

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM JUN 12 PM 4:07

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, 135 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: Julia Friedman
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 30 Return: June 1
 b. Dates at personal expense (if any): _____ *or* None
4. Departure city: DC Destination: LA and San Diego Return city: DC
5. Sponsor(s) (who paid for the trip): ITIF
6. Describe meetings and events attended: Attended meetings at IP-focused US companies, including Amgen, Nickelodean, Capital Records, Novartis, Universal Studios, Disney, Qualcomm, Apple Music and more.
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: [Signature] DATE: 6/8/18

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: Richard Neal DATE: 6/12/18

SIGNATURE OF SUPERVISING MEMBER: [Signature]

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**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): Information Technology and Innovation Foundation (ITIF)

2. Travel Destination(s): Los Angeles and San Diego, California

3. Date of Departure: May 30, 2018 Date of Return: June 1, 2018

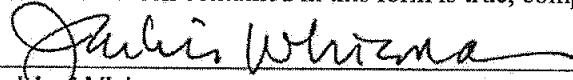
4. Name(s) of Traveler(s): Julia Friedman
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)

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	\$707.95	\$332.00	\$160.86	
Accompanying Relative				

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: 
 Name: Jackie Whisman Title: Vice-President, Development & Outreach
 Organization: ITIF

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

Address: 1101 K Street, NW, Suite 610
Washington, DC 20005
 Telephone number: 202-626-5748
 Email Address: JWhisman@itif.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.

U.S. House of Representatives
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Julia Friedman
2. Sponsor(s) (who will be paying for the trip): Information Technology and Innovation Foundation
3. Travel destination(s): San Diego and Los Angeles, CA
4. a. Date of departure May 30, 2018 Date of return: June 1, 2018
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.
I serve as Trade Counsel for the Ways and Means Minority staff.
Within my portfolio is intellectual property, technology and digital
issues, all of which are critical to the companies being visited on this
trip
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

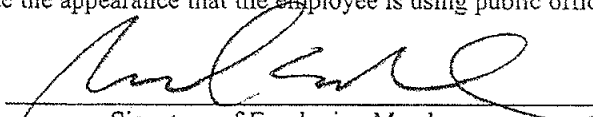
10. FOR STAFF TRAVELERS:

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: 4/25/18


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): _____
Information Technology and Innovation Foundation (ITIF) _____
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 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 *or*.
 - c. 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.If "c" is checked, list the names of the additional sponsors: _____

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 Attachment 1.

5. Is travel being offered to an accompanying relative of the House invitee(s)? Yes No
6. Date of departure: May 30, 2018 Date of return: June 1, 2018
7. a. City of departure: Washington, DC
b. Destination(s): Los Angeles, California and San Diego, California
c. City of return: Washington, DC
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 Attachment 2.

13. Answer parts a and b. Answer part c if necessary.
- a. Mode of travel: Air Rail Bus Car Other (Specify: _____)
- 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:
N/A

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): _____
\$60/day
- 2) Provide reason for selecting the location of the event or trip: _____
See Attachment 3.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel name: Holiday Inn, Burbank Media Center City: Burbank, CA Cost per night: \$173
Reason(s) for selecting: Cost, availability, and location.
- Hotel name: Holiday Inn Express Hotel & Suites City: San Diego, CA Cost per night: \$159
Reason(s) for selecting: Cost, availability, and location.
- 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:

<input type="checkbox"/> actual amounts	Total <i>Transportation</i> Expenses per Participant	Total <i>Lodging</i> Expenses per Participant	Total <i>Meal</i> Expenses per Participant
<input checked="" type="checkbox"/> good faith estimates			
For each Member, Officer, or employee	\$625.00	\$332.00	\$160.00
For each accompanying relative			

	<i>Other</i> Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee		
For each accompanying relative		

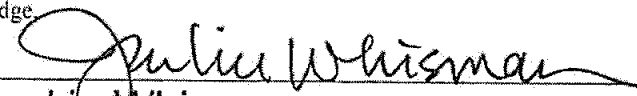
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

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: 

Name: Jackie Whisman

Title: Vice President of Development and Outreach

Organization: Information Technology and Innovation Foundation

Address: 1101 K Street, NW, Suite 610, Washington DC 20005

Telephone number: 202-626-5748

Email address: jwhisman@itif.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)

Susan W. Brooks, Indiana
Chairwoman
Theodore E. Deutch, Florida
Ranking Member

Kenny Marchant, Texas
Leonard Lance, New Jersey
Mimi Walters, California
John Ratcliffe, Texas

Yvette D. Clarke, New York
Jared Polis, Colorado
Anthony Brown, Maryland
Steve Cohen, Tennessee



ONE HUNDRED FIFTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

May 18, 2018

Thomas A. Rust
Staff Director and Chief Counsel

Donna Herber
Director of Administration

Megan Savage
*Chief of Staff and Counsel to
the Chairwoman*

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

Ms. Julia Friedman
Committee on Ways and Means
1540 Longworth House Office Building
Washington, DC 20515

Dear Ms. Friedman:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Los Angeles and San Diego, California, scheduled for May 30 to June 1, 2018, sponsored by the Information Technology and Innovation Foundation.

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 \$390 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

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

Sincerely,

Susan W. Brooks
Chairwoman

Theodore E. Deutch
Ranking Member

SWB/TED:adw

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM – HOUSE ATTACHMENTS

ITIF Education Series Staff Trip to Los Angeles and San Diego, CA – March 30- June 1, 2018

ATTACHMENT 1 – Question 4:

We invited staff on committees with jurisdiction over technology and tax issues, and staff from the offices of Members who have demonstrated an interest in those issues.

Austin	Agrella	Rep. Will Hurd
Erica	Andeweg	Senator Deb Fischer
Rachel	Appleton	Senate Judiciary Committee
Maggie	Ayrea	Rep. Bob Goodlatte
Chris	Barkley	Senate Republican Policy Committee
Chris	Bates	Senate Judiciary Committee
Hillary	Beard	Rep. Terri Sewell
Sasha	Bernhard	Senator Cantwell
Slade	Bond	House Judiciary Committee
Rachel	Bornstein	Rep. Suzanne Bonamici
Cort	Bush	Senate Commerce Committee
Mark	Cevasco	Rep. Ted Lieu
Caralee	Conklin	Rep. Louie Gohmert
John	Connell	Senator Todd Young
Ryan	Dattilo	Senate Judiciary (Majority)
Kelly	Dixon	Majority Leader Kevin McCarthy
Richard	England	Rep. Pete Olson
Michael	Essington	Senator Todd Young
Michael	Farr	Senator Joni Ernst
Peter	Feldman	Senate Commerce Committee
Clark	Fonda	Rep. Robert Pittenger

JP	Freire	Joint Economic Committee
Julia	Friedman	Ways and Means (Minority)
Melissa	Froelich	House Energy and Commerce
Andrew	Ginsburg	Rep. Eric Swalwell
James	Hampson	Rep. Ken Buck
Megan	Harrington	Senator Rob Portman
Ann Marie	Harrison	Rep. Martha Roby
Mark	Henson	Rep. Jim Himes
Thomas	Hester	Chairman Michael McCaul
Peter	Karafotas	Rep. David Cicilline
Kelsey	Keegan	Senator Cory Gardner
Russ	Kelley	House Democratic Caucus
Michael	Kirlin	Rep. Patrick Meehan
Tucker	Knott	Rep. George Holding
Bijan	Koohmaraie	House Energy and Commerce
Tim	Kurth	House Energy and Commerce
Sally	Larson	Rep. Doug Collins
Jeff	Long	Senator Orrin Hatch
Sam	Love	Senator Cory Gardner
Jeff	Lowenstein	Rep. Adam Schiff
Joseph	Lustig	Rep. Cedric Richmond
Rafi	Martina	Senator Mark Warner
Conor	McGrath	Senator Jerry Moran
Matt	McMurray	Rep. Anna Eshoo
Lisette	Morton	Rep. Jerry Nadler
Sarah	Moxley	House Oversight and Government Reform

Philip	Murphy	Rep. Mike Doyle
Julie	Nolan	Rep. Patrick Meehan
Elizabeth	O'Hara	Rep. Richard Neal
Scott	Petersen	Rep. Jim Costa
John	Piazza	House Science, Space, and Technology
Nell	Reilly	Rep. Kathleen Rice
Thomas	Rice	Chairman Michael McCaul
Flynn	Rico Johnson	Senator Amy Klobuchar
Branden	Ritchie	House Judiciary Committee
Ritika	Robertson	Rep. Ken Buck
Josh	Rogin	Rep. Ted Deutch
Joe	Russo	House Judiciary Committee
Tara	Schonhoff	Senate Small Business
David	Skillman	Rep. Earl Blumenauer
David	Smentek	House Republican Conference
Madison	Smith	Senator John Cornyn
Jonathan	Smith	Rep. Derek Kilmer
Josh	Snead	Ways and Means (Majority)
Danielle	Steele	House Energy and Commerce
John	Steitz	Senator John Kennedy
Troy	Stock	House Oversight and Government Reform
Lea	Sulkala	Rep. Linda Teresa Sanchez
Kip	Talley	Rep. Matt Gaetz
Ashlee	Vinyard	Senator Lamar Alexander
Greg	Watson	Majority Whip Steve Scalise
Brandon	Webb	Rep. Robin Kelly

Brian	Winseck	Senator Chris Coons
Chad	Yelinski	Rep. Mark Meadows
Landon	Zinda	Rep. Tom Emmer

ATTACHMENT 2 – Question 12:

ITIF is a 501(c)(3) nonprofit organization founded in 2006 whose mission is to formulate and promote public policies to advance technological innovation and productivity. Recognizing the vital role of technology in ensuring American prosperity, ITIF focuses on innovation, productivity and digital economy issues. Our interest in the trip is to help staff better understand how new technologies and technology applications are developing and what the trends are likely to be in the future, so that they can better understand and respond to the technological challenges facing our nation.

ITIF is co-chaired by former members of Congress Vic Fazio and Phil English, and governed by a board of distinguished IT and innovation policy leaders and experts. Senators Chris Coons and Orrin Hatch are the Foundation’s Honorary Senate Co-Chairs, and Congresswoman Anna Eshoo and Congressman Darrell Issa are the Foundation’s Honorary House Co-Chairs.

This trip is part of the “ITIF Education Series” – a set of regular trips with Members of Congress and/or senior House and Senate staff to high-tech and innovation hubs around the country to hear from company leaders about new developments and issues, and to participate in educational forums on IT and innovation policy issues.

ITIF is the sole sponsor, and is organizing and executing all aspects of this trip.

ATTACHMENT 3 – Question 15:

ITIF has selected Los Angeles and San Diego, California for this trip because these cities play a very important role in innovation and technology in the United States. This trip will give staff the opportunity to see actual technology demonstrations and presentations by top technology leaders in the region.