OFFICE OF CONGRESSIONAL ETHICS
UNITED STATES HOUSE OF REPRESENTATIVES

Report and Findings

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

July 2010
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July 2010
REPORT

Review No. 10–7960

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 Alcee L. Hastings

NATURE OF THE ALLEGED VIOLATION: In 2008, Representative Alcee L. Hastings participated in a Congressional Delegation to Astana, Kazakhstan. During the trip, he received a travel per diem for meals and incidental expenses with an approximate value of $1,108.00. Public statements attributed to Representative Hastings indicated that he may have used the per diem for impermissible purposes. In addition, these public statements indicate that he may have used the per diem for impermissible purposes during other trips.

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

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

VOTES IN THE AFFIRMATIVE: 6

VOTES IN THE NEGATIVE: 0

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

Review No. 10–7960

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

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2 Letter from the Speaker of the House to House Committee Chairmen, dated May 13, 2010 (Exhibit 1 at 10–7960_0002).
3 Memorandum of Interview of Commission on Security and Cooperation in Europe Office Manager, June 3, 2010 (“CSCE Office Manager MOI”) (Exhibit 2 at 10–7960_0006); Memorandum of Interview of House Committee on Foreign Affairs Travel Coordinator, June 2, 2010 (Exhibit 3 at 10–7960_0009); and Memorandum of Interview of House Armed Services Committee Travel Coordinator, June 8, 2010 (Exhibit 4 at 10–7960_0014).
consistent with the rationale for a per diem approach to covering travel expenses without need for itemized accounting, it nevertheless 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 Hastings acknowledged publicly before the commencement of the OCE’s Review that he used per diem for expenses other than meals and incidentals. During the Review, he acknowledged that he used per diem for expenses other than meals and incidentals, which suggests that he had excess per diem.  

A. SUMMARY OF ALLEGATIONS

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

B. JURISDICTIONAL STATEMENT

6. The allegations that were the subject of this Review concern Representative Hastings, a Member of the United States House of Representatives from the 23rd District of Florida. The Resolution the United States House of Representatives adopted creating the OCE directs that, “[n]o review shall be undertaken . . . by the board of any alleged violation that occurred before the date of adoption of this resolution.” The House adopted this Resolution on March 11, 2008. The conduct under Review occurred after March 11, 2008.

C. PROCEDURAL HISTORY

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

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

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5 Memorandum of Interview of Representative Alcee L. Hastings (“Hastings MOI”) (Exhibit 6 at 10–7960_0021–0025).
6 According to the Resolution, the Board must vote on whether to conduct a second-phase Review in a matter before the expiration of the 30-day preliminary Review. If the Board votes for a second-phase, the second-phase begins when the preliminary Review ends. The second-phase Review does not begin on the date of the Board vote.
Res 895. Following the extension, the second-phase Review was scheduled to end on July 12, 2010.\textsuperscript{7}

10. Representative Hastings submitted a written statement to the Board, under Rule 9(B) of the OCE’s Rules for the Conduct of Investigations, on July 20, 2010.\textsuperscript{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 Hastings;
   (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 HASTINGS 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.”\textsuperscript{9}

A. APPLICABLE LAW, RULES, AND STANDARDS OF CONDUCT

1. HOUSE RULES

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

\textsuperscript{7}Id. at § 1(c)(2)(A)(ii) (2008).
\textsuperscript{8}Letter from Representative Alcee L. Hastings to the Board of the Office of Congressional Ethics, dated July 20, 2010 (Exhibit 7 at 10–7960–0027–0028).
\textsuperscript{9}H. Res. 895, 110th Cong., Section 1(c)(1)(A) (2008) (as amended).
“The following conditions shall apply with respect to travel outside the United States or its territories or possessions . . . (2) A member or employee shall be reimbursed for the expenses of such individual for a day at the lesser of—
(A) the per diem set forth in applicable Federal law; or
(B) the actual, unreimbursed expenses (other than for transportation) incurred during that day.”

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

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

2. FEDERAL TRAVEL REGULATION AND OTHER GUIDANCE


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.”14

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

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

Questions and Answers

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

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

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

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

A. REPRESENTATIVE HASTINGS MADE PUBLIC STATEMENTS INDICATING THAT HE MAY HAVE USED PER DIEM FOR IMPERMISSIBLE PURPOSES

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

30. In that article, Representative Hastings’ statements indicated that he may have used per diem that he received during CODELs for impermissible purposes.

31. According to the article: “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.”18

32. The article further quotes Representative Hastings as saying: “I’m a generous spirit and a courteous spirit . . . I stand accused.”19

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14United States Department of State Bureau of Legislative Affairs, Official Foreign Travel Guide for the U.S. Congress. (Exhibit 8 at 10-7960 _0030-049).
1541 C.F.R. ch. 301, App. B.
16House Rule 10, clause 8.
18Id.
19Id.
33. In an interview with the OCE, Representative Hastings confirmed that he made these statements.  

B. REPRESENTATIVE HASTINGS’ 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

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

35. Representative Hastings told the OCE that he used per diem to purchase meals for others attending trips, including advisors and staff.

36. The Federal Travel Regulation defines “incidental expenses” as “(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.”

37. Representative Hastings characterizes “incidental expenses” as those expenses that he would customarily incur if he were on personal travel.

38. He purchases gifts with the per diem for various individuals attending the trips. For example, he takes gifts such as flowers, candy, or wine to the homes of ambassadors or other hosts. He has also purchased neckties for the pilots of a military plane on which he traveled and did not retain receipts for such expenses.

39. Representative Hastings used the per diem to purchase souvenirs for staff. The souvenirs generally consist of such things as baseball caps, magnets, can openers, and thimbles. He does not buy souvenirs for himself, his family, or his constituents.

40. Prior to one trip, Representative Hastings purchased baseball caps in the United States that were customized for the trip. The caps were for the staff and Members who were going to attend the trip. He later used the per diem to reimburse himself for this expense, which was approximately $425.00.

41. During a CODEL to Saudi Arabia in 2010, Iraqi refugees attended an official event and told the audience about their struggles. One refugee described numerous tragedies that he endured and Representative Hastings presented him with a $100 bill. He is not sure if the money was his personal money or from his per diem.

42. Representative Hastings’ 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.

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20 Hastings MOI (Exhibit 6 10–7960 0024).
21 Id. at 10–7960–0022.
22 41 C.F.R. § 300–3.1.
23 Hastings MOI (Exhibit 6 10–7960 0024).
24 Id. at 10–7960 0024.
25 Id. at 10–7960 0024.
26 Id. at 10–7960 0024.
27 Id. at 10–7960 0024.
43. As a result, there is substantial reason to believe that Representative Hastings had excess per diem for certain CODELs.

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

44. Representative Hastings 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. 28

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

46. Consequently, the OCE must use an estimate of expenses to determine whether it appears that Representative Hastings retained excess per diem that was more than a de minimis amount.

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

48. Without the use of an estimate, 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.

D. REPRESENTATIVE HASTINGS DID NOT RETURN ANY EXCESS PER DIEM FOR MEALS AND INCIDENTAL EXPENSES

49. Representative Hastings told the OCE that he has not returned any excess per diem to the U.S. Treasury. He explained that his per diem does not cover all of the expenses that he incurs. 29

50. Representative Hastings told the OCE that he had foreign currency from the per diem when ending certain CODELs, but he was not certain of the amount of the currency that was per diem and the amount that was his personal money. 30

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

52. The relevant CODELs that Representative Hastings attended were all organized by the Commission on Security and Cooperation in Europe (“CSCE”).

53. 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 had 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. 31

28 Id. at 10–7960 0021.
29 Id. at 10–7960 0023.
30 Id. at 10–7960 0023.
31 CSCE Office Manager MOI (Exhibit 2 at 10–7960 0005).
54. 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.\textsuperscript{32}

55. There is substantial reason to believe that Representative Hastings 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.

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

<table>
<thead>
<tr>
<th>CODEL</th>
<th>DATE</th>
<th>M&amp;IE Per Diem</th>
<th>Estimated Expenses</th>
<th>Estimated Excess Per Diem</th>
</tr>
</thead>
<tbody>
<tr>
<td>CODEL Hastings to Denmark</td>
<td>Apr 12 to Apr 15, 2008</td>
<td>$696.00</td>
<td>$568.00</td>
<td>$128.00</td>
</tr>
<tr>
<td>CODEL Hastings to Denmark, Russia,</td>
<td>May 23 to May 31, 2008</td>
<td>$1,429.00</td>
<td>$1,162.00</td>
<td>$267.00</td>
</tr>
<tr>
<td>Finland, and Austria</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CODEL Hastings to United Kingdom,</td>
<td>Jun 28 to Jul 3, 2008</td>
<td>$1,108.00</td>
<td>$649.00</td>
<td>$459.00</td>
</tr>
<tr>
<td>Kazakhstan, Pakistan, and Italy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CODEL Hastings to London and</td>
<td>Feb 15 to Feb 21, 2009</td>
<td>$1,140.00</td>
<td>$654.00</td>
<td>$486.00</td>
</tr>
<tr>
<td>CODEL Cardin to Austria</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CODEL Hastings to Portugal</td>
<td>Apr 18 to Apr 20, 2009</td>
<td>$462.00</td>
<td>$301.00</td>
<td>$161.00</td>
</tr>
<tr>
<td>CODEL Hastings to Ireland</td>
<td>May 25 to May 29, 2009</td>
<td>$872.00</td>
<td>$665.00</td>
<td>$207.00</td>
</tr>
<tr>
<td>CODEL Hastings to Albania and</td>
<td>Jun 26 to Jul 3, 2009</td>
<td>$734.00</td>
<td>$381.00</td>
<td>$353.00</td>
</tr>
<tr>
<td>CODEL Cardin to Lithuania</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CODEL Cardin to Greece</td>
<td>Oct 9 to Oct 12, 2009</td>
<td>$616.00</td>
<td>$261.00</td>
<td>$345.00</td>
</tr>
<tr>
<td>CODEL Cardin to Austria</td>
<td>Feb 12 to Feb 20, 2010</td>
<td>$654.00</td>
<td>$249.00</td>
<td>$405.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$7,701.00</td>
<td>$4,890.00</td>
<td>$2,811.00</td>
</tr>
</tbody>
</table>

\textsuperscript{32}Id. at 10–7960. 0005.

\textsuperscript{33}M&IE Per Diem calculated using travel itineraries; the monthly per diem rates established by the Office of Allowances, United States Department of State; and where applicable, travel vouchers and travel authorization letters.

\textsuperscript{34}Estimated expenses were calculated using the “Allocation of M&IE Rates to be Used in Making Deductions from the M&IE Allowance,” which lists the amount of per diem expected to be allocated for breakfast, lunch, dinner, and incidentals. 41 C.F.R. ch. 301 App. B.
1. CODEL HASTINGS (APR 2008)

57. During CODEL Hastings to Denmark Representative Hastings received an enhanced per diem for meals and incidental expenses in the amount of $696.00.  
58. According to the CODEL itinerary, at least two meals appear to have been provided at no cost to the Representatives who attended the CODEL.  
59. Representative Hastings’ meal and incidental expenses that were incurred are estimated based on the Federal Travel Regulations allocation formula.  
60. The estimated amount of meals and incidental expenses is $568.00.  
61. Accordingly, the estimated excess per diem is $128.00

<table>
<thead>
<tr>
<th>Meals &amp; Incidents</th>
<th>Apr 12</th>
<th>Apr 13</th>
<th>Apr 14</th>
<th>Apr 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$35</td>
<td>$35</td>
<td>Hosted</td>
<td>$0.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$58</td>
<td>$58</td>
<td>$58</td>
<td>---</td>
</tr>
<tr>
<td>Dinner</td>
<td>$93</td>
<td></td>
<td>$93</td>
<td>---</td>
</tr>
<tr>
<td>Incidents</td>
<td>$46</td>
<td>$46</td>
<td>$46</td>
<td>$0.00</td>
</tr>
<tr>
<td>M&amp;IE Received</td>
<td>$696.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estimated for Additional M&amp;IE</td>
<td>$568.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estimated Excess Per Diem</td>
<td>$128.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

62. There is substantial reason to believe that Representative Hastings had excess per diem for CODEL Hastings (Apr 2008) that he did not return to the U.S. Treasury.

2. CODEL HASTINGS (MAY 2008)

63. During CODEL Hastings to Denmark, Russia, Finland, and Austria, Representative Hastings received an enhanced per diem for meals and incidental expenses in the amount of $1,429.00.  
64. According to the CODEL itinerary, at least four meals appear to have been provided at no cost to the Representatives who attended the CODEL.

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55 See Itinerary for CODEL Hastings (April 12 to April 15, 2009) (Exhibit 9 at 10–7960 .0051–0052); monthly per diem rates established by the Office of Allowances, United States Department of State <available at http://aoprals.state.gov/ueb920/per_diem.asp>.
56 Itinerary for CODEL Hastings (April 12 to April 15, 2009) (Exhibit 9 at 10–7960 .0051–0052).
57 41 C.F.R. ch. 301 App. B.
58 See Itinerary for CODEL Hastings (May 23 to May 31, 2008) (Exhibit 10 at 10–7960 .0054–0057); monthly per diem rates established by the Office of Allowances, United States Department of State <available at http://aoprals.state.gov/ueb920/per_diem.asp>.
65. Representative Hastings’ meal and incidental expenses that were incurred are estimated based on the Federal Travel Regulations allocation formula. 40
66. The estimated amount of meals and incidental expenses is $1,162.00.
67. Accordingly, the estimated excess per diem is $267.00.

<table>
<thead>
<tr>
<th>Meals &amp; Incidents</th>
<th>May 24</th>
<th>May 25</th>
<th>May 26</th>
<th>May 27</th>
<th>May 28</th>
<th>May 29</th>
<th>May 30</th>
<th>May 31</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$35</td>
<td>$24</td>
<td>$24</td>
<td>$32</td>
<td>$33</td>
<td>$33</td>
<td>$33</td>
<td>$0.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$58</td>
<td>$40</td>
<td>Hosted</td>
<td>Hosted</td>
<td>$55</td>
<td>$55</td>
<td>$55</td>
<td>$55</td>
</tr>
<tr>
<td>Dinner</td>
<td>$93</td>
<td>$65</td>
<td>$65</td>
<td>Hosted</td>
<td>$89</td>
<td>$89</td>
<td>Hosted</td>
<td>$89</td>
</tr>
<tr>
<td>Incidents</td>
<td>$46</td>
<td>$32</td>
<td>$32</td>
<td>$42</td>
<td>$44</td>
<td>$44</td>
<td>$44</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

M&E Received $1,429.00
Estimated for Additional M&E $1,162.00
Estimated Excess Per Diem $267.00

68. There is substantial reason to believe that Representative Hastings had excess per diem for CODEL Hastings (May 2008) that he did not return to the U.S. Treasury.

3. CODEL HASTINGS (JUN 2008)

69. During CODEL Hastings to the United Kingdom, Kazakhstan, Pakistan, and Italy, Representative Hastings received an enhanced per diem for meals and incidental expenses in the amount of $1,108.00. 41
70. According to the CODEL itinerary, at least eight meals appear to have been provided at no cost to the Representatives who attended the CODEL. 42
71. Representative Hastings’ meal and incidental expenses that were incurred are estimated based on the Federal Travel Regulations allocation formula. 43
72. The estimated amount of meals and incidental expenses is $649.00.

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40 41 C.F.R. ch. 301 App. B.
41 See Itinerary for CODEL Hastings (June 28 to July 3, 2008) (Exhibit 11 at 10–7960  0058–0067); 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.
42 Itinerary for CODEL Hastings (June 28 to July 3, 2008) (Exhibit 11 at 10–7960  0058–0067).
43 41 C.F.R. ch. 301 App. B.
73. Accordingly, the estimated excess per diem is $459.00.

<table>
<thead>
<tr>
<th></th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Incidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun 27</td>
<td>$35</td>
<td>$58</td>
<td>$92</td>
<td>$46</td>
</tr>
<tr>
<td>Jun 28</td>
<td>$24</td>
<td>$39</td>
<td>$63</td>
<td>$31</td>
</tr>
<tr>
<td>Jun 29</td>
<td>Hosted</td>
<td>Hosted</td>
<td>Hosted</td>
<td>$31</td>
</tr>
<tr>
<td>Jun 30</td>
<td>Hosted</td>
<td>Hosted</td>
<td>Hosted</td>
<td>$31</td>
</tr>
<tr>
<td>Jun 30</td>
<td>$19</td>
<td>$32</td>
<td>$52</td>
<td>$26</td>
</tr>
<tr>
<td>Jul 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jul 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jul 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

M&E Received $1108.00
Estimated M&E $649.00
Estimated Excess Per Diem $459.00

74. There is substantial reason to believe that Representative Hastings had excess per diem for CODEL Hastings (Jun 2008) that he did not return to the U.S. Treasury.

4. CODELS HASTINGS AND CARDIN (FEB 2009)

75. During to CODEL Hastings and CODEL Cardin to London and Austria from February 15 to 21, 2009, Representative Hastings received an enhanced per diem for meals and incidental expenses in the amount of $1,140.00. 44

76. According to the CODELs’ itineraries, at least eleven meals appear to have been provided at no cost to the Representatives who attended the CODELs. 45

77. Representative Hastings’ meal and incidental expenses that were incurred are estimated based on the Federal Travel Regulations allocation formula. 46

78. The estimated amount of meals and incidental expenses is $654.00.

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44 See Itinerary for CODEL Hastings (February 15 to February 21, 2009) (Exhibit 12 at 10–7960 0089–0077); 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.
46 1 C.F.R. ch. 301 App. B.
79. Accordingly, the estimated excess per diem is $486.00.

<table>
<thead>
<tr>
<th>Codel Hastings to the United Kingdom and Codel Cardin to Austria</th>
<th>February 15 to February 21, 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals &amp; Incidents</td>
<td>Feb 15</td>
</tr>
<tr>
<td>Breakfast</td>
<td>$27</td>
</tr>
<tr>
<td>Lunch</td>
<td>$45</td>
</tr>
<tr>
<td>Dinner</td>
<td>$72</td>
</tr>
<tr>
<td>Incidents</td>
<td>$36</td>
</tr>
<tr>
<td>M&amp;IE Received</td>
<td></td>
</tr>
<tr>
<td>Estimated M&amp;IE</td>
<td></td>
</tr>
<tr>
<td>Estimated Excess Per Diem</td>
<td></td>
</tr>
</tbody>
</table>

80. There is substantial reason to believe that Representative Hastings had excess per diem for CODEL Hastings and Cardin (Feb 2009) that he did not return to the U.S. Treasury.

5. CODEL HASTINGS (APR 2009)

81. During CODEL Hastings to Portugal, Representative Hastings received an enhanced per diem for meals and incidental expenses in the amount of $462.00. 47

82. According to the CODEL itinerary, at least three meals appear to have been provided at no cost to the Representatives who attended the CODEL. 48

83. Representative Hastings’ meal and incidental expenses that were incurred are estimated based on the Federal Travel Regulations allocation formula. 49

84. The estimated amount of meals and incidental expenses is $301.00.

4941 C.F.R. ch. 301 App. B.
85. Accordingly, the estimated excess per diem is $161.00.

<table>
<thead>
<tr>
<th>Codel Hastings to Portugal (April 18 to April 20, 2009)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals &amp; Incidentals</td>
</tr>
<tr>
<td>Breakfast</td>
</tr>
<tr>
<td>Lunch</td>
</tr>
<tr>
<td>Dinner</td>
</tr>
<tr>
<td>Incidentals</td>
</tr>
<tr>
<td>M&amp;E Received</td>
</tr>
<tr>
<td>Estimated for Additional M&amp;E</td>
</tr>
<tr>
<td>Estimated Excess Per Diem</td>
</tr>
</tbody>
</table>

86. There is substantial reason to believe that Representative Hastings had excess per diem for CODEL Hastings (Apr 2009) that he did not return to the U.S. Treasury.

6. CODEL HASTINGS (MAY 2009)

87. During CODEL Hastings to Ireland, Representative Hastings received an enhanced per diem for meals and incidental expenses in the amount of $872.00.50

88. According to the CODEL itinerary, at least three meals appear to have been provided at no cost to the Representatives who attended the CODEL.51

89. Representative Hastings’ meal and incidental expenses that were incurred are estimated based on the Federal Travel Regulations allocation formula.52

90. The estimated amount of meals and incidental expenses is $665.00.

50 See Itinerary for CODEL Hastings (May 25 to May 29, 2009) (Exhibit 14 at 10–7960 _0082–0089); monthly per diem rates established by the Office of Allowances, United States Department of State available at http://asprals.state.gov/web920/per_diem.asp.


52 41 C.F.R. ch. 301 App. B.
91. Accordingly, the estimated excess per diem is $207.00.

<table>
<thead>
<tr>
<th>Meals &amp; Incidentals</th>
<th>May 25</th>
<th>May 26</th>
<th>May 27</th>
<th>May 28</th>
<th>May 29</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>≈ $33</td>
<td>≈ $33</td>
<td>≈ $33</td>
<td>Hosted</td>
<td>$0.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>≈ $55</td>
<td>≈ $55</td>
<td>≈ $55</td>
<td>≈ $55</td>
<td>---</td>
</tr>
<tr>
<td>Dinner</td>
<td>≈ $87</td>
<td>≈ $87</td>
<td>Hosted</td>
<td>Hosted</td>
<td>---</td>
</tr>
<tr>
<td>Incidents</td>
<td>≈ $43</td>
<td>≈ $43</td>
<td>≈ $43</td>
<td>≈ $43</td>
<td>$0.00</td>
</tr>
<tr>
<td>M&amp;E Received</td>
<td>$872.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estimated M&amp;E</td>
<td>≈ $655.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estimated Excess Per Diem</td>
<td>≈ $207.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

92. There is substantial reason to believe that Representative Hastings had excess per diem for CODEL Hastings (May 2009) that he did not return to the U.S. Treasury.

7. CODEL HASTINGS (JULY 2009)

93. During CODEL Hastings to Albania and CODEL Cardin to Lithuania from June 26 to July 3, 2009, Representative Hastings received an enhanced per diem for meals and incidental expenses in the amount of $734.00.  

94. According to the CODELs’ itineraries, at least fourteen meals appear to have been provided at no cost to the Representatives who attended the CODELs.

95. Representative Hastings’ meal and incidental expenses that were incurred are estimated based on the Federal Travel Regulations allocation formula.

96. The estimated amount of meals and incidental expenses is $381.00.

53 See Itinerary for CODEL Hastings (June 26 to July 3, 2009) (Exhibit 15 at 10–7960 0091–0100); 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>.
54 Itinerary for CODEL Hastings (June 26 to July 3, 2009) (Exhibit 15 at 10–7960 0091–0100).
55 41 C.F.R. ch. 301 App. B.
97. Accordingly, the estimated excess per diem is $353.00.

<table>
<thead>
<tr>
<th>Meals &amp; Incidentals</th>
<th>Jun 26</th>
<th>Jun 27</th>
<th>Jun 28</th>
<th>Jun 29</th>
<th>Jun 30</th>
<th>Jul 1</th>
<th>Jul 2</th>
<th>Jul 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$15</td>
<td>Hosted</td>
<td>Hosted</td>
<td>Hosted</td>
<td>Hosted</td>
<td>Hosted</td>
<td>Hosted</td>
<td>Hosted</td>
</tr>
<tr>
<td>Lunch</td>
<td>$25</td>
<td>Hosted</td>
<td>$25</td>
<td>$27</td>
<td>Hosted</td>
<td>$27</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td>$39</td>
<td>$39</td>
<td>$39</td>
<td>Hosted</td>
<td>Hosted</td>
<td>Hosted</td>
<td>Hosted</td>
<td></td>
</tr>
<tr>
<td>Incidentals</td>
<td>$19</td>
<td>$19</td>
<td>$19</td>
<td>$22</td>
<td>$22</td>
<td>$22</td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

M&IE Received $734.00

Estimated for Additional M&IE $381.00

Estimated Excess Per Diem $353.00

98. There is substantial reason to believe that Representative Hastings had excess per diem for CODEL Hastings and CODEL Cardin (Jun 2009) that he did not return to the U.S. Treasury.

8. CODEL CARDIN (OCT 2009)

99. During CODEL Cardin to Greece, Representative Hastings received an enhanced per diem for meals and incidental expenses in the amount of $606.00.56

100. According to the CODEL itinerary, at least five meals appear to have been provided at no cost to the Representatives who attended the CODEL.57

101. Representative Hastings’ meal and incidental expenses that were incurred are estimated based on the Federal Travel Regulations allocation formula.58

102. The estimated amount of meals and incidental expenses is $261.00.

56 See Itinerary for CODEL Cardin (October 9 to October 12, 2009) (Exhibit 16 at 10–7960 _0102–0107); 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>.

57 Itinerary for CODEL Cardin (October 9 to October 12, 2009) (Exhibit 16 at 10–7960 _0102–0107).

58 41 C.F.R. ch. 301 App. B.
103. Accordingly, the estimated excess per diem is $345.00.

| Codel Cardin to Greece  
| (October 9 to October 12, 2009) |
|-------------------------|----------------|----------------|----------------|
| **Meals & Incidentals** | **Oct 9**     | **Oct 10**    | **Oct 11**    |
| Breakfast               | $30           | $30           | $30           |
| Lunch                   | Hosted        | Hosted        |                |
| Dinner                  | Hosted        | Hosted        |                |
| Incidentals             | $40           | $40           | $40           |
| M&E Received            |               |               | $696.00       |
| Estimated for Additional M&E|           |               | $261.00       |
| Estimated Excess Per Diem|             |               | $345.00       |

104. There is substantial reason to believe that Representative Hastings had excess per diem for CODEL Cardin (Oct 2009) that he did not return to the U.S. Treasury.

9. CODEL CARDIN (FEB 2010)

105. During CODEL to Austria, Representative Hastings received per diem for meals and incidental expenses in the amount of $654.00.59

106. According to the CODEL itinerary, at least eight meals appear to have been provided at no cost to the Representatives who attended the CODEL.60

107. Representative Hastings’ meal and incidental expenses that were incurred are estimated based on the Federal Travel Regulations allocation formula.61

108. The estimated amount of meals and incidental expenses is $249.00.

59 See Itinerary for CODEL Cardin (February 12 to February 20, 2010) (Exhibit 17 at 10–7960 0109–0120); 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>.
60 Itinerary for CODEL Cardin (February 12 to February 20, 2010) (Exhibit 17 at 10–7960 0109–0120).
61 41 C.F.R. ch. 301 App. B.
109. Accordingly, the estimated excess per diem is $405.00.

<table>
<thead>
<tr>
<th>Codel Cardin to Austria</th>
<th>Feb 17</th>
<th>Feb 18</th>
<th>Feb 19</th>
<th>Feb 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals &amp; Incidentals</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breakfast</td>
<td>$33</td>
<td>Hosted</td>
<td>Hosted</td>
<td>Hosted</td>
</tr>
<tr>
<td>Lunch</td>
<td>Hosted</td>
<td>Hosted</td>
<td>Hosted</td>
<td>---</td>
</tr>
<tr>
<td>Dinner</td>
<td>$87</td>
<td>Hosted</td>
<td>Hosted</td>
<td>---</td>
</tr>
<tr>
<td>Incidentals</td>
<td>$43</td>
<td>$43</td>
<td>$43</td>
<td>$0.00</td>
</tr>
<tr>
<td>M&amp;E Received</td>
<td></td>
<td></td>
<td></td>
<td>$654.00</td>
</tr>
<tr>
<td>Estimated for Additional M&amp;E</td>
<td></td>
<td></td>
<td></td>
<td>$249.00</td>
</tr>
<tr>
<td>Estimated Excess Per Diem</td>
<td></td>
<td></td>
<td></td>
<td>$405.00</td>
</tr>
</tbody>
</table>

110. There is substantial reason to believe that Representative Hastings had excess per diem for CODEL Cardin (Feb 2010) that he did not return to the U.S. Treasury.

III. CONCLUSION

111. 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.

112. 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.

113. 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 Hastings’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.\(^{62}\)

114. Based on the information available to the OCE during this Review, Representative Hastings’s meals and incidental expenses were less than the per diem he received to cover these expenses during the following CODELs: CODEL Hastings (April 2008); CODEL Hastings (May 2008); CODEL Hastings (June 2008); CODEL Hastings (February 2009); CODEL Hastings (April 2009); CODEL Hastings (May 2009); CODEL Hastings (June 2009); CODEL Cardin (October 2009); and CODEL Cardin (February 2010).

115. Based on the information available to the OCE during this Review, Representative Hastings did not return any excess per diem for meal and incidental expenses. Therefore, there is substan-

tial reason to believe that he may have violated House Rule 10, clause 8; House Rule 23, clauses 1 and 2.

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

IV. INFORMATION THE OCE WAS UNABLE TO OBTAIN

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

118. The OCE requested information from the U.S. Air Force Congressional Liaison Office concerning meal and other expenses incurred on behalf of Representative Hastings and reimbursed by Representative Hastings. The U.S. Air Force Congressional Liaison Office was cooperative with discussing the information with OCE staff but was unable to acquire proper authorization to release the documents to the OCE before the end of this Review.
EXHIBIT 1
May 13, 2010

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

Dear Mr. Chairman:

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

- A Member of the committee seeking authorization to travel for oversight purposes must do so in writing to the Chairman. An itinerary of the proposed trip must be included, as well as a statement describing the purpose of the travel. Should commercial travel be contemplated, the estimated cost of airline tickets as provided by 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. As a general rule, business-class accommodations will only be authorized if the scheduled flight time is in excess of 14 hours, consistent with rules established by the Departments of Defense and State;

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

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

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

10-7960_0002
• Chairmen may authorize travel only for Members and staff of their committee. Spouses of Members may travel when necessary for protocol purposes only and at no cost to the federal government. Staff support for travel must be requested with the authorization to travel, and staff support must be provided by committee staff only. Personal staff is not authorized to travel and should not be added to Committee staff for the primary purpose of qualifying for status as Committee employees;

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

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

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

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

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

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

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

Please contact the Office of Interparliamentary Affairs at ext. 6736 with any questions or concerns. The staff is available to provide guidance regarding travel matters.

Thank you for your attention to this matter.

best regards,

NANCY PELOSI
Speaker of the House
EXHIBIT 2
CONFIDENTIAL

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

OFFICE OF CONGRESSIONAL ETHICS
UNITED STATES HOUSE OF REPRESENTATIVES

MEMORANDUM OF INTERVIEW

IN RE: Commission on Security and Cooperation in Europe Office Manager
REVIEW Nos.: 10-0754, 10-1170, 10-5477, 10-6264, 10-7960; and 10-8483
DATE: June 3, 2010
LOCATION: Office of Congressional Ethics
425 3rd Street, SW
Washington, DC 20515
TIME: 3:30 p.m. to 4:10 p.m. (approximately)
PARTICIPANTS: Keidric 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.
CONFIDENTIAL

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

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
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: Kerrie L. Payne
Elizabeth A. Horton
Daniel Silverberg, Senior Deputy Counsel, House Committee on Foreign Affairs

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

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

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

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

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

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

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

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

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

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

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

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

13. The witness explained that after CODEL Engel in February 2009, Congressman 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 0115). The amount of per diem issued for travel to Jamaica was changed in the second form.

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

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

16. The witness estimated that approximately 50% of travelers returned unused per diem. She also notes that staff usually returns per diem at a higher rate than Members.
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17. With respect to Representative Engel’s letter to Chairman Howard Berman, dated February 12, 2009, requesting representational funds for several receptions (HFAC 0007), the witness states that such requests are rare and happen less than 10% of the time.

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

Kedric L. Payne
Investigative Counsel
EXHIBIT 4
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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: 2174A Rayburn HOB
Washington, DC 20515
TIME: 11:00 a.m. to 11:40 (approximately)
PARTICIPANTS: Kedric L. Payne
Elizabeth A. Horton
Paul Lewis, General Counsel, House Committee on Armed Services

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

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

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

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

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

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

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

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

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OFFICE OF CONGRESSIONAL ETHICS

10-7960_0012
8. She vets all trips, determining the purpose of the trip and who will be traveling.

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

10. Travel must be bi-partisan.

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

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

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

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

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

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

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

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

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

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

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

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

23. She is not aware if Members spend the per diem on souvenirs because they are not required to submit receipts for the M&IE items.
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 baggage, 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 asked for the enhanced per diem to be returned if it was not spent on the lodging fee.

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

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

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

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

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

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

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

38. All trips to areas of operation are unique.

39. Escort officers will prepare per diem reports for her at times. Not all of the services have the same process. The Marines for instance are very efficient.
40

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

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

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

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

By BROOY MULLINS And T.W. FARNAM

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

They usually don't.

According to interviews with 30 current and former members of Congress, lawmakers use the excess cash for shopping or to defray spouses' travel expenses. Sometimes they give it away; sometimes they pocket it. Many lawmakers said they didn't know the rules demand repayment.

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

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

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

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

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

Congress has no system for tracking how the cash payments, called per diems, are being spent. Lawmakers aren't required to keep receipts and there are no public records.
In the past two years, hundreds of lawmakers spent a total of 5,300 days visiting 130 foreign countries on taxpayer-funded trips, according to congressional travel records.

House lawmakers received between $375,000 and $625,000 a 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 see 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.

**Travel Allowances for Selected Cities**

**Tokyo: $214 a Day**

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

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

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

The per diem program is administered by the State Department. According to department officials and publications, when lawmakers arrive in a foreign country, U.S. government officials give them an envelope with cash in the local currency. The total per diem is set by the State Department based on surveys of local prices. It is meant to cover three meals and incidental expense, 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 Awadzhan, 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 locations, according to travel documents and interviews.

House and Senate rules say per diems can be used only for legitimate travel expenses. Any leftover money must be returned. The cash is for lawmakers, not their spouses.
Lawmakers can request an extra $50 a day if they believe the allowance is insufficient.

"The extra money and the per diems are really for the spouse," said Mr. Soeder, the Indiana Republican.

Last summer, a dozen lawmakers of both parties flew to Lithuania to a conference of the Helsinki Commission, an independent U.S. government agency made up of members of Congress and others that was born during the Cold War to promote democracy, security and human rights. The lawmakers were given $324 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 $522.80 to the Treasury, according to documents provided by his office. Sen. Benjamin Cardin (D., Md.) returned $86. No one else returned any money, according to travel records for the trip and interviews with the lawmakers.

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

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

Sen. Tom Coburn (R., Okla.) said he once tried to return surpluses 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@wuj.com and T.W. Farnam at timothy.farnam@wuj.com
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OFFICE OF CONGRESSIONAL ETHICS
UNITED STATES HOUSE OF REPRESENTATIVES

MEMORANDUM OF INTERVIEW

IN RE: Representative Alcee L. Hastings
REVIEW No.: 10-7960
DATE: April 29, 2010
LOCATION: 2353 Rayburn HOB
            Washington, DC 20515
TIME: 8:10 a.m. to 9:30 a.m. (approximately)
PARTICIPANTS: Kerrie L. Payne
              Elizabeth A. Horton
              Lale Mumaux

SUMMARY: Representative Alcee L. Hastings is a Member of the United States House of Representatives and represents the 23rd District of Florida. He was interviewed pursuant to Review No. 10-7960. The OCE requested an interview with Representative Hastings on April 29, 2010, and he consented to an interview. Representative Hastings made the following statements in response to our questioning:

1. Representative Hastings 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. Representative Hastings provided the OCE with a general description of how he receives and spends per diem during officially related foreign travel.

3. He explained that generally he receives the per diem for a trip upon arrival in the foreign destination. The per diem is received in the local foreign currency.

4. A control officer, who is an employee of the United States Department of State ("State Department"), distributes the per diem when Representative Hastings arrives at his destination. This distribution occurs in the airport or Representative Hastings' hotel.

5. Representative Hastings signs a receipt at the time that he receives the per diem. The control officer retains the original and staff for the Commission on Security and Cooperation in Europe ("CSCE") travelling on the trip retains a copy.

6. Occasionally, a control officer may not distribute the per diem to Representative Hastings upon arrival at a destination. Instead, the per diem is distributed before he arrives or after he leaves. This occurs if the destination does not have suitable resources to facilitate
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distribution of per diem. Representative Hastings believes that he did not receive per
diem under these circumstances during the two-year time period relevant to this
Preliminary Review (i.e., March 2008 to present).

7. Representative Hastings uses the per diem that he receives for meals and incidental
expenses. The relevant U.S. Embassy usually pays for his lodging expenses directly.

8. In instances where the U.S. Embassy does not pay for his lodging expenses, the per diem
that he receives includes money to cover the lodging expenses. He used a personal credit
card to pay for the lodging and reimbursed himself with the per diem. He never used his
government travel card during foreign travel because there is a prohibition such use of the
Members Representational Allowance.

9. He believes that for all of the trips that he attended during the time period from March
2008 to present, the relevant U.S. Embassy paid for the lodging expenses directly.

10. Representative Hastings characterizes “incidental” expenses as those expenses that he
would customarily incur if he were on personal travel.

11. He provided numerous examples of incidental expenses that he has incurred during
foreign travel, which include taxis, overweight luggage fees, laundry, and dry cleaning.
He mentioned that he once used the per diem to buy clothes when his luggage did not
arrive during a trip to Slovenia.

12. He uses the per diem to pay for his meals and the meals for others, including advisors and
staff. He stated that although hosts may sponsor certain meals during the trips, he
frequently missed or left the meals and paid for another meal with the per diem.

13. The per diem is used to tip various individuals who assist with the trips, including
interpreters, drivers, security personnel, and maids.

14. He used the per diem for events that require ticket purchases, such as museums and
ballets.

15. He purchased gifts with the per diem for various individuals attending the trips. For
example, he takes gifts such as flowers, candy, or wine to the homes of ambassadors or
other hosts. He has also purchased neckties for the pilots of a military plane on which he
traveled.

16. Representative Hastings has also spent per diems on souvenirs for staff. The souvenirs
generally consist of such things as baseball caps, magnets, can openers, and thimbles. He
does not buy souvenirs for himself, his family, or his constituents.
17. Prior to one trip, Representative Hastings purchased baseball caps in the United States that were customized for the trip. The caps were for the staff and Members who were going to attend the trip. He later used the per diem to reimburse himself for this expense, which was approximately $425.00.

18. He recalls that on trips he has spent his per diems on Marines.

19. He has occasionally misplaced money from the per diem during trips.

20. When departing a country after a trip, Representative Hastings usually had leftover foreign currency. However, he is not certain of the amount of the currency that was the per diem and the amount that was his personal money.

21. He explained to the OCE that when he travels he keeps his personal money and his per diem together in his pocket and does not distinguish between the two.

22. He stated that generally his actual expenses exceed the amount of the per diem and he loses money as a result from traveling.

23. Services are provided for the conversion of foreign currency to U.S. dollars prior to his departure from a country, but this conversion does not involve the control officer.

24. He cannot estimate the approximate amount of foreign currency that he generally converted into U.S. dollars, but he does not deposit it into his bank upon his return.

25. He said that he never received any briefing or instruction from the State Department on the use of per diem. He was never asked to provide any receipts for expenses.

26. He referred the OCE to the Official Foreign Travel Guide for the U.S. Congress, which the United States Department of State Bureau of Legislative Affairs published. The Guide includes a Questions and Answer section that explains what individuals should do if they received per diem that exceeds their expenses.

27. He does not return any of the per diem to the U.S. Treasury and explained that the government actually owes him money because the per diem does not cover his travel expenses.

28. With respect to returning to the United States with foreign currency, Representative Hastings once returned with money from Tunisia valued at approximately forty dollars. He did not know that he had this money with him during the time of the trip, but later discovered it after he returned to the United States.
29. He also returned to the United States with a coin from Dubai and approximately four Euros from Vienna.

30. Representative Hastings is familiar with the article published in the Wall Street Journal on March 2, 2010 entitled, “Lawmakers Keep the Change”.

31. He recalls that the reporter was persistent with speaking to him, but he does not know how long that he talked to the reporter.

32. He recalls talking to the reporter in the Speaker’s Lobby. On another occasion, the reporter was waiting for him at Representative Hastings’ car. In addition, another reporter working on the article called Representative Hastings.

33. Representative Hastings said that the article accurately quotes him as saying “You are all concerned about nickels and dimes, and I’m not.”

34. He also explained that he did say “You know, in a taxicab in Kazakhstan, I don’t have time to get a receipt – I don’t speak Kazakh.” This statement was intended to be a joke and meant to be a reference to the film Borat. Representative Hastings has not been in a taxi in Kazakhstan.

35. The article states that Representative Hastings sometimes uses extra money to buy gifts, meals or drinks for military pilots and others. He told the OCE that he was referring to ties that he purchased for military pilots and the meals where he pays for advisors and staff.

36. Representative Hastings said that the article accurately quotes him as saying “I’m a generous spirit and a courteous spirit . . . I stand accused.”

37. The quote refers to a trip to Saudi Arabia in 2010, where he attended an event organized by the Head of Catholic Bishops and others. During the event, Iraqi refugees told the audience about their struggles. One refugee described numerous tragedies that he endured and Representative Hastings presented him with a $100 bill. He is not sure if the money was his personal money or from his per diem.

38. The OCE referred Representative Hastings to a document that he created in response to the OCE Request for Information. The document lists seventeen trips where Representative Hastings received per diem during the time period from March 2008 to present.

39. He told the OCE that his general description of the use of the per diem for meals and incidental expenses applies to each of the trips. He also believes that for all of these trips, the relevant Embassy paid the lodging expenses directly, but he is not completely certain.
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40. He did receive a one-time reimbursement from the CSCE for a dinner for Lithuanian officials in the amount of $392.96. This dinner was paid for with Representative Hastings' personal money and he sought a reimbursement when he returned.

This memorandum was prepared on May 10, 2010, based on the notes that the OCE staff prepared during the interview with Representative Hastings on April 29, 2010. I certify that this memorandum contains all pertinent matter discussed with Representative Hastings on April 29, 2010.

Kedric L. Payne
Investigative Counsel
EXHIBIT 7
July 20, 2010

Board of the Office of Congressional Ethics
U.S. House of Representatives
425 3rd Street, SW
Suite 1110
Washington, DC 20515

Re: SUBMISSION TO THE BOARD

Dear Members of the Board of Congressional Ethics:

Thank you for using your discretion to permit me to address you in writing. My
preference would have been to address you in public.

Please know that at no time have I misused travel allowances. As you know, and I
learned as a result of this investigation, the House Rules and the Code of Conduct are
silent regarding allowances.

You have to search hard at the Department of State and Department of Defense to
find antiquated, contradictory, and unclear references to per diem, and allowances. Put
simply, absolutely no one has instructed, guided, or suggested to me what to do or not to
do with allowances and per diem.

On occasion, I have written checks to the U.S. treasury after travel. These occasions
came at the request of military attaches that had advanced money on behalf of
a collective CQDFL. I do not have records of these occurrences.

I have never been instructed to keep or submit receipts for travel during the
relevant time period. Nor did I keep or submit receipts for travel before this
investigation.

In my response to the Request for Information, I gave a lengthy and probably
incomplete, list of uses I made of allowances.

I do not know what every member of the House of Representatives, who traveled
during the relevant time period, did or did not do with allowances. But, I do know that I
did nothing beyond what is ordinary and customary practice regarding travel by members
of the House of Representatives.

I do know that in all of my travel I used more of my own money than was allowed
by per diem. And, at no time have I violated any law or House Rule.
In my view, the take away from this experience is that the U.S. Congress (Senate and House), Department of State and Department of Defense need to establish uniform rules for the use of per diem, excess per diem, and allowances. That should be the lesson learned.

Respectfully submitted,

[Signature]

Alice L. Hastings
Member of Congress
EXHIBIT 8
OFFICIAL FOREIGN TRAVEL GUIDE FOR THE U.S. CONGRESS

UNITED STATES DEPARTMENT OF STATE
BUREAU OF LEGISLATIVE AFFAIRS
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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.

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Tab A: Congressional Guide for Official Foreign Travel

Describes the support available from the State Department and the procedures to obtain this support.

Tab B: Fiscal Information Sheet

Explains per diem rates, transportation and other expenses, and how the funding is handled domestically and overseas.

Tab C: Sample Authorization Letters

Illustrates appropriate letters and what information needs to be included, supplies the legal authority to expend USG funds.

Tab D: Foreign Travel Data Sheet

Solicits information needed by the State Department to ensure a successful trip.

Tab E: Questions and Answers

Responds to frequently asked questions.

Although travel plans are often understandably subject to change, early notice of travel needs greatly enhances our capacity to provide assistance. Therefore, a signed letter of authorization, itinerary, detailed 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 expeditious support for congressional travel abroad requires that both the travel authorization and background information reach the Department of State promptly. Whenever possible, a copy of the signed Letter of Authorization should be faxed to the Department of State’s Congressional Travel Office (CTO) — fax number 202-230-7700 — at least two (2) weeks before the planned departure or sooner, if possible. Scanned and emailed copies of the authorization letter are also acceptable. The CTO will arrange for subsequent messenger pick-up of the original letter(s) from the authorizer(s). Additionally, please email an itinerary, desired meals and any meeting requests for Delahay or Scharf to: CTO@state.gov. Revisions to any of the above information should be faxed or emailed 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 (TA B 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 on 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
● for Member or employee of the Joint Committee

10-7960_0034
Letters must list by name all persons being authorized to receive USG-funded support. Members or staff working 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 TABC.)

2. TRAVEL OBJECTIVES AND PROGRAM REQUESTS

In the letter of authorization, please define the objectives of travel, identifying whom possible specific program requests at each stop. Where opportunities 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. Phasing/Consultative briefings are highly recommended prior to meetings with host country government officials. Briefings by Department officials prior to departure from the United States are also available and can be very useful.

3. LIST OF TRAVEL PARTICIPANTS

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

- Members of Congress (please include state and party affiliation)
- Spouses/family members (please include title and address)
- Staff members (include titles)
- Executive branch/private sector invitees (with titles)
- DOD events (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 proposed 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, Rooms R24 and House Longworth Building, Room B25) as well as in Rosslyn, Virginia. CATO's reservation number is 703-822-...
5. PASSPORT AND VISA INFORMATION

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

Some countries require visas. It is the responsibility of the traveling party to obtain all necessary visas. For assistance with visa issues please contact the Special Issuance Agency at 202-635-7130.

Travelers should coordinate passport/visa requirements directly with Passport Services well in advance of the trip. Travelers may call Passport Services at 202-636-6600. For information regarding visa requirements travelers may call 202-635-6600. Sometimes passport data will be required by foreign posts. In those cases CIO will contact you for you passport details.

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

A variety of information including current travel warnings, passport forms, visa requirements, country background notes, adoption issues, exchange rates and more can be viewed at https://travel.state.gov.
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 officials, 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, 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/deligation 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. 300-304.

Per diem payments are made directly to authorized individuals (members and staff) to cover the cost of lodging, meals and incidental expenses (M&IE) while traveling abroad. The U.S. Government does not pay the expenses of accompanying spouses. Upon arrival in a foreign country, per diemnormally is disbursed by the Embassy or Consulate of 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 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, M&IE expenses are usually well within the per diem rate, and it is sufficient to authorize per diem payments based on those rates. This type of per diem payment is called an allowance. Allowances are provided in full and require no accounting. Foreign per diem rates are available on the State Department's website at www.travelstate.gov/diems/diems.html.
• 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 80% 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 80% ceiling. To avoid problems caused by unaccepted 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 lodging, in separate per diem funds. In situations where only lodging or M&E is on an actual expense basis, only the portion need be itemized. Itemization requires the traveler to write down specific expenses but does not require receipts. Upon completion of the trip, the authorizing committee requires travelers to reconcile their actual expenditures with the expenditures authorized prior to travel. Consistent with congressional rules and regulations, this reporting (and reconciliation if required) should be submitted to the congressional office that authorized the travel.

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

2. TRANSPORTATION

When intercontinental travel is authorized, travelers make their own reservations through CAFO (see item 6 of previous chapter: “Travel and Itinerary”). The Department arranges for payment of the ticket, 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 transcontinental flights, U.S. flag carriers must be used. (1) OAA 406 (Fly America Act) unless the authorization officer has specifically based on a determination that no U.S. flag carriers are available. Use of charter aircraft is an extraordinary expense and must be specified in the authorization letter.

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

Other official expenses authorized for Codels and some Staffers include rent of control rooms, hospitality services, special telephone lines, cell phones, copiers for machines, wreaths and flowers for representation purposes, purchase of stationery supplies, interpreters, and employee overtime at posts.

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 and must be reported under PL 95-384.

4. TRAVEL ADVANCES IN U.S. DOLLARS

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

5. REFUNDS/REIMBURSEMENTS UNUSED AIRLINE TICKETS

Unused per diem funds may be returned to the State Department by personal check made payable to the U.S. Treasury or Treasurer of the United States. The Department cannot accept foreign currency in Washington. The Department will reimburse travelers for out-of-pocket expenses previously authorized upon submission of receipts and a letter/resolution 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 authorizing officials 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
(Secretary of State)
Secretary of State
Washington, DC 20520

Dear (Mr. or Ms./Ms.),

This letter is to authorize (Traveler's name) to travel on official business to (Destination) during the period of (Travel dates) for the purpose of (Travel purpose).

It is requested that the use of local currencies for per diem, transportation, including local transportation, and other official expenses be made available in accordance with provisions of Section 502(b) of the Mutual Security Act of 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 (Travel agency) at (Contact number).

Sincerely,

(Signature)

(Signature)

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

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

The Honorable
Secretary of Defense
Washington, D.C. 20301

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

I hereby authorize [County] to travel on official business to [Country] during the period of [dates] for the purpose of [activity or mission]. If applicable, Spouse(s) are authorized to accompany the delegation for reasons of protocol or as 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, e.g., Navy] could assign a [Personage, e.g., Senior Military Officer] to escort the delegation members.

The expenditure of funds for payment of actual and necessary expenses and such transportation as may be required is authorized by 31 U.S.C. 1106.

Sincerely,

[Name, Title]

[Signature]
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 initiate your country clearance with our foreign posts. It is also a reminder of the requirements for foreign travel.

1. TRAVEL OBJECTIVES AND PROGRAM REQUESTS
What is the purpose of the visit in general? More specifically, what objectives does the delegation/traveler wish to accomplish? Please provide specific meeting requests if they are known. If the delegation/traveler is attending a specific meeting at this an agenda already prepared, please advise us so that the post can schedule around it.

2. PARTICIPANTS (in protocol order)
   - Members and Staff
   - Spouses, Partners, Department of State
   - DOD, and Military Service

3. TRAVEL AND ITINERARY
   - Commercial
   - Military Air
   - Charter

PLEASE BOOK COMMERCIAL RESERVATIONS WITH THE COMBINED AIRLINE TICKET OFFICE (CATO) AT 763-522...TO FACILITATE TICKETING.

4. PASSPORTS AND VISAS
   In most cases a valid passport and, in some cases, valid visa will be required. Visa requirements differ depending on the type of passport used. Call 202-995... for passport requirements or 202-995... for visa requirements. First, call may assist with passport issues. Please contact them at 202-228...

TYPES OF PASSPORTS:
   - Official (not, no fed. 5-year passport)
   - Tourist (blue, for charged, 10-year passport)

IT IS THE RESPONSIBILITY OF THE TRAVELING PARTY TO OBTAIN THE NECESSARY VISAS. IF USING A TOURIST PASSPORT, THE TRAVELER IS RESPONSIBLE FOR ALL PASSPORT AND VISA FEES.
5. SECURITY CLEARANCES
   (Staff only)
   Please provide the names, SSN, level and date of clearance, and granting agency for each person who will require access to classified information during the trip. This information is not needed for Members of Congress.

6. ACCOMODATIONS
   Please indicate the number of rooms needed at each city, and hotel preference, if any. If the traveler plans to use Government or in-cost accommodations, please indicate:
   - Hotel preferences/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 amounts)
   - Number of Minivans (or passenger amounts)
   - Number of other vehicles, if any
   - Public transportation (sub., buses, trains, ferries)

8. POINTS OF CONTACT FOR TRIP
   - Name
   - Phone Number
QUESTIONS AND ANSWERS
Questions and Answers

Q What do I do if I received more travel funds than I needed?
A It depends. If you traveled on a per diem allowance (the set rates) you may keep any “excess” funds, though your authorizing committee may have their own specific rules. If you received funds in excess of that allowance (because actual costs were anticipated to exceed the allowance) you must itemize your expenses and reconcile any differences with the congressional office that authorized your travel. Unused per diem funds, authorized on an enhanced or actual cost basis, must be returned to the Department of State by personal check in U.S. dollars, made payable to the U.S. Treasury or to the Treasurer of the United States.

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

Q Will I be given a travel advance in U.S. dollars or in foreign (local) currency?
A Congressional travelers will be given local currency when they arrive at the foreign post.
If the Congressional travelers are journeying to a foreign country that uses U.S. dollars, the advance in U.S. dollars will be given at post. Only in those cases where the post does not have sufficient U.S. dollars on hand will special arrangements be made to issue an advance in Washington D.C.

Q Will the Department book travel reservations for the Members and staff?
A The Department does not book reservations; rather, reservations should be made directly through CATO, which has locations on the Hill and in Rosslyn, Virginia.

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

Q Will the Department of State assist in obtaining visas?
A Assistance may be obtained by contacting the appropriate country desk officer.
Acronyms used in this Travel Guide:

CTO     Congressional Travel Office—Bureau of Legislative Affairs, Department of State
DOD     Department of Defense
DEPARTMENT Department of State
MEMBER Member of Congress
CATO    Combined Airline Ticket Office
M & IE  Meals and Incidental Expenses
FTR     Federal Travel Regulations
CODEL   Congressional Delegation
STAFFDEL Staff Delegation
UNG     United States Government
P.L.    Public Law
USC     United States Code
April 12-15, 2008

Saturday, April 12

7:15 am Arrival of Rep. Hastings via SK0926 (UA 9404), met main terminal arrivals hall by Michael Benton ("U.S. Embassy" sign) Mobile: +45 ...

Brygge, 1560 Copenhagen V, Denmark
Tel: +45 88 33 99 99
Fax: +45 88 33 99 99

6:00 pm Dinner with Spencer Oliver at the Marriott restaurant

Sunday, April 13

7:15 am Arrival of Rep. Solis and Dr. Thompson via SK0926 (UA 9404), met main terminal arrivals hall by Michael Benton ("U.S. Embassy" sign) Mobile: +45 ...

Check-in at Hotel Marriott, 5 Kalvebod Brygge, 1560 Copenhagen V, Denmark
Tel: +45 88 33 99 99
Fax: +45 88 33 99 99

2:10 pm Arrival of Mr. Turner via SK1638, met by Ms. Pia Rasmussen, OSCE PA.

Check-in at Hotel Marriott

4:30-6:30 pm Open house (reception) in the premises of the International Secretariat of The Assembly Rådhusstræde 1, 1466 Copenhagen
Tel: +45 ...

6:30 pm Departure by bus from International Secretariat

7:00 pm Dinner hosted by the Head of the Danish Delegation, Mr. Troels Christiansen
Restaurant Bastionen, Voldgade 80, 1424 Copenhagen
Tel: +45 ...

9:30 pm Departure by bus to the Marriott Hotel

Monday, April 14

8:30 am Departure by bus from Hotel Marriott

9:06 am Meeting of the Bureau of the OSCE Parliamentary Assembly
(Location: Folketing, Landsdagenhallen)
10:30-11:00 am Coffee break
11:00-1:00 pm  Cont. Meeting of the Bureau
1:00-2:30 pm Working lunch for all participants in the Folketing offered by the Danish Delegation
2:30 – 5:00 pm  Cont. Meeting of the Bureau
5:00 pm Closure
5:00 pm Departure by bus to Hotel Marriott
5:30 pm American Chamber of Commerce’s Democrats Abroad cocktail reception
6:00 – 7:30 pm Panel Discussion starts

Tuesday, April 15
5:30 am Depart Hotel (Mr. Turner)
7:00 am Departure of Mr. Turner via SK0639
9:45 am Depart Hotel (Rep. Hastings, Rep. Solís, Dr. Thompson)

Useful Telephone Numbers
U.S. Embassy, Dag Hammarskjold Alley 24, 2100 Copenhagen Tel: +45
Mark Draper (Control Officer) Office: +45, Home: +45
Mobile: +45
Michael Hentton (U.S. Embassy) Mobile: +45
Johnny Joernborg, Embassy Driver Mobile: +45
Rep. Hastings Mobile: +41
Rep. Solís Mobile: +45
Fred Turner Mobile: +1
Miacla Thompson Mobile: +45
EXHIBIT 10
U.S. Congressional Delegation Hastings
to the joint
OSCE Parliamentary Assembly/CIS Elections Seminar, St. Petersburg, Russia,
Meeting with OSCE Chairman-in-Office, Alexander Stubb, Helsinki, Finland,
and
OSCE Supplementary Human Dimension Meeting in Vienna, Austria

May 23 – May 31, 2008

Friday, May 23, 2008
3:30 pm  Depart Washington-Dulles (Luftansa LH0417)

Saturday, May 24, 2008
5:30 am  Arrive Frankfurt met by customer liaison assistant Endre Varga
Phone: +49-69-7535-5410
Cell: +49-60-7535-5410
7:50 am  Depart Frankfurt (Luftansa LH3070)

9:10 am  Arrive in Copenhagen, met by Andrew Sullivan Cell: +45-
and Embassy Driver, Washi Jannuar Cell: +45-
Check-in at Hotel Marriott Confirmation # 8851676
5 Kalvebod Brygge Copenhagen, DK-1560 Phone: +45-

6:00 pm  Dinner with Spencer Oliver in the Marriott Hotel

RON at Copenhagen Marriott

Sunday, May 25, 2008
7:35 am  Depart hotel for airport

9:35 am  Depart Copenhagen (SAS SK0716)

1:30 pm  Arrive in St. Petersburg, transportation by CIS Interparliamentary Assembly
Check-in at Grand Hotel Europe Confirmation # 788148
Mikhailovskaya ul., 1-7 Phone: +7-

RON at Grand Hotel Europe

Monday, May 26, 2008
9:15 am  Depart hotel to Tverskoy Palace

10:00 am  First meeting of the Working Group

11:30 am  Coffee Break

1:00 pm  Working Lunch

3:00 pm  Working Group meeting reconvenes
5:00 pm  Reception hosted by CIS IPA Secretary General Mikhail Kustov

RON at Grand Hotel Europe

Tuesday, May 27, 2008

9:00 am  Chairman Hastings, Vice President J. Soares, Spencer Oliver and David Goldenberg depart the hotel for the airport

12:35 pm  Depart St. Petersburg (Finnair AV166)

12:30 pm  Arrive in Helsinki. Transportation by the Foreign Ministry in Finland. Delegation will be met at the airport by Ms Ann-Mari Fröberg, Second Secretary at Finnish OSCE Chairmanship Task Force

1:15 – 2:15pm  Lunch with Saueli Niinistö, Finnish Speaker of Parliament

2:45 - 3:45pm  Meeting with Chairmanship Representatives
Venue: Ministry for Foreign Affairs, Laurastokatu 22, Entrance A1
Participants: Ambassador Heikki Talvitie, Special Envoy of the CIO
Ambassador Tuomas Grönlund, Representative of the CIO for Election Observation Missions
Mr. K. Rintinen, Special Envoy on Election-Related Issues
Ambassador Aleksi Häkkinen, Head of the Task Force
Councilor Jaas Heitala, Deputy Head of the Task Force
Ms Ann-Mari Fröberg, Second Secretary, Task Force

4:00-4:45 pm  Meeting with Finnish Foreign Minister and OSCE
Chairman-in-Office Alexander Stubb/Prime Minister's Cabinet
Participants:
Congressman Alcee L. Hastings
Mr. Joao Sousa, Vice President, OSCE Parliamentary Assembly
Mr. Spencer Oliver, Secretary General, OSCE Parliamentary Assembly
Mr. David Goldenberg, Chief of Staff for Congressman Alcee L. Hastings
Ambassador Aleksi Häkkinen, Head of the Task Force
Mr. Mikko Hantula, Adviser to the Minister
Ms. Ann-Mari Fröberg, Second Secretary, Task Force

5:20 pm  Check-in at Hotel Kämp, Confirmation # 346452171
Pohjoisplanadi 29, 00100 Phone: +358 (0)9

Evening  Informal Dinner with Spencer, João Soares, and David

RON at Hotel Kämp
Wednesday, May 28, 2008

6:30 am  Depart hotel. Transportation by the Foreign Ministry in Finland

8:35 am  Depart Helsinki (AY0765)

10:05 am  Arrive in Vienna (Met by Wolfgang Pucher and Christian Ludwig)
          Check-in at Hotel Marriott, Confirmation # 763511401
          Parking 12th Vienna, 1010 Austria Phone: +43 1 [Redacted]

7:30 pm  Working Dinner with Ambassador Andreas Nothelle and Liaison Officer Marc
          Carillet. Restaurant Himmelstube im Hotel Am Parkring, Parkring 12, 1010
          Wien (David, WInsome, Mischka, Alex)

RON at Vienna Marriott

Thursday, May 29, 2008

9:00-1:00 pm  Civil Society Roundtable (optional)

10:30 am  Meeting as Requested (Winsome will staff)

12:15 pm  Meeting with Ambassador Julie Finley, Room 204, Hofburg (David, Winsome,
          Mischka, Alex)

12:45 pm  Meeting with Samuel Laeschli, Head of the Political Division, USOSCE,
          Neuer Saal Café (Stm will meet you outside of room 204)

2:30 pm  Ambassador Christian Strohal Meeting with Opening Session Panelists,
          Hofburg, (tentative)

3:00-4:00 pm  OSCE SHIDM Opening Session

4:00-6:00 pm  SHIDM Session I, The Role and Mandate of National Institutions Against
              Discrimination in Combating Racism and Xenophobia

6:00-8:00 pm  Reception by the Chairman-in-Office (optional)

6:00-8:30 pm  Reception by the Jordanian Ambassador, Diplomatic Academy of Vienna,
              Favoritenstrasse 15A, 1040 Vienna (tentative/optional)

Friday, May 30, 2008

9:00-12:00 SHIDM Session II, Overcoming Challenges in Responding to Racism and
              Xenophobia with a Special Focus on Persons Belonging to National Minorities

10:00-11:00 am Meeting with Mediterranean Contact Group (Tentative)

2:00-4:00 pm  SHIDM Session III, Good Practices and Effective Policy Responses in
              Combating Racism and Xenophobia

3:00 pm  Meeting with Marc Perrin de Brichambaut, OSCE Secretary General, SG’s
          Office, Room 208, Hofburg (Winsome will staff)

3
4:30 pm  SHDM Closing
7:00 pm  Informal Dinner at the Palais Coburg Bistro, Coburghastei 4, 1010 Wien, (David, Waeloune, Misha and Ilia)

Saturday, May 31, 2014
8:30 am  Meet in Lobby
1:10 am  Depart Vienna (O50993)
2:40 pm  Arrive in Washington-Dulles
EXHIBIT 11
U.S. CONGRESSIONAL DELEGATION (CODEL HASTINGS)
LONDON, UNITED KINGDOM; ASTANA, KAZAKHSTAN; ISLAMABAD, PAKISTAN; VENICE, ITALY
JUNE 26, 2008 - JULY 3, 2008

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

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

3:35 PM Baggage call ends

4:30 PM Meet at the Rayburn Horseshoe

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

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

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

6:15 AM Arrive London, United Kingdom

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

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

Dinner at leisure

RON London, United Kingdom

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

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

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

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

9:00 AM Depart London, United Kingdom for Astana, Kazakhstan
- 5 hours 30 mins en-route
- Lunch/Heavy Snack served en-route
- Set watches ahead 5 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

RIN Astana, Kazakhstan

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

7:30 AM Delegation Room Opener
- 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 Tiflis Restaurant (30 minutes en-route)

11:30 AM Lunch at Tiflis Restaurant

1:00 PM Depart Tiflis Restaurant for
11:15 AM Depart Hotel for DCM's Residence

11:30 AM Coffee with Civil Society at DCM's Residence
   Civil Society: Ex grata Zhuraba -- Director of Kazakhstan
   Human Rights Bureau, Naidol Tokhum -- Director of Kazakhstan Helsinki Committee
   Partners: Azar Party's Bolat Abilov (or his deputy)
   Tulegen Zhukeev, OSDD Party's Amirzhan Kosanov,
   Alfa Party's Yuri Sizov, Ak Zhol's Alkhan Shinhov

Other Groups: Jehovah's Witnesses, Hare Krishnas

1:00 PM Depart DCM's Residence for Hotel

2:15 PM Members and Spouses meet in Delegation Room
   - Accompanying Persons report Coelyn
   - Attendance: Business

2:30 PM Inaugural Plenary Session
   - Sary Arkı 1 - Ground floor
   - Call to order and remarks by Mr. Goran Lenmanliner,
     President of the OSCE Parliamentary Assembly:
   - Address by H.E. Nursultan Nazarbayev,
     President of the Republic of Kazakhstan
   - Address by H.E. Kasym-Jomart Tokayev,
     Speaker of the Senate of the Parliament of the
     Republic of Kazakhstan
   - Address by H.E. Aidas Musin, Speaker of the Mynblis of the
     Parliament of the Republic of Kazakhstan

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

4:00 PM Coffee break

4:30 PM Plenary Session (cont'd)
   - Addresses by the Presidents from the invited
     Parliamentary Assemblies;
   - Address by Mr. Marc Périn de Brechambaut, OSCE Secretary General, followed by a
     question/answer session;
- Report by Ms Tone Tungsård, OSCE PA Special Representative on Gender Issues followed by a debate;

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

- Possible consideration of Supplementary Items

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

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 (available in lobby)

7:30 AM Time reserved for meetings of various groups

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

Events for Accompanying Persons
Attire: Business Casual

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

9:15 AM Guided tour of National Library

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

12:00 PM Lunch at DCM’s residence

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

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

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

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

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

10:00 AM Meeting with Prime Minister Massimov

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

11:00 AM Coffee break

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

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

1:30 PM Lunch

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

2:30 PM Excursion: Visit to the complex “Map of
  Kazakhstan Atamuk.” 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 “Sultanat Saray”)

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/jeans)

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

9:00 AM Visit SOS Children’s Village

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

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

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

12:00 PM Lunch at Ali Baba Restaurant

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

2:00 PM Tour of Orthodox Church

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

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

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

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

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

10-7960_0064
10:30 AM US Delegation press conference

11:00 AM General Committee on Political Affairs and Security

Consideration of amendments

11:50 AM Meeting with State Secretary

Oralbay Abykardinov

- Ak Orda – lunch at Ritz Carlton Hotel
- Attended by Members and Spouses

12:45 PM Working Lunch on Gender Issues hosted by the Parliament of Kazakhstan

- Restaurant Cappel – 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

2:30 - 4:00 PM General Committee on Democracy, Human Rights and Humanitarian Questions

Consideration of amendments and adoption of Resolution; Supplementary items

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

7:30 - 9:00 PM Reception hosted by H.E. Aslan Mazin, Speaker of Majilis of the Parliament of Kazakhstan (Duman Cenner)

RON Astana, Kazakhstan

**Wednesday, July 2, 2008**

**Members Attire: Business**

**Spouses Attire: Business Casual**

6:00 AM Delegation Room opens

- Pack overnight bag for Venice stop.

Leave out comfortable travel clothes for today.

- Breakfast included (in room rate; no labor)
- Reverse Currency Exchange available
- Please pay any incidental room charges (i.e. phone, movie room service, etc.)
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 Ark 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 Ark 1 - Ground floor

11:00 - 11:30 AM  Meeting of the Bureau - Sary Ark 2.2 - Ground floor

11:45 AM  Meet in Delegation Room
   - Attire: Travel Casual
   - Bring any remaining luggage 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
   - Light 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, 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
12:25 PM Arrive Andrews AFB
12:45 PM Depart for Rayburn horseshoe
1:30 PM Arrive Rayburn horseshoe
1:40 PM Luggage arrives Rayburn horseshoe

-MISSION COMPLETE-
EXHIBIT 12
VISIT OF CODEL HASTINGS
LONDON, UK
February 14 – 18, 2009

Visit Officer For CODEL Hastings

Jim McDonald
Political Section
Office Direct: +44-20-7894-0177
Embassy General: +44-(0)20-7894-0177
Office Fax: +44-20-7894-0417
Mobile: [Redacted]
Home: +44-20-7894-0177
Email: [Redacted] (Blackberry)
(Note: when dialing within the UK, replace “44” with “0” for all numbers)

Delegation:
Representative Alcoc Hastings (arriving 2/15/2009)
Michal Thompson (arriving 2/14/2009)

Hotel
Royal Horseguards Hotel
http://www.theroyalhorseguards.co.uk
2 Whitehall Court
London, SW1A 2JE

Tele: +44-20-7894-0177
Confirmation: 2892985 (Hastings), 2893977 (Thompson)
Rate: £665.00 including VAT and breakfast.
(Note: when dialing within the UK, replace “44” with “0” for all numbers)

Car
Name of Company:
Telephone Number:
Driver’s name/cellphone number:
License plate:

Embassy-Provided Cell Phones:
Hastings: [Redacted]
Thompson: [Redacted]

Schedule
Saturday, February 14, 2009

0620 Ms. Thompson arrives London Heathrow via UA-918. Heathrow Express
to Royal Horseguards Hotel.

10-7950_0069
0900    Briefing by Jim McDonald.
        Horseguards Hotel
        RON hotel.

Sunday, February 15, 2009

0430    Embassy car/driver picks up Jim McDonald at residence.

0630    Rep Hastings arrives London Heathrow via UA0918 from Dulles.
        Met by: Jim McDonald

0730    Depart Heathrow for Royal Horseguards Hotel

0830    Arrive Royal Horseguards Hotel

0830- 1245

1245    Rep Hastings and Ms. Thompson depart Hotel for Lunch at Rokus
        35 Maidsen Lane, Covent Garden, London WC2E 7LB (Walking Distance
        Let me know if you want the car)

1300- 1430

1430    Lunch

1815    Rep Hastings and Ms. Thompson depart hotel for Wallace Collection Art
        Gallery by Embassy car/driver.

1830    Opening Reception at the Wallace Collection art gallery, hosted by
        Secretary of State Rt. Hon Hazel Blears MP

1930    Embassy car/driver takes Rep Hastings and Ms. Thompson to Wallace
        Collection Art Gallery to Maze Restaurant 10 - 13 Grosvenor Square, London W1K 6JP

1945 - 2130

2130    Embassy car/driver takes Rep Hastings and Ms. Thompson to Royal
        Horseguards Hotel
        RON hotel.

Monday, February 16, 2009
0745  Rep Hastings and Ms. Thompson depart hotel via Embassy car/driver for House of Commons - Portcullis House Entrance
0800  Registration Opens
0850  Breakfast - House of Commons Terrace

- Welcome by John Mann MP and ICCA Steering Committee
- Dr. Morten Kjærer, Director of the European Union Fundamental Rights Agency

1000 - 1130  Working Groups Session I
Provisionally:
1) Internet Hate
2) Policing and Prosecution
3) State-backed Antisemitism
4) Universities
5) The New Antisemitism

1130 - 1145  Break

1145 - 1300  Working Groups Session II

1300 - 1400  Lunch - The Alice Suite, Portcullis House, House of Commons

- Professor Gert Weisskirchen, Member of the German Bundestag and the ICCA Steering Committee, Personal Representative of the Chairman-in-Office of the OSCE on Combating Antisemitism
- Representative Alice Hastings, Member of US Congress (the)

1400 - 1530  Working Groups Session III (Conclusions)

1545  Rep. Hastings and Ms. Thompson depart House of Commons (Portcullis House) for Royal Horseguards Hotel via Embassy car/driver.
1545- 1745  Free
1745  Rep. Hastings and Ms. Thompson depart Royal Horseguards Hotel for 10 Downing Street

1800 - 1900  Downing Street Reception

- Prime Minister Brown/Mrs. Brown (the)
108

2/12/2009 1:53:07 PM

- Rt. Hon. Dr. Denis MacShane, MP and Chairman of the All-Party Parliamentary Inquiry into Antisemitism

1900 - 2200 Dinner at Royal Banqueting House
  - Franco Frattini, Foreign Minister, Italy (tbc)
  - Professor Irwin Cotler MP, Former Justice Minister, Canada
  - Minister Isaac Herzog, Member of the Israeli Knesset and KCA


RON hotel.

Tuesday, February 17, 2009


0830 - 0930 Breakfast - Lancaster House
  - Rep. Chris Smith, Member of US Congress and ICCA
  - Michael Gove, Shadow Secretary of State for Education, UK

0930 - 1045 Reports from Working Groups and Experts’ Forum

1045 - 1115 Plenary Session I - The Role of Parliament and the law in the fight against Antisemitism
  - Chair and Welcome: Rt. Hon Lord Malloch-Brown
  - Alberto Nisman, Attorney-General, Argentina
  - Hirsch Ballin, Minister of Justice, The Netherlands (tbc)
  - Petra Pau, Vice-President, German Bundestag

1115 - 1300 Plenary Session II - Antisemitism - The Global Threat
  - Chair: Abraham Foxman, National Director, Anti-Defamation League
  - Jason Kenney, Secretary of State for Multiculturalism, Canada
  - Rosemary Masanini, Foreign Minister of Rwanda (tbc)
  - Dr. Salomon Pasy, Chairman of the Foreign Affairs Committee and Former Foreign Minister, Bulgaria

1200 - 1400 Lunch - Lancaster House
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2/12/2009 1:53:07 PM

- Dr. Barbara Prammer, President of the Austrian Parliament
- Eli Wiesel (USA)

1400 – 1530 Plenary Session III – Antisemitism in Contemporary Discourse

Chair: David Harris, Executive Director, American Jewish Committee
- Drahoslava Suchdlova, Minister for Minorities and Human Rights, the Czech Republic
- Eberhard van der Laan, Minister for Communities and Integration, the Netherlands (Netherlands)
- Prokopis Pavlopoulos, Minister of the Interior, Greece (Greece)

1530 – 1545 Break

1545 – 1700 Plenary Session IV – Final discussion of London Declaration

- David Miliband, Foreign Secretary, United Kingdom
- Franco Frattini, Foreign Minister, Italy
- Chair: John Mann, Member of the UK Parliament and the ICCA Steering Committee, Chairman of the All-Party Parliamentary Group against Antisemitism


1730 – 1900 Reception - Lambeth Palace, Residence of The Archbishop of Canterbury

- Chief Rabbi Sir Jonathan Sacks
- Senior Archbishop
- Tim Hyndall, Member of the British Parliament and the All-Party Parliamentary Group against Antisemitism

Wednesday, February 18, 2009

10:00
- Embassy car/driver picks up CDFE, Hastings at Royal Horseguards Hotel for trip to US Embassy. Accompanied by Jilly McDonald.

0915
- CDFE, Hastings arrives Embassy

0930
- CDFE, Hastings receives Requested Briefing

0950
- Ms. Thompson departs Royal Horseguards Hotel via taxi.
1000- Ms. Thompson Meeting with Richard Rednie (Tentative)
1100  Sector Co-ordinator - Black and Minority Ethnic Communities
      Stakeholders Team
      City Hall
1130  CODEL. Haring departs Embassy for Heathrow via Embassy car driver,
      Accompanied by Jim McDonald.
1150- Ms. Thompson has additional meetings TBD
1400-  
1555  CODEL. Hastings Departs London via G5-454 for Vienna.
1700  Ms. Thompson Meeting with Home Office’s Michael Ainsworth
1800  RON London

Thursday, February 19, 2009

0900  Ms. Thompson Meeting with Janice Shorby, GEO Policy Director
      Equality Ministry
      Local Government Building, Eland House, Bressenden Place in Victoria.
1000-  Free
1300  Ms. Thompson Lunch Meeting with Paul Morrison and Stuart Young
      Of the Prevent Unit - the Home Office.
      Quilon Restaurant (Crowne Plaza St. James Hotel)
      45-51 Buckingham Gate
      London, SW1E 6AF
      United Kingdom
1400  Depart Lunch for Heathrow via Heathrow Express.
1630  Depart London Heathrow via UA-8925, for Dulles International Airport.
US Helsinki Commission Co-Chairman Hastings – Itinerary
Vienna, Austria
20-21 February 2009

UPDATED: 23:26, 19 February

**Friday, 20 February - Vienna**

*Attire: Business*

*Forecasted Weather: Partly Cloudy highs in the mid 30's and lows in the upper 20's*

07:30 Breakfast (ends at 12:00 noon)
Location: Radisson SAS Lobby Floor

08:35 Members meet in Hospitality Room

08:40 Members depart hotel for Hofburg

09:00 Joint Session of the three General Committees (Neuer Saal / 2nd floor)
- Participants: Members
- Special Debate on the proposal for a new European Security Architecture
- Special Presentation on the preparations for the Kazakhstani Chairmanship of the OSCE in 2010

  *Accompanying Persons*

10:00 Mrs. Cardin, Mrs. Wicker, Dr. Whitehouse, Debbie and Embassy Representative Meet in Hospitality Room. Group will return to the hotel prior to departing for Spanish Riding School at the Hofburg.

  *NOTE: Other spouses are welcome to join.*

11:15 Depart for the Spanish Riding School (Lipizzaners) at the Hofburg

11:30 Meet interested members at Hofburg Main entrance for tour of Spanish Riding School (Members join at own discretion)

12:10 Depart Hofburg with Senator Whitehouse and Eric Polito to Briefing at Bilateral Embassy (Meet Cindy Kamisky at Past One)

12:30 Briefing by Dani Leibig

13:30 Spouses who desire depart Café Griensteidl for Belvedere Museum, remaining spouses will be dropped off at hotel

15:30 Depart Belvedere Museum for Hotel (earlier if desired)

19:00 Delegation meets in Hospitality room for departure to dinner

  *Participants: Delegation and Mr. Spencer Oliver, Secretary General of the OSCE PA*

10:45 Pull Aside with the ODIHR Director; (Hofburg Café, Second Floor)

  *Participants: Senator Cardin and any interested Members*

11:00 Meeting with OSCE Secretary General; (Hofburg Room 206)
Participants: Senator Cardin and any interested Members

11:30 Interested members meet spouses at Hofburg Main entrance for tour of Spanish Riding School (as desired)

12:00 Reception offered by the Delegation of Kazakhstan (Großer Residenzsaal)

12:15 Remaining Members/Staff meet at Hofburg main entrance to depart for lunch at Café Griensteidl

12:30 Lunch
Location: Café Griensteidl
Participants: Delegation

13:30 General Committee on Democracy, Human Rights and Humanitarian Questions (Neuer Saal / 2nd floor)

14:00 Press Roundtable: (Hofburg Room 525)
Participants: Senator Cardin and any other interested Members

15:00 Meeting with Jonas Stooris, President of the OSCE PA: (Hofburg Room 207)
Participants: Senator Cardin and other interested Members

16:00 Closing Joint Session of the three Cereal Committees (Neuer Saal / 2nd floor)
- Report by the OSCE PA Special Representative on Gender Issues followed by a debate
- Reports by the Chairs of the three General Committees
- Concluding statement by Jonas Stooris, President of the OSCE PA

16:45 Meeting with the Russian delegation: (Hofburg Room 201)
Participants: Members

17:45 Meeting with Russian delegation concludes. Delegation meets at Hofburg Main entrance for departure to hotel

19:00 Delegation meets in Hospitality room for departure to dinner
Participants: Delegation and Mr. Spencer Oliver, Secretary General of the OSCE PA

RON Radisson SAS Hotel, Vienna

Saturday, 21 February - Vienna/ Washington DC
Attire: Casual
Forecasted Weather: Snow high in the 30's and lows in the mid-teens 20's (Washington)

06:30 Currency Exchange Opens in control room.

06:30 Breakfast available on Lobby level

06:30 Baggage Call (Place Luggage outside door, escorts will collect)
NOTE: Members with 2 story rooms let escorts know and we will bring the bags down the stairs for you.

07:00 Luggage Departs for Airport

10-7960_0076
08:30  Delegation meets in Hospitality room for Departure from Radisson SAS Hotel to airport

08:45  Depart Vienna (+1) en route Shannon, Ireland (0) for refuel
      Flight time: 3:00
      Set clocks back 1 hr
      Breakfast provided

10:45  Arrive Shannon, Ireland for refuel

12:15  Depart Shannon Ireland (0) for Washington DC (Andrews) (+5)
      Flight time: 7:45
      Set clocks back 5 hrs
      Lunch provided

15:00  Arrive Washington DC (Andrews)
EXHIBIT 13
CODEL Hastings
Lisbon, Portugal
April 17-21, 2009

Embassy Lisbon: Richard Reiter, Political Counselor, office: [351] 21 22326; cell: [351] 91 02296
Gius Felipe, Political Attaché, office: [351] 21 02296; cell: [351] 91 02296
Embassy Post 1: [351] 21 02296
Hotel Tivoli: Avenida da Liberdade, 18; Lisbon; tel: [351] 21 22326

Friday, April 17, 2009
13:25 Ms. Poikar arrives Lisbon Airport, taxi to Hotel Tivoli
15:55 Mr. Turner arrives Lisbon Airport, taxi to Hotel Tivoli
RON Hotel Tivoli

Saturday, April 18, 2009
15:15 Co-Chairman Hastings arrives Lisbon Airport, Terminal 1, met by Political Counselor Richard Reiter and embassy vehicle
Travel to Hotel Tivoli
RON Hotel Tivoli

Sunday, April 19, 2009
11:00-11:30 Co-Chairman Hastings meeting w/ representative of Portuguese Roma community, Ms. Antonia Nunes, joined by Richard Reiter
Hotel Tivoli, room 1BC
12:00 Meeting of the OSCE sub-committee on the rules of procedure
For sub-committee members only
Hotel Tivoli (room 1BC)
19:30 Departure from Hotel Tivoli
Bus, embassy vehicle available
20:00 Dinner hosted by João Soares, President of the OSCE PA;
Dress code: informal (no tie)
Restaurant: Fia Pignins (Rua do Faial), 15B; Tel: +351 21 22326
RON Hotel Tivoli

10-7960_0079
Monday, April 20, 2009

9:00  Delegation departs Hotel Tivoli by embassy vehicle en route Parliament for OSCE PA Bureau Meeting

9:30 – 17:00  Meeting of the OSCE Parliamentary Assembly Bureau (Salão Nobre)  
             (See Draft Agenda in Section III of the Briefing Book)

13:00  Working Lunch

16:30  Co-Chairman Hastings departs Parliament via Embassy vehicle, accompanied by Gina Felix

17:00  Courtesy call on Ambassador Stephenson and DCM David Ballard

17:30  Embassy briefing

18:30  Embassy vehicle takes Co-Chairman Hastings to Hotel Tivoli

19:00  Dinner with Spencer Oliver  
       TBD

RON

Hotel Tivoli

Tuesday, April 21, 2009

Time the

07:35  Embassy van departs Hotel Tivoli en route Lisbon airport

11:00  Arrive Frankfurt and met by expedition Chris Ramey (0170)

Contact in case of emergency: David Paradise, Vice Consul
Email: paradise_gov
From the U.S. Office: (011) 49-0-0123456
From Germany: Office: 0049-0-123456
Cell: 0049-0-123456

12:20  Depart Frankfurt for Washington Dulles Airport

15:06  Arrive Washington, D.C.
CODEL Hastings Itinerary
Dublin, Ireland
May 24-29, 2009

Sunday, May 24
5:00 PM   Depart residence for Dulles Airport with Colonel (Ret) Shubert
7:30 PM   Departure of Rep. Hastings and Colonel (Ret) Shubert via Aer Lingus (EI 0118) from Dulles (Rep. Hastings - Confirmation # SLN/CA)

Monday, May 25
7:40 AM   Arrival of Rep. Hastings and Colonel (Ret) Shubert in Dublin
           Met by Dwight Nystrom
           Cell Phone [REDACTED]
8:15 AM   Depart airport for hotel
9:00 AM   Arrive Conrad Hotel
           Check-in
           Conrad Dublin Hotel
           2 Earlsfort Terrace
           Dublin 2, Ireland
           Tel: (353) 1 [REDACTED]
           Fax: (353) 1 676 5424
           www.conrad-international.ie

Day as Desired

Evening   [Departure of Ms. Han and Mr. Johnson via Aer Lingus (EI 0118) from Dulles]
           Ms. Shelly Han - Confirmation # N8RKWA
           Mr. Alex T. Johnson – Confirmation # X8CMH6

Tuesday, May 26
7:40 AM   Arrival of Ms. Han and Mr. Johnson in Dublin
           Taxi from airport to hotel
Morning   Check-in
9:30 AM  CM Hastings and Col Shubert Meet in Hotel Lobby
9:33 AM  Depart Hotel for Embassy
9:50 AM  Arrive Embassy
10:00 AM  Country Team and Regional Affairs Briefings
TBD  Meeting with Irish officials
2-8 PM  (Shelly) Registration at the venue
The Shelbourne Hotel
St. Stephen’s Green
Dublin 2, Ireland
Tel: (353) 1 661 6000
Fax: (353) 1 661 6006
www.theshelbourne.ie

Evening: Open

**Wednesday, May 27**

8:35 AM  Arrival of Rep. Issa in Dublin
American Airlines Flight #92 from Chicago (Confirmation #CTQTSR)
Met by Dwight Nystrom
Cell Phone: [Redacted]

9:00 AM  Rep. Issa leaves airport

9:30 AM  Raas of Delegation to meet in lobby of Conrad Hotel

9:55 AM  Depart for Shelbourne Hotel

10:00-1:00  **Inaugural Session: The World Financial Crisis and its Effects in the OSCE**

- Welcoming Remarks by Mr. John O’Donoghue, President of the House of Representatives – Parliament of Ireland
- Welcoming Remarks by Mr. Pat Moylan, President of the Senate – Parliament of Ireland
- Opening Remarks by Mr. João Soares, President of the OSCE Parliamentary Assembly
Opening Remarks by Senator Ivor Callely, Head of the Irish Delegation to the OSCE Parliamentary Assembly

Keynote Address: Mr. Brian Lenihan, T.D., Minister for Finance of Ireland

Open Debate

1:00-3:00 PM  Lunch Break

3:00-6:00 PM  Session 1: Responses to the Financial Crisis: Free Trade vs. Protectionism

Chair / Moderator: Senator Jerry Grafstein (Canada), Vice-President of the OSCE Parliamentary Assembly

Speakers:
- Mr. Austin Hughes, Chief Economist, KBC Bank, Brussels
- Mr. Mikhail V. Popov, First Deputy Chairman of the Management Committee of the NOVATEK Company, Russian Federation
- Professor Ray Kinsella, UCD Smurfit School of Business, Visiting Professor at the Institute of European Finance

5:00-5:15 PM  Coffee break

5:15 - 7:00 PM  Open Debate

8:00 PM  Dinner Hosted by the Presidents of the House of Representatives and the Senate of the Parliament of Ireland – Guinness Storehouse

Thursday, May 28

9:00 AM  Breakfast meeting with Mr. Jonas Møller, Head of the Secretariat, EITI

Conrad Hotel

9:45 AM  Depart for Shelbourne Hotel

10:00 AM  Session 2: Financial Regulations and Good Governance

Chair / Moderator: Mr. Petros Christou (Greece), Chairman of the General Committee on Economic Affairs, Science and Technology, OSCE PA
Panel on Resources, Revenue, and Responsibility: Strengthening Revenue and Budget Transparency through the Extractive Industries Transparency Initiative

Keynote Speaker: Congressman Alcee L. Hastings, Co-Chairman of the U.S. Helsinki Commission

Panelists:
- Mr. Jonas Moberg, Head of the International Secretariat, Extractive Industries Transparency Initiative (EITI)
- Mr. Kuanysh Sultamov, Chairman of the Committee on International Relations, Defense and Security of the Senate of the Parliament of Kazakhstan
- Mr. Anders Johansson, Secretary General of the Inter-Parliamentary Union (IPU)
- Mr. Patrick Hennessy, Professor of International Financial Economics and Development at Trinity College, Dublin

11:15-11:30 Coffee Break
11:30-12:00 PM Open Debate
1:00-2:30 PM Lunch Break
2:30-5:00 PM Session 3: Social Consequences of the Crisis: The Case of Migration

Chair / Moderator: Ms. Walburga Habsburg-Douglas (Sweden), Vice-Chair of the General Committee on Democracy, Human Rights and Humanitarian Questions of the OSCE PA

Speakers:
- Mr. Goran Svilanovic, OSCE Co-ordinator of OSCE Economic and Environmental Activities
- Ms. Siobhan O’Donoghue, Director of the Migrant Rights Centre of Ireland

(Additional speakers tbc)

3:45-4:00 PM Coffee Break
4:00-5:00 PM Open Debate
5:00-5:30 PM Closing Session
Concluding Remarks by Senator Ivor Callely, Head of the Irish Delegation to the OSCE Parliamentary Assembly

Concluding Remarks by Mr. João Soares, President of the OSCE Parliamentary Assembly

7:30 PM  Buffet style dinner hosted by Mr. Ivor Callely, Head of the Irish Delegation to the OSCE Parliamentary Assembly - Clontarf Castle

**Friday, May 29**

9:45 AM  Meet in Hotel Lobby and depart for airport

10:30 AM  Arrive Airport

12:30 PM  Departure of Rep. Hastings, Ms. Han, and Colonel Shubert via Aer Lingus (EI 8119) from Dublin

3:10 PM  Arrival of Rep Hastings, Ms. Han, and Colonel Shubert at Dulles

**Saturday, May 30**

9:05 AM  Departure of Mr. Johnson via BMI British Midland (BO 0122) from Dublin

10:30 AM  Arrival of Mr. Johnson in London

12:00 PM  Departure of Mr. Johnson via United Airlines (UA 0919) from London

3:08 PM  Arrival of Mr. Johnson in Dulles
TUESDAY 26 MAY 2009

Arrival of Delegates, accommodation and registration
14:00 - 20:00: Registration at the Hotel Shelbourne

WEDNESDAY 27 MAY 2009

09:00:
Registration at the Hotel Shelbourne

10:00 - 13:00: INAUGURAL SESSION: THE WORLD FINANCIAL CRISIS AND ITS EFFECTS IN THE OSCE

- Welcoming Remarks by Mr. John O'Donoghue, President of the House of Representatives - Parliament of Ireland
- Welcoming Remarks by Mr. Pat Maylan, President of the Senate – Parliament of Ireland
- Opening Remarks by Mr. João Soares, President of the OSCE Parliamentary Assembly
- Opening Remarks by Senator Ivor Callely, Head of the Irish Delegation to the OSCE Parliamentary Assembly
- Keynote Addresses: (Mr. Brian Cowen, Prime Minister of Ireland or Mr. Brian Lenihan, Minister for Finance of Ireland)
- Open Debate

13:00 - 15:00: Lunch Break

15:00 - 18:00: SESSION II: RESPONSES TO THE FINANCIAL CRISIS: FREE TRADE VS. PROTECTIONISM

Chair / Moderator: Senator Jerry Grafstein (Canada), Vice-President of the OSCE Parliamentary Assembly

Speakers:
- Mr. Austin Hughes, Chief Economist at KBC Bank, Brussels
- Mr. Mikhail V. Peskov, First Deputy Chairman of the Management Committee of the NOVATEK Company, Russian Federation
- Professor Ray Kimiska, IIDEA Quinn School of Business

(17:00 – 17:30 Coffee break)
Open Debate:

Evening: Dinner hosted by the Presidents of the House of Representatives and the Senate of the Parliament of Ireland
THURSDAY 28 MAY 2009

10:00 – 13:00  SESSION 2: FINANCIAL REGULATIONS AND GOOD GOVERNANCE

Chair / Moderator:  Mr. Petros Efthymiou (Greece), Chairman of the General Committee on Economic Affairs, Science and Technology, OSCE PA

Panel on Resources, Navanoe, and Responsibility: Strengthening Revenue and Budget Transparency through the Extractive Industries Transparency Initiative

Keynote Speaker:  Congressman Alcee L. Hastings, Co-Chairman of the US Holistic Commission

Panelists:  Representative of the Secretariat of the Extractive Industries Transparency Initiative (EITI)

Mr. Anders Johnson, Secretary General of the IPU

Mr. Patrick Honohan, Professor of International Financial Economics and Development at Trinity College, Dublin

Representative of Kazakhstan

(11:15 – 11:45 Coffee Break)

Open Debate

13:00 – 14:30  Lunch Break

14:30 – 17:00  SESSION 3: SOCIAL CONSEQUENCES OF THE CRISIS: THE CASE OF MIGRATION

Chair / Moderator:  Ms. Wolbu K. Babo (Romania), Vice-Chair of the General Committee on Democracy, Human Rights and Humanitarian Questions of the OSCE PA.

Speakers:  Mr. Goran Solidowski, OSCE Co-ordinator of OSCE Economic and Environmental Activities

(Additional speakers tbc)

(15:45 – 16:00 Coffee Break)

Open Debate
17:00 – 17:30 CLOSING SESSION

Concluding Remarks by Senator Ivor Callely, Head of the Irish Delegation to the OSCE Parliamentary Assembly

Concluding Remarks by Mr. Jože Susnik, President of the OSCE Parliamentary Assembly

Evening: Reception/Supper hosted by Mr. Ivor Callely, Head of the Irish Delegation to the OSCE Parliamentary Assembly

FRIDAY 29 MAY 2009

EXCURSION: Dublin and Wicklow

* * *
EXHIBIT 15
CODEL HASTINGS
Tirana, Albania
June 26-29

Friday, June 26, 2009
Partly Cloudy 77°/61° 20 % rain

7:10 AM Arrive Frankfurt
- Met by Jeff Biron
- Set watch forward 6 hours
- $1.40 = Euro 1

8:00 AM Depart airport for Wiesbaden

8:40 AM Arrive Wiesbaden Army Airfield

9:00 AM Depart Wiesbaden for Albania
- 2 hours 15 minutes en-route

Rain / Thunder 78°/57° 60 %

11:15 AM Arrive Tirana, Albania
- Met by Vic Myev

11:15 AM Depart for Tirana

12:00 PM Arrive Sheraton Hotel
- Check-in
- Per Diem issued
- $1.00 = 93.34 Leke
Sheraton Tirana Hotel
Sheshi Italia - Tirana - Albania
Phone: (355)(4)

1-7 PM OSCE PA election briefings
Dinner as Desired

RON TIRANA
Saturday, June 27
Attire: Business Attire
Breakfast is included in hotel room rate

- Scattered Showers
- 83°F/88°F
- 30% rain

09:00-14:00  OSCE PA election briefings
- Hotel Sheraton
12:15  Depart hotel for Ambassador Withers’ residence
12:30-14:00  Lunch/briefing hosted by U.S. Ambassador Withers
16:30  Invited to BBQ at OSCE Head of Presence residence (TBD)
TBD  Dinner as Desired

RON TIRANA

Sunday, June 29
Attire: Business Attire
Breakfast is included in hotel room rate

- Foggy
- 86°F/89°F
- 20% rain

07:30  Depart Sheraton for election observation
(time may shift depending on polling station opening time)
22:30  OSCE PA election debrief, Hotel Sheraton
(or as observers return after the counts)
TBD  Dinner as Desired

RON TIRANA

Monday, June 29
Attire: Business Attire
Breakfast is included in hotel room rate
Rain / Thunder 86°/58° 60% rain

10:00 AM  Embassy briefings

OSCE press conference

3:00 PM  Depart Tirana for Vilnius, Milair
(time TBC, depending on press conference)

Partly Cloudy 75°/56° 10% rain

6:30 PM  Arrival Vilnius
- 2.5 hours confirm
- Set watch ahead 1 hour
- Meet by Tim O’Connor

JOIN CODEL CARDIN
### Tirana, Albania

Current Weather Conditions updated 8:24 AM ET June 23

**Extended Forecast**

<table>
<thead>
<tr>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
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<td>Jun 25</td>
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<td>Jun 29</td>
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<td>Jul 1</td>
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<tr>
<td>77°, 33°</td>
<td>78°, 63°</td>
<td>83°, 65°</td>
<td>86°, 64°</td>
<td>88°, 64°</td>
<td>90°, 64°</td>
<td>91°, 65°</td>
<td>90°, 65°</td>
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- **Shower**
- **Cloudy**
- **T'Showers**
- **Showers**
- **Sunny**
- **M:Cloudy**
- **Rain**
CODEL CABRIN DAILY SCHEDULE for
Tuesday, 20 June 2000

Weather Prediction

Vilnius: High 78° F Overnight Low: 62° F
Partly Cloudy: 20% Chance of Rain
Sunrise 4:46 AM Sunset 9:39 PM
70% humidity

Minsk: High 76° F Overnight Low: 59° F
Mostly Sunny: 10% Chance of Rain
63% humidity

7:00-10:00 AM
Breakfast served on the 3rd Floor. The restaurant is located to your left when you exit
the elevator on the first floor. (Cost included in your room rate)

8:00 AM
First bus departs hotel en route Svisloch. (Shuttle buses will depart the hotel every 30
minutes throughout the day) * See schedule at the bottom of itinerary *

Minsk, Belarus Itinerary

0800
Depart from hotel in Vilnius by bus (labeled in delegations Room)
Accompanied by Embassy Minsk Charge, Jonathan Moore and Regional Security Officer, Christine Putz

0830
Meet at border and escorted by Belarussian traffic police unit “Stela”

1115
Arrival at Crowne Plaza hotel, Minsk
Meeting participants remain on bus, continue to Presidential Administration
[Others continue in separate vehicle to visit museum, rejoins at hotel]

1130
Meeting with President Alyaksandr Lukashenka (senators, Members of the House, Mr. Turner, Charge
Moore)
Expected Belarussian attendees:
Mr. Vladimir Mackey, Head, Presidential Administration
Mr. Sergey Matyushin, Minister of Foreign Affairs
Mr. Boris Batura, Chair of the Council of the Republic
Mr. Vladimir Andrechenko, Speaker of the House of Representatives
Mr. Yuliyan Rjabkov, Foreign Policy Advisor to the President

1230
Buffet lunch at Crowne Plaza hotel with Belarussian political and civil society leaders in private room on
6th floor
[Light refreshments, tastings, and vendors available in 4th floor Presidential Suite; USS cash and
cashiers will be accepted]

Confirmed Belarussian guests:
Mr. Alyaksandr Kazanin, 2006 presidential candidate, former political prisoner
Mr. Valerii Karnytska, Deputy Chair, “For Freedom” movement
Mr. Vitaly Vushchevich, Deputy Chair, Belarusian Christian Democracy Party
Mr. Anatol Lyubetski, Chair, United Civic Party
Mr. Vladimir Lavrin, Chair, Belarussian Association of Journalists
Mr. Oleg Golik, Chair, Belarus (Ichtri) Committee
Mr. Vitaly Rymashevski, Co-Chair, Belarussian Christian Democracy Party
Mr. Seraya Kalajkin, Chair, Belarusian Party of Communists
Mr. Ales Finkovich, Chair, “Young Belarus” movement

1345
Depart Crowne Plaza hotel for Embassy

1445
Press conference at Embassy, brief tour of Embassy grounds (optional)
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>1515</td>
<td>Depart Embassy for historical tour</td>
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<tr>
<td>1525</td>
<td>Visit to Jewish cemetery site</td>
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<tr>
<td>1540</td>
<td>Depart for &quot;Yanai&quot; memorial</td>
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<tr>
<td>1550</td>
<td>Visit &quot;Yanai&quot; memorial</td>
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<tr>
<td>1600</td>
<td>Depart &quot;Yanai&quot; memorial for Jewish community center</td>
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<tr>
<td>1630</td>
<td>Depart Jewish community center for Victory Square</td>
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<tr>
<td>1640</td>
<td>Informal ceremony at Victory Monument Met by a Minsk Deputy Mayor</td>
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<tr>
<td>1650</td>
<td>Depart Victory Square for Karapaty en route to Vilnius</td>
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<tr>
<td>1710</td>
<td>Visit Karapaty site (burial place of thousands of victims of Stalinist repression)</td>
</tr>
<tr>
<td>1730</td>
<td>Depart Karapaty, continue to Vilnius</td>
</tr>
<tr>
<td>19:30</td>
<td>Arrive Vilnius</td>
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</table>

9:00-11:00 AM  General Committee on Political Affairs and Security (March 11 Hall at the Seimas)
Opening remarks by the Chair of the Committee
Introduction of the Draft Resolution by the Rapporteur
Debate

9:00 - 11:00 AM  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

12:00-1:30 PM  Coffee Break

11:30 AM - 1:30 PM  Special Plenary Session (March 11 Hall at the Seimas)
Call to Order/ Ms. Jose SOMES, President of the OSCE Parliamentary Assembly
Remarks by Mr. Vygaudas USACKAS, Foreign Minister, Republic of Lithuania
Address by Ms. Theodora BAKYOANNIS, Minister of Foreign Affairs of Greece
Chairperson-in-Office of the OSCE, followed by a question and answer session.

3:30-6:30 PM  Guided tour of Trakai (anyone planning to travel to Trakai should meet at the main gate of the Seimas no later than 3:30 PM)

6:30-9:30 PM  Reception hosted by the Lithuanian Delegation
Belmonto Entertainment and Recreation Center
OFFICIAL SCHEDULE FOR TUESDAY

ACCOMPANYING PERSONS SCHEDULE FOR TUESDAY

10:00 AM  Depart Hotel en route Lithuanian National Museum, walking (Meet in Computer Room on 4th Floor)
10:30 AM  Visit Lithuanian National Museum
1:00-2:30 PM  Lunch - Cucina (Hungarian)
2:50-3:00 PM  Travel back to hotel.
3:00-3:30 PM  Bus departs for main gate of Seimas
3:30-4:30 PM  Guided tour of Trakai
7:30-9:30 PM  Reception hosted by Lithuanian delegation at Belmontas.

DAILY NOTES:

Tips to keep your room cool:

In order for your air conditioner to work your key must be kept in the key slot inside your door. When you remove your key your air conditioner will turn off. Recommend inserting a business card or piece of paper in the slot and leaving it in throughout the day so your room will be cool when you return.

**Your air conditioner WILL NOT work if your window is open**

IMPORTANT PHONE NUMBERS

Dr. Samelis- Located in room 225 (to reach him by phone within the hotel dial 9-725)
CAPT Nowell- Located in room 226 (to reach him dial 9-226)
L T. McGuire- Located in room 403 (to reach him dial 9-403)

PLEASE CONTACT US IF YOU HAVE ANY PROBLEMS or QUESTIONS

BUS SCHEDULE

Buses departing the Hotel (en route Seimas):

Buses departing the Seimas (en route Hotel):
7:45 AM, 8:15 AM, 9:45 AM, 9:45 AM, 10:15 AM, 10:45 AM, 10:45 AM, 11:45 AM, 11:15 AM, 11:45 AM, 12:15 PM, 12:15 PM, 1:15 PM, 1:15 PM, 2:15 PM, 2:15 PM, 3:15 PM, 3:15 PM, 4:15 PM, 4:15 PM, 5:15 PM, 5:15 PM, 6:15 PM, 6:15 PM

10-79600_0097
CODEL CARDBUS DAILY SCHEDULE for
Wednesday, 1 July, 1999

Weather Predictions:

* high 78° F Overcast Low- 62° F
* Mostly Sunny - 0% chance of rain
* Sunrise 5:46 AM - Sunset 6:54 PM
* 75% humidity

7:00-10:00 AM Breakfast served on the 3rd floor. The restaurant is located to your left when you exit the elevator on the first floor. (Cost included in your room rate)

8:00 AM First bus departs hotel to route Selmas. (Shuttle buses will depart the hotel every 15 minutes throughout the day) See schedule at the bottom of itinerary

0850 Accompanying Persons Meet in the Lobby. ** See schedule at bottom of page**

0900 - 10:30 General Committee on Democracy, Human Rights and Humanitarian Questions (March 11 Hall)
* Debate (cont'd)
* Consideration of amendments

0900 - 10:30 General Committee on Economic Affairs, Science, Technology and Environment (Pius X) Chamber
* Debate (cont'd)
* Consideration of amendments

**0930** Delegation meet in European Information Room (located in the entrance) in preparation for meeting with Speaker of Selmas. (Be ready to make this meeting at 0930, hotel from the hotel)

1000 U.S. Delegation meeting with the Speaker of Selmas (Parliament) of the Republic of Liechtenstein and the President of the Delegation of the OSCE PA (Vienna-Austria) (Press photo only at the top or bottom of meeting) **May need to be rescheduled depending on committee work

1100 Press Conference (Press Conference Hall, Selmas Building)

1000 - 1100 Coffee break

1100 - 1230 General Committee on Political Affairs and Security (March 11 Hall)
* Debate (cont'd)
* Consideration of amendments

1245 - 1415 Working Lunch on Gender Issues (Selmas Restaurant)

1430 - 1600 General Committee on Economic Affairs, Science, Technology and Environment (Pius X) Chamber
* Consideration of amendments and adoption of Resolution
* Supplementary items

10-7960_0098
1150 – 1600 General Committee on Democracy, Human Rights and Humanitarian Questions (March 11 Hall)
Concertation of amendments and adoption of Resolution
Supplementary items

**1150**
U.S. Delegation gather in European Information Room at the Seimas in preparation for the 1500 meeting

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

1600 – 1630 Coffee Break

1630 U.S. Delegation meet with the Russian Delegation (European Information Room in the Seimas)

1630 – 1800 General Committee on Political Affairs and Security (March 11 Hall)
Concertation of amendments and adoption of Resolution
Supplementary items

1800 Transportation departs Seimas en route British Embassy

1900 U.S. Delegation Depart Hotel for British Embassy; Reception in delegation room

1930 Annual UK-US Reception at British Embassy (For Entire Delegation)

1945 CODEL Dinner

**ACCOMPANYING PERSONS SCHEDULE**

0830 Accompanying Persons meet in the Lobby

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 events in Lithuanian Jewish History. Cost of entry is 5 litas per person. Rachael (Rachke) Konstanin of the Museum has agreed to provide a tour without charge but any support is welcome.

1020-1040 Travel to Gediminas Castle and Museum

1040-1200 Gediminas Castle and Museum

Objective: Visit one of the most noticeable sites in Vilnius; take particular note of the castle and museum. Entry charge is 2 litas per person. Entry cost is 5 litas per person.

1200-1220 English speaking guides available for 50 litas for groups of ten or more.

1220-1250 Travel to Totori Restaurant in Užupis

1250-1400 Lunch – Totori Restaurant (Lithuanian grill); in outside seating area with good overhang if there is rain

1400-1410 Travel to St. Anne’s Church
1410-1500  St Anne's Church
Objective: Dating from the 15th century, the church was constructed from thirty three different shapes of brick.
1500-1510  Travel back to hotel
1515-1525  Walk to Gates of Dawn
1525-1625  Gates of Dawn
Objective: View last remaining gate of town fortifications and 17th century image of Virgin Mary.
1625-1635  Return to hotel
1800  Depart hotel for British Embassy (meet in the Delegation Room)
1830-1915  British reception for delegation at British Embassy (For entire delegation)
1915  Depart British Embassy for dinner
1945  Delegation dinner for entire group: location to be decided

DAILY NOTES:

Tips to keep your room cool:

In order for your air conditioner to work your key must be kept in the key slot inside your door. When you remove your key your air conditioner will turn off. Recommend leaving a business card or piece of paper in this slot and leaving it there throughout the day so your room will be cool when you return.

**Your air conditioner WILL NOT work if your window is open**

IMPORTANT PHONE NUMBERS:

Drs. Stromme- Located in room 112 (to reach him by phone within the hotel dial 9-225)
CAPT Nunnely-Located in room 328 (to reach him dial 9-228)
LT McGuire- Located in room 103 (to reach him dial 9-405)

PLEASE CONTACT US IF YOU HAVE ANY PROBLEMS or QUESTIONS

BUS SCHEDULE:

Buses departing the Hotel (en route Senatus):

7:45 AM, 8:15 AM, 8:45AM, 9:15 AM, 9:45 AM, 10:15 AM, 10:45 AM, 11:15 AM, 11:45 AM, 12:15 PM, 12:45 PM, 1:15 PM, 1:45 PM, 2:15 PM

Buses departing the Senatus (en route Hotel):

7:45 AM, 8:15 AM, 8:45AM, 9:15 AM, 9:45 AM, 10:15 AM, 10:45 AM, 11:15 AM, 11:45 AM, 12:15 PM, 12:45 PM, 1:15 PM, 1:45 PM, 2:15 PM, 2:45PM, 3:15 PM, 3:45 PM, 4:15 PM, 4:45PM, 5:15 PM, 5:45 PM, 6:15 PM

10-7960_0100
Thursday, 8 October - Washington DC
Arrive: Travel Cautiously
Forecasted Weather: Mostly Sunny; High 71° Low 56°

**10:00**
Members depart Capitol Hill en route Andrews Air Force Base

**19:00**
Depart Washington DC (Andrews) (GMT -4) via MILAIR en route Athens, Greece (GMT +3)
Flight Duration: 11 Hours
Advance clocks 7 Hours

**Times are subject to change depending on House and Senate schedules/votes

Friday, 9 October, Athens
Arrive: Business
Forecasted Weather: Sunny; High 88° Low 64°

**11:00**
Arrive Athens

11:40
Arrive Hotel (Conference Venue)
- Hotel Check-in, Distribute Per Diem, Currency Exchange, Conference Registration

LUCIAN APOLLON PALACE
10 Ag. Nikolaou & Elitra St.
168 71 Athens, Vouliagmeni, Greece
Tel. +30 210 965 05 00
Fax: +30 210 965 05 10

11:00-12:30
SESSION 1: Regional Cooperation in Energy Security (**US DELEGATION WILL MISS THIS SESSION**)
Chair/Moderator: Mr. Petros EFTHYMIOU, Vice-President of the OSCE Parliamentary Assembly

Keynote speakers:
- Mr. Giorgos SALAGOUDIS, MP, Chairman of the Standing Committee on Production and Trade of the Hellenic Parliament
- Dr. Velodymyr SAPRYKIN, Director of Energy Programmes – Centre for Economic and Political Studies of Ukraine, Rzeszow
- Mr. Staurus SIMOPOULOS, Chairman of the Regulatory Authority for Energy (RAE), Professor, National Technical University of Athens (NTUA)

Keynote speaker from the Russian Federation - (TBC)
Open debate

13:15
Depart hotel for lunch at Patisiona Restaurant (near hotel)
144

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<th>Time</th>
<th>Activity</th>
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<tr>
<td>1330-1500</td>
<td>Lunch for U.S. Delegation at Panorama Restaurant</td>
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<tr>
<td>1500</td>
<td>Delegates-Staffers return to hotel for afternoon session. (Accompanying persons depart in separate van for downtown)</td>
</tr>
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</table>

1500

**Begin Accompanying Persons Schedule**
Depart Restaurant for downtown Athens

1600-1745
Walking tour of historical Monastiraki and Plaka districts.

1745
Depart downtown Athens en route Hotel

1830
Arrive Hotel-Dinner time

2030
Reception hosted by the Head of the Hellenic Delegation to the OSCE PA, Mr. Panayotis SKANDALAKIS

1530-1540
**SESSION 2:** Climate and Environmental Policy—The Road to Copenhagen
Chair/Moderator: Member of the Bureau of the OSCE Parliamentary Assembly

**Keynote speakers:**
- Senator Benjamin CARDIN, Chairman of the Commission on Security and Cooperation in Europe; Vice-President of the OSCE Parliamentary Assembly
- Mr. Yerasimos METSOTAKIS, MP, Chairman of the Special Committee on Environmental Protection of the Hellenic Parliament
- Mr. Dinos VARVARIGOS, MP, Vice-Chairman of the Special Committee on Environmental Protection of the Hellenic Parliament
- Mr. Dimitris I. PANAS, former Professor, University of Athens, Department of Meteorology
- Representative of the Government of Denmark (TBC)

Open debate

2030
Reception hosted by the Head of the Hellenic Delegation to the OSCE PA, Mr. Panayotis SKANDALAKIS

Location: Acropolis Hotel

**RON**
DIVANI APOLLON PALACE Hotel, Athens

**Saturday, 10 October, Athens**

*Anic, Bistcri*
- Forecasted Weather: Sunny; High 70 Low 64

0830
Begin Hospitality Room Opens

10-7960_0103
900-1100  Tour Cape Sounion and the Temple of Poseidon
1145-1330  Lunch at seaside restaurant
1400  Return to hotel, downtime
1600 – 1730  Tour Roman Agora, Roman Forum, Tour of the Acropolis (Combined) group of members (listed above) and accompanying persons
3  Archaeologist Mr. Harris of the American School of Classical Studies will act as the tour guide.
2030  Reception hosted by the Head of the Hellenic Delegation to the OSCE PA, Mr. Panayiotis Stavridis in Athens, Location: On-site at the Dionysus Apollo Palace Hotel

1006-1200  SESSION 3: Optimal Utilization of Natural Resources for Human Security

Chair: Moderator: Member of the Bureau of the OSCE Parliamentary Assembly
Keynote Speakers:
Mr. Kasymi-Jasani YOKAVI, Chairman of the Senate of the Republic of Kosovo, Vice-President of the OSCE Parliamentary Assembly
Mr. Goren SUNJANOVIC, Co-ordinator of OSCE Economic and Environmental Activities
Mr. Theodoreos PANAGIOTIS, MP, Chairman of the Political Committee of the European Security and Defense Assembly of the WEB
Open debate

1200-1215  Coffee Break
1215-1245  CLOSING SESSION of the Conference on Energy Security and Environment

Concluding Remarks by a Representative of the Hellenic Parliament
Concluding Remarks by the President of the OSCE Parliamentary Assembly


2030  Dinner hosted by the President of the Hellenic Parliament, Mr. Dimitrios G. SIDIRAS
Location: Dionysus Apollo Palace Hotel

RON  DIIONI APOLLION PALACE Hotel, Athens

Sunday, 11 October, Athens

Notes: History
FORECASTED WEATHER: SLOWY, HIGH 77 Low 63
09:30   Control-Hospitality Room Opens

09:50   Begin Accompanying Person Schedule
       Depart hotel for Piraeus port. Meet tour guide at Piraeus port.

08:50   Depart on Hellenic Seaways Flying Dolphin hydrofoil to Argina

09:35   Arrive Argina

10:40 - 13:45  Taxi tour of Temple of Aphaia, walking tour of Argina port town, lunch at seaside restaurant*

14:05   Depart Argina for Port of Piraeus on Hellenic Seaways Flying Dolphin hydrofoil

14:45   Arrive in port of Piraeus. Take embassy van to Acropolis Museum

15:30   Arrive Acropolis Museum, meet (delegation in amount café)

16:00 - 17:30  Tour Acropolis Museum

17:45   Depart museum for hotel, concluding next event: Delegation dinner at 20:00

10:15-11:15  The OSCE Mediterranean Dimension: Prospects and Challenges

Chair: Ambassador Mr. Anne L. BASTING, OSCE PA Special Representative for Mediterranean Affairs

Remarks by Mr. João SOARES, President of the OSCE Parliamentary Assembly

Remarks by Ms. Elian PAPADIMITRIOU, Vice-President of the Hellenic Parliament, Vice-President of the Executive Committee of the Inter-Parliamentary Union

Remarks by Mr. Stavros ROUSSOS, Personal Representative of the OSCE Chairman-in-Office for Mediterranean Partners

"The OSCE and the Mediterranean: prospects and challenges"

Keynote address by Ambassador Marc PERREN & BRACHAMONT, Secretary General of the OSCE, followed by question & answer period.

11:15 - 11:30  Coffee Break

11:15 - 12:00  Press event at Hotel (room TBD)

11:30 - 13:30  SESSION on Trade and Economic Cooperation in the Mediterranean

Chair: Moderator: Senator Jerry GRAFSTEIN, Vice-President of the OSCE Parliamentary Assembly

Keynote speakers:

Mr. Jason AZZOPARDI, Ministry of Finance, Economy and Investment of the Republic of Malta

Ms. Konstantina AGORASTON, MP, Chairman of the Standing Committee on Economic Affairs of the Hellenic Parliament

Statements by Parliamentary Representatives from the OSCE Mediterranean Partners for Cooperation

10-7860_0105
General Debate

1330-1345 Closing of the OSCE PA Fall Meetings 2009
Concluding Remarks by Mr. Panayiotis SKANDALAKIS, Head of the Hellenic Delegation to the OSCE Parliamentary Assembly
Concluding Remarks by Mr. Petros EFTHYMIOU, Vice-President of the OSCE Parliamentary Assembly
Concluding Remarks by Mr. Joon SOARES, President of the OSCE Parliamentary Assembly

1400 Delegation departs hotel for Acropolis Museum
1445 Lunch at Acropolis Museum Café
1545 Accompanying persons meet up with delegation at café
1630-1730 Tour Acropolis Museum
Tour led by public diplomacy specialist Evgenia Platigeiou
1745 Return to Hotel

2000-2130 Delegation Dinner

2230 Hospitality: Control Room always for the evening

RON DIPLOMATIC PALACE Hotel, Athens

Monday, 17 October - Athens/Washington, DC
Active Travel Council
Precipitous Weather: Partly Cloudy, High 77 Low 63

0700 Control Room: Hospitality Room open
0800 COEGL Buggage Check: Currency exchange
0800 Members of Congress and Staff Depart: Hotel for US Embassy
0900-1000 Country Team Briefing (U.S. Embassy)

1000 Accompanying Persons: Depart Hotel (no one will be returning to Hotel after this departure)

1000-1045 Possible Hi-Low
1145-1200 Full Delegation tour of Acropolis (please wear sturdy comfortable shoes)
1300-1430 Full delegation lunch at Plaka Koizina Restaurant

1530-1630 Tour Roma Camp
Tour led by Political Gilber David Machiko and Political Specialist Cissy Haidouboulak. Distribution of food and clothing donated by embassy staff.
1645 Arrive Airport
1700  Depart Athens (GMT +3) en route Shannon Ireland (GMT -1)
      Flight Time: 4 hrs 15 min
      Retard Clocks: 2 hours

1915  Arrive Shannon Ireland for refuel

2045  Depart Shannon (GMT +1) en route Washington DC (GMT -4)
      Flight Time: 7 hrs 15 min
      Retard Clocks: 5 hours

2300  Arrive Andrews Air Force Base, Washington DC

MISSION COMPLETE
EXHIBIT 17