

U.S. House of Representatives
Committee on Ethics

Original Amendment
LEGISLATIVE RESOURCE CENTER
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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, 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: Tanner Daniel
2. a. Name of accompanying relative: _____ or None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates of departure and return: Departure: August 1, 2018 Return: August 3, 2018
b. Dates at personal expense (if any): _____ or None
4. Departure city: Washington DC Destination: Redmond, WA Return city: Washington DC
5. Sponsor(s) (who paid for the trip): Microsoft
6. Describe meetings and events attended: Educational meetings with Microsoft senior executives, demonstrations of latest Microsoft technology, and a tour of Microsoft campus.
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:  DATE: 8/13/2018

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. David Scott (GA-13) DATE: 8/13/2018

SIGNATURE OF SUPERVISING MEMBER: 



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): Microsoft
2. Travel Destination(s): Redmond, WA; Seattle, WA
3. Date of Departure: August 1st, 2018 Date of Return: August 3, 2018
Alejandro Renteria, Charlyn Stanberry, Halimah Najieb Locke, Jeremy Petersen, Joseph Lasalle,
4. Name(s) of Traveler(s): Preston Bell, Tanner Daniel
(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	\$637.53 for round-trip SEA to DCA 8/1-8/3	\$523.96 - two nights at \$229++ at Hyatt Regency at Bellevue 8/1-8/3	\$64.67 - breakfast, lunch, dinner on 8/2	\$155.10 - local transportation to/from campus and dinner 8/1-8/3
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: Kelly Eaton Title: Director

Organization: Microsoft

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

Address: One Microsoft Way, Redmond WA 98052

Telephone number: 703 627 2051

Email Address: keaton@microsoft.com

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: Tanner Daniel
2. Sponsor(s) (who will be paying for the trip): Microsoft
3. Travel destination(s): Redmond, Washington
4. a. Date of departure 8/1/2018 Date of return: 8/3/2018
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 handle my boss's work on the House Fintech and Technology
Payments Caucus and the House Financial Services Committee, this
trip will be educational for my role. My title is Sr. Legislative Assistant.
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

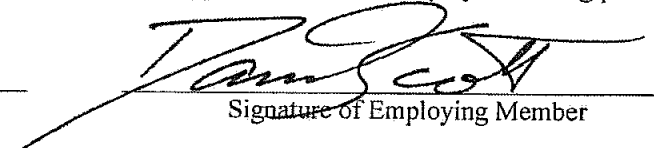
10. **FOR STAFF TRAVELERS:**

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: 6/22/2018



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): _____
Microsoft
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 attached attendee list. We are inviting all, but only accepting the first 15 RSVPs. These individuals are staff on committees, or are key staffers of members on committees, with jurisdiction over issues of importance to Microsoft and/or over areas of tech policy connected to business.
5. Is travel being offered to an accompanying relative of the House invitee(s)? Yes No
6. Date of departure: August 1, 2018 Date of return: August 3, 2018
7. a. City of departure: Washington DC
b. Destination(s): Redmond, Washington (Flying into Seattle)
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: _____
Attendees are flying from the east coast to the west coast and in order to participate in a full day of session

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:

Microsoft is organizing and conducting this trip to highlight innovation, showcase emerging technologies, and discuss policy issues important to the technology sector.

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:
-
-

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): _____
1 day of meals on 8/2, at \$74/day (\$7.50 for breakfast, \$7.50 for lunch, \$45 for dinner + t

2) Provide reason for selecting the location of the event or trip: _____
Redmond, WA is the Global Headquarters for Microsoft and allows staff to meet
with Microsoft researchers and technologists while also visiting/participating in tours
like the innovation lab.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel name: Hyatt Regency Bellevue City: Bellevue Cost per night: \$229

Reason(s) for selecting: Hotel fits within locale's per diem allowance and close to Microsoft C

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:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total <i>Transportation</i> Expenses per Participant	Total <i>Lodging</i> Expenses per Participant	Total <i>Meal</i> Expenses per Participant
For each Member, Officer, or employee	\$141.45	\$229 +tax/nt at Hyat	\$74, providing break
For each accompanying relative	N/A	N/A	N/A

	<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	\$141.45	Local trans to/from Microsoft and dinner
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: 

Name: Kelly Eaton

Title: Director

Organization: Microsoft

Address: One Microsoft Way, Redmond WA 98052

Telephone number: 202-831-6468

Email address: Kelly.Eaton@microsoft.com

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

July 24, 2018

Thomas A. Rust
Staff Director and Chief Counsel

Donna Herbert
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

Mr. Tanner Daniel
Office of the Honorable David Scott
225 Cannon House Office Building
Washington, DC 20515

Dear Mr. Daniel:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Redmond, Washington, scheduled for August 1 to 3, 2018, sponsored by Microsoft. We remind you that because the trip sponsor employs a federal lobbyist you may participate in officially-connected activity on one calendar day only.

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:kej

August 2018 Microsoft Congressional Staff Visit Official Invite List.

Count	Last Name	First Name	House	Office	Party	Title
1	Armijo	Natalie	House	Lujan Grisham	Democrat	
2	Canfield	Lauren	House	Stefanik	Republican	
3	Carranza	Valeria	House	Espallat	Democrat	
4	Carter	Chris	House	Rep. Hudson	Republican	Chief of Staff
5	Charlyn	Stanberry	House	Yvette Clarke	Democrat	
6	Cho	Jim	House	Norma J Torres	Democrat	Chief of Staff
7	Crawford	Chris	House	Carter (GA-1)	Republican	
8	Daniel	Tanner	House	David Scott	Democrat	
9	Donnelly	Andrew	House	Rep. Blunt	Democrat	Project Specialist
10	Drane	LaDavia	House	Clarke	Democrat	
11	Ferro	Jon	House	Collins	Republican	
12	Franco	Miguel	House	Cardenas	Democrat	
13	Hale	Keenan	House	Green	Democrat	
14	Hisem	Gabe	House	Rep. Bergman	Republican	Legislative Assistant
15	Howard	Ben	House	House Majority Whip's Offi	Republican	Floor Director
16	Jackson	Paul	House	Subcommittee on Digital Commerce Protect		Staff
17	JOHNSON	WILSAR	House	Judiciary Committee	Democrat	
18	Kurth	Tim	House	Energy and Commerce	Republican	
19	Larson	Sally	House	Collins (GA-9)	Republican	
20	Locke	Halimah	House	Small Business	Democrat	
21	Mansour	Michael	House	Kinzinger (IL-16)	Republican	
22	Miller	Joel	House	Guthrie (KY-2)	Republican	
23	Miller	Bruce	House	Amodei (NV-2)	Republican	
24	Petersen	Scott	House	Costa	Democrat	
25	Renteria	Alejandro	House	Correa	Democrat	
26	Richards	Michael	House	Rep. Pete Olson (R-TX)	Republican	Senior Legislative Assis
27	Stanberry	Charlyn	House	Yvette Clarke	Democrat	
28	Strobel	Mimi	House	Rep. Susan Brooks (R-IN)	Republican	Legislative Assistant (E&
29	Walker	Alexa	House	Rep. Walker	Republican	
30	Aafedt	Alexis	Senate	Hoeven	Republican	
31	Burwell	Carter	Senate	Judiciary	Republican	Counsel
32	Evans	Rodney	Senate	Lee	Republican	LC
33	Foster	Meagan	Senate	Udall	Democrat	
34	Jenkins	Mary Margaret	Senate	Sen. Roger Wicker (MS R)	Republican	Legislative Correspond
35	Kinzel	Marcella	Senate	Daines	Republican	
36	Lam	Livia	Senate	Murray	Democrat	
37	Sandora	Stephen	Senate	Sen. Capito	Republican	Legislative Assistant
38	Sunmin	Kim	Senate	Schatz	Democrat	Technology Policy Adv
39	Temple	Courtney	Senate	Tillis	Republican	LD
40	Affolter	Shawn	Senate	Hoeven	Republican	

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
Good Faith Estimate	Flight at \$566.63 per person. Alaska flight AS 0003 Alaska Flight AS 0004 Ground Transportation \$141.45 per person transfer to airport, to and from hotel, Microsoft, and dinner in Seattle on 8/2.	\$229+tax/night at Hyatt Regency Bellevue	1 day of meals on 8/2, at \$74 (\$7.50 for breakfast, \$7.50 for lunch, \$45 for dinner + tax + gratuity); we will stay below the \$74 per diem per employee with our restaurants and at Microsoft	N/A



Microsoft 2018 Congressional Staff Visit Agenda

Wednesday August 1, 2018

Start	End	Event Location
6:40 pm	9:25 pm	Travel from Washington D.C. to Seattle <i>Alaska Flight AS0003 Departing at 6:40pm and Arriving at 9:25 pm</i>
10:00 pm	10:30 pm	Arrival at Hyatt Regency Bellevue

Thursday August 2, 2018

7:45 am	8:00 am	Meet in Hotel Lobby	
8:00 am	8:45 am	Travel from Hotel to Microsoft Campus <i>Executive Briefing Center</i>	
8:45 am	10:00 am	Introductions / Welcome to Microsoft Presentation	
10:00 am	11:00 am	TV white spaces and Microsoft Airband Initiative Discussion <i>Discussion of Microsoft's work to use TV White Space to empower rural communities with Broadband. link</i>	Vickie Robinson, Director Microsoft Airband Initiative
11:00 am	12:00 am	Envisioning Center Tour <i>A walking tour of future technology innovations that Microsoft is exploring in the home and office. link</i>	
12:00 pm	12:15 pm	Walk to Commons <i>15255 NE 40th St Redmond, WA 98052</i>	
12:20 pm	1:20 pm	Lunch in the Commons	
1:20 pm	1:30 pm	Walk to Building 92	
1:30 pm	2:30 pm	Hololens Demo <i>Building 92</i> <i>A demonstration of the industrial applications of Microsoft Augmented Realty Device "Hololens"</i>	
2:30 pm	2:40 pm	Travel to Treehouses	
2:45 pm	3:45 pm	Conversation for AI for Earth <i>A conversation on Microsoft's efforts to impact the earth and environment through intelligent learning. link</i>	Lucas Joppa, Chief Environmental Scientist



3:45 pm	4:00 pm	Travel to Red West C
4:00 pm	5:00 pm	Tour of the Digital Crimes Unit <i>A presentation of Microsoft's capabilities and tools in data security.</i>
5:00 pm	6:00 pm	Travel to Seattle for Dinner
6:30 pm	8:30 pm	Dinner and Closing Conversation
8:30 pm		Return to Hyatt Regency Bellevue

Friday August 3, 2018

5:30 am		Meet in Hotel Lobby and Check-out
5:45 am	6:15 am	Travel from Hyatt Regency Bellevue to SeaTac Airport
8:10 am	4:05 pm	Travel from Seattle to Washington D.C. <i>Alaska Flight AS0004 Departing at 8:10 am & Arriving at 4:05 pm</i>