

2011 SEP -9 PM 4: 26

OFFICE OF THE CLERK  
U.S. HOUSE OF REPRESENTATIVESU.S. House of Representatives  
112<sup>th</sup> CongressEMPLOYEE  
POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from private sources for meetings, speaking engagements, fact-finding trips or similar events in connection with official duties. You need not disclose government-funded or political travel on this form, or travel that is unrelated to official duties. This form does not eliminate the need to report all privately-funded travel on the annual Financial Disclosure Statements of those persons required to file them. In accordance with clause 5 of House Rule 25, complete this form and file it with the Clerk of the House of Representatives, B-106 Cannon House Office Building, within **15 days** after travel is completed. The Clerk is to make these forms publicly available as soon as possible after they are received. *Obtain the dollar amounts from the sponsor; if exact dollar amounts are unavailable, provide a good faith estimate.*

Name of Employee (print or type): Justin LoFranco

Name of Accompanying Family Member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_Date of Departure and Date of Return: 8/7/11 - 8/14/11

Dates at Personal Expense: \_\_\_\_\_

Itinerary (cities of departure – destination – return): \_\_\_\_\_

Washington, D.C. - Istanbul - Trabzon - Ankara - Istanbul - Washington, D.C.Sponsor(s) (who paid for the trip): American-Turkish CouncilDescribe meetings and events attended (attach additional pages if necessary): See Attached for itinerary

Attached to this form are EACH of the following (*signify "yes" for each item by checking the corresponding box*):

1. ☒ the Private Sponsor Travel Certification Form completed by trip sponsor, including all attachments;
2. ☒ the Privately-Sponsored Travel Approval Form completed by the employee; *and*
3. ☒ the Committee on Ethics letter approving my participation on this trip.

I represent that I participated in each of the activities reflected in the sponsor's agenda (*signify "yes" by checking box*): ☒

If not, explain: \_\_\_\_\_

**TRAVEL EXPENSES:**

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses
For employee:	\$4300	\$1386	\$525
For accompanying family member:			

	Other Expenses (dollar amount)	Specific Nature of Expenses (e.g., taxi, parking, registration fee, etc.)
For employee:	\$550	(tips, entrance fee, guide fee, buses)
For accompanying family member:		

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF EMPLOYEE:

DATE:

8/30/11

I authorized this travel in advance. I have determined that all of the expenses listed above were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER:

SIGNATURE OF SUPERVISING MEMBER:

DATE:

Version date 1/2011 by Committee on Ethics

Jo Bonner, Alabama  
*Chairman*  
Linda T. Sánchez, California  
*Ranking Member*

Michael T. McCaul, Texas  
K. Michael Conaway, Texas  
Charles W. Dent, Pennsylvania  
Gregg Harper, Mississippi

John A. Yarmuth, Kentucky  
Donna F. Edwards, Maryland  
Pedro R. Pierluisi, Puerto Rico  
Joe Courtney, Connecticut



ONE HUNDRED TWELFTH CONGRESS

## U.S. House of Representatives

### COMMITTEE ON ETHICS

August 1, 2011

Daniel A. Schwager  
*Staff Director and Chief Counsel*

Joanne White  
*Administrative Staff Director*

Kelle A. Strickland  
*Counsel to the Chairman*

Daniel J. Taylor  
*Counsel to the Ranking Member*

1015 Longworth House Office Building  
Washington, D.C. 20515-6328  
Telephone: (202) 225-7103  
Facsimile: (202) 225-7392

Mr. Justin LoFranco  
Committee on Oversight & Government Reform  
2157 Rayburn House Office Building  
Washington, DC 20515

Dear Mr. LoFranco:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Turkey, scheduled for August 7 to 14, 2011, sponsored by the American-Turkish Council.

You must complete an Employee Travel Disclosure Form (which your employing Member must also sign) and file it with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are required to attach a copy of this letter and the Private Sponsor Travel Certification Form, including all attachments. You must also include a copy of the Traveler Form completed by you and signed by your employing Member. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$350 from a single source on Schedule VII of that statement.

Because the trip may involve meetings with foreign government representatives, we note that House employees may accept, under the Foreign Gifts and Decorations Act, gifts "of minimal value [currently \$350] tendered as a souvenir or mark of courtesy" by a foreign government. Any tangible gifts valued in excess of \$350 received from a foreign government must, within 60 days of acceptance, be disclosed on a Form for Disclosing Gifts from Foreign Governments and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.


Mr. Justin LoFranco  
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If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,



Jo Bonner  
Chairman



Linda T. Sánchez  
Ranking Member

JB/LTS:tn

U.S. House of Representatives  
Committee on Ethics

**PRIVATE SPONSOR TRAVEL CERTIFICATION FORM**  
**(provide directly to each House invitee)**

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers or employees under House Rule XXV, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer or employee, who will then forward it to the Committee. The trip sponsor should NOT submit the form directly to the Committee.

*Private sponsors are urged to submit this form to each House invitee at least 30 days before travel is scheduled to begin. The failure to provide the Committee with adequate time to review the form and attachments may result in the invitee not receiving approval for the trip. The submission of an incomplete form will delay the review process. Before completing this form, sponsors are urged to carefully review the Committee's private travel guidelines and advisory memoranda detailing the rules and restrictions for private travel, as well as the instructions for completing this form. Sponsors should call the Committee with any questions prior to submitting the form. Please type form.*

1. Sponsor(s) (who will be paying for the trip): American-Turkish Council
2. I represent that the trip will not be financed (in whole or in part) by a federally-registered lobbyist or a registered foreign agent (signify "yes" by checking box): ☒
3. I represent that the trip sponsor(s) has not accepted from any other source funds earmarked directly or indirectly to finance any aspect of the trip (signify "yes" by checking box): ☒
4. Is travel being offered to an accompanying family member of the House invitee(s)? ☐ Yes ☒ No
5. Provide names and titles of ALL House invitees; for each invitee, provide explanation of why the individual was invited (include additional pages if necessary): Please see attached the list of the House Staffers who are invited on the trip.
6. Dates of travel: August 7-14, 2011
7. Cities of departure – destination – return: Washington, DC-Istanbul-Trabzon-Ankara-Istanbul and Washington, DC
8. Attached is a detailed agenda of the activities taking place during the travel (i.e., an hourly description of planned activities) (signify "yes" by checking box): ☒
9. I represent that (check one of the following):
  - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
  - b. The sponsor of the trip does not retain or employ a federally registered lobbyist or registered foreign agent: ☒ or
  - c. The trip is for attendance at a one-day event and lobbyist involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
10. If travel is for participation in a one-day event (i.e., if you checked Question 9(c)), check one of the following:
  - a. One-night's lodging and meals are being offered: ☐ or
  - b. Two-nights' lodging and meals are being offered: ☐If "b" is checked, explain why the second night is warranted: \_\_\_\_\_

11. If the trip is not sponsored by an institution of higher education, I represent that a federally-registered lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (*signify "yes" by checking box*): ☒
12. Private sponsors must have a direct and immediate relationship to the purpose of the trip or location being visited. Describe the role of each sponsor in organizing and conducting the trip: American-Turkish Council. Please see attached document for details.
13. Describe each sponsor's organizational interest in the purpose of the trip: Please see attached document for the details of the purpose of the trip.
14. Describe the type and class of the transportation being provided. Indicate whether coach, business-class or first-class transportation will be provided. In addition, for travel via aircraft, please indicate if travel is being offered on a commercial flight, chartered flight or on an aircraft operated or paid for by a carrier not licensed by the Federal Aviation Administration to operate for compensation or hire (*i.e.*, a private aircraft). If first-class fare is being provided, or if travel is via chartered or private aircraft, please provide an explanation describing why such travel is warranted: Travel is via coach class on THY direct flight from DC to Istanbul. In Country travel will be on Turkish Airlines between the cities, and buses within the cities.
15. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (*signify "yes" by checking box*): ☒
16. I represent that either (*check one of the following*):
- a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ *or*
- b. The trip involves events that are arranged or organized *specifically with regard* to congressional participation: ☒
- If "b" is checked, detail the cost per day of meals (approximate cost may be provided): \$75.00
17. Reason for selecting the location of the event or trip: Please see attached document for details.
18. Name of hotel or other lodging facility: in Istanbul Hyatt Hotel, in Trabzon Sumela and in Ankara Hilton.
19. Cost per night of hotel or other lodging facility (approximate cost may be provided): Approximate cost per night, per person for lodging is \$198 excluding tax.
20. Reason(s) for selecting hotel or other lodging facility: American Company facilities such as Hilton are selected during travel when available, and local hotels with proper, and sufficient services.

21. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input type="checkbox"/> good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	\$4300	\$1,386	\$525
For each accompanying family member			

	Other Expenses (dollar amount)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	\$550	(tips, entrance fee, guide fee, buses)
For each accompanying family member		

22. I represent that reimbursement for miscellaneous travel expenses for the trip, such as travel to and from airports, security costs, interpreter fees, visa application fees, and similar expenses, will be for actual costs incurred and are necessary for the purpose of the trip (signify "yes" by checking box): ☒

23. I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: \_\_\_\_\_

Name and title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

Email Address: \_\_\_\_\_

The Committee staff may contact the above individual above if additional information is required.

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics  
U.S. House of Representatives  
1015 Longworth House Office Building  
Washington, DC 20515  
(202) 225-7103 (phone)  
(202) 225-7392 (fax)

Version date 3/2011 by Committee on Ethics

U.S. House of Representatives  
Committee on Ethics

PRIVATELY SPONSORED TRAVEL: TRAVELER FORM

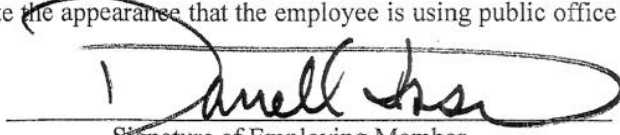
1. Name of Traveler: Justin LoFranco
2. Sponsor(s) (who will be paying for the trip): American-Turkish Council
3. Travel destination(s): Turkey
4. a. Date of Departure and Date of Return: August 7 - 14, 2011  
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No  
If yes, dates at personal expense: \_\_\_\_\_
5. a. Will you be accompanied by a family member at the sponsor's expense? ☐ Yes ☒ No  
b. If yes, name of accompanying family member: \_\_\_\_\_  
c. Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_
6. a. Did the trip sponsor answer "yes" to Question 9(c) on the Trip Sponsor form (i.e., the travel is being sponsored by an entity that employs a lobbyist)? ☐ Yes ☒ No  
b. If yes, check one of the following: ☐ N/A – Sponsor checked 9(a) or 9(b)  
(1) Approval for one-night's lodging and meals is being requested: ☐ or  
(2) Approval for two-nights' lodging and meals is being requested: ☐  
If "(2)" is checked, explain why the second night is warranted: \_\_\_\_\_
7. Private Sponsor Travel Certification Form is attached, including agenda, invitee list, and any other attachments (indicate that form is attached by checking box): ☒
8. Explain why participation in the trip is connected to your individual official or representational duties:  
The Oversight Committee is uniquely positioned to oversee the reconstruction efforts in Iraq. As Turkey is a strategic partner in that region, it is necessary to foster international relationships so that we may be better positioned to work effectively and efficiently.

9. **FOR STAFF:**

**TO BE COMPLETED BY YOUR EMPLOYING MEMBER:**

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: 7-24-2011

  
Signature of Employing Member

**NOTE:** This page must be submitted with your post-travel disclosure form within 15 days of your return, so you should maintain a photocopy of the completed form for your records.



U.S. House of Representatives  
Committee on Ethics

**PRIVATELY SPONSORED TRAVEL: TRAVELER FORM**  
**For Members, Officers, and Employees**

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed Private Sponsor Travel Certification Form and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. *Please type form. Form (and any attachments) may be faxed to the Committee at (202) 225-7392.*

**YOUR COMPLETED REQUEST MUST BE SUBMITTED TO THE COMMITTEE NO LESS THAN 14 DAYS BEFORE YOUR PROPOSED DEPARTURE DATE.** Absent exceptional circumstances, permission will not be granted for requests received less than 14 days before the trip commences.

Name of Traveler: Justin LoFranco

I certify that the information contained on both pages of this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name of Signatory (if other than traveler): \_\_\_\_\_

For staff name of employing Member/Committee: Oversight & Government Reform Committee

Office address: 2157 Rayburn House Office Building

Phone number: 5-5074

Email address of contact person: justin.lofranco@mail.house.gov

- ☐ Check this box if the sponsoring entity is a media outlet and the traveler is a Member traveling to make a media appearance sponsored by that entity and these forms are being submitted to the Committee less than 14 days before the trip departure date.

**NOTE: You must complete the contact information fields above, as Committee staff may need to contact you if additional information is required.**

If there are any questions regarding this form please contact the Committee:

Committee on Ethics  
U.S. House of Representatives  
1015 Longworth House Office Building  
Washington, DC 20515  
(202) 225-7103 (phone)  
(202) 225-7392 (fax)

## **2011 ATC CONGRESSIONAL STAFF TRIP DETAILED DAILY PROGRAM**

### **Sunday, August 7, Washington, D.C.**

20:55 Depart Dulles International Airport on THY 8S

### **Monday, August 8, Istanbul, Trabzon**

15:45 Arrive at Ataturk Airport, Istanbul  
17:45 Depart Istanbul on TK830 for Trabzon  
19:00 Arrive at Trabzon Airport  
19:30 Depart Trabzon Airport for Sumela Hotel  
20:00 Check-in to the Sumela Hotel  
21:00 Dinner at the hotel

### **Tuesday, August 9, 2011 Trabzon**

09:00 Depart Hotel for the Governor's House  
09:30 Meeting with the Governor and the Mayor of Trabzon  
11:15 Depart Governor's House for Trabzon Businessmen's Association  
11:45 – 14:00 Luncheon Meeting with the Regional Business Leaders  
14:00 Depart for Sumela Monastery  
15:00 Arrive at the Monastery  
15:30 – 17:30 Meeting with the Christian Community & visit of the Monastery  
18:00 Depart Sumela for Trabzon  
19:00 Arrive at the Hotel  
20:30 Dinner with the members of KASIF (Federation of Black Sea Businessmen & Industrialist – A member of TUSKON)

### **Wednesday, August 10, 2011 Trabzon, Ankara**

09:00 Depart from the Hotel for Airport  
10:55 Depart for Ankara on TK 7065  
12:15 Arrive at Ankara Esenboga Airport  
12:45 Depart Airport for the Ministry of Foreign Affairs  
14:00 Briefing at the Ministry of Foreign Affairs  
15:15 Depart Ministry for the TGS  
15:40 Meeting with Turkish General Staff  
16:45 Depart TGS for the Hotel  
17:30 Check in to the Mega Residence Hotel  
19:00 Depart Hotel for dinner with the Press & ATC members  
19:30 Dinner at Kale Restaurant

### **Thursday, August 11, 2011 Ankara, Istanbul**

07:45 Checkout  
08:00 Breakfast briefing with DCM Jess Bailey  
9:45 Depart for Anitkabir (Ataturk's Mausoleum)  
10:30 Wreath laying Ceremony and Visit to the Mausoleum  
11:30 Depart for the Parliament  
12:10 Lunch with the Turkish American Parliamentary Friendship Group  
13:45 Depart Parliament for the Defense Industry Undersecretariat (SSM)  
14:00 Briefing at Defense Industry Undersecretariat  
15:15 Depart SSM for Ministry of Energy  
15:30 Meeting with the Republican Peoples Party Leadership (CHP)  
16:40 Depart CHP for the Airport  
18:00 Depart Ankara on TK 2163

19:00	Arrive in Istanbul
19:30	Depart Airport for Hotel
20:00	Arrive at the Hyatt Hotel
21:00	Dinner with the General Manager of the Hyatt Hotel

**Friday, August 12, 2011 Istanbul**

07:45	Depart Hotel for US Consulate for briefing
08:00	Briefing with Consul & Officers
09:30	Depart Consulate for Bosphorus Traffic Control Site
09:45	Briefing and visit of the Traffic Control Site
11:00	Depart for the Bahcesehir University
11:30	Roundtable Luncheon meeting at the American Studies Program
14:00	Depart for TIM (Turkish Exporters Assembly)
14:45	Meeting with the Board and Members of TIM
16:00	Depart for TAIK
17:00	Meeting with the NGO's at TAIK (Turkish American Business Council of DEIK)
19:30	Depart Hotel for meeting with TUSKON (Turkish Confederation of Businessmen and Industrialist)
20:00	Dinner meeting at TUSKON HQ

**Saturday, August 13 Istanbul**

08:00	Breakfast at the Hotel
09:00	Meeting with the Minority Leaders at the Hotel
11:00	Depart for the Old City
11:45	Visit Topkapi Palace
13:35	Luncheon at Saray Restaurant
14:50	Depart for a tour of the Historical City of Istanbul
15:00 – 18:00	Tour of the Old City: The tour includes, Hagia Sophia, Basilica Sistani, Blue Mosque, Grand Bazaar and the small businesses. (Although most of the businesses have moved their head quarters from the old city, which was a bustling trade center for centuries, some of the artisans and production facilities are continuing their work in the old city. During this tour we will visit a couple of the manufacturing sites such as textile and gold producers as well as the Gold Bourse located in the old city.)
18:00	Depart for the Hotel
19:30	Depart for Dinner
20:00	Dinner at Kosebasi Restaurant

**Sunday, August 14, 2011 Istanbul**

08:00	Breakfast and Checkout from Hotel
09:00	Depart Hotel for the Airport
10:50	Depart Istanbul for Washington on TK 7E
15:30	Arrive at Washington Dulles Airport