



# U.S. House of Representatives COMMITTEE ON ETHICS

## Employee Post-Travel Disclosure Form

Original  Amendment

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.**

- Name of Traveler: Jenna Spealman
- a. Name of Accompanying Relative: \_\_\_\_\_ OR None   
 b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
- a. Dates: Departure: May 29, 2019 Return: May 31, 2019  
 b. Dates at Personal Expense, if any: \_\_\_\_\_ OR None
- Departure City: Washington, DC Destination: Redmond, WA Return City: Washington, DC
- Sponsor(s), Who Paid for the Trip: Microsoft
- Describe Meetings and Events Attended: Attended several meetings and learning sessions on new technologies, including facial recognition, adaptive technologies, AI, 2 environmental policies
- Attached to this form are **each** of the following, *signify that each item is attached by checking the corresponding box:*
  - a completed *Sponsor Post-Travel Disclosure Form*;
  - 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*;
  - page 2 of the completed *Traveler Form* submitted by the employee; **and**
  - the letter from the Committee on Ethics approving my participation on this trip.
- 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: Jenna Spealman Date: 6/14/2019

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: Rep. Steve Womack Date: 6/14/2019

Signature of Supervising Member: Steve Womack

LEGISLATIVE RESOURCE CENTER  
2019 JUN 14 PM 12:53  
U.S. HOUSE OF REPRESENTATIVES





U.S. House of Representatives  
**COMMITTEE ON ETHICS**

**Sponsor Post-Travel Disclosure Form**

Original  Amendment

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.**

- Sponsor(s) who paid for the trip: Microsoft Corporation
- Travel Destination(s): Redmond, WA (SEA)
- Date of Departure: May 29, 2019 Date of Return: May 31, 2019
- Name(s) of Traveler(s): Jon Towers, Jenna Spealman, Jeremy Nordquist, Krystal Ka'ai, Yvette Badu-Nimako, Michael Taggart, Dustin Carmack, Moira Bergin, Reginald Darby  
*Note: You may list more than one traveler on a form only if all information is identical for each person listed.*
- Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$799.93, round trip, economy fare	\$440.96, two nights at \$189++ at Kimpton Palladian	\$75.96; breakfast, lunch and dinner on 5/30	\$141.17, local ground transportation to and from Microsoft and dinner
Accompanying Family Member	N/A	N/A	N/A	N/A

- 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: 6/11/19

Name: Kelly Eaton Title: Director

Organization: Microsoft Corporation

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

Address: One Microsoft Way, Redmond WA 98052

Telephone: (202) 831-6468 Email: Kelly.Eaton@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: Jennifer Speakman
2. Sponsor(s) who will be paying for the trip: Microsoft Corporation
3. Travel Destination(s): Redmond, Washington
4. a. Date of Departure: May 29, 2019 Date of Return: May 31, 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(c) 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:  
Please see attached agenda. Travel is from DCA to SEA
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 policy director, interested in technology policy issues that span entire federal government / budget.
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 Stachurski

Date 4/26/2019



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 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: Microsoft Corporation
  
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: 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. \_\_\_\_\_
  
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 family member of the House invitee(s)?  Yes  No
  
6. Date of Departure: May 29, 2019 Date of Return: May 31, 2019
  
7. a. City of departure: Washington, D.C. (DCA)  
 b. Destination(s): Redmond, Washington (SEA)  
 c. City of return: Washington, D.C. (DCA)
  
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: Attendees are flying from Washington, D.C. (DCA) to Seattle, WA (SEA) \_\_\_\_\_ and are expected to participate in a full day of meetings (on attached agenda). \_\_\_\_\_



U.S. House of Representatives

# 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:
- 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. 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): 1 day of meals on 5/30, at \$76/day (\$11 breakfast, \$10 lunch, \$55 dinner)
    - 2) Provide the 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 participating in tours.
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Kimpton Palladian City: Seattle, WA Cost Per Night: \$189 + tax  
Reason(s) for Selecting: Hotel fits within locale's per diem allowance
- 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:



U.S. House of Representatives

# COMMITTEE ON ETHICS

### 18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
<input checked="" type="checkbox"/> Good Faith Estimates			
For each Member, Officer, or Employee	\$600	\$189 + tax per night	\$76; breakfast \$11; lunch \$10; dinner \$55
For each Accompanying Family Member	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	\$150/person	Local transportation to and from Microsoft and dinner
For each Accompanying Family Member	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 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:  Date: 4/24/19

Name: Kelly Eaton

Title: Director

Organization: Microsoft

Address: One Microsoft Way, Redmond WA 98052

Telephone: (202) 831-6468

Email: 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, D.C. 20515

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

Theodore E. Deutch, Florida  
*Chairman*  
Kenny Marchant, Texas  
*Ranking Member*

Grace Meng, New York  
Susan Wild, Pennsylvania  
Dean Phillips, Minnesota  
Anthony Brown, Maryland

John Ratcliffe, Texas  
George Holding, North Carolina  
Jackie Walorski, Indiana  
Michael Guest, Mississippi



ONE HUNDRED SIXTEENTH CONGRESS

**U.S. House of Representatives**

COMMITTEE ON ETHICS

Thomas A. Rust  
*Staff Director and Chief Counsel*

David W. Arrojo  
*Counsel to the Chairman*

Christopher A. Donesa  
*Counsel to the Ranking Member*

1015 Longworth House Office Building  
Washington, D.C. 20515-6328  
Telephone: (202) 225-7103  
Facsimile: (202) 225-7392

May 20, 2019

Ms. Jennafer Spealman  
Committee on The Budget  
507 Cannon House Office Building  
Washington, DC 20515

Dear Ms. Spealman:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Redmond, Washington, scheduled for May 29 to 31, 2019, 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,

Theodore E. Deutch  
Chairman

Kenny Marchant  
Ranking Member

TED/KM:jeb



## Microsoft Campus Visit

- [Details](#)
- [Schedule](#)

### Details

Event	Congressional Staff Campus Visit
Date	Wednesday, May 29th, 2019 – Friday, May 31st, 2019
Time	6:00 pm start on May 29 <sup>th</sup> 2019 8:30 am start on May 30 <sup>th</sup> 2019
Location	Microsoft Campus 16070 N.E. 36th Way Redmond, WA 98052
Primary Contact	Kelly Eaton +1 (703) 627-2051 <a href="mailto:Kelly.Eaton@microsoft.com">Kelly.Eaton@microsoft.com</a>
Alternate Contacts	Scott McCullers +1 (904) 228-3614 <a href="mailto:Scott.McCullers@microsoft.com">Scott.McCullers@microsoft.com</a>

### Schedule

#### Wednesday, May 29, 2019

Time	Subject/Speaker	Location
6:55 pm	Alaska Airlines Flight 0003	DCA to SEA
9:50 pm	Arrival at SeaTac Airport Seattle, WA	
	Shuttle bus to hotel	
	HOTEL <a href="#">Kimpton Palladian</a>	2000 2nd Avenue, Seattle, WA 98121

#### Thursday, May 30, 2019

Time	Subject/Speaker	Location
7:30 am	Gather in Hotel Lobby	
7:45 am	Shuttle Departs for Microsoft	





Time	Subject/Speaker	Location
8:30 am	Board Shuttle to Microsoft Welcome and Opening Remarks  <i>Overview of Microsoft including our culture, journey, values, footprint in the Puget Sound, and overview of the presentations and content during the day.</i>	Executive Briefing Center 16070 NE 36th Way
9:00 am	Facial Recognition and Artificial Intelligence Rich Sauer  <i>Discussion of Artificial Intelligence including facial recognition, ethics and how this technology is being applied today and in the future.</i>	Executive Briefing Center 16070 NE 36th Way
10:00 am	DEMO Digital Transformation #InRealLife  <i>Digital Transformation #InRealLife (DTIRL) brings to life real world customer stories across key solution areas and industries at the Redmond EBC. The experiences include the latest and greatest MS customer stories out there highlighting our technologies including O365, Azure IoT, Hololens, Machine learning, and more.</i>	Executive Briefing Center 16070 NE 36th Way
11:00 am	Walk to MS Treehouses	Building 32 3620 163rd Ave NE
11:15 am	AI for Earth Lucas Joppa, Chief Environmental Officer  <i>AI for Earth is a \$50M, 5-year program that brings the full advantage of Microsoft technology to those working to solve global environmental challenges in the key focus areas of climate, agriculture, water and biodiversity. Through grants that provide access to cloud and AI tools, opportunities for education and training on AI, and investments in innovative, scalable solutions, AI for Earth works to advance sustainability across the globe.</i>	Microsoft Treehouses
12:15 pm	Board MS Shuttle to Microsoft Commons	
12:30 pm	Lunch <i>Individual dining cards provided to each attendee</i>	Microsoft Commons 15255 NE 40th Street
1:20 pm	Walk to Studio B	Studio B 15101 NE 40th Street ~5 minutes
1:30 pm	Inclusive Tech Lab: Accessibility and Xbox Evelyn Thomas  <i>The Inclusive Tech Lab is a Microsoft space dedicated to inclusive gaming. Our facility is for gamers with disabilities,</i>	Studio B   1960



Time	Subject/Speaker	Location
	<p><i>not about gamers with disabilities. It has been crafted to be an expression of Microsoft's commitment to the gaming accessibility community and the organizations we partner with. When people come to the lab, we introduce them to the social model of disability through the lens of gaming. This session focuses on Microsoft's commitment to diversity, inclusion, accessibility, privacy, and online safety and include a hands-on demo of the adaptive controller.</i></p>	
:30 pm	Walk to Building 99	Building 99 14820 NE 36th Street ~8-10 minutes
2:45 pm	<p>Microsoft Research Lab Michel Pahud</p> <p><i>At Microsoft, basic and applied research plays a vital role in breakthrough technological innovations that empower people to achieve more. The Redmond lab is at the hub of Microsoft Research's globe-spanning organization that fosters open collaborations with partners throughout industry and academic institutions as well as Microsoft product teams. Research in the Redmond lab ranges from thought leadership in security, privacy and cryptography to foundational work in areas such as systems and networking, programming languages, human-computer interaction, human language technologies, AI and computer vision.</i></p>	
3:45 pm	Microsoft Shuttle to Building 42	Building 42 15590 NE 31st Street
4:00 pm	<p>Azure Cloud Collaboration Center Tour Jen Blair</p> <p><i>The ACCC is designed to offer customers a window into the massive scale of Microsoft's cloud management demonstrating the operational capabilities required to deliver a highly reliable cloud platform, at scale around the globe, and to inspire customers with examples of how the Microsoft Cloud empowers them to transform their businesses. Designed to provide a unique experience of immersive storytelling and collaborative conversation, the facility includes a viewing platform where customers can experience the CCC in operation</i></p>	Building 42
4:30 pm	Walk to Building 41 Puffin	~ 5 min walk
4:35 pm	Discussion and Summary	Building 41 Puffin Conference Room



Time	Subject/Speaker	Location
	<i>US Government Affairs team members will lead the group in a final discussion to summarize the themes of the day including the importance of privacy, ethics in AI and facial recognition, the Internet of Things, Azure and cloud services, accessibility in gaming, research, and cybersecurity.</i>	<i>(outdoors between bldgs. 40-41)</i>
5:15 pm	Depart Microsoft for Hotel	
6:15 pm	Meet in Hotel Lobby   Depart for Dinner	
6:30 pm	Group Dinner in Pike Place Market	<u>Red Cedar &amp; Sage</u> <u>redcedarandsage.com</u> <u>1501 Pike Pl Ste 200,</u> <u>Seattle, WA 98101</u>

Thursday, May 31, 2019

Time	Subject/Speaker	Location
5:30 am	Shuttle from hotel to airport	
8:05 am	Depart SeaTac, Seattle, WA Alaska Airlines Flight 0004	DCA to SEA
4:25 pm	Arrive at DCA, Washington, DC	