



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, by email at gifttravelreports@mail.house.gov, 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: Macey Matthews

2. a. Name of Accompanying Relative: _____ **OR** None

b. Relationship to Traveler: Spouse Child Other (specify): _____

3. a. Dates: Departure: 6/26 Return: 6/28

b. Dates at Personal Expense, if any: _____ **OR** None

4. Departure City: Sacramento, CA Destination: Seattle, WA Return City: Washington, DC

5. Sponsor(s), Who Paid for the Trip: Women's High Tech Coalition

6. Describe Meetings and Events Attended:

Meetings with Amazon, T Mobile, Alaska Airlines, and Google to learn more about the high-tech components of their companies and how Congress can help support their work.

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 *Additional Sponsor Form(s)*;

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: 7/12/22

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: JASON CROW Date: 7/12/22

Signature of Supervising Member:



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: Women's High Tech Coalition
- Travel Destination(s): Seattle, WA
- Date of Departure: June 26, 2022 Date of Return: June 28, 2022

4. Name(s) of Traveler(s): Macey Matthews

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:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	1348.07	505.29	51.98	
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: 07/07/2022

Name: Linda Moore Title: Meeting Coordinator

Organization: Women's High Tech Coalition

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

Address: 499 S. Capitol Street SW Ste. 608 Washington DC 20003

Email: molly@mollyvallenassociates.com Telephone: 202-746-5898

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: Macey Matthews
2. Sponsor(s) who will be paying or providing in-kind support for the trip:
Women's High Tech Coalition
3. City and State **OR** Foreign Country of Travel : Seattle, WA
4. a. Date of Departure: 6/26 Date of Return: 6/28
b. Yes No Will you be extending the trip at your personal expense?
If yes, list dates at personal expense: _____
5. a. Yes No Will you be accompanied by a family member at the sponsor's expense? **If yes:**
(1) Name of Accompanying Family Member: _____
(2) Relationship to Traveler: Spouse Child Other (specify): _____
(3) Yes No Accompanying Family Member is at least 18 years of age:
6. a. Yes No 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)?
b. **If yes**, and you are requesting lodging for two nights, explain why the second night is warranted:
2nd night is necessary due to cross country travel
7. Yes No *Primary Trip Sponsor Form* is attached, including agenda, invitee list, and any other attachments and Additional Sponsor Forms.

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.
Rep. Crow serves on Cyber, Innovative Technologies, and Information Systems subcommittee and this trip will help better inform our cyber and tech policies.

Rep. Crow serves on the Cyber, Innovation Technologies, and Information Systems HASC subcommittee. As his chief of staff who helps develop policy priorities, this trip will help better inform our cyber and tech work..
9. **Yes No Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip?**
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 05/26/2022



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:

Women's High Tech Coalition

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):

Attached

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

6. Date of departure: June 26, 2022 Date of return: June 28, 2022

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; OR
- b. I checked 8(c) above but am not offering any lodging; OR
- 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:

2nd night is necessary due to cross country travel.



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:

See attached

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 the 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):

\$75

2) Provide the reason for selecting the location of the event or trip:

High number of tech and tech-adjacent companies to visit.

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

Hotel Name: CitizenM South Lake Union City: Seattle Cost Per Night: \$290

Reason(s) for Selecting: proximity to meetings & cost

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 the 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	\$1400	\$700	\$75
For each Accompanying Family Member			

	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		
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 by my signature that

- a. I read and understand the Committee's Travel Regulations;
- b. I am not a registered federal lobbyist or registered foreign agent; and
- c. The information on this form is true, complete, and correct to the best of my knowledge.

Signature: *Linda Moore* Date: 5/24/2022
 Name: Linda Moore Title: Meetings Coordinator
 Organization: Women's High Tech Coalition
 Address: 499 S. Capitol Street SW Ste. 608 Washington DC 20003
 Email: whtcinfo@gmail.com Telephone: _____

INSTRUCTIONS

Complete the *Primary Trip Sponsor Form* and submit the agenda, invitation list, any attachments, and any *Additional Trip Sponsor Forms* directly to the Travelers.

Written approval from the Committee on Ethics is required before traveling on this trip. The Committee on Ethics will notify the House invitees directly and will not notify the trip sponsors.

Willful or knowing misrepresentation on this form may be subject to criminal prosecution under 18 U.S.C. § 1001. Signatures must comply with section 104(bb) of the Travel Regulations.

1015 Longworth House Office Building
Washington, D.C. 20515

For questions, please contact the Committee on Ethics at:

ethicscommittee@mail.house.gov | 202-225-7103
More information and forms available at ethics.house.gov

Theodore E. Deutch, Florida
Chairman
Jackie Walorski, Indiana
Ranking Member

Susan Wild, Pennsylvania
Dean Phillips, Minnesota
Veronica Escobar, Texas
Mondaire Jones, New York

Michael Guest, Mississippi
Dave Joyce, Ohio
John H. Rutherford, Florida
Kelly Armstrong, North Dakota



ONE HUNDRED SEVENTEENTH CONGRESS

U.S. House of Representatives
COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

David W. Arrojo
Counsel to the Chairman

Kelle A. Strickland
Counsel to the Ranking Member

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

June 17, 2022

Ms. Macey Matthews
Office of the Honorable Jason Crow
1229 Longworth House Office Building
Washington, DC 20515

Dear Ms. Matthews:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Seattle, Washington, scheduled for June 26 to 28, 2022, sponsored by Women's High Tech Coalition. 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 \$415 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

Jackie Walorski
Ranking Member

TED/JW:rp

Sunday, June 26

Arrival flight:

Alaska 1078 5:40pm IAD-SEA (8:35pm) OR Alaska 765 BWI 6:10 pm BWI-SEA (8:55pm)

Overnight at CitizenM Seattle South Lake Union Hotel, 201 Westlake Ave N, Seattle, WA 98109

Monday, June 27

8:00am - 9:00am Travel Time

8:30am - 9:00am: Roundtable Discussion with STEM women at Google Kirkland Urban

9:00am - 10:00am: Tour of Google Kirkland Urban

10:00am - 10:30am: Travel Time

10:30am - 12:00pm - Tour the T-Mobile Tech Experience

12:00 - 1:00pm - Lunch Discussion with T-Mobile executives

1:00pm - 1:30pm - Travel time

1:30pm - 3:00pm - Tour & Discussion with Alaska Airlines executives

3:00pm - 3:30pm - Travel time

3:00pm - 4:30pm - Tour & Discussion with Weyerhaeuser executives

4:30pm - 5:00 pm Travel time

5:00pm - 7:00pm - Dinner Discussion with Amazon Executives

Overnight at CitizenM Seattle South Lake Union Hotel, 201 Westlake Ave N, Seattle, WA 98109

Tuesday, June 28

Return flight: Alaska 4 8:25am SEA-DCA (4:32pm)

Addendum to Primary Trip Sponsor Form for Women's High Tech Coalition

First	Last	Title	Affiliation	Reason
Sally	Adams	Chief of Staff	Office of Rep. Tom O'Halleran	As Chief of Staff to a Member on the House Energy & Commerce Committee and the Subcommittee on Communications & Technology, Ms. Adams can speak to her office's legislative priorities as they relate to technology policy.
Elizabeth	Barczak	Professional Staff Member & Counsel	House Science, Space & Technology Committee	As Professional Staff and Counsel for the House Science Space & Technology Committee, Ms. Barczak can provide unique insight into the work her committee is doing to advance technology policy.
Brooke	Bennett	Chief of Staff	Office of Rep. French Hill	As Chief of Staff to a Member on the House Financial Services Committee, Ms. Bennett will be able to provide insight into the intersection of technology and financial services policy.
Lauren	Billman	Deputy Chief of Staff	Office of Rep. Carol Miller	Ms. Billman serves as Deputy Chief of Staff to an active member of the House Committee on Ways and Means. Ms. Billman can speak to both her office's and the

					committee's work on technology policy.
Ashley	Callen	Deputy Staff Director	House Oversight & Reform Committee	As Deputy Staff Director for the Committee on Oversight and Government Reform, Ms. Callen will be able to provide insight into the work her committee is doing on issues related to science and technology.	
Anna	DeCesaro	Policy Director	House Committee on Economic Disparity & Fairness in Growth	In her capacity as Policy Director, Ms. DeCesaro can provide her insight into her committees legislative priorities, and the economic impacts of technological innovation.	
Sarah	Feinmann	Chief of Staff	Office of Rep. Lizzie Fletcher	As Chief of Staff to a Member on the House Energy & Commerce committee, Ms. Feinmann can speak to the legislative priorities of her office and the committee's impact on technology policy.	
Cecily	Hahn	Senior Legislative Council	Office of Rep. Suzan DelBene	As Senior Legislative Council to an active Member on the House Ways & Means committee, Ms. Hahn can provide perspective on the technology policy priorities of the office she serves.	
Amanda	Hall	Legislative Director	Office of Rep. David Valadao	As Legislative Director to an active Member on the House Appropriations Committee, Ms. Hall will be able to speak to the	

				technology priorities of the office she serves and the work of the Committee.
Jennifer	Haynes	Legislative Director	Office of Rep. Darrell Issa	As Legislative Director for the Ranking Member of the House Judiciary Committee, Ms. Haynes can speak to both Rep. Issa's and the Committee's legislative priorities as they relate to technology. Rep. Issa also serves as Co-Chair of both the IT Modernization Caucus and The Reality Caucus.
Cate	Johnson	Senior Professional Staff Member	House Science, Space & Technology Committee	As Professional Staff for the House Science Space & Technology Committee, Ms. Barczak can provide unique insight into the work her committee is doing to advance technology policy.
Roz	Leighton	Chief of Staff	The Office of Rep. Kelly Armstrong	As Chief of Staff to a Member on the House Energy & Commerce committee, Ms. Leighton can speak to the legislative priorities of her office and the committee's impact on technology policy.
Macey	Matthews	Chief of Staff	Office of Rep. Jason Crow	Ms. Matthews serves as Chief of Staff to a Member serving on the Armed Services Subcommittee on Cyber, Innovative Technologies and Information Systems, so

				she is able to provide insight into her office's impact on technology policy and cyber security.
Kate	O'Connor	Chief Counsel	House Energy & Commerce Committee	As Chief Counsel for the House Energy & Commerce Committee, Ms. O'Connor can provide insight into how her committee is doing to advance technology policy.
Laurie	Saroff	Chief of Staff	Office of Rep. Lou Correa	As Chief of Staff to a Member on the House Judiciary Committee, Ms. Saroff can speak to the legislative priorities of her office and the Judiciary Committee's impact on technology policy.
Cecily	Hahn	Senior Legislative Council	Office of Rep. Suzan DelBene	As Senior Legislative Council to an active Member on the House Ways & Means committee, Ms. Hahn can provide perspective on the technology policy priorities of the office she serves.
Amanda	Hall	Legislative Director	Office of Rep. David Valadao	As Legislative Director to an active Member on the House Appropriations Committee, Ms. Hall will be able to speak to the technology priorities of the office she serves and the work of the Committee.
Chandler	Smith	Legislative Assistant	Office of Rep. Ken Calvert	As a senior member of legislative staff for Rep. Ken Calvert, Ms. Smith

					will be able to provide valuable insight into the work her office is doing on related technology issues.
Abbie	Sorrentino	Chief of Staff	Office of Rep. Joe Morelle	Ms. Sorrentino is Legislative Director for a Member serving on the House Rules Committee, so will be able to provide insight into technology, telecom and innovation legislation that is currently being considered before heading to the House Floor.	
Adrienne	Spero	Subcommittee Staff Director	House Subcommittee on Intelligence and Counterterrorism	As Staff Director or the House Subcommittee on Intelligence and Counterterrorism, Ms. Spero has unique insight into the on the Subcommittee's work on the intersection of technology and cybersecurity.	
Callie	Strock	Communications Director	Office of Rep. Young Kim	As a senior member of staff for Rep. Young Kim who serves on the House Committee for Science Space and Technology, Ms. Strock can provide valuable insight into her office's and the committee's work on technology policy.	
Ella	Yates	Director of Member Services & Coalitions	House Judiciary Committee	As a member of Professional Staff on the House Judiciary	

				Committee, Ms. Yates will be able to speak to the technology policy priorities of the Committee and Committee's work on tech policy.
--	--	--	--	--

12. The Women's High Tech Coalition is convening a one-day trip to Seattle to bring together pragmatic policy influencers from various tech-related organizations and the public sector to have an engaging discussion on tech policy. The mission of the Women's High Tech Coalition is to promote the exchange of ideas among leaders in the public and private sectors whose focus is technology, innovation and the development of public policy related to technology.

The Women's High Tech Coalition (WHTC) is the sole organizer of this trip. WHTC is planning the day and is responsible for the organization and execution of the day's logistics and programming content. Participants are expected to include policymakers and business leaders from the tech sector.