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: Alex Schnelle

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

b. Dates at Personal Expense, if any:


5. Sponsor(s), Who Paid for the Trip: Amazon.com Services, Inc. (Amazon)

6. Describe Meetings and Events Attended: Tax of fulfillment center, tour of sphere & Amazon Go. Policy discussion/meetings on Alexa, leadership principles, prime air, connected home

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: ________________________________ Date: 11/13/19

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: ________________________________ Date: 11-13-19

Signature of Supervising Member: ________________________________
Sponsor Post-Travel Disclosure Form

This form must be completed by an officer of any organization that served as the primary travel 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: Amazon.com Services, Inc. (Amazon)

2. Travel Destination(s): Seattle, WA

3. Date of Departure: 11/04/19  Date of Return: 11/06/19

4. Name(s) of Traveler(s): Clinton Britt, Jacqueline Sanchez, Ashley Shelton, Zachary Dooley, Alex Schnelle
   
   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>Traveler</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>$893.08 total; $723.08 for round-trip SEA to DCA 11/4-11/6 and $120.00 on local transportation tax/WTC hotel and Amtrak facilities</td>
<td>$429.40 - two nights at $214.70 at the Sound Hotel</td>
<td>$75.16 - breakfast, lunch, and dinner on 11/5</td>
<td>$0</td>
</tr>
</tbody>
</table>

| Accompanying Family Member | | | | |

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: [Signature]  Date: 11/12/19

Name: Andrea Fava  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: 901 New Jersey Ave NW, Suite 900, Washington, DC 20001

Telephone: 202-442-2900  Email: afava@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.
TRAVELER FORM

1. Name of Traveler: Alex Schnelle

2. Sponsor(s) who will be paying for the trip: Amazon.com Services Inc.

3. City and State OR Foreign Country of Travel: Seattle, WA

4. a. Date of Departure: 11/4/19 Date of Return: 11/10/19
   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:
      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.

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 a legislative assistant who handles transportation issues, this will provide an opportunity to learn first-hand about freight and air network, how air operations have evolved and about drone delivery methods.

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 9/24/19
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 Members on committees with jurisdiction over transportation and commerce policy 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: 11/04/19    Date of return: 11/06/19

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, commerce, 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 11/5: $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 Services, Inc. and allows staff to meet with the Amazonian leaders while also visiting/participating in tours at an Amazon fulfillment center, smart home lab, the Spheres, and Amazon Go.

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

   Hotel name: The Sound Hotel Seattle Belltown, Tapestry Collection by Hilton
   City: Seattle, WA  Cost per night: $184.00
   Reason(s) for selecting: Hotel fits w/in 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: ____________________________

   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:

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<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>For each Member, Officer, or employee</td>
<td>$750</td>
<td>$184+tax/night at T $70</td>
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</tr>
<tr>
<td>For each accompanying relative</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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Other Expenses (dollar amount per item) Identify Specific Nature of “Other” Expenses (e.g., taxi, parking, registration fee, etc.)

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<tbody>
<tr>
<td>For each Member, Officer, or employee</td>
<td>$150 Local transportation to/from hotel, Amaz</td>
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<tr>
<td>For each accompanying relative</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 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: [Signature]

Name: Andrea Fava

Title: Director, US Public Policy

Organization: Amazon.com Services, Inc.

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

Telephone number: 202-442-2900

Email address: afava@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)
October 30, 2019

Ms. Alexandra Schnelle  
Office of the Honorable Steve Cohen  
2104 Rayburn House Office Building  
Washington, DC 20515

Dear Ms. Schnelle:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Seattle, Washington, scheduled for November 4 to 6, 2019, 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,

Theodore E. Deutch  
Chairman  
Kenny Marchant  
Ranking Member

TED/KM:smm
Amazon 2019 Congressional Staff Visit Agenda

November 4th-6th, 2019
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

Monday, November 4th, 2019

5:15-8:15pm  Travel from Washington, DC to Seattle, WA
                Alaska Flight 3 | Departing at 5:15pm and arriving at 8:15pm

8:30-9:00pm  Travel from SeaTac Airport to The Sound Hotel Seattle Belltown
                2120 4th Ave, Seattle, WA 98121

9:00pm       Check in at The Sound Hotel Seattle Belltown

Tuesday, November 5th, 2019

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

9:15-9:30am  Welcome, introduction, and site overview with BFI4 leadership
                Andres Parra, General Manager

9:30-10:30am Tour of BFI4
               Led by Kwame Sarfo, PR FC Coordinator
               "Tour of an Amazon Fulfillment Center with a demonstration of and
               conversation about how Amazon Associates and Amazon robotics
               work together to fulfill online customer orders."

10:30am-11:15am Travel from Amazon BFI4 Fulfillment Center to HQ

11:15am-12:00pm Tour of the Spheres and Amazon Go
                 Led by Naomi Duprey
                 "Tour of Amazon headquarters that includes an inside look at the
                 Spheres, a flexible workspace set within an environment with more
                 than 40,000 plants, and a demonstration of the Amazon Go store’s
                 checkout-free, Just Walk Out technology."
12:00-1:00pm
Lunch and welcome presentation
Andrew DeVore, VP & AGC
Nick Denissen, VP, Marketplace Business
A welcome and overview of Amazon's culture and Leadership Principles.

1:00-1:15pm
Break

1:15-2:00pm
Presentation & policy discussion: Alexa
Beatrice Geoffrin, Director, Product Mgmt. Alexa
Ryan McCrate, AGC, Alexa
A presentation of Alexa and demonstration of her features, innovations, and applications in the technology and transportation industries.

2:00-2:45pm
Presentation & policy discussion: Amazon Air
Sarah Rhoads, Director, Amazon Air
A presentation and conversation about Amazon's air freight network and how commercial air operations have evolved to meet the demands of e-commerce customers.

2:45-3:00pm
Travel to Connected Home

3:00-3:45pm
Tour of Connected Home
A presentation on Alexa smart home features and Internet of Things devices and applications.

3:45-4:15pm
Break and travel to meeting

4:15-5:00pm
Presentation & policy discussion: Prime Air – Drone Delivery
Gur Kimchi, VP, Prime Air
A presentation and conversation about Amazon’s efforts to develop drone delivery methods and the future of last-mile commercial delivery.

5:00-5:30pm
Presentation & policy discussion: Amazon’s Transportation Network
Dave Bozeman, VP, Amazon Transportation Services
A presentation and conversation about Amazon’s transportation network and how technology and transportation innovation drive commercial delivery methods.

5:30-5:45pm
Wrap up/Q&A
5:45-6:00pm  Travel to Hotel
6:30pm  Meet in hotel lobby; travel to dinner
6:45-8:00pm  Dinner and Closing Conversation

**Wednesday, November 6th, 2019**

5:45am  Meet in hotel lobby and check-out of The Sound Hotel Seattle Belltown
6:00-6:25am  Travel from The Sound Hotel Seattle Belltown to SeaTac Airport
8:05am-4:05pm  Travel from Seattle, WA to Washington, DC
                Alaska Flight 4 | Departing at 8:05am and arriving at 4:05pm
<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Title</th>
</tr>
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<tbody>
<tr>
<td>Cheryl D. Faison</td>
<td>Senate Committee on Commerce, Science and Transportation</td>
<td>Deputy Policy Director</td>
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<tr>
<td>Allison B. Drax</td>
<td>Senate Committee on Commerce, Science and Transportation</td>
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<td>Andrew B. Shaffer</td>
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<tr>
<td>Carl Beck</td>
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<td>Peter J. King</td>
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<td>Stephen Stetler</td>
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<td>Jim N. Courtman</td>
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