

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

18 OCT -1 AM 10:55

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: Sarah Curtis
2. a. Name of accompanying relative: _____ or None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates of departure and return: Departure: 9/19/18 Return: 9/21/18
 b. Dates at personal expense (if any): _____ or None
4. Departure city: DC Destination: Seattle Return city: DC
5. Sponsor(s) (who paid for the trip): Amazon
6. Describe meetings and events attended: tour of fulfillment center, meetings at Amazon with HR, integrity lab, logistics, Prime Air, Echo devices personel
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: Sarah Curtis DATE: 9/24/18

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: [Signature] DATE: 9/24/18

SIGNATURE OF SUPERVISING MEMBER: JOE KENNEDY

9

**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): Amazon.com Services, Inc.

2. Travel Destination(s): Seattle, WA

3. Date of Departure: September 19, 2018 Date of Return: September 21, 2018

4. Name(s) of Traveler(s): Walker Barrett, Miles Chiotti, Varun Krovi, Andrea Martin, Philip Murphy, Sarah Curtis, Tejasi Thatte
(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	\$532.31 for round-trip SEA to DCA 9/19-9/21	\$556.56 - two nights at \$239.00 ++ at the Charter Seattle Hotel	\$73.15 - breakfast, lunch, and dinner on 9/20	\$117.43 - local transportation to/from the airport, fulfillment center, Lab, downtown offices, and dinner
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: Braden Cox

Name: Braden Cox Title: Director, US Public Policy

Organization: Amazon.com Services, Inc.

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

Address: 601 New Jersey Ave, NW, Suite 900, Washington, DC 20001

Telephone number: 202-442-2293

Email Address: bradenc@amazon.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: Sarah Curtis
2. Sponsor(s) (who will be paying for the trip): Amazon.com Services Inc.
3. Travel destination(s): Seattle, WA
4. a. Date of departure 9/19/18 Date of return: 9/21/18
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:
Attendees are traveling from the East Coast to the West Coast and will need a second night of lodging to participate in a full day session.
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.
As Legislative Director, Ms. Curtis is responsible for a variety of issues. This trip will allow her to learn more about technology and transportation in the changing economy.
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

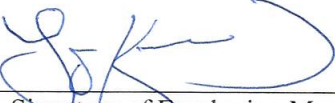
10. **FOR STAFF TRAVELERS:**

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: 8/6/18



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): _____
Amazon.com Services, Inc.
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 list. Invited individuals are key staff of committees, or of Members on committees, with jurisdiction over transportation and technology policies, which are of importance to Amazon.
5. Is travel being offered to an accompanying relative of the House invitee(s)? Yes No
6. Date of departure: September, 19, 2018 Date of return: September 21, 2018
7. a. City of departure: Washington, DC
b. Destination(s): Seattle, WA
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 will need a second night of lodging to participate in a full day 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:

Amazon is organizing and conducting this trip to highlight innovation, demonstrate emerging technologies, showcase Amazon culture, and discuss policy issues important to the transportation and technology sectors.

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): One day of meals on 9/20, \$70: \$10 for breakfast; \$15 for lunch; \$45 for dinner. (Allowable total per diem for locale is \$74.)
- 2) Provide reason for selecting the location of the event or trip: Seattle, WA is the headquarters for Amazon.com, Inc. and allows staff to meet with Amazonian leaders while also visiting / participating in tours at an Amazon fulfillment center, a product lab, and an Amazon Go store.

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

Hotel name: The Charter Hotel Seattle City: Seattle, WA Cost per night: \$239
Reason(s) for selecting: Hotels fits w/n the locale's per diem allowance and is close to Amazon HQ
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	\$750	\$239+tax/night at Charter Hotel Seattle	\$70
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	\$150	Local transportation to/from hotel, Amazon facilities, and dinner.
For each accompanying relative	N/A	N/A

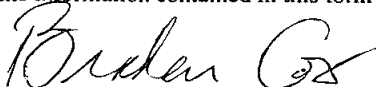
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

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: Braden Cox

Title: Director, US Public Policy

Organization: Amazon.com Services, Inc.

Address: 601 New Jersey Ave NW, Suite 900, Washington, DC 20001

Telephone number: 202-442-2293

Email address: bradenc@amazon.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



ONE HUNDRED FIFTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

September 12, 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

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

Ms. Sarah Elizabeth Curtis
Office of the Honorable Joseph P. Kennedy III
434 Cannon House Office Building
Washington, DC 20515

Dear Ms. Curtis:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Seattle, Washington, scheduled for September 19 to 21, 2018, sponsored by Amazon.com Services, Inc. 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:adw



Amazon 2018 Congressional Staff Visit Agenda

September 19-21, 2018

Amazon HQ: 2121 7th Ave Seattle, WA 98121

Dress Code: Casual attire for all events; closed toe, closed heel shoes are required for the tour of the fulfillment center

Wednesday, September 19, 2018

- | | |
|---------------|---|
| 6:55-9:37pm | Travel from Washington, DC to Seattle, WA
Alaska Flight 3 Departing at 6:55pm and arriving at 9:37pm |
| 10:00-10:30pm | Travel from SeaTac Airport to the Charter Hotel Seattle
<i>1610 2nd Ave, Seattle, WA 98101</i> |
| 10:30pm | Check in at the Charter Hotel Seattle |

Thursday, September 20th, 2018

- | | |
|-----------------|--|
| 8:00-8:20am | Meet in hotel lobby for light breakfast |
| 8:20-8:30am | Board shuttle bus |
| 8:30-9:15am | Travel from hotel to Amazon BFI4 Fulfillment Center
<i>Kent, WA</i> |
| 9:15-9:30am | Welcome, introduction, and site overview with BFI4 leadership
Sally Smith, Director, Operations |
| 9:30-10:30am | Tour of BFI4
Lead by Walter Safro, PR FC Coordinator |
| 10:30am-11:00am | Travel from Amazon BFI4 Fulfillment Center to Seattle Product Integrity Lab
<i>Seattle, WA</i> |
| 11:00am-12:00pm | Tour and demos of Seattle Product Integrity Lab
Don Brunnett, Director, Product Integrity Infrastructure
Robert Sant, Manager, Seattle Product Integrity Lab |
| 12:00-12:30pm | Travel to Amazon HQ
<i>Seattle, WA</i> |

12:30-1:15pm	Lunch and presentation Welcome & Overview of Amazon's culture Ardine Williams, VP HR, WW Operations
1:15-1:30pm	Break
1:30-2:00pm	Presentation and policy discussion Amazon's Transportation Network Dave Bozeman, VP, Amazon Transportation Services
2:00-2:15pm	Break
2:15-3:00pm	Presentation and policy discussion Alexa Miriam Daniel, VP, Alexa Devices
3:00-3:15pm	Break
3:15-4:00pm	Presentation and policy discussion Prime Air Gur Kimchi, VP, Prime Air
4:00-4:45pm	Presentation and policy discussion Smart Home and Echo Devices Daniel Rausch, VP, Smart Home
4:45-5:30pm	Tour of Amazon HQ, the Spheres, and Amazon Go
5:30-6:00pm	Wrap up and travel to dinner
6:00-8:00pm	Dinner and Closing Conversation <i>Restaurant Location TBD, downtown Seattle</i>

Friday, September 21, 2018

5:30am	Meet in hotel lobby and check-out of the Charter Hotel Seattle
5:45-6:15am	Travel from the Charter Hotel Seattle to SeaTac Airport
8:00am-4:25pm	Travel from Seattle, WA to Washington, DC Alaska Flight 4 Departing at 8:00am and arriving at 4:25pm