

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, 135 Cannon House Office Building, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

LEGISLATIVE RESOURCE CENTER
10 OCT 30 PM 4:54
OFFICE OF CLERK OF THE HOUSE OF REPRESENTATIVES

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: Helena Mastrogiannis
2. a. Name of accompanying relative: _____ or None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates of departure and return: Departure: 10/17/18 Return: 10/19/18
 b. Dates at personal expense (if any): _____ or None
4. Departure city: washington Destination: Dallas & Austin, TX Return city: washington
5. Sponsor(s) (who paid for the trip): Information Technology and Innovation Foundation (ITIF)
6. Describe meetings and events attended: Discussed cybersecurity and tax policy with staff of: Samsung, Toyota, Texas Instrument, Amazon, Apple, Adobe, Home Away, Dell
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: 10/29/18

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: Brendan F. Boyle DATE: 10/29/18

SIGNATURE OF SUPERVISING MEMBER: [Signature]



**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): Dallas, TX and Austin, TX

3. Date of Departure: 10/17/2018 Date of Return: 10/19/2018

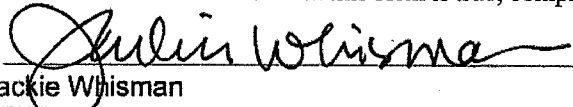
4. Name(s) of Traveler(s): Jessica Hagens-Jordan, Albert Kammler, Helena Mastrogianis, Cameron Poursoltan, Bill Rockwood
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)

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	\$680.15	\$305.00	\$145.60	
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
 Organization: Information Technology and Innovation Foundation

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: Helena Mastrogianis
2. Sponsor(s) (who will be paying for the trip): Information Technology and Innovation
3. Travel destination(s): Dallas, TX and Austin, TX Foundation (ITIF)
4. a. Date of departure 10/17/18 Date of return: 10/19/18
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:

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 to Congressman Boyle I am having to grow my understanding of and advisory capacity of matters pertaining to ITIF's mission - from

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: 9-14-18

Brendan J. Boyle
Signature of Employing Member

to privacy and the "future of work"

**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: 10/17/2018 Date of return: 10/19/2018
7. a. City of departure: Washington, DC
b. Destination(s): Dallas, TX and Austin, TX
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 per 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: Westin Dallas Park City: Dallas, TX Cost per night: \$159

Reason(s) for selecting: Proximity to airport, availability, closest to GSA per diem rate

Hotel name: Holiday Inn Express Suites City: Austin, TX Cost per night: \$146

Reason(s) for selecting: Ability to match per diem rate, availability

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 Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	\$700	\$416	\$160
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	N/A	N/A
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: _____

Jackie Whisman

Name: _____

Jackie Whisman

Title: _____

Vice President

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

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

October 16, 2018

Ms. Helena Mastrogianis
Office of the Honorable Brendan Boyle
1133 Longworth House Office Building
Washington, DC 20515

Dear Ms. Mastrogianis:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Dallas and Austin, Texas, scheduled for October 17 to 19, 2018, sponsored by Information Technology and Innovation Foundation (ITIF).

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,

Handwritten signatures of Susan W. Brooks and Theodore E. Deutch in blue ink.

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 Dallas and Austin, TX – October 17 – October 19, 2018

ATTACHMENT 1 – Question 4:

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

First Name	Last Name	Title	Office/Committee
Austin	Agrella	Legislative Director	Rep. Will Hurd
Nabeel	Alam	Legislative Aide	Senator Tim Kaine
Tiffany	Angulo	Legislative Assistant	Rep. David Schweikert
Earsdale	Ash	Legislative Aide	Rep. Yvette Clarke
Jen	Barblan	Chief Counsel	House Energy and Commerce
Moira	Bergin	Subcomm Director/Counsel	House Homeland Security Comm
Brad	Bowman	National Security Advisor	Senate Foreign Relations Comm
Dustin	Carmack	Chief of Staff	Rep. John Ratcliffe
Machalagh	Carr	General Counsel	Ways and Means
Mark	Cevasco	Chief of Staff	Rep. Ted Lieu
Molly	Conway	Deputy Chief of Staff	Department of Labor
Steven	Coyle	Legislative Assistant	Rep. Kathleen M. Rice
Ryan	Dattilo	Counsel	Senate Judiciary Committee
James	Decker	Chief of Staff	Rep. Michael Burgess
Mary	Doocy	Legislative Counsel	Rep. Mark Meadows
Kristina	Dunklin	Legislative Director	Rep. Susan Brooks
Ben	Elleson	Legislative Director	Rep. Billy Long
Cachaviou s	English	Chief of Staff	Rep. Terri Sewell
Ryan	Ethington	Legislative Director	Rep. Pete Sessions
Mike	Flynn	Senior Professional Staff/ Counsel	House Homeland Security Comm Congressional LGBT Equality Caucus
Roddy	Flynn	Executive Director	
Melissa	Froelich	Chief Counsel	House Energy and Commerce
Lisa	Goldman	Counsel	House Energy and Commerce
Tyler	Grimm	Deputy Chief of Staff	Rep. Darrell Issa
JD	Grom	Executive Director	New Dems
Eric	Gustafson	Legislative Director	Rep. Bill Flores
Jessica	Hagens- Jordan	Legislative Assistant	Rep. Jim Himes
Erynn	Hook	Legislative Director	Rep. Chris Collins
James	Johnson	Legislative Assistant	Rep. Frank Pallone

Albert	Kammler	Professional Staff	House Homeland Security Committee
Rachel	Levitan	Deputy Communications Director/Staff Associate	House Foreign Affairs Comm.
Sam	Love	Legislative Assistant	Senator Cory Gardner
Jeff	Lowenstein	Chief of Staff	Rep. Adam Schiff
Helena	Mastrogianni s	Legislative Director	Rep. Brendan Molan
Mac	McKinney	Energy Policy Advisor	Rep. Tim Walburg
Sean	McLean	Legislative Assistant	Senator Ted Cruz
Patrick	Megahhan	Professional Staff Member	House Foreign Affairs Comm.
Jonas	Miller	Chief of Staff	Rep. John Carter
Dylan	Moore	Legislative Assistant	Rep. Larry Bucshon
Sam	Mulopulos	Legislative Assistant	Senator Rob. Portman
Colleen	Nguyen	Legislative Director	Rep. Kathleen Rice
Jeff	O'Neill	Legislative Director	Rep. Ed Perlmutter
Levi	Patterson	Legislative Assistant	Rep. Ben Ray Lujan
Scott	Peterson	Deputy Chief of Staff	Rep. Jim Costa
Elliot	Phaup	Policy Advisor	Rep. Dutch Ruppersberger
Cameron	Poursoltan	Legislative Assistant	Chairman Michael McCaul
Ritika	Robertson	Chief of Staff	Rep. Ken Buck
Bill	Rockwood	Legislative Assistant	Rep. Darren Michael Soto
Tony	Samp	Senior Policy Advisor	Senator Martin Heinrich
Patrick	Satalin	Deputy Chief of Staff	Rep. Peter Welch
Scott	Shewcraft	Legislative Director	Rep. Bill Foster
David	Smentek	Legislative Director	House Republican Conference
Madison	Smith	Legislative Assistant	Senator John Cornyn
Alicia	Smith	Professional Staff Member	House Homeland Security Comm
Josh	Snead	Trade Counsel	Ways and Means
Lauren	Soltani	Legislative Director	Rep. Suzan DelBene
Charlyn	Stanberry	Legislative Director	Rep. Yvette Clark
Kip	Talley	Chief of Staff	Rep. Matt Gaetz
Ben	Thomas	Legislative Director	Rep. Joquin Castro
Ben	Traynham	Counsel	House Science, Space, Tech Comm
Justin	Vogt	Legislative Director	Rep. Norma Torres
Tanner	Warbinton	Senior Legislative Assistant	Rep. Billy Long
Mark	Williams	Chief of Staff	Rep. Mike Conaway
Brian	Winseck	Legislative Director	Senator Coons
Dan	Zawitoski	Chief of Staff	Rep. Scott Peters

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 15b2:

ITIF has selected Dallas and Austin, Texas for this trip because both cities play an 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.