



### 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.**

1. Name of Traveler: Jacqueline Sanchez
2. a. Name of Accompanying Relative: \_\_\_\_\_ OR None   
 b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: 11/4/19 Return: 11/6/19  
 b. Dates at Personal Expense, if any: \_\_\_\_\_ OR None
4. Departure City: Washington, DC Destination: Seattle, WA Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Amazon.com Services, Inc. (Amazon)
6. Describe Meetings and Events Attended: See attached

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: Jacqueline Sanchez Date: 11/14/19

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: Lisa Blunt Rochester Date: 11/14/19

Signature of Supervising Member: Lisa Blunt Rochester

LEGISLATIVE RESOURCE CENTER  
2019 NOV 14 PM 4:23  
OFFICE OF THE CLERK  
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.

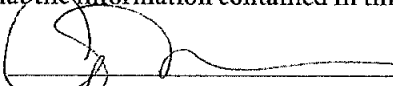
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

- Sponsor(s) who paid for the trip: Amazon.com Services, Inc. (Amazon)
- Travel Destination(s): Seattle, WA
- Date of Departure: 11/04/19 Date of Return: 11/06/19
- 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.
- 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	\$893.08 total; \$773.08 for round-trip SEA to DCA 11/4-11/6 and \$120.00 on local transportation to/from hotel and Amazon facilities	\$429.40 - two nights at \$214.70 at the Sound Hotel	\$75.16 - breakfast, lunch, and dinner on 11/5	\$0
Accompanying Family Member				

- 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: 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: 601 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.



U.S. House of Representatives

# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Jacqueline Sanchez
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: 11/04/19 Date of Return: 11/06/19  
 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 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.**  
I am the Chief of Staff to a member on the Energy & Commerce Committee, which has jurisdiction over technology policy. This trip will give me firsthand insight into the real implications that various tech policy ideas that we are considering on the Committee will have on our economy.
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 Lisa Blunt Rochester Date 10/03/2019



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](http://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. (Amazon)
  
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.
  
5. Is travel being offered to an accompanying family member 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. 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 the east coast to the west coast and will need a second night of lodging to participate in a full day session.



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# 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:  
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. **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): 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 the reason for selecting the location of the event or trip: Seattle is the HQ for Amazon and allows staff to meet with leaders while visiting an Amazon fulfillment center, smart home lab, the Spheres, & Amazon Go.
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:  
 Hotel Name: The Sound Hotel Seattle Belltown City: Seattle, WA Cost Per Night: \$184  
 Reason(s) for Selecting: Hotel fits w/n the locale's per diem allowance and is closer 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:*



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	\$900 - airfare & local shuttle transportation	\$368+tax at the Sound Hotel	\$70
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	\$0	
For each Accompanying Family Member		

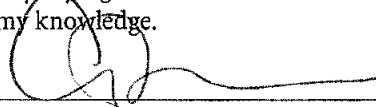
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

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: 10/21/19

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: 202-442-2900

Email: 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, 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*

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*Counsel to the Chairman*

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*Counsel to the Ranking Member*

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

October 30, 2019

Ms. Jacqueline Sanchez  
Office of the Honorable Lisa Blunt Rochester  
1519 Longworth House Office Building  
Washington, DC 20515

Dear Ms. Sanchez:

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 4-6, 2019

Amazon HQ: 2121 7<sup>th</sup> 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 4<sup>th</sup>, 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 5<sup>th</sup>, 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 (FC) with a demonstration of and conversation about how Amazon Associates and Amazon robotics work together to fulfill online customer orders. The tour includes a visit to our inbound and outbound docks where goods and customer packages are transported into and out of the facility, and a discussion on the connectivity needs of the FC and robots.*
- 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 followed by a discussion of how Amazon's technology and logistics capabilities enable the growth of small and medium businesses.*

1:00-1:15

Break

1:15-2:00pm

**Presentation & policy discussion: *Alexa***

Beatrice Geoffrin, Director, Product Mgmt. Alexa

Ryan McCrate, AGC, Alexa

*A presentation on Alexa and demonstration of the voice assistant's features and innovations. The discussion will cover Alexa's privacy features and highlight issues for staff as Congress considers privacy legislation. The discussion will also showcase Alexa's applications in the transportation industry, including Alexa Auto and devices and services for automobiles.*

2:00-2:45pm

**Presentation & policy discussion: *Project Kuiper***

Rajeev Badyal, Vice President, Kuiper

Andrew Keisner, Counsel, Kuiper

*A presentation and conversation about Amazon's initiative to launch a constellation of satellites to provide global broadband connectivity. The discussion will highlight Kuiper's services and features, the regulatory issues the program faces in the U.S. and internationally, and its connectivity plans for rural areas. Presenters will also discuss how Kuiper will provide connectivity for transportation sectors, including aviation and maritime.*

2:45-3:00pm

Travel to Connected Home

3:00-3:45pm

**Tour of Connected Home**

Led by Zach Parker, Sr. Manager, Smart Home

*A presentation on Alexa smart home features and Internet of Things devices and applications. The tour will showcase home Wi-Fi systems and connectivity, and privacy features in Amazon and third-party devices.*

3:45-4:00pm

Travel to meeting

- 4:00-4:30pm                      **Presentation & policy discussion: *Amazon Retail & Brand Protection***  
Michael Miller, VP and AGC, Consumer Legal  
Karen Ressmeyer, AGC, Consumer Legal  
*A presentation and conversation about Amazon as a retailer. The presentation will focus on how Amazon's store operates, including shopping, discovery, third party products, and shipping to customers. It will also discuss Amazon's efforts on customer and brand protection, including intellectual property protection and shipping/logistics programs.*
- 4:30-5:00pm                      **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. The discussion will also cover the communications needs for drone delivery and the regulatory issues associated with drone connectivity.*
- 5:00-5:30pm                      **Presentation & policy discussion: *Amazon Air***  
Chris Preston, Director, Amazon Air Gateway Operations  
*A presentation and conversation about Amazon's air freight network, how commercial air operations have evolved to meet the demands of e-commerce customers, and how Amazon uses technology to help safely and efficiently transport air freight. The presentation will discuss the Amazon Air's communications needs as we expand our air freight network.*
- 5:30-5:45pm                      **Wrap up/Q&A**  
*Time for wrap up discussion and closing questions from staff with the public policy team.*
- 5:45-6:00pm                      Travel to Hotel
- 6:30pm                              Meet in hotel lobby; travel to dinner
- 6:00-8:00pm                      Dinner and Closing Conversation

**Wednesday, November 6<sup>th</sup>, 2019**

- 5:45am                              Meet in hotel lobby and check-out of The Sound Hotel Seattle Belltown

6:00-6:20am

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