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
OFFICE OF CONGRESSIONAL ETHICS
UNITED STATES HOUSE OF REPRESENTATIVES

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July 2010

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OFFICE OF
CONGRESSIONAL ETHICS
BOARD
UNITED STATES HOUSE OF REPRESENTATIVES
ONE HUNDRED ELEVENTH CONGRESS
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Leo J. Wise, Chief Counsel & Staff Director
Kedric L. Payne, Investigative Counsel

(II)
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 Eliot L. Engel

NATURE OF THE ALLEGED VIOLATION: In 2009, Representative Eliot Engel participated in a Congressional Delegation to Mexico, Nicaragua, and Jamaica. During the trip, he received a travel per diem for meals and incidental expenses with an approximate value of $866.00. Public statements attributed to Representative Engel indicated that he may have retained excess per diem. In addition, these public statements indicate that he may have retained excess per diem on other trips.

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

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

VOTES IN THE AFFIRMATIVE: 6

VOTES IN THE NEGATIVE: 0

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

Review No. 10–8483

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. 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. 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. 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 consistent with the rationale for a per diem approach to covering

2 Letter from the Speaker of the House to House Committee Chairmen, dated May 13, 2010 (Exhibit 1 at 10–8483 __002).
3 Memorandum of Interview of Commission on Security and Cooperation in Europe Office Manager, June 3, 2010 (Exhibit 2 at 10–8483 __006); Memorandum of Interview of House Committee on Foreign Affairs Travel Coordinator, June 2, 2010 (“HCFA Travel Coordinator MOI”) (Exhibit 3 at 10–10–8483 __009); and Memorandum of Interview of House Armed Services Committee Travel Coordinator, June 8, 2010 (Exhibit 4 at 10–8483 __014).
travel expenses without need for itemized accounting, it nonetheless appears to be contrary to the rule the House adopted and with which many Members evidently do comply. The Board determined that fairness dictates upholding the standard stated in the rule and adhered to by many, rather than excusing a practice of noncompliance, however pervasive.

4. Representative Engel acknowledged publically before the commencement of the OCE’s Review that he did not return excess per diem. During the Review, he acknowledged that he used per diem for expenses other than meals and incidentals and that he may have had excess per diem of a “de minimis” amount.

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 Eliot L. Engel may have violated House Rule 10, clause 8; House Rule 23, clause 1 and clause 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 Engel, a Member of the United State House of Representatives from the 17th District of New York. The Resolution the United States House of Representatives adopted creating the OCE directs that, “[n]o review shall be undertaken . . . by the board of any alleged violation that occurred before the date of adoption of this resolution.” The House adopted this Resolution on March 11, 2008. Therefore, the conduct under Review occurred after March 11, 2008.

C. PROCEDURAL HISTORY

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

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

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

5 Letter from Representative Engel to Chairman David Skaggs, dated July 21, 2010 (“Engel Letter”) (Exhibit 7 at 10–8483_022).
6 According to the Resolution, the Board must vote on whether to conduct a second-phase Review in a matter before the expiration of the 30-day preliminary Review. If the Board votes for a second-phase, the second-phase begins when the preliminary Review ends. The second-phase Review does not begin on the date of the Board vote.
7 Id. at § 1(c)(2)(A)(ii) (2008).
10. Representative Engel submitted a written statement to the Board under Rule 9(B) of the OCE’s Rules for the Conduct of Investigations, on July 21, 2010. 8

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

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

D. SUMMARY OF INVESTIGATIVE ACTIVITY

13. The OCE requested documentary and testimonial information from the following sources:
   (1) Representative Engel;
   (2) House Committee on Foreign Affairs;
   (3) House Committee on Foreign Affairs Travel Coordinator;
   (4) Commission on Security and Cooperation in Europe ("CSCE");
   (5) CSCE Office Manager;
   (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 ENGEL RECEIVED PER DIEM IN EXCESS OF HIS ACTUAL MEAL AND INCIDENTAL EXPENSES DURING CERTAIN CODELS AND RETAINED THE EXCESS PER DIEM

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

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

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

A. APPLICABLE LAW, RULES, AND STANDARDS OF CONDUCT

1. HOUSE RULES

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

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8 Engel Letter (Exhibit 7 at 10–8483–025–028).
9 H. Res. 895 of the 110th Congress, as amended, Section 1(c)(1)(A).
(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&E. Per diem rates are established by the Department of State for foreign cities. The foreign per diem rates are established monthly by the Department of State based on actual reported costs of hotel, meals and incidental expenses in individual cities around the world. Therefore, routine expenses are usually well within the per diem rates and it is sufficient to authorize per diem payments based on those rates.”

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10 41 C.F.R. § 300–3.1 (emph. added).
11 Id.
12 Id.
13 Id.
26. Under the Federal Travel Regulation, the allocation of meals and incidental expenses ("M&IE") rates that was 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:

<table>
<thead>
<tr>
<th>Questions and Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q</td>
</tr>
<tr>
<td>A</td>
</tr>
</tbody>
</table>

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

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

29. On March 2, 2010, the Wall Street Journal published an article entitled “Rewards From Traveling Abroad.”17

30. In that article, Representative Engel’s statements indicated that he may have retained excess per diem that he received during the CODELs.

31. According to the article: “In an interview, Engel said he normally keeps leftover funds when he travels, but he doesn’t recall the details of his South American travels.”18

32. The article also quoted Representative Engel as saying, “If there was anything left, it was negligible . . . There are no windfalls from these.”19

33. In an interview with the OCE, Representative Engel confirmed that he was accurately quoted in the article.20

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15 41 C.F.R. ch. 301, App. B.
16 House Rule 10, clause 8.
18 Id.
19 Id.
20 Engel MOI (Exhibit 6 at 10–8483 _023).
C. REPRESENTATIVE ENGEL’S USE OF PER DIEM FOR EXPENSES OTHER THAN MEALS AND INCIDENTALS PROVIDES SUBSTANTIAL REASON TO BELIEVE THAT HE HAD EXCESS PER DIEM AND HE DID NOT RETURN EXCESS PER DIEM

34. Representative Engel used per diem for expenses other than his personal lodging, meals, and incidentals.
35. Specifically, he occasionally used the per diem to cover the meals and entertainment of leaders or residents of the country that he visited. 21
36. He also used the per diem to purchase gifts for his secretary and chief of staff on occasion. 22
37. Representative Engel’s use of the per diem for purposes other than his personal meals and incidental expenses suggests that his actual meal and incidental expenses were less than the per diem that he received.
38. As a result, there is substantial reason to believe that Representative Engel had excess per diem after certain CODELs.

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

39. Based on the information before the OCE, the exact amount of his meal and incidental expenses for each CODEL is unknown.
40. Consequently, the OCE used an estimate of expenses to determine whether it appeared that Representative Engel retained excess per diem that was more than a de minimis amount.
41. 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.
42. If an estimate is not used, a House Member or staff could impede the enforcement of Rule 10, clause 8, by simply not maintaining any records of his or her actual expenses.
43. Representative Engel’s description of his typical meal and incidental expenses provides the basis for estimating his actual expenses.
44. Representative Engel’s meals during CODELs falls into the following three categories:
(a) meals that were provided to him at no charge. These meals include working lunches, and official dinners that were hosted as part of the official events of the CODELs. Representative Engel stated that these meals were often available, but not always. In addition, he told the OCE that the food was of poor quality and he would often purchase his own meal after such events with the per diem; 23

22 Engel MOI (Exhibit 6 at 10–8483–022).
23 Id.
(b) meals that were paid for by military personnel escorting the CODEL who Representative Engel later reimbursed. These are the meals where multiple Members of Congress and staff attend and the military escort (e.g., U.S. Air Force official) paid for the dinner on behalf of all participants and then sent an invoice to each person for their portion of the bill; and

(c) meals that Representative Engel directly paid for himself. 25

45. With respect to incidental expenses, Representative Engel told the OCE that he used per diem for ground transportation. However, he also noted that most ground transportation was provided to him at no cost. He also used the per diem for water bottles, toiletries, bug spray and other miscellaneous items. 26

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

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

47. Representative Engel did not return any excess per diem and he believes that if he had any excess per diem, it was a de minimis amount. 27

48. Representative Engel believes that on some CODELs his per diem did not cover all of his expenses. For example, during CODEL Engel to Trinidad and Tobago, St. Vincent, and the Grenadines, Representative Engel told the OCE he did not have enough per diem because certain meals were very expensive. 28

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

50. Each of the relevant CODELs was organized by the House Committee on Foreign Affairs ("HCFA").

51. The HCFA Travel Coordinator 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. 29

52. The Travel Coordinator estimates that approximately 50% of travelers return unused per diem. She also noted that House staff usually returns per diem at a higher rate than House Members. 30

53. The Travel Coordinator requires each traveler to submit to her a signed travel form that lists the amount of "Per Diem Returned." 31

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24 Id.
25 Id.
26 Id.
27 Engel Letter (Exhibit 7 at 10–8483–027).
28 Engel MOI (Exhibit 6 at 10–8483 023).
29 HCFA Travel Coordinator MOI (Exhibit 3 at 10–8483 009).
30 Id. at 10–8483 009.
31 Id. at 10–8483 009.
54. Representative Engel submitted these forms for various trips, including CODEL Engel (Feb 2009), and indicated that he had “0” per diem to return.\textsuperscript{32}

\begin{table}[h]
\centering
\begin{tabular}{|c|c|c|c|c|c|c|}
\hline
\textbf{COUNTRY} & \textbf{START} & \textbf{DEPART} & \textbf{DAY} & \textbf{MAX. ADJ.} & \textbf{DIEM MAID} & \textbf{PER DIEM 1D} & \textbf{CUMULATIVE TOTAL} \\
\hline
\textit{捣} & 1/28/08 & 2/23/08 & 3 & 399.00 & 0 & 399.00 & M \\
\hline
\textit{捣} & 1/23/09 & 2/21/09 & 1 & 399.00 & 0 & 399.00 & M \\
\hline
\textit{捣} & 6/30/04 & 7/24/04 & 3 & 399.00 & 0 & 399.00 & M \\
\hline
\end{tabular}
\caption{Individual Report on Committee Travel}
\end{table}

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

\textsuperscript{32} House Committee on Foreign Affairs Individual Report on Committee Travel for Representative Eliot L. Engel, dated October 1, 2009 (Exhibit 9 at 10–8483 _051).
56. Although, the available evidence does not establish the exact amount of actual expenses for Representative Engel’s CODELs, after estimating meal and incidental expenses, there is substantial reason to believe that Representative Engel 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>Engel to Kosovo</td>
<td>Jun 13 to Jun 16, 2008</td>
<td>$420.00</td>
<td>$370.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Engel to Peru, Chile, and Paraguay</td>
<td>Nov 6 to Nov 13, 2008</td>
<td>$984.00</td>
<td>$720.00</td>
<td>$264.00</td>
</tr>
<tr>
<td>Engel to Mexico, Nicaragua, and Jamaica</td>
<td>Feb 16 to Feb, 22 2009</td>
<td>$866.00</td>
<td>$709.00</td>
<td>$157.00</td>
</tr>
<tr>
<td>Engel to Trinidad and Tobago &amp; St. Vincent and the Grenadines</td>
<td>Apr 17 to Apr 21, 2009</td>
<td>$622.00</td>
<td>$519.00</td>
<td>$103.00</td>
</tr>
<tr>
<td>Engel to El Salvador &amp; Honduras</td>
<td>May 31 to Jun 2, 2009</td>
<td>$154.00</td>
<td>$111.00</td>
<td>$43.00</td>
</tr>
<tr>
<td>Engel to Panama, Argentina and Columbia</td>
<td>Jan 3 to Jan 10, 2010</td>
<td>$1,062.00</td>
<td>$987.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>Engel to Israel</td>
<td>Feb 13 to Feb 19, 2010</td>
<td>$910.00</td>
<td>$864.00</td>
<td>$46.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$5,018.00</td>
<td>$4,280.00</td>
<td>$738.00</td>
</tr>
</tbody>
</table>

1. CODEL ENGEL (JUN 2008)

57. During CODEL Engel to Kosovo, Representative Engel received per diem for meals and incidental expenses in the amount of $420.00. 35

58. According to the CODEL itinerary, at least two meals appear to have been provided at no cost to Representatives who attended the CODEL. 36

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35 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.

36 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.

35 See Itinerary for Code Engel (June 13 to June 16, 2008) (Exhibit 10 at 10–8483_053–054);

36 Itinerary for CODEL Engel (June 13 to June 16, 2008) (Exhibit 10 at 10–8483_053–054).
59. Representative Engel’s estimated meal and incidental expenses are based on the Federal Travel Regulation allocation formula.\textsuperscript{37}

60. The estimated amount of meals and incidental expenses is $370.00.

61. Accordingly, the estimated excess per diem is $50.00.

<table>
<thead>
<tr>
<th>Codel Engel to Kosovo (June 13 to June 18, 2008)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals &amp; Incidental</td>
</tr>
<tr>
<td>Breakfast</td>
</tr>
<tr>
<td>Jun 13</td>
</tr>
<tr>
<td>$9</td>
</tr>
<tr>
<td>Jun 14</td>
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<td>Jun 15</td>
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<td>Jun 16</td>
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<td>Jun 17</td>
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<td>$21</td>
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<td>$16</td>
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<td>Hosted</td>
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<td>Jun 16</td>
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<tr>
<td>Incidental</td>
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<tr>
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<tr>
<td>Estimated M&amp;E</td>
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<tr>
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<tr>
<td>Estimated Excess Per Diem</td>
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<td></td>
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</tbody>
</table>

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

2. CODEL ENGEL (NOV 2008)

63. During CODEL Engel to Peru, Chile, and Paraguay, Representative Engel received an enhanced per diem for meals and incidental expenses in the amount of $984.00.\textsuperscript{38}

64. According to the CODEL itinerary, at least five meals appear to have been provided at no cost to Representatives who attended the CODEL.\textsuperscript{39}

65. Representative Engel’s estimated meal and incidental expenses are based on the Federal Travel Regulation allocation formula.\textsuperscript{40}

66. The estimated amount of meals and incidental expenses is $720.00.

\textsuperscript{37} 41 C.F.R. ch. 301 App. B.
\textsuperscript{38} See Travel Voucher for CODEL Engel (Exhibit 11 at 10–8483 056–057; Itinerary for CODEL Engel (November 6 to November 13, 2008) (Exhibit 12 at 10–8483 059–060; monthly per diem rates established by the Office of Allowances, United States Department of State <available at http://aoprals.state.gov/seqb920/per diem.asp>.
\textsuperscript{39} Itinerary for CODEL Engel (November 6 to November 13, 2008) (Exhibit 12 at 10–8483065–066).
\textsuperscript{40} 41 C.F.R. ch. 301 App. B.
67. Accordingly, the estimated excess per diem is $264.00.

<table>
<thead>
<tr>
<th>Meals &amp; Incidents</th>
<th>Nov 6</th>
<th>Nov 7</th>
<th>Nov 8</th>
<th>Nov 9</th>
<th>Nov 10</th>
<th>Nov 11</th>
<th>Nov 12</th>
<th>Nov 13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$22</td>
<td>$22</td>
<td>$22</td>
<td>$22</td>
<td>$22</td>
<td>$19</td>
<td>$19</td>
<td>$0.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$37</td>
<td>Hosted</td>
<td>$37</td>
<td>$37</td>
<td>$37</td>
<td>$31</td>
<td>$31</td>
<td>---</td>
</tr>
<tr>
<td>Dinner</td>
<td>Hosted</td>
<td>$58</td>
<td>$58</td>
<td>Hosted</td>
<td>Hosted</td>
<td>Hosted</td>
<td>$49</td>
<td>---</td>
</tr>
<tr>
<td>Incidents</td>
<td>$29</td>
<td>$29</td>
<td>$29</td>
<td>$30</td>
<td>$30</td>
<td>$25</td>
<td>$25</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

M&E Received       $984.00
Estimated for Additional M&E $720.00
Estimated Excess Per Diem $264.00

68. There is substantial reason to believe that Representative Engel had excess per diem after CODEL Engel (Feb 2009) that he did not return to the U.S. Treasury.

3. CODEL ENGEL (FEB 2009)

69. During CODEL Engel to Mexico, Nicaragua, and Jamaica, Representative Engel received an enhanced per diem for M&IE in the amount of $866.00.41

70. According to the itinerary for CODEL Engel, at least one meal appears to have been provided at no cost to Representatives who participated during the seven-day trip.42

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41 See Letter from Howard Berman to the Secretary of State dated February 11, 2009 (Exhibit 13 at 10–8483_062); itinerary for CODEL Engel (February 16 to February 22, 2009) (Exhibit 14 at 10–8483_064–068); monthly per diem rates established by the Office of Allowances, United States Department of State <available at http://aoprals.state.gov/aweb20/per_diem.asp>.
42 Itinerary for CODEL Engel (February 16 to February 22, 2009) (Exhibit 14 at 10–8483_064–068).
71. Following the CODEL, Representative Engel owed the military escort $135.25 for meals and other expenses that were incurred on behalf of Representative Engel. An invoice was sent to Representative Engel, dated February 27, 2009.

72. The amount of M&IE per diem remaining after the billed expenses for four meals is $730.75.

73. Representative Engel may have incurred meal and incidental expenses in addition to those owed to the military escort. The estimate of these additional meal and incidental expenses is based on the Federal Travel Regulation allocation formula.
74. The estimated amount of meals and incidental expenses is $574.00.
75. Accordingly, the estimated excess per diem is $157.00.

<table>
<thead>
<tr>
<th>Meals &amp; Incidentsals</th>
<th>Feb 16</th>
<th>Feb 17</th>
<th>Feb 18</th>
<th>Feb 19</th>
<th>Feb 20</th>
<th>Feb 21</th>
<th>Feb 22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>---</td>
<td>≅ $22</td>
<td>≅ $17</td>
<td>≅ $17</td>
<td>≅ $20</td>
<td>≅ $20</td>
<td>$0.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>Billed</td>
<td>Billed</td>
<td>≅ $28</td>
<td>≅ $28</td>
<td>Billed</td>
<td>Billed</td>
<td>$0.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>≅ $58</td>
<td>≅ $58</td>
<td>Hosted</td>
<td>≅ $44</td>
<td>≅ $53</td>
<td>≅ $53</td>
<td>---</td>
</tr>
<tr>
<td>Incidents</td>
<td>≅ $29</td>
<td>≅ $29</td>
<td>≅ $22</td>
<td>≅ $22</td>
<td>≅ $27</td>
<td>≅ $27</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

M&E Received $866.00
Billed $135.25
Estimated M&E $574.00
Estimated Excess Per Diem $157.00

76. There is substantial reason to believe that Representative Engel had excess per diem after CODEL Engel (Feb 2009) that he did not return to the U.S. Treasury.

4. CODEL ENGEL (APR 2009)

77. During CODEL Engel to Trinidad and Tobago, St. Vincent, and the Grenadines, Representative Engel received per diem for meals and incidental expenses in the amount of $622.00. 45
78. According to the CODEL itinerary, at least two meals appear to have been provided at no cost to Representatives who attended the CODEL. 46

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45 See Itinerary for CODEL Engel (April 17 to April 21, 2009) (Exhibit 16 at 10–8483 072–073); Expense Sheet for CODEL Engel (Exhibit 17 at 10–8483 075–076); 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 Itinerary for CODEL Engel (April 17 to April 21, 2009) (Exhibit 16 at10–8483 072–073).
79. Following the CODEL, Representative Engel owed the military escort $283.42 for meal and other expenses that were incurred on behalf of Representative Engel. 47

80. The M&IE per diem remaining after the billed meal expenses is $338.58.

81. Representative Engel may have incurred meal and incidental expenses in addition to the amount owed to the military escort. The estimate of these additional meal and incidental expenses is based on the Federal Travel Regulation allocation formula. 48

82. The estimated amount of meals and incidental expenses is $236.00.

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48 41 C.F.R. ch. 301 App. B.
83. Accordingly, the estimated excess per diem is $103.00.

<table>
<thead>
<tr>
<th>Meals &amp; Incidents</th>
<th>Apr 17</th>
<th>Apr 18</th>
<th>Apr 19</th>
<th>Apr 20</th>
<th>Apr 21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>≈ $26</td>
<td>Hosted</td>
<td>≈ $15</td>
<td>≈ $26</td>
<td>$0.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>≈ $43</td>
<td>Billed</td>
<td>≈ $26</td>
<td>Billed</td>
<td>---</td>
</tr>
<tr>
<td>Dinner</td>
<td></td>
<td>Billed</td>
<td></td>
<td>Hosted</td>
<td>Hosted</td>
</tr>
<tr>
<td>Incidents</td>
<td>≈ $35</td>
<td>≈ $35</td>
<td>≈ $21</td>
<td>≈ $35</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

M&E Received $622.00

Billed $283.42

Estimated M&E ≈ $236.00

Estimated Excess Per Diem ≈ $103.00

84. According to Representative Engel, he did not have any excess per diem on CODEL Engel (Apr 2009) because the delegation was greatly overcharged by a restaurant for a dinner.

85. Based on the information before the OCE, there is substantial reason to believe that Representative Engel had excess per diem for CODEL Engel (Jan 2010) that he did not return to the U.S. Treasury.

5. CODEL ENGEL (MAY 2009)

86. During CODEL Engel to El Salvador and Honduras, Representative Engel received an enhanced per diem for meals and incidental expenses in the amount of $154.00. 49

87. According to the CODEL itinerary, at least three meals appear to have been provided at no cost to the Representatives who attended the CODEL. 50

88. Representative Engel’s estimated meal and incidental expenses are based on the Federal Travel Regulation allocation formula. 51

89. The estimated amount of meals and incidental expenses is $111.00.

49 See Travel Voucher for CODEL Engel (Exhibit 19 at 10–8483_080); Itinerary for CODEL Engel (May 31 to June 2, 2009) (Exhibit 20 at 10–8483_082); 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>.

50 Itinerary for CODEL Engel (May 31 to June 2, 2009) (Exhibit 20 at 10–8483_082).

51 41 C.F.R. ch. 301 App. B.
90. Accordingly, the estimated excess per diem is $43.00.

<table>
<thead>
<tr>
<th>Meals &amp; Incidents</th>
<th>May 31</th>
<th>Jun 1</th>
<th>Jun 2</th>
<th>Jun 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>---</td>
<td>≈ $12</td>
<td>≈ $12</td>
<td>$0.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>---</td>
<td>Hosted</td>
<td>≈ $26</td>
<td>---</td>
</tr>
<tr>
<td>Dinner</td>
<td>Hosted</td>
<td>Hosted</td>
<td>≈ $31</td>
<td>---</td>
</tr>
<tr>
<td>Incidents</td>
<td>$0.00</td>
<td>≈ $15</td>
<td>≈ $15</td>
<td>$0.00</td>
</tr>
<tr>
<td>M&amp;E Received</td>
<td>$154.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estimated for Additional M&amp;E</td>
<td>≈ $111.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estimated Excess Per Diem</td>
<td>≈ $43.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

6. CODEL ENGEL (JAN 2010)

92. During CODEL Engel to Panama, Argentina, and Columbia, Representative Engel received an enhanced per diem for M&IE in the amount of $1,062.00.52

93. According to an itinerary for CODEL Engel, at least five meals appear to have been provided at no cost to Representatives who attended the eight-day trip.53

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52 See Travel Voucher for CODEL Engel (Exhibit 21 at 10–8483_084–085); Itinerary for CODEL Engel (January 3 to January 10, 2010) (Exhibit 22 at 10–8483_087–088); and monthly per diem rates established by the Office of Allowances, United States Department of State <available at http://aoprals.state.gov/aew920/per_diem.asp>.

53 Itinerary for CODEL Engel (January 3 to January 10, 2010) (Exhibit 22 at 10–8483_087–088).
94. Following the CODEL, Representative Engel owed the military escort $258.57 for meal and other expenses that were incurred on behalf of Representative Engel.  

DEPARTMENT OF THE AIR FORCE  
WASHINGTON DC 20330-1000  

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

The Honorable Eliot Engel  
2161 Rayburn Building  
U.S. House of Representatives  
Washington, DC 20515  

Dear Chairman Engel,  

Thank you for choosing the Air Force for your travel to Panama, Argentina and Colombia. It was a true pleasure providing you assistance on the trip. A list of your incurred expenses follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-flight Meals ($7.71 ea)</td>
<td>3</td>
<td>$23.13</td>
</tr>
<tr>
<td>Medical Prescription</td>
<td>1</td>
<td>$14.91</td>
</tr>
<tr>
<td>Dinner – Cabana las Litas (w/Amb), Buenos Aires</td>
<td>1</td>
<td>$100.39</td>
</tr>
<tr>
<td>Dinner – La Bruchetta, Cartagena</td>
<td>1</td>
<td>$45.51</td>
</tr>
<tr>
<td>Lunch – Casa del Mar (w/Mayor), Cartagena</td>
<td>1</td>
<td>$49.98</td>
</tr>
<tr>
<td>Lunch – El Bom (w/Alo/Alo Colombiano), Cartagena</td>
<td>1</td>
<td>$44.65</td>
</tr>
</tbody>
</table>

Total Amount $258.57

Please provide a check for this amount, payable to the US Treasury, to the Air Force Liaison office in the Rayburn House Office Building (Room B-322) as soon as possible. If you have any questions, or if I can be of assistance in any way, please call me at (202) 224-8000. Thank you.

Very Respectfully,

HEIDI E. CORNELL, Lt Col, USAF  
Congressional Liaison

95. The M&IE per diem remaining after the billed meal expenses is $803.00.

96. Representative Engel may have incurred meal and incidental expenses in addition to those owed to the military escort. The estimate of these additional meal and incidental expenses is based on the Federal Travel Regulation allocation formula.  

97. The estimated amount of meals and incidental expenses is $728.00.

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55 41 C.F.R. ch. 301 App. B.
98. Accordingly, the estimated excess per diem is $75.00.

<table>
<thead>
<tr>
<th>Meals &amp; Incidents</th>
<th>Jan 3</th>
<th>Jan 4</th>
<th>Jan 5</th>
<th>Jan 6</th>
<th>Jan 7</th>
<th>Jan 8</th>
<th>Jan 9</th>
<th>Jan 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>---</td>
<td>$22</td>
<td>$22</td>
<td>$22</td>
<td>$24</td>
<td>$24</td>
<td>$24</td>
<td>$0.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>Billed</td>
<td>Hosted</td>
<td>$36</td>
<td>Hosted</td>
<td>$40</td>
<td>Billed</td>
<td>Billed</td>
<td>Billed</td>
</tr>
<tr>
<td>Dinner</td>
<td>$58</td>
<td>$58</td>
<td>Billed</td>
<td>$58</td>
<td>Hosted</td>
<td>$64</td>
<td>$64</td>
<td>---</td>
</tr>
<tr>
<td>Incidents</td>
<td>$29</td>
<td>$29</td>
<td>$29</td>
<td>$29</td>
<td>$32</td>
<td>$32</td>
<td>$32</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

M&E Received $1,062.00

Billed $258.57

Estimated M&E $728.00

Estimated Excess Per Diem $75.00

99. As a result, there is substantial reason to believe that Representative Engel had excess per diem for CODEL Engel (Jan 2010) that he did not return to the U.S. Treasury.

7. CODEL ENGEL TO ISRAEL (FEB 2010)

100. During CODEL Engel to Israel, Representative Engel received an enhanced per diem for meals and incidental expenses in the amount of $910.00.56

101. According to the CODEL itinerary, at least one meal appears to have been provided at no cost to Representatives who attended the CODEL.57

102. Representative Engel’s estimated meal and incidental expenses are based on the Federal Travel Regulation allocation formula.58

103. The estimated amount of meals and incidental expenses is $864.00.

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56 See Travel Voucher for CODEL Engel (Exhibit 24 at 10–8483 092); Itinerary for CODEL Engel (February 13 to February 19, 2010) (Exhibit 25 at 10–8483 094); monthly per diem rates established by the Office of Allowances, United States Department of State available at http://aoprals.state.gov/web920/per_diem.asp.
57 Itinerary for CODEL Engel (February 13 to February 19, 2010) (Exhibit 25 at 10–8483 094).
58 41 C.F.R. ch. 301 App. B.
104. Accordingly, the estimated excess per diem is $46.00.

<table>
<thead>
<tr>
<th>Meals &amp; Incidents</th>
<th>Feb 14</th>
<th>Feb 15</th>
<th>Feb 16</th>
<th>Feb 17</th>
<th>Feb 18</th>
<th>Feb 19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$27</td>
<td>$27</td>
<td>$27</td>
<td>$27</td>
<td>$27</td>
<td>$0.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$46</td>
<td>Hosted</td>
<td>$46</td>
<td>$46</td>
<td>$46</td>
<td>---</td>
</tr>
<tr>
<td>Dinner</td>
<td>$73</td>
<td>$73</td>
<td>$73</td>
<td>$73</td>
<td>$73</td>
<td>---</td>
</tr>
<tr>
<td>Incidentals</td>
<td>$36</td>
<td>$36</td>
<td>$36</td>
<td>$36</td>
<td>$36</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

M&IE Received $910.00
Estimated M&IE $864.00
Estimated Excess Per Diem $46.00

105. There is substantial reason to believe that Representative Engel had excess per diem after CODEL Engel (Feb 2010) that he did not return to the U.S. Treasury.

III. CONCLUSION

106. 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.

107. 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.

108. 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 Engel’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.59

109. Based on the information available to the OCE during this Review, Representative Engel’s meals and incidental expenses were less than the per diem he received to cover these expenses during the following CODELs: CODEL Engel (Jun 2008); CODEL Engel (Nov 2008); CODEL Engel (Feb 2009); CODEL Engel (Apr 2009); CODEL Engel (May 2009); CODEL Engel (Jan 2010); and CODEL Engel (Feb 2010).

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

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

IV. INFORMATION THE OCE WAS UNABLE TO OBTAIN

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

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

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

Dear Mr. Chairman:

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

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

- For all Members and staff, international or domestic official travel via commercial air may only be booked in coach/economy class consistent with Executive Branch guidelines. Requests for exceptions to this policy due to special circumstances should be submitted in writing to the Office of Interparliamentary Affairs prior to commencement of the travel. 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;
• Chairman may authorize travel only for Members and staff of their committee. Spouses of Members may travel when necessary for protocol purposes only and at no cost to the federal government. Staff support for travel must be requested with the authorization to travel, and staff support must be provided by committee staff only. Personnel 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 required, will be required. Requests for Department of Defense aircraft must be made through the Office of Interparliamentary Affairs. Committees should not contact the Department of Defense directly.

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

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

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

Thank you for your attention to this matter.

best regards,

NANCY PELOSI
Speaker of the House
EXHIBIT 2
CONFIDENTIAL

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

OFFICE OF CONGRESSIONAL ETHICS
UNITED STATES HOUSE OF REPRESENTATIVES

MEMORANDUM OF INTERVIEW

IN RE: Commission on Security and Cooperation in Europe Office Manager

REVIEW Nos.: 10-0754, 10-1170, 10-5477, 10-6264, 10-7960; and 10-8483

DATE: June 3, 2010

LOCATION: Office of Congressional Ethics
425 3rd Street, SW
Washington, DC 20515

TIME: 3:30 p.m. to 4:10 p.m. (approximately)

PARTICIPANTS:
- Redric 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 believe that the per diem is to be used by Members for their official expenses, such as meals and incidentals. Examples of incidentals are cabs from the airport to the hotel.

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

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

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

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

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

Kedric L. Payne
Investigative Counsel
EXHIBIT 3
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OFFICE OF CONGRESSIONAL ETHICS
UNITED STATES HOUSE OF REPRESENTATIVES

MEMORANDUM OF INTERVIEW

IN RE: House Committee on Foreign Affairs Travel Coordinator
REVIEW No.: 10-0754, 10-1170, 10-5477, 10-6264, 10-7960; and 10-8483
DATE: June 2, 2010
LOCATION: 2170 Rayburn HOB
Washington, DC 20515
TIME: 2:00 p.m. to 2:45 p.m. (approximately)
PARTICIPANTS: Kendra 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 verbal 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 e-mails Members and staff to request this information from Members and staff.

10. Prior to foreign trip, she sends an e-mail to those who are traveling who may not be familiar with the information that she will need following the trip. The e-mail 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 e-mail.

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
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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: Rayburn HOB
Washington, DC 20515

TIME: 11:00 a.m. to 11:40 (approximately)

PARTICIPANTS: Kedric L. Payne
Elizabeth A. Horton
Paul Lewis, General Counsel, House Committee on Armed Services

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

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

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

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

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

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

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

7. She keeps everything related to travel in individual files.
8. She vets all trips, determining the purpose of the trip and who will be traveling.

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

10. Travel must be bi-partisan.

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

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

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

14. Members must sign for the per diem. Receipts for per diem are required to be turned 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 luggage, medicine, and toiletries.

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

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

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

29. Enhanced per diems were generally for hotel costs that are higher than the government rate.

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

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

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

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

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

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

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

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

38. All trips to areas of operation are unique.

39. Escort officers will prepare per diem reports for her at times. Not all of the services have the same process. The Marines for instance are very efficient.
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40. The reports she creates that are required to be filed with the Clerk are broken down by Member.

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

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

Elizabeth Horton
Investigative Counsel
EXHIBIT 5
Rewards From Traveling Abroad

By T.W. Farnam and Brody Muirks

Overseas travel can be rewarding — especially if you’re a lawmaker.

An article in today’s Wall Street Journal looks at the cash payments that lawmakers get while they travel overseas. The State Department gives each lawmaker an envelope of local currency to cover their meals and incidental expenses when they arrive in a foreign country on official business.

The problem: Lawmakers rarely follow the House and Senate rules that require them to return the money they don’t spend on official expenses. Interviews with 20 current and former members of Congress show that lawmakers often keep the money or spend it on personal shopping.

Lawmakers are able to keep most of the money because they get many of their meals and other expenses for free. Take a trip last year led by New York Democrat Rep. Eliot Engel. Documents show the delegation members got thousands of dollars in freebies from the military, embassies and their foreign hosts, the Air Force picked up the $3,000 room service tab, including $1,000 for beer, in the delegation’s Mexico City hospitality suite.

When Mr. Engel and six lawmakers went to Mexico, Nicaragua and Jamaica in February last year, each was given $500 in cash to cover their expenses for the six-day trip. The same went for six aides. The “per diem” rates are the same used by other federal agencies to cover the cost of three meals a day plus cabs and tips for baggage handling.

Military aides served four meals while the delegation traveled on an Air Force plane, according to the military records. In Mexico City and Managua, Nicaragua, the military picked up the tab for breakfast in a hospitality suite each day, records show. At night, the lawmakers went to two receptions hosted by U.S. embassies, according to their itinerary. Other meals were hosted by foreign leaders.

Travel records show that military officials spent a total of $5,500 on meals, drinks, alcohol and baggage-handing tips — both on the plane and off — with only a small fraction reimbursed by lawmakers. The records were obtained through a Freedom of Information Act request made by the Journal.

The documents show lawmakers reimbursed the government $272 for two of the four meals served during flights. That’s because lawmakers don’t pay for meals served while in U.S. airspace.

The records also showed that military aides picked up hundreds of dollars of liquor, including bottles of Absolut Vodka, Bacardi Rum and Maker’s Mark bourbon from a Navy Exchange gas station just outside the Pentagon.

Most lawmakers on the trip said they didn’t return any cash to the government. In an interview, Engel said he normally keeps leftover funds when he travels, but he doesn’t recall the details of his South American travels. “If there was anything left, it was negligible,” Engel said. “There are no windfalls from these.”
After that interview, Engel’s office did not respond to repeated questions on details of the documents.
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OFFICE OF CONGRESSIONAL ETHICS
UNITED STATES HOUSE OF REPRESENTATIVES

MEMORANDUM OF INTERVIEW

IN RE: Representative Eliot Engel
REVIEW No.: 10-8483
DATE: June 24, 2010
LOCATION: 2161 Rayburn HOB
Washington, DC 20515
TIME: 2:05 p.m. to 3:00 p.m. (approximately)
PARTICIPANTS: Omar S. Ashmawy
Kedric L. Payne
Joel Cohen
Jerry Goldfetter

SUMMARY: Representative Eliot Engel is a Member of the United States House of Representatives and represents the 17th District of New York. He was interviewed pursuant to Review No. 10-8483. We requested an interview with Representative Engel and he consented to an interview. Representative Engel (the “witness”) made the following statements in response to our questioning:

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

2. When the witness travelled he typically received per diem in each city he visited in the control room after arriving at the hotel. The per diem would be in an envelope along with his room assignment and room key. The Members attending the Congressional Delegation (“CODEL”) would sign for the envelope. The witness could not clearly recall whether he retained the document he signed and thought that all the Members signed a single document.

3. After receiving the per diem, the witness keeps the money in his wallet together with whatever personal cash he has brought with him from the United States. The witness does not usually convert his personal money into the local currency.

4. When asked how the witness spends his per diem, he explained that if he is travelling with the military, then they deduct the hotel expenses from his per diems and give him the remainder. His assumption is that they give him and the other Members who are travelling the appropriate amount to cover their expenses.

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OFFICE OF CONGRESSIONAL ETHICS
5. He used per diem on meals, cabs, and if he was meeting people he might use the per diem to treat them to meals. He would usually pay for his meals in the local currency, but he has occasion used his credit card.

6. On occasions when the entire delegation went out to dinner, the military escort would pay for the meal and then bill the Members afterwards.

7. The witness has used per diem for ground transportation in the past, but acknowledged that most ground transportation is provided during the CODELs.

8. Although the itinerary indicates that most meals are provided, the witness explained that while that is often the case, it is not always the case. He further explained that while on a CODEL he will often attend a reception in honor of the CODEL. However, the food is often of poor quality and he tries not to eat. After the reception he would often go out to dinner and he would pay for the dinner from his per diem.

9. On those occasions when the entire CODEL goes to dinner and the military escort pays the check and later bills the Members, the witness typically receives the receipt (i.e. the request for reimbursement) anywhere between one week and one month after the CODEL. At that point he would write a personal check to the escort.

10. When asked if there were any other ways he spent his per diem, the witness replied that he would also use the per diem for toiletries, water, and other miscellaneous items such as bug spray. He also uses it to purchase a souvenir for his secretary who does all the prep work preparing the witness for the CODELs. The witness considers taking care of the person who does all the work for the CODEL part and parcel of the trip. On occasion, the witness might also use per diem to buy a souvenir for his chief of staff. He does not use per diem to purchase souvenirs for his constituents or family. If he buys something for either his family, he would use his personal funds.

11. The witness was always under the assumption that the per diem was his to spend on the trip and as a result, he would mix the per diem and his personal money together.

12. When asked whether he ever had per diem left over following a CODEL, the witness explained that he believed there were times that he had no per diem remaining and had to spend his personal money and there were times he had a little left, but it was negligible. Negligible meant less than $100 per trip.

13. The witness was shown an Individual Report of Committee Travel. When asked about the purpose of the form, the witness said that it was used to tell how much per diem was issued and how much was returned or used. He explained that his office prepared the form. He also explained that he did not personally sign the forms. Instead, he had a
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14. Of the seven forms such as this that had his signature, only one of them was actually signed by him.

15. The witness’ attention was drawn to the part of the form that indicated per diem returned. The witness indicated that he had not seen this form before. He knew there was certifications of what per diem was received, but he was unfamiliar with this particular form. The witness also stated that in all the trips he has attended, he has never known anyone to return per diem.

16. The witness was specifically asked about the CODEL to Trinidad. The witness stated that on that CODEL he had not received enough per diem to cover his expenses. As an example, he explained that the Members on the CODEL would have a meal and that the meal would cost $180.00.

17. The witness was shown the letter from the witness to the OCE.

18. When asked about the Wall Street Journal article, the witness said that the reported approached the member and asked for information on CODELs. The witness thought the reporter was implying that the CODELs were junkets and he told the reporter that Members work very hard on the trips. The reporter then started talking about per diem and said he did not understand per diem and wanted to know how it worked. The witness told the reporter that he did not think he came back with any per diem and, if he did, it was negligible.

This memorandum was prepared on June 28, 2010, based on the notes that the OCE staff prepared during the interview with Representative Engel on June 24, 2010. I certify that this memorandum contains all pertinent matter discussed with Representative Engel on June 24, 2010.

Omar S. Ashmawy
Investigative Counsel
July 21, 2010

BY MAIL AND E-MAIL

Hon. David Skaggs
Chair
Office of Congressional Ethics
C/O Mr. Leo Wise
Staff Director and Chief Counsel
United States House of Representatives
Office of Congressional Ethics
Washington, DC 20515

Re: Review No. 10-8483

Dear Chairman Skaggs:

I write in response to the letter of Mr. Leo Wise of July 9, 2010 informing me that the Board of the Office of Congressional Ethics ("the Board") is currently reviewing the referenced matter on July 23, 2010 and is providing me with an opportunity to provide a written statement and/or to appear before the Board.

I have been interviewed by your Staff and answered all of their questions on June 24, 2010, provided a written submission, with enclosures, to Staff on May 7, 2010, and my counsel provided certain information to Mr. Wise on June 25, 2010, as his Staff had requested. Accordingly, I believe that the within letter, which I ask that you circulate to the Board, provides whatever information I have, which, respectfully, should properly result in the termination of the Board’s second phase review without referral of this matter, as it relates to me, to the Standards Committee of the House of Representatives.

1 My counsel has been advised that the Staff has provided the Board with these submissions.
Hon. David Skaggs
July 21, 2010
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Background

As I have explained to your Staff, I was first elected to the United States Congress in 1988, and am completing my eleventh term, representing the 17th District in New York. Among my more critical responsibilities, and most pertinent here, is my Chairmanship of the Subcommittee on the Western Hemisphere of the Committee on Foreign Affairs. As such, I have been responsible for many working trips to countries in the Western Hemisphere and other locales ("CORIY"). These trips consist of very intensive working sessions between and among the leaders and citizens of host countries, the other Members of Congress and me.\(^2\)

Members are usually provided with transportation to those countries by the United States Air Force. In that the standards of living and the economies of those countries vary, the Members are provided with individualized per diem allowances, which I believe are calculated based upon the living and travel standards of the individual countries. As a result, the per diem vary in amount from country to country. Neither my staff nor I are in any way involved in determining the per diem allowance for those countries, and I have always worked with the assumption that the per diem are calculated based upon some in-country analysis of what daily expenses in a particular country may be required during one’s travel.

Typically, when the Members are provided with cash upon arrival, the cost of a Member’s stay at a hotel has already been deducted in advance from the sum of cash provided. Accordingly, if the per diem allowance for a three-day stay in Country X is, hypothetically, a total of $900 and the hotel rate comes to a total of $500 for the three days, we each receive $300. That total $300 is to be used for expenses within the country.

The Use of the Per Diem

In part, because of the inability to obtain receipts in foreign, sometimes less-developed, countries – and indeed there has been no requirement in the OGE Rules that the Members do so – I did not have receipts for my daily expenses, which included meals, taxis, or the like for each day spent in a country. Nonetheless, as I explained to your Staff, my expenses were for sustenance, transportation and incidentals within a particular country. Further, there were occasions when I, particularly as the Chairman of the Subcommittee, hosted or treated leaders or residents to meals or entertainment in the country or, if time permitted, visited sites of interest within the country. Part of the duties of a Member traveling on behalf of the United States to a foreign country is to “experience” the country visited to report back to the Subcommittee, the Full Committee and, of course, an individual Member’s constituents; otherwise, as I mentioned to your Staff, simple teleconferences with leaders of a country would be sufficient. In short,

\(^2\) I have provided my trip agenda to your Staff under my cover letter of May 7, 2010.
Hon. David Skaggs
July 21, 2010
Page 3

then, I received the *per diem* and I spent the monies properly.

My counsel has prepared and we have provided your Staff in an attachment to their letter of June 25, an analysis of the total trips I took or led for the period beginning March, 2008. In total, the trips covered a total of 18 different countries over the course of a total of 44 days. As I understand it, the local currency sums in U.S. dollars that I received in 18 countries visited totaled approximately $4,200 — after the deduction taken by the U.S. military for hotel stays. That amounts to less than $100 in U.S. currency per day over the course of the overall 44-day travel period. While some of our meals and transportation in such countries were indeed paid for by the U.S. Air Force, it remains clear to me that the $100 allowance per day is an allowance that was typically exhausted by me within the country for living expenses. Indeed, as I also mentioned to your Staff, I recall that the *per diem* allotment we received was not adequate to cover the daily expenses on some trips. I believe in Trinidad and perhaps Peru I paid for daily expenses from my own money. Thus, it is critical to note that, on occasions, the *per diem* allowance did not cover the actual expenses I incurred during the trip, and I necessarily paid the balance out of my own pocket.

**The Procedure**

I stated during the interview with your Staff, and certainly stated to *The Wall Street Journal* reporter who attributed a quote to me, if there were sums that I received that were not returned at the conclusion of the stay in each country, those sums were indeed *de minimis* in nature. As I understand from my conversations on the subject over the years with other:

---

1 I was asked by your Staff during my interview on June 24, 2010, whether I essentially commingled in my wallet the monies I received for the *per diem* with the currency I myself brought from the United States. The answer was and remains yes. Sometimes I exchanged dollars for the local currency, and I had to spend my own money because the *per diem* did not cover my necessary expenses.

4 During the June 25 interview, I was asked whether such sums were less than $100 each time and answered in the affirmative. That answer was, of course, truthful, but I am quite certain also that if the question were posed using a much lower figure, the answer would still have been "yes" — meaning that the total of *per diem* that were not exhausted within the visited countries were typically considerably less than $100 for each country or trip.

It is also important to note, as is undoubtedly the case with other Members who attend such CODELs, that subsequent to the trips I was billed by the United States Air Force for payments they made on my behalf on the CODELs. We have provided those reimbursement requests and corresponding checks from me to the U.S. Treasury as attachments to my counsel’s letter of June 25, 2010 to your Staff.
Hon. David Skaggs
July 21, 2010
Page 4

Members, my personal experience is replicated in the experiences of the overwhelming number of Members who undertake foreign travel as part of their duties.

In that the procedure that has been used for the reimbursement and per diem allotments may not have been ideal, I support Speaker Pelosi's recently-taken measures to vastly improve them. Nonetheless, my strong sense is that Members on foreign trips have had a bona fide reason to believe that the per diem was intended to be used freely at the Member’s discretion within the country being visited, and that such sums were actually calibrated in a way to meet our necessary expenses.

It is worth noting that there is a public perception, reflected in The Wall Street Journal articles of December 17, 2009 and March 2, 2010 that led to this inquiry, that somehow these trips are not intensive true working sessions designed for Congress to better represent the United States; this perception is unfortunate and simply wrong. As I mentioned to your Staff, these trips are “jam-packed” with back-to-back meetings and functions.

I take my job as Member of Congress and Chair of the Subcommittee very seriously, and view these trips as a critically important part of my work as a legislator. I trust that this Board fully appreciates the commitment and sacrifice involved.

For all of these reasons and on the basis of the information previously supplied to your Staff, I respectfully request that the Board terminate this matter as it relates to me with no further action.

Very truly yours,

Elliot L. Engel

---

1 I believe it is critical for the Members to use their best efforts to perform their duties on such trips, and an occasional 5 minima amount of per diem left over should not be allowed to distract from the CO0GB program or the good faith efforts of Members to act in conformity with the intent and practice of the per diem practice.
OFFICIAL FOREIGN TRAVEL GUIDE
FOR THE U.S. CONGRESS

UNITED STATES DEPARTMENT OF STATE
BUREAU OF LEGISLATIVE AFFAIRS
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OFFICIAL FOREIGN TRAVEL GUIDE
BY THE DEPARTMENT OF STATE
FOR THE U.S. CONGRESS

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

TAB

A Congressional Guide for Official Foreign Travel
   Describes the support available from the State Department and the procedures to obtain this support.

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

C Sample Authorization Letters
   Illustrates appropriate letters and what information needs to be included: supplies legal authority to expense USG funds.

D Foreign Travel Data Sheet
   Solicits information needed by the State Department to ensure a successful trip.

E Questions and Answers
   Responds to frequently asked questions.

Although travel plans are often understandable subject to change, early notice of travel needs greatly enhances our capacity to provide assistance. Therefore, a signed letter of authorization, itinerary, desired agenda, and meeting requests should be provided to the Department of State's Congressional Travel Office at least two (2) weeks before the planned departure whenever possible. 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 202-224-7300 — at least two (2) weeks before the planned departure or sooner if possible. Scanned and emailed copies of the authorization letter are also acceptable. The CTO will arrange for subsequent messenger pickup of the original letter(s) from the authorizing officer. Additionally, please email an itinerary, desired agenda and any meeting requests for2els or Stafford to2el@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 (Tab C).

1. LETTERS OF AUTHORIZATION

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

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

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

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

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

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

3. LIST OF TRAVEL PARTICIPANTS
The following are travel participants that are normally authorized under letters of authorization:
   - Members of Congress (please include state and party affiliation)
   - Spouses/family members (please include first names)
   - Staff members (with titles)
   - Executive branch/private sector invitees (with titles)
   - DOD escorts (with rank and title)

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

When booking, please 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 B24 and House Longworth Building, Room B23) as well as in Rosslyn, Virginia. CATO’s reservation number is 703-522-
5. PASSPORT AND VISA INFORMATION

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

Some countries require visas. It is the responsibility of the traveling party to obtain ALL necessary visas. For assistance with visa issues please contact the Special Issuance Agency at 202-647-0145.

Travelers should coordinate passport/visa requirements directly with Passport Services well in advance of the trip. Travelers may call Passport Services at 202-647-0145. For information regarding visa requirements travelers may call 202-647-0145. Sometimes passport data will be required by foreign posts. In those cases CTO will contact you for your passport details.

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

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

By longstanding agreement, funds for official foreign travel are administered by the Department of State on behalf of the U.S. Congress. Upon receipt of written authorization from appropriate congressional offices, obligations and disbursements will be charged against specific congressional travel accounts held by the U.S. Treasury. The disbursements, which are permitted under 31 U.S.C. 384, The International Security Assistance Act of 1978, fall into three distinct categories: Per Diem, Transportation (international and/or local), and Other Official Expenses. Each must be specifically authorized in order for expenditures within that category to be incurred. Under 31 U.S.C. 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 95-394, 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&I) while traveling abroad. The U.S. Government does not pay the expenses of accompanying spouses. Upon arrival in a foreign country, per diem normally is disbursed by the Embassy or Consulate (or each night spent in country). Payment is made in local currency unless U.S. dollars are required by hotels or such payment has been specifically requested prior to departure from the U.S. Upon departure from the country, arrangements can be made for travelers to convert unused per diem into U.S. dollars. Per diem which for any reason has 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&I) rate. Note that this guidance is consistent with changes in the Federal Travel Regulation.

* FOREIGN PER DIEM RATE: Per diem consists of two components: the lodging rate and M&I. Per diem rates are established by the Department of State for foreign cities. The foreign per diem rates are established monthly by the Department of State based on actual reported costs of hotel, meals and incidental expenses in individual cities around the world. Therefore, routine expenses are usually well within the per diem rates and it is safe, not 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 https://travel.state.gov/magazine.

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

ACTUAL EXPENSE BASIS: Per diem can be calculated by adding the expenses of up to 100% of the applicable per diem rate. This rate may be authorized for lodging, M&E, or both, when actual expenses exceed the established per diem rate. There is no authority to exceed this 100% ceiling. To avoid problems caused by unexpected devaluation of the U.S. dollar, the following language may be used in authorization letters: “actual lodging is authorized.”

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

Posts may pay for hotel charges directly if arrangements were made before travel. 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, reimbursement for any additional lodging or M&E costs are not authorized.

2. TRANSPORTATION

When international travel is authorized, travelers make their own reservations through CATO (see item 1 of previous chapter, “Travel and Itinerary”). The Department arranges for prepayment of the tickets, which the authorizing committee makes available to the traveler. This arrangement requires that the Department be notified of the carriageres, the class of service, and the precise itinerary. For transatlantic flights, U.S. flag carriers must be used (i.e., Qantas, American Airlines). Unless the authorization letter has specified otherwise, use of charter aircraft is an extraordinary expense and must be specified in the authorization letter.

Authorized local transportation within a foreign country is normally arranged by either the Embassy or Consulate or paid personally by the traveler. Local transportation costs may include trains, ferries, rental cars, and taxis. Where possible, public transportation, as well as a driver's car, is reimbursable. 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, D.C.
3. OTHER OFFICIAL EXPENSES

Other official expenses authorized for Codels and some Staff Delegations include rental of control rooms, hospitality, speaker, special telephone lines, cell phones, copier for machines, wreaths and flowers for representation purposes, purchase of statuary 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/endorsement from the authorizing committee. Unused airline tickets paid for by the U.S. Government must be returned to the Department of State Congressional Travel Office for credit.

6. REPORTING REQUIREMENTS

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

The Honorable
Secretary of State
Washington, DC 20520

Dear [Mr. or Ms.] Secretary:

This letter is to authorize the individual to travel on official business to [Destination] during the period of [Date of departure] to [Date of return] for the purpose of [Purpose of travel].

It is requested that the use of local currencies for per diem, transportation, including local transportation, and other official expenses be made available in accordance with provisions of Section 502(b) of the Mutual Security Act of 1964, as amended by Public Law 95-384, Section 22(a).

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

We appreciate your assistance with this request. If there are any questions regarding this trip, please contact [Name] at [Contact information].

Sincerely,

[Signature]

[Title]

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

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

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

Dear (Mr. or Ms. Title) Secretary:

I hereby authorize (Name) to travel on official business to (Destination) during the period of (Date) for the purpose of (Purpose). If applicable, (Spouse) is authorized to accompany the delegation for reasons of protocol or an expense to the U.S. Government.

It would be appreciated if the Department of Defense could furnish such assistance as may be required, including transportation to facilitate this trip. It would also be appreciated if the Department of the (Department) could assign (Name) to escort the delegation-member.

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

Sincerely,

(Title)

(Additional Information)
FOREIGN TRAVEL DATA SHEET
FOREIGN TRAVEL DATA SHEET

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

1. TRAVEL OBJECTIVES AND PROGRAM REQUESTS

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

2. PARTICIPANTS (in protocol order)

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

3. TRAVEL AND ITINERARY

   Commercial
   Military Air
   Charter

   PLEASE BOOK COMMERCIAL RESERVATIONS WITH THE COMBINED AIRLINE TICKET
   OFFICE (CATO) AT 703-922 ______ TO FACILITATE TICKETING.

4. PASSPORTS AND VISAS

   In most cases a valid passport and, in some cases, valid visas will be required. Visa requirements differ depending on the type of passport used. Call 202-955 ______ for passport requirements or 202-955 ______ for visa requirements. First Call may assist with passport issues. Please contact them at 202-228 ______.

   TYPES OF PASSPORTS:

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

   IT IS THE RESPONSIBILITY OF THE TRAVELING PARTY TO OBTAIN THE
   NECESSARY VISAS. IF USING A TOURIST PASSPORT, THE TRAVELER IS
   RESPONSIBLE FOR ALL PASSPORT and VISA FEES.
5. SECURITY CLEARANCES
(Staff only)

Please provide the names, SSN, level and date of
clearance, and granting agency for each person who will
REQUIRE access to classified information during the trip.
This information is not needed for Members of Congress.

6. ACCOMODATIONS

Please indicate the number of rooms needed at each
city, and hotel preference, if any. If the traveler
plans to use Government or no-cost accommodations,
please indicate:
- Hotel preference/city
- Delegation rooms (total number of single/doubles)
- Support Rooms

7. LOCAL TRANSPORTATION

Number of Sedans (with driver) or self-drive
Number of Buses (or passenger amount)
Number of Minivans (or passenger amount)
Number of other vehicles, if any
- Public transportation (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 travelled 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
CODEL Engel
Kosovo, Bosnia, Ireland
June 13 – 18, 2008
11(c) Trip Report

From June 13-17, Rep. Eliot L. Engel led a bi-partisan Congressional Delegation to Kosovo and Bosnia. The purpose of this trip was to meet with government and non-government officials on a variety of issues, including the Kosovo independence, implementation of the Ahlissani plan, and progress in Bosnia. The stop in Ireland was an unplanned overnight due to a MI - AIR aircraft breakdown.

Saturday, June 14, 2008

- Briefing by U.S. Embassy staff, Tom Yardgerdi, Charge d’Affaires; Michael Farbman, USAID Director; Colleen Hyland, Political/Economic Section Chief; and Karyn Fansler-Mullen, Public Affairs Office.
- Briefing by Larry Rossin, Principal Deputy Special Representative of the United Nations Secretary General (UNMIK).
- Meeting with Ali Berisha, Mayor of Peşësht.
- Meeting with Ramush Haradinaj, Head of AAK political party and former Prime Minister.
- Dinner with Albanian American investors in Kosovo, including Harry Bajraktari and Rostishe Gecaj, and Kosovo leaders, including former Prime Minister Agim Ceks, Minister of Justice Nalbër Kelmendi and Minister of Health Aslak Gashi.

Sunday, June 15, 2008

- Pay respects at grave of former President Ibrahim Rugova and offer condolences to Mrs. Rugova and family.
- Visit USAID-supported American University in Kosovo (AUK).
- Meet at AUK with Ambassador William Walker (ret.), AUK President Chris Hall, and AUK experts.
- Meet with President Fatmir Sejdiu and Foreign Minister Skender Hyseni.
- Visit Camp Bondsteel, U.S. Army base and meet with U.S. troops.
- Briefing by U.S. Brigadier General Devenne, U.S. commander.
- Meeting with Prime Minister Hashim Thaci and Minister of Economy and Finance Ahmed Shala, and Minister of Education, Science, and Technology Enver Hoxij
- Attend Official Ceremony for Entry into Force of the new Kosovo Constitution
- Dinner hosted by Government of Kosovo

Monday, June 16, 2008
- Meeting with Serbian SLS Caucus leaders: Slobodan Petrovic, President of SLS; Bojan Stejnovic, Deputy SLS President and Chief of SLS Caucus; Ksana Nikolic; Radmila Vujovic; and Boro Stojanovic
- Meeting with Opposition Party leaders: Agim Celak (SDB), Nexhat Daci (LDD), Besheli Pajolli (AKR), Ramush Haradinaj (AAK), and Zantra Shabash (ORA)
- Meeting with Speaker of the Assembly Jakup Krasniqi
- Address to the Kosova Assembly by Rep. Engel
- Meet with International Civilian Representative (ICR) Pieter Feith and Deputy ICR Fletcher Burton
- Dinner hosted by U.S. Ambassador to Bosnia Charles English with Zlatko Lagumdzija (President Social Democratic Party), Bakir Izdrevic (VP of Party for Democratic Action), Mladen Ivanic (MP, President of People’s Democratic Party), Tie Sosonkoski (President of the Social Democratic Alliance), Ommar Topuzoglu (Director, Directorate for European Integration), Major General Richard Wightman, USA, (Cmdr. of NATO Sarajevo HQ), Rafic Gregorian (Principal Deputy High Representative), Bozo Ljubivic (MP, President of the Croatian Democratic Union-1990), Elvir Causevic (President, Inspire Corporation)

Tuesday, June 17, 2008
- Meeting with President Haris Silajdzic and Foreign Minister Sven Alkalaj
- Overnight in Shannon, Ireland. This was an unplanned stop because the M1A1R aircraft broke down. No meetings were held in Ireland.

Wednesday, June 18, 2008
- Return to the U.S.
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EXHIBIT 12
CODEL ENGEL
Peru, Chile, Paraguay
November 6-13, 2008
11(e) Trip Report

On November 6-13, 2008, Congressman Eliot Engel of the House Committee on Foreign Affairs, Chairman of the Subcommittee on the Western Hemisphere, led a bipartisan Congressional Delegation on official business to Peru, Chile, and Paraguay. The purpose of this trip was to meet with government and non-government officials regarding political and economic developments, and general bilateral relations with each country.

Participants
Rep. Eliot L. Engel, D-NY
Rep. Dan Burton, R-IN
Rep. Maxine Waters, D-CA
Rep. Nydia M. Velazquez, D-NY
Rep. Maurice D. Hinchley, D-NY
Rep. Brad Miller, D-NC
Rep. Virginia Foxx, R-NC
Rep. Lincoln Davis, D-TN
Mr. Joel Starr, Deputy Assistant Secretary for House Affairs, Bureau of Legislative Affairs, DOS
Ms. Kay King, Director, Office of Interparliamentary Affairs
Mr. Jason Westbrooks, Staff Director, Subcommittee on the Western Hemisphere, HFAC
Mr. Eric Jacobucci, Professional Staff Member, Subcommittee on the Western Hemisphere, HFAC
Mr. Peter Quilter, Professional Staff Member, HFAC
Mr. Mark Walker, Professional Staff Member- Minority, Subcommittee on the Western Hemisphere, HFAC
Ms. Robyn Wagner, Professional Staff Member- Minority, HFAC
Ms. Julie Schoenberger, Staff Associate, Subcommittee on the Western Hemisphere, HFAC

Official Meetings

Peru – November 6
Reception hosted by US Ambassador to Peru P. Michael McKinley

Peru – November 7
• Country Team Briefing with US Ambassador to Peru P. Michael McKinley and Embassy staff
• Meeting with President of Peru Alan Garcia and Vice Foreign Minister Gonzalo Gutierrez
• Press conference
• Conference call with imprisoned US citizen Lori Berenson
• Meeting with President of Peruvian Congress Javier Velasquez Quispe
• Inter-American Foundation site visit with Centro Textiles Tradicionales del Cusco (CTTC)
• Inter-American Foundation site visit with Instituto de Medio Ambiente y Genero para el Desarrollo (IMAGEN)

Peru – November 8
• Meeting with US Embassy Consular Agent Eda Cortez
• Meeting with Vice Mayor of Ayacucho Celia Moreira

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Chile: November 9
- Briefing on the Chilean wine export industry and the US-Chile Free Trade Agreement
- Working dinner with Chilean economic and business leaders and academics (Attendees: Carlos Alberto Délano, President, Banco Pemex; Jorge Donoso, Communications Director, Codexis; Rudi Breckley, Chile Correspondent, The Economist; Carlos Sargeant, Director, Washoe Bank; Gabriela Palou, Key Attorney on Intellectual Property Rights Issues; Javier Cox, General Manager, Compañía Minera; Marois Killion, General Manager, Fundación Chile)

Chile: November 10
- Country Team Briefing with UK Ambassador to Chile Paul R. Stronza and Embassy Staff
- Meeting with Foreign Minister of Chile, Alejandro Foxley
- Meeting with President of Chile Michelle Bachelet
- Press Conference
- Meeting with President of Chilean Chamber of Deputies Francisco Embriz and Senior Staffer Miguel Landeros
- Meeting with Energy Minister of Chile Marcela Tokman
- Reception hosted by US Ambassador to Chile Paul Stronza

Paraguay: November 11
- Country Team Briefing with US Ambassadors to Paraguay Liliana Ayala and Embassy Staff
- Classified Briefing on Tri-Border Area
- Meeting with President of Paraguay Fernando Lugo and Foreign Minister of Paraguay Alejandro Hamin
- Press Conference
- Meeting with Vice President of Paraguay Federico Fuentes
- Reception hosted by US Ambassador to Paraguay Liliana Ayala

Paraguay: November 12
- Participation in presentation commemorating the 150th anniversary of President Rutherford B. Hayes's arbitration of the Triple Alliance War and the dedication of a remodelled school
- Site visit to Peace Corps Lebanon Youth Development Project
- Participation in USAID export fair and presentations by local producers, including exporters of textiles, tea, alternative energy products and other items
- Meeting with Magarina Monsch, Director of the Cultural Center of the Republic of Cuba
EXHIBIT 13
The Honorable Hillary Rodham Clinton  
The Secretary of State  
U.S. Department of State  
2201 C Street, N.W.  
Washington, D.C. 20520

Dear Madam Secretary:

I write in further reference to my authorization of Representative Eliot L. Engel (D-NY), Chairman of the Subcommittee on the Western Hemisphere of the House Committee on Foreign Affairs, to lead a Congressional Delegation to Mexico, Nicaragua, and Guatemala from February 15-22, 2009. He will be accompanied by the following subcommittee staff: Staff Director Jason Snead, Professional Staff Member Eric Jacobson, and Staff Associate Julia Schlenker.

Representative Engel has informed me that representational funds not to exceed $5,500 will be necessary in support of this Delegation.

As expenses are anticipated to exceed the published per diem rate, it is requested that local currencies for per diem at the published rate plus an additional $50 be provided. It is requested that transportation and other official expenses be made available in accordance with provisions of Section 502(b) of the Mutual Security Act of 1954, as amended by Public Law 95-384, Section 226(a). The authorizing office will be responsible for documentation and reimbursement subsequent to travel. Travel will be by military aircraft.

With best wishes,

Sincerely,

[Signature]

Howard L. Berman  
Chairman

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EXHIBIT 14
ENGEL (FEB 09) OUTGOING (7).txt

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COD

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TAG: OER, AMGT, ASECR, AFIN, MK, NJ, JM
SUBJECT: COD: ENGEL (FEB 16-22)

THE ITINERARY FOR ALL CONGRESSIONAL TRAVEL SHOULD BE HANDLED
CAREFULLY AND SHOULD BE DISTRIBUTED ONLY TO THOSE WITH A REAL NEED
TO KNOW. THE ITINERARY SHOULD NOT BE MADE PUBLIC WITHOUT THE SPECIFIC
PERMITTANCE OF THE HEAD OF THE DELEGATION, AND LOGISTICAL ARRANGEMENTS
SUCH AS HOTEL RESERVATIONS SHOULD BE RESERVED IN THE EMBASSY'S NAME
AND NOT IN THE NAME OF THE CONGRESSIONAL TRAVELER WHENEVER POSSIBLE.

1. REP. ELIOT ENGEL, CHAIRMAN, SUBCOMMITTEE ON THE WESTERN
HEMISPHERE OF THE HOUSE COMMITTEE ON FOREIGN AFFAIRS (HCFA), WILL
LEAD A BI-PARTISAN CONGRESSIONAL DELEGATION (CODE) ON OFFICIAL
BUSINESS TO MEXICO, NICARAGUA, AND JAMAICA FEB 16-22. THE PURPOSE OF
CODE’S VISIT IS TO MEET WITH HOST GOVERNMENT AND NON-GOVERNMENT
OFFICIALS REGARDING POLITICAL DEVELOPMENTS, REGIONAL ISSUES AND
BILATERAL RELATIONS. REP. CUellar WILL TRAVEL TO/MON HOUSE DISTRICT
(VIA COMAIR) TO JOIN THE CODE IN MEXICO CITY FOR THIS PORTION OF
VISIT ONLY (FEB 16-22). THE REMAINDER OF THE CODE WILL TRAVEL VIA
MILITARY AIR (COMAIR). MAJ. CALVIN DANIELS, ASR FORCE WILL ACCOMP.
THE CODE. HOWEVER, SPASIALS, U.S. ENSCORTS AND ALL OTHERS ARE NOT/NOT
AUTHORIZED CONGRESSIONAL FUNDING. DEPARTMENT (T) WELCOMES THREAT
ASSUMPTIONS AND OTHER PERTINENT INFORMATION RELATIVE TO THE CODE’S
VISIT. PLEASE RECALL, ACTUAL COSTS, OR COST ESTIMATES IF ACTUAL
COSTS ARE NOT KNOWN. SHOULD BE CABLED AM 15 DAYS AFTER CODE’S
DEPARTURE, AND FASH COSTS WHEN THEY BECOME AVAILABLE. CABLES SHOULD
BE SENT TO THE ATTN OF H AND H/S/DFR/HB/AA/CAA (USING OMLP AND ATIN
TAGS).

2. TENTATIVE COMPOSITION:

(MEMBERS)
REP. ELIOT ENGEL (D-NY)
REP. JEAN SCHMIDT (R-OH) AND SPOUSE (PETRA)
REP. VIRGINIA FOXX (R-NC) AND SPOUSE (TON)
REP. JOHN SALAZAR (D-CO) AND SPOUSE (MARY LOU)
REP. MARK SOUTER (D-ME)
REP. RUBEN HIDALGO (D-TX) AND SPOUSE (MARTY)
REP. HENRY CUELLAR (D-TX) (VIA COMAIR TO MEXICO CITY ONLY)

(STAFF)
MR. JASON STEINBAUM - HCFA
MR. ERIC JACOBSTEIN - HCFA
Engel (Feb 09) Outgoing (2).txt

MS. JULIE SCHIFFSTHALER - HCF
MR. MARK SULLIVAN - CONGRESSIONAL RESEARCH SERVICE (CRS) SPECIALIST IN LATIN AMERICAN AFFAIRS, DETAILED TO HCF
DR. KAY KING - OFFICE OF THE SPEAKER (HSPW)

(OTHER)

MS. JULIE BULGIN - DEPARTMENT OF STATE (DOS), BUREAU OF LEGISLATIVE AFFAIRS, LEGISLATIVE MANAGEMENT OFFICER (LMO)

(DD/USAF ESCORTS)

COL. JOSIE BROWN

COL. THOMAS LAWHEAD (VIA CONAIR TO MEXICO CITY ONLY)

MAJ. CALVIN DANIELS, JR.

TSGT. RANDEE DIETRICK

TSGT. SHARON HOLT

DR. CAESAR JUNKER (PHYSICIAN)

3. SSN/SECURITY CLEARANCES:

JACOBS, ERIC ALAN - SSN:XXX-XX-8007; D/P/OB: 05/25/1980 NEW JERSEY; W/S/T 00/00/00

STEINHAUER, JASON BENNETT - SSN:XXX-XX-8624; D/P/OB: 05/11/1966 NEW JERSEY; W/S/T 00/00/00

LAWHEAD, THOMAS 2. (COL.) - SSN:XXX-XX-0889; D/P/OB: 03/01/1961 NEW YORK; D/O/T 00/00/00

BOOHER, AARON 3. (COL.) - SSN:XXX-XX-048S; D/P/OB: 08/17/1965 KENTUCKY; D/O/T 00/00/00

DANIELS, CALVIN F. JR. (MAJ.) - SSN:XXX-XX-0543; D/P/OB: 02/22/1973 NORTH CAROLINA; D/O/T 00/00/00

DIEJTRICK, RANDEE (TSGT.) - SSN:XXX-XX-1797; D/P/OB: 10/23/1973 PENNSYLVANIA; D/O/T 12/00

HOLT, SHARON KAY (TSGT.) - SSN:XXX-XX-7798; D/P/OB: 04/10/1977 WISCONSIN; D/O/T 08/00

4. TENTATIVE ITINERARY/AGENDA:

MON 07/16:

(SEP. CUELLAR)

0730 - LV LAREDO VIA CO-2858

0844 - AR HOUSTON

1045 - LV HOUSTON VIA CO-2858

1105 - AR MEXICO CITY (BENITO JUAREZ INTL AIRPORT)

(COL/US)

2000 - LV ANDREWS AFB ENROUTE TO MEXICO CITY

1300 - ARRIVES MEXICO CITY, MEXICO

-MEET BY CHARGE D'AFFAIRS LESLIE BASSETT, LUIS HUERTAS, EXPEDITOR

(ALL)

1345 - LV AIRPORT TO ATTORNEY GENERAL MEXICO MORA'S OFFICE

1430 - MEET WITH AG MEXICO MORA

1630 - AR AND CHECK-OUT AT SHERATON HOTEL

(REP. CUELLAR)

2000 - MEETING WITH DEF MIN GALVAN

(ALL)

REMAIN OVERNIGHT (NOW) MEXICO CITY (02/20/18) SHERATON MARIA ISABEL

Page 2

HFAC 0020

10-8483_065
HOTEL
TUE 02/17 (MEXICO CITY):
0700 - Country Team Brief
1000 - Meet with President Felipe, Photo Op
1500 - Transport to Airport
1530 - LV Mexico City INT'L VISA COD:1523
2237 - Arr Laredo (VSA Houston)

CODL
RON MEXICO CITY

WEB 02/18 (MEXICO CITY/MANAGUA):
Chairman Engel and Team Members
0820 - LV for Press Event
0830 - Press Event
CODL
0930 - LV Hotel for Sett Vests
1400 - Arr Benito Juarez International Airport
1415 - LV Mexico City for Managua
1800 - Arr Managua, Nicaragua
- Met by Deputy Chief of Mission Sanders
- Political Counsellor Chris Rymon
1815 - LV for Ambassador's Residence
1945 - Arr at Ambassador's Residence
1950 - Dinner and Country Team Brief at Residence (Unclassified Briefing)
2010 - LV for Meeting with President Ortega
2030 - Meeting with President Ortega
2145 - LV Presidential Headquarters for Hotel
2200 - Arr Crowne Plaza Hotel
RON MANAGUA (02/18-20; CROWNE PLAZA HOTEL)

THU 02/19 (MANAGUA):
1745 - LV Hotel for Ambassador's Residence
1800 - 2000 - Reception at Ambassador's Residence
2000 - LV Ambassador's Residence
2030 - LV Host Private Dinner at Restaurant
- Intermedio Del Bosque Rest
2230 - LV Restaurant to Hotel
RON MANAGUA

FRI 02/20 (MANAGUA/KINGSTON):
0900 - LV Crowne Plaza for Airport
1000 - LV Managua for Kingston
1230 - Arr Kingston, Jamaica
1300 - LV Airport for Embassy
1400 - Country Team Brief at Embassy
1500 - Meeting with Prime Minister (TBC)
1630 - Meeting with Foreign Minister (TBC)
1730 - LV Embassy for Hotel
1800 - Arr at Hotel
1930 - Reception at Hotel
RON KINGSTON (02/20-22; COUNCIL HILL HOTEL)

SAT 02/21 (KINGSTON):
RON KINGSTON

SUN 02/22:
1630 - LV Hotel for Airport
5. ACTION REQUESTED: PLEASE DESIGNATE A CONTROL OFFICER AND
ADMINISTRATIVE POINT OF CONTACT TO ASSIST WITH THE TRIP AND PROVIDE
THE NECESSARY TRANSPORTATION. PLEASE ADVISE DEPARTMENT (H) WITH
MAIL NUMBERS (OFFICE/HOME/FAX/CALL) AND UNCLASSIFIED EMAIL ADDRESS.

COORDINATING OFFICES IN WASHINGTON ARE:

(A) MR. ANDREW MACDERMOTT, LEGISLATIVE MANAGEMENT OFFICER (LMO),
BUREAU OF LEGISLATIVE AFFAIRS (A), U.S. DEPARTMENT OF STATE (DOS), AT
(W) 202/455-8286; (CHH) 202/513-8175; (CN) 202/224-7700 OR
202/453-8791; AND (UNCLASS EMAIL) MACDERMOTT@STATE.GOV

(B) MS. PATRICIA A. DIGGS, CONGRESSIONAL TRAVEL SPECIALIST, BUREAU
OF LEGISLATIVE AFFAIRS (A), AT (WW) 202/647-8068; AND (UNCLASS EMAIL)
DIGGS@STATE.GOV

MILITARY ESCORT CONTACT: MAJ. CALVIN DANIELS JR., USAF AT (WW)
703/571-8019; (BD) 703/788-1357; (CHH) 229/69-9810 (UNCLASS EMAIL)
CALVIN.DANIELS@PENTAGON.MIL

6. CODEL REQUESTS APPROPRIATE ACCOMMODATIONS BE RESERVED AT THE
HOTELS WHERE SPECIFIED IN ITINERARY/AGENDA PROVIDED IN PARA 3 ABOVE.
PLEASE CONSIDER ACCOMMODATIONS TO DEPARTMENT (H) SOONEST WITH DAILY
RATES IN USD. ADD ADDRESSES/TWELVE/TELEPHONE/FAX/RX ROOM NUMBERS AND
ADVISER IF TAX, SERVICE AND BREAKFAST ARE INCLUDED IN RATE. ALSO
ADVISE IF LATE CANCELLATION DATE WITHOUT PENALTY TO THE CODEL.

7. A FULL DAY OF PER DIEM SHOULD BE DISBURSED IN LOCAL CURRENCY FOR
THE WHOLE NIGHT IN COUNTRY. POSTS SHOULD NOT ISSUE PER DIEM IN
INCREMENTS FOR PARTIAL DAYS. REQUEST THAT PER DIEM FOR BOTH LODGING
AND MEAL BE DISBURSED DIRECTLY TO AUTHORIZED TRAVELERS SO THAT THEY
MAY SETTLE THEIR OWN HOTEL BILLS, UNLESS OTHERWISE ADVISED BY H.

8. AUTHORIZATION: REF Q. STATE 017821. CHANGE HOUSE APPROPRIATION
090448-1. 01845-10111, SUB-OBJECTS 226/226/226 AS APPROPRIATE.
FOR EACH NIGHT SPENT IN COUNTRY, DISBURSE THE MAXIMUM US/PER DIEM
RATES IN USD EQUIVALENT AS ESTABLISHED IN THE MONTHLY PNR, PLUS USD
50 FOR ACTUAL COST, LOCAL TRANSPORTATION, AND OTHER OFFICIAL
EXPENSES, AUTHORIZED (02/16-22) UNLESS OTHERWISE SPECIFIED BELOW.

HOUSE COMMITTEE ON FOREIGN AFFAIRS (HCFA):
ENGEL/STENBAUM/SCOTT/SHAEFFER/JACOBSEN/SULLIVAN

HOUSE FINANCIAL SERVICES (HFS):
MEROUSA

HOUSE COMMITTEE ON HOMELAND SECURITY (HHS):
SCHUERER/CEILLER (02/16-17)

HOUSE RULES COMMITTEE (HRULES):
POXO

HOUSE TRANSP. AND INFRASTRUCTURE CMTE (HTRANS):
SCHMIDT

HOUSE APPROPRIATIONS CMTE (HAC):
SALAZAR

Page 4

HFAC 0022
10-8483_067
only the base rate, plus 50 for actual costs, is authorized wherever
Government housing or private lodging is provided. Individual
travellers are responsible for any charges to their rooms.

9. Effective immediately, posts are requested to report costs in the
following report format:

CODDLE JONES EXPENDITURES FOR VISIT TO ERIKA, JUN 1-5, 2002 (PROVIDE
FISCAL DATA FOR TRIP HERE)

PER DIEM (2162) DOLLS 300
-- JONES, REP (2162) DOLLS 125
-- VICT, REP (2162) DOLLS 175
-- PER DIEM RETURNED UNEXPENSED (JONES) DOLLS 20

TRANSPORTATION (2160) DOLLS 200
-- AIR TRANSPORTATION (2160) DOLLS 200

OTHER EXPENSES (2166) DOLLS 500
-- INTERPRETERS (ESTIMATE COSTS) DOLLS 100
-- OVERTIME (LOCAL STAFF) DOLLS 300
-- CONTROL ROOM DOLLS 200

The above format should be used for all events/services expected to
be incurred by posts which will be charged to Codel fund c10e.
Request actual costs, or cost estimates if actual costs are not
known, be provided to H NLT 5 DAYS AFTER CODEL’S DEPARTURE, AND
final costs when they become available. Cables should be sent to the
ATTN OF H AND RMF/DFS/PO/A/C/AA (USING OREF AND AFIN TACS).

CLINTON
BT
#3135

MANNUNCLASIFIED STATE 00011135
DEPARTMENT OF THE AIR FORCE
WASHINGTON DC 20330-1000

27 February 2009

Office of Legislative Liaison
Rm 332 Rayburn Building
U.S. House of Representatives
Washington, DC 20515

The Honorable Elliot Engel
2161 Rayburn House Office Building
U.S. House of Representatives
Washington, DC 20515

Dear Chairman Engel,

Thank you for choosing the Air Force for your travel to Mexico, Nicaragua, and Jamaica. It was a true pleasure providing you assistance on the trip. A list of your incurred expenses follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-Eight Meals</td>
<td>2</td>
<td>$20.54</td>
</tr>
<tr>
<td>Mexico City: El Refugio</td>
<td>1</td>
<td>$74.36</td>
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<tr>
<td>Mexico City: Swim tour</td>
<td>1</td>
<td>$8.83</td>
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<tr>
<td>Managua: El Tiscapa (Lunch)</td>
<td>1</td>
<td>$34.56</td>
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<tr>
<td>Managua: Natural site tour</td>
<td>1</td>
<td>$5.70</td>
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<tr>
<td>Kingston: Morgan’s Harbor (Lunch)</td>
<td>1</td>
<td>$21.65</td>
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<tr>
<td>Kingston: Devon House tour</td>
<td>1</td>
<td>$5.00</td>
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<tr>
<td>Kingston: Business Sea</td>
<td>1</td>
<td>$3.91</td>
</tr>
<tr>
<td>Kingston: Lunch</td>
<td>1</td>
<td>$11.08</td>
</tr>
</tbody>
</table>

Total Amount $135.35

Please provide a check for this amount, payable to the US Treasury, to the Air Force Liaison office in the Rayburn House Office Building (room B-322) as soon as possible. If you have any questions, or if I can be of assistance in any way, please call me at (703) 574-...

Thank you.

Very Respectfully,

CALVIN E. DANIELS JR., Major, USAF
Congressional Liaison

Engel_0074
10-8483_070
EXHIBIT 16
CODEL ENGEL
Trinidad and Tobago, and St. Vincent and the Grenadines
April 17-21, 2009
H(e) Trip Report

On April 17-21, 2009, the Honorable Eliot L. Engel of the House Committee on Foreign Affairs, Chairman of the Subcommittee on the Western Hemisphere, led a bipartisan Congressional Delegation on official business to Trinidad and Tobago, and St. Vincent and the Grenadines. The purpose of this trip was to participate in the 11th Summit of the Americas and meet with government and non-government officials regarding political and economic developments, and bilateral relations with St. Vincent and the Grenadines.

Participants

Rep. Eliot L. Engel, D-NY
Rep. Connie Mack, R-FL
Rep. Donald M. Payne, D-NJ
Del. Donna M. Christensen, D-VI
Rep. Gregory W. Meeks, D-NY
Rep. Mary Bono Maize, R-CA
Rep. Yvette D. Clarke, D-NY
Resident Commissioner Pedro Pierluisi, D-PR

Mr. Jason Steinbaum, Staff Director, Subcommittee on the Western Hemisphere, HFAC
Mr. Clifford Zimmerman, Staff Director, Subcommittee on International Organizations, Human Rights and Oversight, HFAC
Mr. Stephanie Lehnhard, Staff Director, Subcommittee on International Monetary Policy and Trade, HFCS

Mr. Peter Quinlan, Senior Professional Staff, HFAC
Mr. Eric Jacobstein, Professional Staff Member, Subcommittee on the Western Hemisphere, HFAC
Ms. Robyn Waage, Majority Professional Staff Member, HFAC
Ms. Julie Scherzhauer, Staff Associate, Subcommittee on the Western Hemisphere, HPAC
Ms. Deanne Samuel, Executive Assistant and Scheduler, Rep. Howard Berman/HFAC
Ms. Kirsten A. Stamm, Foreign Affairs Officer, Bureau of Western Hemisphere Affairs, DOS
Ms. Crystal D. Ford, Assistant Deputy Director, House Affairs, U.S. Southern Command

Official Meetings

Trinidad – April 17
• Meeting with President of El Salvador Antono Sosa and President-Elect of El Salvador Maria
  Funes
• Meeting with President of Panama Martin Torrijos
• Opening Session of the Fifth Summit of the Americas (Speeches by President of Argentina
  Cristina Fernandez de Kirchner, President of Nicaragua Daniel Ortega, Prime Minister of
  Bolivar Darío Ramon, President of the United States Barack Obama, and Prime Minister of
  Trinidad and Tobago Patrick Manning)
• Reception hosted by the Summit Secretariat

Trinidad – April 18
• Meeting with President of Chile Michelle Bachelet
• Working breakfast with Secretary General of the Organization of American States José Miguel
  Insulza
• Meeting with President of Uruguay Tabár Z. Vázquez
• Meeting with President of Honduras Manuel Zelaya
• Meeting with President of Ecuador Rafael Correa
• Meeting with President of Haiti Rene Preval

Engel 0043

10-8483_072
• Meeting with U.S. Secretary of State Hillary Rodham Clinton
• Meeting with Caribbean Community (CARICOM) Heads of State
• Meeting with President of Mexico Felipe Calderon
• Meeting with President of Argentina Cristina Fernandez de Kirchner
• Meeting with President of Colombia Alvaro Uribe
• Meeting with President of the United States Barack Obama

St. Vincent and the Grenadines: April 19
• Country Team Brief with U.S. Charge d’Affaires to Barbados and the Eastern Caribbean D. Brand Hardt
• Meeting with Deputy Prime Minister and Minister of Foreign Affairs, Commerce and Trade Sir Louis Stroeker
• Meeting with Peace Corps Deputy Country Director Helen Petruzzella and Jesuit Peace Corps Volunteer
• Site Visit with U.S. Peace Corps Volunteer
• Reception hosted by U.S. Charge d’Affaires to Barbados and the Eastern Caribbean D. Brand Hardt
• Meeting with Political Opposition Leaders, including Former Prime Minister Arnhim Eustace

St. Vincent and the Grenadines: April 20
• Meeting with Prime Minister of St. Vincent and the Grenadines Ralph Everard Gonsalves
• Press Conference with Prime Minister of St. Vincent and the Grenadines Ralph Everard Gonsalves
• Meeting with Governor General Sir Frederick Nathaniel Bollantyne
• Working lunch with Ministers and government officials hosted by Deputy Prime Minister and Minister of Foreign Affairs, Commerce and Trade Sir Louis Stroeker
• Briefing by Deputy Prime Minister and Minister of Foreign Affairs, Commerce and Trade Sir Louis Stroeker on development, infrastructure, and the tourism industry
# Statement of Expenses

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Description</th>
<th>O&amp;M Receipt</th>
<th>O&amp;M Non-Receipt</th>
<th>Collection O&amp;M</th>
<th>Contingency O&amp;M</th>
<th>Con Non-Res Contingency</th>
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<tr>
<td>15-Apr-09</td>
<td>Andrews AFB</td>
<td>Baggage Tip at Commissary</td>
<td>$10.00</td>
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<td>16-Apr-09</td>
<td>Andrews AFB</td>
<td>Shopette Delegation Room Beverages</td>
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<td>16-Apr-09</td>
<td>Pentagon</td>
<td>Atomic Pag - Friendship Pina</td>
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<td>16-Apr-09</td>
<td>OAS Gift Shop</td>
<td>OAS Lawl Pine</td>
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<td>16-Apr-09</td>
<td>Trinidad</td>
<td>Hyatt Baggage Tip</td>
<td>$15.00</td>
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<td>17-Apr-09</td>
<td>First Citizens Bank-Trinidad</td>
<td>US S Trained Conv Mission at D / US 00 + 6 TT</td>
<td>$11.50</td>
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<td>17-Apr-09</td>
<td>Hyatt-Trinidad</td>
<td>Delegation Room Changes 726 TT at 2:1</td>
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<td>$120.00</td>
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<td>Hyatt-Trinidad</td>
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<td>Hyatt-Trinidad</td>
<td>Ground Transportation/Guide</td>
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<td>Tips (Baggage)</td>
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<td>16-Apr-09</td>
<td>Trinidad</td>
<td>Dinner, Angela's Italian for 9</td>
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<td>$71.00</td>
<td>$81.00</td>
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<td>15-Apr-09</td>
<td>Trinidad</td>
<td>Indian Fare and Drinks</td>
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<td>Trinidad</td>
<td>Lunch (El Palmito on the Go) for 12</td>
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<td>$81.00</td>
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<td>Trinidad</td>
<td>Lost Passport Fee for Replacement</td>
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<td>19-Apr-09</td>
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<td>Passport for Sgt. John White</td>
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<td>Hotel Incidents (CM Weeks)</td>
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<td>19-Apr-09</td>
<td>Trinidad</td>
<td>Dinner Beverages (Mesa inclusive in hotel price but not drinks)</td>
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<td>St Vincent</td>
<td>Members/Staff Escort for 14</td>
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<tr>
<td>20-Apr-09 St Vincent</td>
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<tr>
<td>20-Apr-09 Trinidad</td>
<td>Hyatt Baggage Tip</td>
<td>$10.00</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21-Apr-09 Hyatt-Trinidad</td>
<td>Control Room Phone Charges (RM 2118)</td>
<td>$90.99</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>21-Apr-09 Hyatt-Trinidad</td>
<td>Delegation Room Breakdown (Bed)</td>
<td>$395.45</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>21-Apr-09 Hyatt-Trinidad</td>
<td>Delegation Room (Removal, Furnishings)</td>
<td>$400.90</td>
<td></td>
<td></td>
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<tr>
<td>21-Apr-09 Hyatt-Trinidad</td>
<td>Speciality Food Items from M/Aire</td>
<td>$99.22</td>
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<tr>
<td>21-Apr-09 Hyatt-Trinidad</td>
<td>Delegation Room</td>
<td>$1,502.65</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13-May-09 Hyatt-Trinidad</td>
<td>Credit for overcharge of delegation room</td>
<td>-$508.67</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>21-Apr-09 Andrews AFB</td>
<td>41 Lunches</td>
<td>$116.34</td>
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</tr>
<tr>
<td>21-Apr-09 Andrews AFB</td>
<td>Airport Transportation Tip</td>
<td>$20.00</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>21-Apr-09 Trinidad</td>
<td>Hyatt Baggage Tip</td>
<td>$40.00</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>21-Apr-09 Trinidad</td>
<td>Basic charge for 1127 tickets bought at 81</td>
<td>$7.57</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22-Apr-09 Partages</td>
<td>.Room change for 1127 tickets bought at 81</td>
<td>$222.90</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23-Apr-09 Partages</td>
<td>Room change for 1127 tickets bought at 81</td>
<td>$3,651.10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: $3,882.43
EXHIBIT 18
DEPARTMENT OF THE AIR FORCE
WASHINGTON, D.C. 20330-1000

4 May 2009

Office of Legislative Liaison
1160 Air Force Pentagon
Washington, DC 20330-1160

The Honorable Eliot Engel
2141 Rayburn Building
U.S. House of Representatives
Washington, DC 20515

Dear Representative Engel,

Thank you for choosing the Air Force for your travel to Trinidad and St. Vincent. It was a pleasure providing you assistance on the trip. A list of your incurred expenses follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dinner at Wyatt Waterfront Trinidad (17 Apr 09)</td>
<td>1</td>
<td>$70.13</td>
</tr>
<tr>
<td>Lunch at Pecos on the Grill Trinidad 18 Apr 09</td>
<td>1</td>
<td>$6.75</td>
</tr>
<tr>
<td>Dinner (Angel Footer, Trinidad 18 Apr 09)</td>
<td>1</td>
<td>$84.14</td>
</tr>
<tr>
<td>Lunch at Vincent (20 Apr 09)</td>
<td>1</td>
<td>$4.32</td>
</tr>
<tr>
<td>Dinner-St Vincent (19 Apr 09, inclusive meal, drinks were extra)</td>
<td>1</td>
<td>$2.82</td>
</tr>
<tr>
<td>Young Island Resort, St Vincent, Room Incidentals (20 Apr 09)</td>
<td>1</td>
<td>$11.26</td>
</tr>
</tbody>
</table>

Total Amount $383.42

Please provide a check for this amount, payable to the "US Treasury", to the Air Force Liaison office in the Rayburn House Office Building, room B-322 as soon as possible. If you have any questions, or if I can be of assistance in any way, please call me at (703) 697-2444.

Thank you.

Very Respectfully,

JEFFREY E. WARMKA, Lt Col, USAF
Congressional Liaison
EXHIBIT 19
EXHIBIT 20
CODEL Engel
El Salvador, Honduras
May 31-June 2, 2009
11(e) Trip Report

From May 31-June 2, 2009, the Honorable Eliot L. Engel, Chairman of the House Committee on Foreign Affairs Subcommittee on the Western Hemisphere, led a Congressional Delegation on official business to El Salvador and Honduras. The purpose of this trip was to attend the inauguration of President of El Salvador Mauricio Funes, and the Organization of American States General Assembly in San Pedro Sula, Honduras.

Participants

Rep. Eliot L. Engel
Rep. William D. Delahunt

Jason Strathburn, Staff Director, Subcommittee on the Western Hemisphere
Eric Jacobson, Professional Staff, Subcommittee on the Western Hemisphere (Honduras only)

Official Meetings

El Salvador: May 31
Pathways to Prosperity: meeting with Secretary of State Clinton and Foreign Ministers of participant countries
Meeting with Millennium Challenge Corporation staff and beneficiaries of rural electrification program with Secretary of State Clinton
Vital Voices meeting with Women Entrepreneurs with Secretary of State Clinton
Dinner at Foreign Ministry with various Foreign Ministers attending the inauguration of President Funes

El Salvador: June 1
Attend Inauguration of President Funes
Tour photo exhibit of history of U.S.-Salvadoran relations at U.S. Ambassador’s residence
Lunch hosted by Foreign Minister of El Salvador at Presidential gardens with members of new cabinet
Visit USAID project “Alternativa,” which helps Salvadorean artisans and crafts makers
Meet President Mauricio Funes

Honduras: June 1
Dinner hosted by President of Honduras Manuel Zelaya

Honduras: June 2
Meeting with Secretary of State Hillary Rodham Clinton and Caribbean Community (CARICOM) Foreign Ministers
Inaugural Session of Organization of American States (OAS) General Assembly
Meeting with Israeli Deputy Prime Minister of Foreign Affairs Daniel Ayalon
Meeting with Secretary General of the OAS Jose Miguel Insulza
Meeting with U.S. Ambassador to Honduras Hugo Soto
Meeting with President of Paraguay Fernando Lugo
Meeting with Foreign Minister of Venezuela Nicolas Maduro
Prepared by American Embassy Panama

Panama mytie

DATE: JANUARY 2, 2010

RECEIVED IN CASH FROM AMERICAN EMBASSY, PANAMA.

CODE: ENEG

NAME: MEYER, EDWIN G.

PANAMA PER DIEM $5  DAY($) X 7  LESS  % = $127

PANAMA SUBSISTENCE $5  DAY($) X 2  LESS  % = $109

TOTAL = $236 (USD)

AUTHORIZED AS FOLLOWS:

REFERENCE: CABLE STATE 131518

FISCAL DATA: 030408.1 ZESP 046092 2167

SIGNATURE: Engel

Engel 0053
10-8483_084
CODEL ENGEL
Panama, Argentina, Colombia
January 3-10, 2010
11(e) Trip Report

From January 3-10, 2010, the Honorable Eliot L. Engel of the House Committee on Foreign Affairs, Chairman of the Subcommittee on the Western Hemisphere, led a Congressional Delegation on official business to Panama, Argentina and Colombia. The purpose of this trip was to meet with government and non-government officials regarding political and economic developments, and general bilateral relations with each country.

Participants
Rep. Eliot L. Engel, D-NY
Rep. Lynn Woolsey, D-CA
Rep. Shelley Berkley, D-NV
Rep. Pedro Pierluisi, D-PR
Mr. Christopher McMullen, Deputy Assistant Secretary for Western Hemisphere Affairs, U.S. Department of State
Mr. Jason Szilagyi, Staff Director, Subcommittee on the Western Hemisphere, HFA
Mr. Peter Quiller, Senior Professional Staff Member, HFA
Mr. Eric Jacobsen, Professional Staff Member, Subcommittee on the Western Hemisphere, HFA

Official Meetings
Panama – January 3, 2010
• Reception with Ambassador of Panama to the United States James Almanza and President of Panama Ricardo Martinelli

Panama – January 4, 2010
• Country Team Briefing by U.S. Ambassador to Panama Barbara J. Stepnerson and Embassy staff
• Meeting with Vice President and Foreign Minister of Panama Juan Carlos Varela, Minister of Economy and Finance of Panama Albert Vallarino, Minister of Government and Justice of Panama Jose Luis Mallo, and Ministry for Commerce and Industry of Panama Roberto Herrera
• Working lunch with President of Panama Ricardo Martinelli
• Briefing by Juan Wong, Assistant Project Manager, Canal Expansion Program and site visit to the Panama Canal
• Reception hosted by U.S. Ambassador to Panama Barbara J. Stepnerson

Panama to Argentina – January 5, 2010
• Reception hosted by U.S. Ambassador to Argentina Violeta Martinez

Argentina – January 6, 2010
• Country team briefing by U.S. Ambassador to Argentina Violeta Martinez and Embassy staff
• Meeting with Foreign Minister of Argentina Jorge Taiana
• Meeting with President of the Argentine-Israeli Mutual Association (AMIA) Luisayanuld and President of the Israeli-Argentina Associations' Delegation (DAIA) Jorge Kirschenbaum and visit to the AMIA building to participate in a ceremony commemorating the victims of the 1994 terrorist attack
• Working lunch with Argentine labor leaders
• Meeting with Mayor of Buenos Aires Mauricio Macri
• Meeting with President of Argentine Cristina Fernandez de Kirchner
• Press Conference at Argentine Presidential Palace

Engel 0064
10-8483_087
Argentina to Colombia: January 7, 2010
• Visit to site of former Israeli Embassy in Buenos Aires destroyed in terrorist attack
• Working dinner with U.S. Ambassador to Colombia William Brownfield

Colombia: January 8, 2010
• Country team briefing with U.S. Ambassador to Colombia William Brownfield and Embassy Staff
• Working lunch with Mayor of Cartagena Judith Pinedo
• Site visit to Escuela Taller, a USAID-funded project to reintegrate former child combatants
• Briefing at Colombian Naval Base by Admiral Guillermo Barrera, Commander of the Colombian Navy
• Press Conference at Naval Base
• Reception hosted by U.S. Ambassador to Colombia William Brownfield

Colombia: January 9, 2010
• Meeting with President of Colombia Alvaro Uribe [Participants: Minister of Defense of Colombia Gabriel Silva, Minister of Trade of Colombia Luis Guillermo Plaza, Higher Commissioner for Peace of Colombia Hernán Puel, Director of Action Social Diego Molano, Colombian Ambassador to the United States Carolina Barco, and Deputy Chief of Mission for the Embassy of Colombia in the United States Sylvia Countas]
• Press Conference with President Uribe
• Working lunch with Anti-Columbia leaders including President of RedAra Dorello Barrios, Council Member Gloria Sandos, Rosario Island Council Member Ever de la Rosa, and various community leaders representing education and industry sectors.

Colombia: January 10, 2010
• Visit to Cartagena Port – Briefing by Anti-Columbia Police Acting Director Henry Gamboa and Port General Manager Alfonso Salas

Engel 0085
10-8483_088
DEPARTMENT OF THE AIR FORCE  
WASHINGTON DC 20330-1000

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

The Honorable Elliot Engel  
2161 Rayburn Building  
U.S. House of Representatives  
Washington, DC 20515

Dear Chairman Engel,

Thank you for choosing the Air Force for your travel to Panama, Argentina and Colombia. It was a true pleasure providing you assistance on the trip. A list of your incurred expenses follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-flight Meals ($7.71 ea)</td>
<td>3</td>
<td>$23.13</td>
</tr>
<tr>
<td>Medical Prescription</td>
<td>1</td>
<td>$16.91</td>
</tr>
<tr>
<td>Dinner – Cafe las Llitas (w/Amb), Buenos Aires</td>
<td>1</td>
<td>$80.59</td>
</tr>
<tr>
<td>Dinner – La Bruschetta, Cartagena</td>
<td>1</td>
<td>$45.51</td>
</tr>
<tr>
<td>Lunch – Jose del Mar (w/Mayoc), Cartagena</td>
<td>1</td>
<td>$49.98</td>
</tr>
<tr>
<td>Lunch – El Bost (w/El Capuchino), Cartagena</td>
<td>1</td>
<td>$44.65</td>
</tr>
</tbody>
</table>

Total Amount: $288.77

Please provide a check for this amount, payable to the US Treasury, to the Air Force Liaison office in the Rayburn House Office Building (room B-322) as soon as possible. If you have any questions, or if I can be of assistance in any way, please call me at (202) 224-7. Thank you.

Very Respectfully,

[Signature]

HEIDI E. CORNELL, Lt Col, USAF  
Congressional Liaison
EXHIBIT 24
<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>PER DIEM FOR CODEL ENGEL - FEB 14-FEB 19, 2016</td>
<td>1 PERSON</td>
<td>293.00</td>
<td>293.00</td>
<td>586.00</td>
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<tr>
<td>TRANSPORTATION - $50.00 x 5 days = $250.00</td>
<td>1 PERSON</td>
<td>250.00</td>
<td>250.00</td>
<td>500.00</td>
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<tr>
<td>TOTAL: $836.00 PERSON x 2 MEMBERS = $1,672.00</td>
<td>2 PERSONS</td>
<td>1672.00</td>
<td>1672.00</td>
<td>3344.00</td>
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<table>
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<tr>
<td>AMOUNT</td>
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<th>TITLE</th>
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<tbody>
<tr>
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<td>FURTHER AUTHORIZATION IS AUTHORIZED FOR THIS VOUCHER IN CONFORMITY WITH PROPER AUTHORIZATION</td>
</tr>
<tr>
<td>EXCHANGE DATE</td>
<td>2016-12-21</td>
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<tr>
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**TOTAL AMOUNT: $1,672.00**

Engel 0086

10-8483_092
EXHIBIT 25
CODEL ENGEL
Israel
February 13-19, 2010
11th Trip Report

From February 13-19, 2010, the Honorable Eliot L. Engel of the House Committee on Foreign Affairs, Chairman of the Subcommittee on the Western Hemisphere, led a Congressional Delegation on official business to Israel. The purpose of this trip was to participate in the Jerusalem Conference and meet with government and non-government officials regarding political and economic developments, and general bilateral relations.

Participants

Rep. Eliot L. Engel, D-NY
Mr. James Steinbaum, Staff Director, Subcommittee on the Western Hemisphere, HTAC

Official Meetings

February 13-14, 2010: Travel

February 15, 2010
- Working lunch with Member of Knesset Naim Ze'ev (SHAS)
- Spoke at Knesset conference on the Jews of the Middle East Disagreements and H.Res. 185 of the 111th Congress Expressing the sense of the House of Representatives regarding the creation of refugee populations in the Middle East, North Africa, and the Persian Gulf region as a result of human rights violations.

February 15-16, 2010
- Meeting with Deputy Foreign Minister of Israel Danny Ayalon
- Meeting with Dov Lifshitz, Ministry of Foreign Affairs Deputy Director General for Central and South American Affairs
- Meeting with Barbara Broido, Ministry of Foreign Affairs Deputy Director General, North American Division
- Spoke at Jerusalem Conference Panel Discussion on Iranian Threats to the Region and Beyond
- Visited Yad Vashem Holocaust Memorial
- Meeting with Foreign Minister of Israel Avigdor Liberman

February 17, 2010
- Meeting with Consul General of U.S. Consulate in Jerusalem Daniel Rubinstein
- Meeting with Palestinian Prime Minister Salam Fayyad
- Spoke at Jerusalem Conference Panel Discussion on the Future of U.S.-Israel Relations
- Meeting with opposition leader and Kadima Chair Tzipi Livni
- Visited Mt. Herzl National Cemetery and paid respects at grave sites of former Prime Ministers Yitzhak Rabin and Yitzhak Shamir, and others

February 18, 2010
- Meeting with Member of Knesset Arieh Eldad (National Union) and visited several West Bank sites
- Meeting with Minister of National Infrastructure Uzi Landau
- Meeting with U.S. Ambassador to Israel James Cunningham
- Meeting with Prime Minister of Israel Benjamin Netanyahu
- Visited Rabbit Center Museum and Archival Center about the life of Yitzhak Rabin

February 19, 2010: Travel