

7:30 – 8:05 AM Baggage call
- Please bring bags to Delegation Room

Settle incidentals with hotel (rooms are pre-paid)

8:05 AM Meet in Delegation Room

9:00 AM Depart for Tour
- Via CODEL bus

9:30 AM Visit to Rabat’s Medina (Chellah-Oudayas

11:30 AM Depart for Rabat-SAIC Airport
- Via CODEL bus

12:00 AM Depart for Washington DC
- 9 hours, 15 minutes on route
- Set watches back 1 hour (-5)
- Lunch and Dinner served on route

4:15 PM Arrive Andrews AFB

4:25 PM Close Contingent

GKB_0546
10-6294_0093
4:35 PM  Depart Andrews for Rayburn
5:00 PM  Arrive Rayburn Horseshoe
5:15 PM  Luggage Arrives Rayburn Horseshoe

MISSION COMPLETE
DEPARTMENT OF THE AIR FORCE  
WASHINGTON DC 20330-1000

28 August 2009

Office of Legislative Liaison  
6122 Rayburn Building  
U.S. House of Representatives  
Washington, DC 20515

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

Dear Representative Butterfield,

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>(in-flight Meals, $6.08 ea (1-Member, 8 Valélinha)</td>
<td>12</td>
<td>$72.96</td>
</tr>
<tr>
<td>Dinner - BCFU Reception, Ghana ($75.00)</td>
<td>2</td>
<td>$75.00</td>
</tr>
<tr>
<td>Lunch - Tribes Restaurant, Ghana ($18.08)</td>
<td>2</td>
<td>$37.36</td>
</tr>
<tr>
<td>Tour - Cape Coast Castle, Ghana ($7.27)</td>
<td>2</td>
<td>$14.54</td>
</tr>
<tr>
<td>Lunch - Woodies Restaurant, Johannesburg ($23.06)</td>
<td>1</td>
<td>$23.06</td>
</tr>
<tr>
<td>Lunch - Black Market Restaurant, Cape Town ($30.26)</td>
<td>2</td>
<td>$78.52</td>
</tr>
<tr>
<td>Hotel - Hyatt Regency, Johannesburg (internet)</td>
<td>4</td>
<td>$40.98</td>
</tr>
<tr>
<td>Picture developed and named, Johannesburg</td>
<td>1</td>
<td>$17.60</td>
</tr>
<tr>
<td>Valélinha Butterfield Visa Application Liberia</td>
<td>1</td>
<td>$182.00</td>
</tr>
<tr>
<td>Valélinha Butterfield Visa Application Ghana</td>
<td>1</td>
<td>$50.00</td>
</tr>
<tr>
<td>Valélinha Butterfield Visa Application Angola</td>
<td>1</td>
<td>$141.00</td>
</tr>
<tr>
<td><strong>Total Amount</strong></td>
<td></td>
<td><strong>$732.92</strong></td>
</tr>
</tbody>
</table>

Please provide a check for this amount, payable to the US Treasury, to the Air Force Liaison office in the Rayburn House Office Building (room B-322) as soon as possible. If you have any questions, or if I can be of assistance in any way, please call me at (202) 224-____. Thank you.

Very Respectfully,

TREVOR L. WILLIAMS, Maj, USAF  
Congressional Liaison

GKB_0034  
10-6294_0096