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-81 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: Emily Burns

2. a. Name of Accompanying Relative: ____________________________ OR None ☑
   b. Relationship to Traveler: ☑ Spouse ☐ Child ☐ Other (specify): ____________________________

   b. Dates at Personal Expense, if any: ____________________________ OR None ☑

4. Departure City: Los Angeles, CA Destination: San Francisco, CA Return City: Burbank, CA

5. Sponsor(s), Who Paid for the Trip: Professional BusinessWomen of California

6. Describe Meetings and Events Attended: I staffed the Congresswoman's participation on a panel with Rep. Jackie Speier to discuss the importance of women's leadership in Congress.

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 the 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 statement is true by checking the 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: Emily Burns Date: 5/14/2019

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: Katie Hill Date: 5/14/2019

Signature of Supervising Member: Katie Hill

Version date 12/2018 by 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 ten 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: Professional BusinessWomen of California (PBWC)

2. Travel Destination(s): San Francisco

3. Date of Departure: April 22, 2019  Date of Return: April 23, 2019

4. Name(s) of Traveler(s): Emily Burns
   
   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 Question 4:

<table>
<thead>
<tr>
<th></th>
<th>Total Transportation Expenses</th>
<th>Total Lodging Expenses</th>
<th>Total Meal Expenses</th>
<th>Total Other Expenses (dollar amount per item and description)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveler</td>
<td>$350.60</td>
<td>266.66</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accompanying Family Member</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:  

Date:  

Name: Alexandra Roddy  
Title: President & Board Chair

Organization: Professional BusinessWomen of California (PBWC)

I am an officer of the above-named organization. Signify statement is true by checking box: ☑

Address: 2977 Ygnacio Valley Rd., Suite 179, Walnut Creek, CA 94598

Telephone: 415-733-9474  Email: alexandraroddy94618@gmail.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.
TRAVELER FORM

1. Name of Traveler: Emily Burns

2. Sponsor(s) who will be paying for the trip: Professional Business Women of California

3. Travel Destination(s): San Francisco, California

4. a. Date of Departure: April 22, 2019 Date of Return: April 23, 2019
   b. Will you be extending the trip at your personal expense? □ Yes □ No
      If yes, list dates at personal expense: __________________________

5. a. Will you be accompanied by a family member at the sponsor’s expense? □ Yes □ No If yes:
      (1) Name of Accompanying Family Member:
      (2) Relationship to Traveler: □ Spouse □ Child □ Other (specify): __________________________
      (3) Accompanying Family Member is at least 18 years of age: □ Yes □ No

6. a. Did the trip sponsor answer “Yes” to Question 8(e) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)? □ Yes □ No
   b. If yes, and you are requesting lodging for two nights, explain why the second night 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.
   The Congresswoman is committed to representing women’s equality and empowerment in Congress. The conference is in line with the policy platform outlined by the Women’s Economic Agenda and is an opportunity for the Congresswoman to share and represent her district’s views on these issues. I’ll be staffing her as her Chief of Staff.

9. Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, 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.

    Signature of Employing Member __________________________ Date 3/22/2019
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 website (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: Professional BusinessWomen of California

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): Congresswoman Katie Hill and Chief of Staff Emily Burns

5. Is travel being offered to an accompanying family member of the House invitee(s)? ☑ Yes ☐ No

6. Date of Departure: 4/22/19 Date of Return: 4/23/19

7. a. City of departure: Burbank or Los Angeles, CA
   b. Destination(s): San Francisco, CA
   c. City of return: Burbank or Los Angeles, CA

8. Check only one. I represent that:
   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 only 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 you checked this box, explain why the second night of lodging is warranted: 

Version date 12/2018 by Committee on Ethics
10. Attached is a detailed agenda of the activities 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 only one of the following:
   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. Not Applicable. 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:
   Professional BusinessWomen of California is conducting our annual conference for professional women. We have asked Congresswoman Hill to be a keynote speaker at the conference.

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. Check only one. I represent that either:
   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):

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
   Hotel Name: Intercontinental Hotel ☑ City: San Francisco ☑ Cost Per Night: $266.67
   Reason(s) for Selecting: We have a contract with the Intercontinental for the conference
   Hotel Name: ☑ City: ☑ Cost Per Night:
   Reason(s) for Selecting:
   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:**

<table>
<thead>
<tr>
<th></th>
<th>Total Transportation Expenses per Participant</th>
<th>Total Lodging Expenses per Participant</th>
<th>Total Meal Expenses per Participant</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Actual Amounts</td>
<td>☑ Good Faith Estimates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For each Member, Officer, or Employee</td>
<td>$266.67</td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td>For each Accompanying Family Member</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Other Expenses (dollar amount per item)</th>
<th>Identify Specific Nature of “Other” Expenses (e.g., taxi, parking, registration fee, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each Member, Officer, or Employee</td>
<td>$300</td>
<td>Ground Transportation</td>
</tr>
<tr>
<td>For each Accompanying Family Member</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

19. **Check only one:**
   a. I certify that I am an officer of the organization listed below: ☑ OR
   b. Not Applicable. Trip 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:** Alexandra Roddy  
**Date:** 3-22-19

**Name:** Alexandra Roddy

**Title:** Board President

**Organization:** Professional BusinessWomen of California

**Address:**
2261 Market #1600, San Francisco, CA 94114-1600

**Telephone:** 1-510-435-7426

**Email:** alexandraroddy94618@gmail.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, D.C. 20515**

**Phone:** 202-225-7103  **General Fax:** 202-225-7392

Version date 12/2018 by Committee on Ethics
Ms. Emily Burns  
Office of the Honorable Katie Hill  
1130 Longworth House Office Building  
Washington, DC 20515

Dear Ms. Burns:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to San Francisco, California, scheduled for April 22 to 23, 2019, sponsored by Professional BusinessWomen of California.

Committee travel regulations require that you submit your complete pre-trip approval request to the Committee at least 30 days before the commencement of the trip or it will not be granted. Despite your failure to do so in this instance, we are approving your current request. However, any future requests must adhere to the 30-day requirement or they will be denied.

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,

Theodore E. Deutch  
Chairman

Kenny Marchant  
Ranking Member

TED/KM:jeb
Congresswoman's Agenda:

<table>
<thead>
<tr>
<th>EVENT</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>April 22nd, 2019:</strong> Event Hours 5:30PM – 7:30PM (optional)</td>
<td></td>
</tr>
<tr>
<td>Attend PBWC VIP Reception with short remarks (4-5 minutes)</td>
<td></td>
</tr>
<tr>
<td><strong>April 23rd, 2019:</strong> Event Hours: 8:30AM-5:00PM</td>
<td></td>
</tr>
<tr>
<td>Approximately 20-minute moderated Q&amp;A</td>
<td></td>
</tr>
<tr>
<td>TBD*</td>
<td></td>
</tr>
<tr>
<td><strong>Private Reception with Photo line</strong> (30-40 min) for up to 100 people. (optional)</td>
<td></td>
</tr>
<tr>
<td>TBD*</td>
<td></td>
</tr>
</tbody>
</table>
PBWC has invited the following Congresswomen to attend our 30th Annual Conference:

Congresswoman Debra Haaland

Congresswoman Katie Hill

Congresswoman Jackie Speier (PBWC founder)

Congresswoman Lauren Underwood

In addition, there will be approximately 7k attendees at the Moscone South Center in San Francisco comprised primarily of businesswomen from the Bay Area but also from around the world.