■ *Original* ☐ *Amendment*

LEGISLATIVE RESOURCE CENTER

2013 JUN 17 AM 10:53

U.S. House of Representatives
Committee on Ethics

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 5, **you must complete this form and file it with the Clerk of the House, B-106 Cannon House Office Building, within 15 days after travel is completed.** Please **do not** file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: Aaron Allen

2. a. Name of accompanying relative: _____ ***or*** None ■
   b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____

3. a. Dates of departure and return: Departure: May 23, 2013 Return: June 1, 2013
   b. Dates at personal expense (if any): _____ ***or*** None ☐

4. Departure city: Washington D.C. Destination: Kuala Lumpar, Malaysia Return city: _____

5. Sponsor(s) (who paid for the trip): Management Health Services, Population Services International and Women Deliver

6. Describe meetings and events attended: Attended the 2013 Women Deliver Conference and visited local health clinics hosted by the Malaysian Ministry of Health.

7. Attached to this form are EACH of the following (*signify that each item is attached by checking the corresponding box*):
   a. ■ a completed Sponsor Post-Travel Disclosure Form;
   b. ■ the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms;
   c. ■ page 2 of the completed Traveler Form submitted by the employee; ***and***
   d. ■ the letter from the Committee on Ethics approving my participation on this trip.

8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda. (*Signify that statement is true by checking box*): ■
   b. If not, explain: _____

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

SIGNATURE OF TRAVELER: Aaron Allen DATE: 06/17/13

I authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel Disclosure form 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: Rep. Juan Vargas DATE: 06/17/13

SIGNATURE OF SUPERVISING MEMBER: Juan Vargas

Version date 2/2013 by Committee on Ethics

■ *Original* ☐ *Amendment*

U.S. House of Representatives
Committee on Ethics

SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. ***A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return.*** You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Sponsor(s) (who paid for the trip): Primary Sponsor: Management Sciences for Health
   Secondary Sponsors: Population Services International, Women Deliver
2. Travel Destination(s): Kuala Lumpur, Malaysia
3. Date of Departure: Thursday May 23, 2013 Date of Return: Saturday June 1, 2013
4. Name(s) of Traveler(s): Aaron Allen
   (NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)
5. **Actual amount** of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:

	Total *Transportation* Expenses	Total *Lodging* Expenses	Total *Meal* Expenses	*Other* Expenses (dollar amount per item and description)
Traveler	$2668.99 (air & ground)	$1680.00 ($2	$243.33 (cc	Travel insurance: $40/person; Conference
Accompanying Relative	N/A	N/A	N/A	N/A

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. (*Signify statement is true by checking box*): ■

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

Signature: Crystal Lander
Digitally signed by Crystal Lander
DN: cn=Crystal Lander, o=Management Sciences for Health, ou=Strategic Development and Communications, email=clander@msh.org, c=US
Date: 2013.06.05 10:33:11 -04'00'

Name: Crystal Lander Title: Director, Policy & Advocacy

Organization: Management Sciences for Health

I am an officer of the above-named organization *(signify statement is true by checking box)*: ☐

Address: 4301 N. Fairfax Dr., Ste 400
Arlington, VA 22203

Telephone number: 571-217-6551

Email Address: clander@msh.org

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

If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7103.

Version date 2/2013 by Committee on Ethics

U.S. House of Representatives
Committee on Ethics

RECEIVED
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COMMITTEE ON ETHICS

TRAVELER FORM

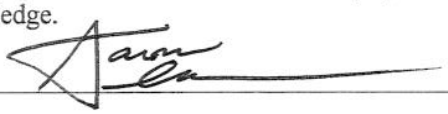
This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. ***Form (and any attachments) may be faxed to the Committee at (202) 225-7392, sent or delivered to the Committee at 1015 Longworth, or e-mailed to travel.requests@mail.house.gov.***

YOUR COMPLETED REQUEST MUST BE SUBMITTED TO THE COMMITTEE NO LESS THAN 30 DAYS BEFORE YOUR PROPOSED DEPARTURE DATE. Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. You must receive explicit approval from the Committee before you depart on this trip.

Name of Traveler: Aaron Allen

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

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 or committee: Rep. Juan Vargas

Office address: 1605 Longworth HOB

Telephone number: 202-225-8045

Email address of contact person: aaron.allen@mail.house.gov

☐ Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, and these forms are being submitted to the Committee less than 30 days before the trip departure date.

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

KEEP A COPY OF THIS FORM. Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

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

Committee on Ethics
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (fax)
Travel email: travel.requests@mail.house.gov

U.S. House of Representatives
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Aaron Allen

2. Sponsor(s) (who will be paying for the trip): Management Sciences for Health

3. Travel destination(s): Kuala Lumpur, Malaysia

4. a. Date of departure May 23, 2013 Date of return: June 1, 2013
   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 relative at the sponsor's expense? ☐ Yes ■ No
   b. If yes:
   (1) Name of accompanying relative: _____
   (2) Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
   (3) Accompanying relative is at least 18 years of age: ☐ Yes ☐ No

6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (*i.e.*, travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? ☐ Yes ■ No
   b. If yes, explain why the second night of lodging is warranted:

7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: ■ Yes ☐ No
   NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.

8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.

   Rep. Juan Vargas is a member of the House Foreign Affairs Committee and I am his legislative assistant who handles foreign relations and global health issues. This trip will help inform future policy decisions.

9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip? ☐ Yes ■ No

10. **FOR STAFF TRAVELERS:**
    TO BE COMPLETED BY YOUR EMPLOYING MEMBER:

    ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

    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: 4/22/13 Juan Vargas
    Signature of Employing Member

U.S. House of Representatives
Committee on Ethics

PRIMARY TRIP SPONSOR FORM

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 25, 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 together with a Traveler Form ***at least 30 days before the start date of the trip***. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor (who will be paying for the trip): Primary Sponsor- Management Sciences for Health
   Secondary Sponsors- Population Services International and Women Deliver
2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (*signify that the statement is true by checking box*): ■
3. *Check only one:* I represent that:
   a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip ☐ ***or***
   b. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities ☒ ***or***
   c. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds. ☐
4. Provide names and titles of **ALL** House Members and employees you are inviting. **For each House invitee, provide an explanation of why the individual was invited** (include additional pages if necessary):
   See attached 'List of Invited U.S. House Staff_MSH Study Tour'
5. Is travel being offered to an accompanying relative of the House invitee(s)? ☐ Yes ■ No
6. Date of departure: 23/May/2013 Date of return: 1/June/2013
7. a. City of departure: Sterling, VA (IAD)
   b. Destination(s): Kuala Lumpur, Malaysia
   c. City of return: Sterling, VA (IAD)
8. 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 registered federal lobbyist or foreign agent: ■ ***or***
   c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
9. Check one of the following:
   a. I checked 8(a) or (b) above: ■
   b. I checked 8(c) above but am not offering any lodging: ☐
   c. I checked 8(c) above and am offering lodging and meals for one night: ☐ ***or***
   d. I checked 8(c) above and am offering lodging and meals for two nights: ☐
      If "d" is checked, explain why the second night of lodging is warranted:

10. Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (*i.e.*, an hourly description of planned activities for trip invitees) (*indicate agenda is attached by checking box*): ■

11. Check one:
    a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (*signify that the statement is true by checking box*): ☒ ***or***
    b. N/A – trip sponsor is a U.S. institution of higher education. ☐

12. For **each** sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip **and** its role in organizing and/or conducting the trip:

    See 'Study Tour Sponsor Roles and Interests' Word document

13. *Answer parts a and b. Answer part c if necessary.*
    a. Mode of travel: Air ■ Rail ☐ Bus ☐ Car ☐ Other ☒ (Specify: group van)
    b. Class of travel: Coach ■ Business ☐ First ☐ Charter ☐ Other ☐ (Specify: _____)
    c. If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:

14. 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 that the statement is true by checking box*): ■

15. 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 specifically *with regard* to congressional participation: ☒
    If "b" is checked:
    1) Detail the cost per day of meals (approximate cost may be provided): $94/day (good faith estimate)
    2) Provide reason for selecting the location of the event or trip: Malaysia is a country that has made major positive improvements related to maternal and child health; The global maternal health conference, Women Deliver, will also be held in conjunction with the trip

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
    Hotel name: Traders Hotel City: Kuala Lumpur Cost per night: $225.00
    Reason(s) for selecting: Connected to conference center, central to all trip events
    Hotel name: _____ City: _____ Cost per night: _____
    Reason(s) for selecting: _____
    Hotel name: _____ City: _____ Cost per night: _____
    Reason(s) for selecting: _____

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (*signify that the statement is true by checking box*): ■

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

☐ actual amounts ■ good faith estimates	Total *Transportation* Expenses per Participant	Total *Lodging* Expenses per Participant	Total *Meal* Expenses per Participant
For each Member, Officer, or employee	$2,537.70 (air and ground transport)	$1350.00 (6 nights)	$658.00 (7 days)
For each accompanying relative	N/A	N/A	N/A

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (*e.g.*, taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	$240,$100, $500.00	Insurance, internet, conference fee
For each accompanying relative	N/A	N/A

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

19. Check one:
    a. I certify that I am an officer of the organization listed below. ■ ***or***
    b. N/A – sponsor is an individual or a U.S. institution of higher education. ☐

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ■

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

Signature: Crystal Lander Digitally signed by Crystal Lander DN: cn=Crystal Lander, o=Management Sciences for Health, ou=Strategic Development and Communications, email=clander@msh.org, c=US Date: 2013.03.29 11:46:19 -04'00'

Name: Crystal Lander

Title: Director, Policy and Advocacy

Organization: Management Sciences for Health

Address: 4301 N. Fairfax Dr. Suite 400 Arlington, VA 22203

Telephone number: 703-310-3432

Email address: clander@msh.org

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 (general fax)

Version date 2/2013 by Committee on Ethics

U.S. House of Representatives
Committee on Ethics

NON-GRANTMAKING TRIP SPONSOR FORM

This form should be completed by a private individual or entity that provides funds, services, or in-kind donations to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. A Non-Grantmaking Sponsor that has a direct involvement in planning, organizing, conducting, or participating in the trip must complete this form. **Provide a copy of your completed form to the primary sponsor of the trip.**

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Name of your organization: Population Services International (PSI)
2. Name of Primary Trip Sponsor: Management Sciences for Health (MSH)
3. My organization has provided funds to the above-named Primary Trip Sponsor to pay all or part of the expenses for a trip to (destination) Kuala Lumpur, Malaysia on (date) 23-May to 1-June-2013 that primarily is being organized or arranged by the above-named Primary Trip Sponsor. ■ Yes ☐ No
4. My organization has had a direct role in the organizing, planning, arranging, or will have a role in conducting, the trip identified in response to Question 3 or an event that will occur during that trip. ■ Yes ☐ No
5. Check one:
   a. ■ My organization does not employ or retain a registered federal lobbyist or foreign agent ***or***
   b. ☐ My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
6. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ■
7. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature:

Name: Regina Moore Title: Associate Manager, Advocacy & Communications

Organization: Population Services International (PSI)

Address: 1120 19th St. NW, Suite 600, Washington, DC 20036

Telephone number: 202-469-6680

Email Address: rmoore@psi.org

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 (general fax)

Version date 4/2013 by Committee on Ethics

U.S. House of Representatives
Committee on Ethics

NON-GRANTMAKING TRIP SPONSOR FORM

This form should be completed by a private individual or entity that provides funds, services, or in-kind donations to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. A Non-Grantmaking Sponsor that has a direct involvement in planning, organizing, conducting, or participating in the trip must complete this form. **Provide a copy of your completed form to the primary sponsor of the trip.**

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Name of your organization: Women Deliver
2. Name of Primary Trip Sponsor: Management Sciences for Health (MSH)
3. My organization has provided funds to the above-named Primary Trip Sponsor to pay all or part of the expenses for a trip to (destination) Kuala Lumpur, Malaysia on (date) 23-May to 1-June-2013 that primarily is being organized or arranged by the above-named Primary Trip Sponsor. ■ Yes ☐ No
4. My organization has had a direct role in the organizing, planning, arranging, or will have a role in conducting, the trip identified in response to Question 3 or an event that will occur during that trip. ■ Yes ☐ No
5. Check one:
   a. ☑ My organization does not employ or retain a registered federal lobbyist or foreign agent ***or***
   b. ☐ My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
6. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ■
7. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Louise Dunn

Name: LOUISE DUNN Title: VP

Organization: Women Deliver

Address: 588 Broadway, Suite 306, NY NY 10012

Telephone number: 646-502-9844

Email Address: ldunn@womendeliver.org

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 (general fax)

Version date 4/2013 by Committee on Ethics

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U.S. House of Representatives

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

May 10, 2013

Mr. Aaron Allen
Office of the Honorable Juan Vargas
1605 Longworth House Office Building
Washington, DC 20515

Dear Mr. Allen:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Malaysia, scheduled for May 23 to June 1, 2013, sponsored by Management Sciences for Health, Population Services International, and Women Deliver.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. 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.

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

Sincerely,

K. Michael Conaway
Chairman

M.C.

Linda T. Sánchez
Ranking Member

KMC/LTS:tn

FOR SUBMISSIONS WITH POST-TRAVEL FORMS
Full Week Itinerary (May 23-June 1, 2013)
Congressional Study Tour
Kuala Lumpur, Malaysia

Date	Schedule
Thursday, May 23	**5:55pm**: Depart from Washington Dulles
Friday, May 24 (TRAVEL DAY)	**7:35am**: arrive in Amsterdam **12:00pm**: depart for Kuala Lumpur
Saturday, May 25 (TRAVEL DAY) *Casual Attire*	**6:20am: Arrive in Kuala Lumpur Airport**
	5:45pm: Meet at Gobo Chit Chat Restaurant, Level 5
	6-7pm: Study Tour Dinner *Gobo Chit Chat Restaurant, Traders Hotel*
	7-8pm: Welcome and Week Overview *Traders Club Lounge, Traders Hotel Level 32*
Sunday, May 26 *Briefings: Business Casual Attire* *Reception: Business Attire*	**8-9am: Breakfast** *Gobo Chit Chat Restaurant, Traders Hotel Level 5*
	9:30am: Meet outside Trader's Club Lounge, Level 32
	10am-12pm: The Global Health Landscape *Traders Club Lounge, Traders Hotel Level 32*
	12-1:25pm: Lunch *Gobo Chit Chat Restaurant, Traders Hotel Level 5*
	1:30-3pm: Regional Briefing on Health in South and Southeast Asia *Traders Club Lounge, Traders Hotel Level 32*
	3-3:25pm: Coffee Break
	3:30-5pm: U.S. Global Health Engagement: Trends and Opportunities *Traders Club Lounge, Traders Hotel Level 32*
	5:45pm: Meet in Lobby/Main Entrance to walk to Mandarin Oriental Hotel
	6-8pm: Confronting Global Health Challenges Together: MSH & PSI Partner Event *Diamond Ballroom, Mandarin Oriental Hotel*
Monday, May 27 *Business Casual Attire*	**6:30-7:15am: Breakfast** *Gobo Chit Chat Restaurant, Traders Hotel, Level 5*
	7:15am: Meet in Lobby/Main Entrance to travel to Putrajaya
	7:30-8:30am: Travel to Putrajaya
	8:45-10am: Briefing with Host Country Officials *Family Health Development Division (FHDD), Ministry of Health, Putrajaya*
	10:15am-1pm: Site Visit: Putrajaya Health Clinic *Putrajaya* (Lunch provided)
	1-2pm: Travel to Kuala Lumpur
	5-7pm: Lemonade & Satays Reception *Exhibit Hall, Convention Center*
	5:45pm: Meet in Lobby/Main Entrance to walk to Mandarin Oriental Hotel
	6-8pm: Group Dinner: Innovations in Women's Health *Mandarin Oriental Hotel*

Date	Schedule
Tuesday, May 28 *Formal Business Attire*	**7-8:00am: Breakfast** *Gobo Chit Chat Restaurant, Traders Hotel Level 5*
	8:15am: Meet in Lobby/Front Entrance to walk to Convention Center
	8:30am-6pm: Women Deliver Conference: "Investing in Girls and Women" *Convention Center (connected to Traders Hotel)*
	12pm: Meet at MSH Booth in Exhibition Hall to travel to Grand Hyatt Hotel
	1-2pm: Luncheon with First Lady of Malaysia *Grand Hyatt Hotel*
	2-6pm: Women Deliver Conference: "Investing in Girls and Women" *Convention Center (connected to Traders Hotel)*
	6:15pm: Meet in Lobby/Main Entrance to walk to Prince Hotel
	6:30-8:30pm: Study Tour Dinner Panel: "Delivering MNCH Services in Fragile and Post Conflict States" *Prince Room 8, Prince Hotel*
Wednesday, May 29 *Business Casual Attire*	**7:30-8:30am: Breakfast** *Gobo Chit Chat Restaurant, Traders Hotel Level 5*
	8:30am: Meet in Lobby/Main Entrance to travel to U.S. Embassy
	9-10am: Briefing with US Embassy Officials *US Embassy, Kuala Lumpur*
	10am-6:30pm: Women Deliver Conference: "Reducing Unmet Need to Contraception" *Convention Center (connected to Traders Hotel)*
	1-2pm: Lunch briefing with World Health Organization Officials *Traders Hotel*
	6:45pm: Meet in Lobby/Main Entrance to walk to Grand Hyatt Hotel
	7-9pm: Impact Awards Reception *Grand Ballroom 2, Grand Hyatt Hotel*
Thursday, May 30 *Business Casual Attire*	**8-8:45am: Breakfast** *Gobo Chit Chat Restaurant, Traders Hotel Level 5*
	8:50am: Meet in Lobby/Main Entrance to walk to Convention Center
	9am-5:30pm: Women Deliver Conference: "Looking to 2015 and Beyond" *Convention Center (connected to Traders Hotel)*
	2:45pm: Meet at MSH Booth, Exhibition Hall 5
	3-3:30pm: Meeting with Melinda Gates and Chris Elias, The Gates Foundation *Exhibit Hall 5, Hospitality Room 5*
	5:45pm: Meet in Lobby/Main Entrance to drive to Sao Nam Restaurant
	6-8pm: Dinner Panel: Interactive Discussion on Role of Youth in Global Development *Sao Nam Restaurant*
Friday, May 31 *Business Casual Attire*	**8-8:45am: Breakfast** *Gobo Chit Chat Restaurant, Traders Hotel Level 5*
	8:50am: Meet in Lobby/Main Entrance to travel to Seremban
	9-10am: Travel to Seremban
	10am-1pm: Site Visit: Negeri Sembilan Family Planning Association *Seremban* (lunch provided)
	1-2pm: Travel to Melaka
	2:00-4:00pm: Site Visit: Reproductive Health Association Clinic and Youth Program *Melaka* (light refreshments)
	4-6pm: Travel to Kuala Lumpur
	6-7pm: Dinner on own
	11:20pm: Depart from Kuala Lumpur International Airport
Saturday, June 1 (TRAVEL DAY)	**6:00am: Arrive in Amsterdam; 12:40pm: depart for U.S.** **3:10pm: Arrive at Washington Dulles**

FOR SUBMISSION WITH POST-TRAVEL FORMS

Private Sponsor Travel Certification Form:
List of House Staffers Invited on MSH Study Tour to Kuala Lumpur
May 23 – June 1, 2013

The following Congressional staff were invited because they work on foreign affairs for Congressional Members who have shown interest in global health issues.

Aaron Allen (LA, Rep. Juan Vargas)

Kevin Klein (LA, Rep. Mark Meadows)

Kerry O'Brien (LA, Rep. William Keating)

Ashley Johnson (LA, Rep. Dave Reichert)

John Ariale (Chief of Staff, Rep. Ander Crenshaw)

Kelli Ripp (Legislative Aide, Rep. Aaron Schock)

Adriane Casalotti (LA, Rep. Lois Capps)

Melinda Cep (Policy Advisor, Rep. Rosa DeLauro)

Sarah Curtis (Legislative Director, Rep. Joe Kennedy)

Dennis Bartow (Military LA, Rep. Chris Gibson)

Jennifer Shirley (National Security Legislative Director, Rep. Jon Runyan)

Jenna Spealman (Budget Analyst, House Budget Committee)

Jirair Ratevosian (Legislative Director, Rep. Barbara Lee)

FOR SUBMISSION WITH POST-TRAVEL PRIMARY SPONSOR FORM

Study Tour Sponsors: Roles and Interests

MSH is leading the Study Tour as the primary sponsor. MSH is handling all travel and staffer communication. The invited staffers work on foreign affairs / global health and MSH hopes to help them identify key health priorities and demonstrate firsthand the impacts of global health investments and the importance of partnerships between NGOs, government agencies, and the private sector in achieving health goals.

Women Deliver is a secondary sponsor of the study tour, as they provided the registration for each staffer for the Women Deliver 2013 Global Conference that the staffers will attend. Women Deliver is interested in exposing the staffers to the importance of and challenges in maternal health and women's issues around the world, which will be addressed at the conference.

Population Services International (PSI) is a secondary sponsor of the study tour, as they assisted in the planning of the trip and will be hosting a dinner for the staffers. PSI is interested in helping the staffers identify priorities in global health, particularly in youth development.