



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:
2. a. Name of Accompanying Relative: OR None
b. Relationship to Traveler: [ ] Spouse [ ] Child [ ] Other (specify):
3. a. Dates: Departure: Return:
b. Dates at Personal Expense, if any: OR None
4. Departure City: Destination: Return City:
5. Sponsor(s), Who Paid for the Trip:
6. Describe Meetings and Events Attended:

- 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:

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:

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: Microsoft Corporation
- Travel Destination(s): Redmond, WA
- Date of Departure: June 29, 2022 Date of Return: July 1, 2022
- Name(s) of Traveler(s): Caroline Cash

*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	\$1473.80	\$464	\$79	\$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: Michaela Berendt Date: 7/7/2022

Name: Michaela Berendt Title: Associate

Organization: Microsoft Corporation

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

Address: 1 Microsoft Way, Redmond, WA 98052

Email: miberend@microsoft.com Telephone: +1 (425) 538-7023

*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

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. This form and any attachments may be delivered to the Committee at 1015 Longworth or e-mailed to [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).

**Your completed request must be submitted to the Committee no less than 30 days before your proposed departure date.** Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. **You must receive explicit approval from the Committee before you depart on this trip.**

Name of Traveler: Caroline Cash

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

I certify that the information contained on both pages of this form is true, complete, and correct to the best of my knowledge.

Signature: \_\_\_\_\_

Name of Signatory (if other than traveler): \_\_\_\_\_

For Staff (name of employing Member or Committee): James Comer

Office Address: 2410 Rayburn HOB

Telephone Number: 202-225-3115

Email Address of Contact Person: caroline.cash@mail.house.gov

Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, and these forms are being submitted to the Committee less than 30 days before the trip departure date.

NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.

**KEEP A COPY OF THIS FORM.** Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

If there are any questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or via e-mail: [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).



U.S. House of Representatives

# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Caroline Cash
2. Sponsor(s) who will be paying or providing in-kind support for the trip:  
Microsoft Corporation
3. City and State **OR** Foreign Country of Travel : Bellevue & Redmond Washington
4. a. Date of Departure: 6/29/22 Date of Return: 7/1/22  
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:  
Flight is from Arlington to Seattle and will include a full day of meetings.
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.**  
As Chief of Staff to Congressman James Comer, I assist the Congressman with policy areas including innovation, emerging technologies and other technology sector issues. The itinerary will allow me to learn more about each of these issue areas.
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

James Comer

Date 05/31/2022





U.S. House of Representatives

# COMMITTEE ON ETHICS

## TRAVELER FORM

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. This form and any attachments may be delivered to the Committee at 1015 Longworth or e-mailed to [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).

**Your completed request must be submitted to the Committee no less than 30 days before your proposed departure date.** Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. **You must receive explicit approval from the Committee before you depart on this trip.**

Name of Traveler: Caroline Cash

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

I certify that the information contained on both pages of this form is true, complete, and correct to the best of my knowledge.

Signature: \_\_\_\_\_

Name of Signatory (if other than traveler): \_\_\_\_\_

For Staff (name of employing Member or Committee): James Comer

Office Address: 2410 Rayburn HOB

Telephone Number: 202-225-3115

Email Address of Contact Person: caroline.cash@mail.house.gov

Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, and these forms are being submitted to the Committee less than 30 days before the trip departure date.

NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.

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U.S. House of Representatives

# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Caroline Cash
2. Sponsor(s) who will be paying or providing in-kind support for the trip:  
Microsoft Corporation
3. City and State **OR** Foreign Country of Travel : Bellevue & Redmond Washington
4. a. Date of Departure: 6/29/22 Date of Return: 7/1/22  
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:  
Flight is from Arlington to Seattle and will include a full day of meetings.
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.**  
As Chief of Staff to Congressman James Comer, I assist the Congressman with policy areas including innovation, emerging technologies and other technology sector issues. The itinerary will allow me to learn more about each of these issue areas.
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

James Comer

Date 05/31/2022



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](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:

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:

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 attachment.

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

6. Date of departure: June 29, 2022 Date of return: July 1, 2022

7. a. City of departure: Arlington, VA

b. Destination(s): Bellevue, WA; Redmond, WA

c. City of return: Seattle, WA

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:

See attachment.



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 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):  
1 day of meals on 6/30/2022 at \$79/day (\$15 breakfast, \$10 lunch, \$54 dinner)
- 2) Provide the reason for selecting the location of the event or trip:  
See attachment.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Hyatt Regency City: Bellevue, WA Cost Per Night: \$232  
Reason(s) for Selecting: Close location to Microsoft headquarters and 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 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	\$1,000	\$232	\$79
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
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 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: Michaela Berendt Date: 5/23/2022

Name: Michaela Berendt Title: Associate

Organization: Microsoft Corporation

Address: 1 Microsoft Way, Redmond, WA 98052

Email: miberend@microsoft.com Telephone: +14255387023

### 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.

For questions, please contact the Committee on Ethics at:

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

[ethicscommittee@mail.house.gov](mailto:ethicscommittee@mail.house.gov) | 202-225-7103  
More information and forms available at [ethics.house.gov](http://ethics.house.gov)



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:

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:

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 attachment.

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

6. Date of departure: June 29, 2022 Date of return: July 1, 2022

7. a. City of departure: Arlington, VA

b. Destination(s): Bellevue, WA; Redmond, WA

c. City of return: Seattle, WA

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:

See attachment.



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 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):

1 day of meals on 6/30/2022 at \$79/day (\$15 breakfast, \$10 lunch, \$54 dinner)

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

See attachment.

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

Hotel Name: Hyatt Regency City: Bellevue, WA Cost Per Night: \$232

Reason(s) for Selecting: Close location to Microsoft headquarters and 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 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	\$1,000	\$232	\$79
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
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 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: Michaela Berendt Date: 5/23/2022

Name: Michaela Berendt Title: Associate

Organization: Microsoft Corporation

Address: 1 Microsoft Way, Redmond, WA 98052

Email: miberend@microsoft.com Telephone: +14255387023

### 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.

For questions, please contact the Committee on Ethics at:

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Washington, D.C. 20515

[ethicscommittee@mail.house.gov](mailto:ethicscommittee@mail.house.gov) | 202-225-7103  
More information and forms available at [ethics.house.gov](http://ethics.house.gov)



Theodore E. Deutch, Florida  
*Chairman*

Jackie Walorski, Indiana  
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Susan Wild, Pennsylvania  
Dean Phillips, Minnesota  
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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 21, 2022

Ms. Caroline Cash  
Office of the Honorable James Comer  
2410 Rayburn House Office Building  
Washington, DC 20515

Dear Ms. Cash:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Bellevue, Washington, scheduled for June 29 to July 1, 2022, 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 \$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:ar

4.

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9d. Attendees are flying from Arlington, VA (DCA) to Seattle, WA (SEA) and are expected to participate in a full day of meetings (on attached agenda).

15b2. Redmond, WA is the global headquarters for Microsoft and allows staff to meet with Microsoft researchers and technologists while participating in tours.



## Schedule

### Wednesday, June 29, 2022

Start Time	End Time	Subject/Speaker	Location
5:40 pm	8:35 pm	Alaska Airlines Flight AS0003	DCA to SEA
8:35 pm	8:35 pm	Arrival at SeaTac Airport	
		<i>Meet the shuttle driver at baggage claim for flight AS0003 carrying a "Microsoft" sign. Michaela Berendt from Microsoft will be on site with the driver.</i>	
8:35 pm	9:15 pm	Shuttle bus to hotel	
9:15 pm		HOTEL: Hyatt Regency Bellevue	<a href="#">Hyatt Regency</a> 900 Bellevue Way NE Bellevue, WA 98004

### Thursday, June 30, 2022

Start Time	End Time	Subject/Speaker	Location
8:00 am	8:30 am	Shuttle Departs for Microsoft	
		<i>Meet Christiana Meyers from Microsoft in the hotel lobby carrying a "Microsoft" sign.</i>	
8:30 am	9:00 am	<b>Welcome Breakfast and Opening Remarks</b> Alli Halataei, Senior Director of Congressional Affairs	Executive Briefing Center 16070 NE 36th Way Redmond, WA 98052
		<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>	
9:00 am	9:30 am	<b>DEMO Digital Transformation #InRealLife</b> Brett Reifers, Business Program Manager, Demos	EBC   #IRL Demo Pods
		<i>Digital Transformation #InRealLife (DTIRL) brings to life real world customer stories across key solution areas and industries at the Redmond EBC. Participants will watch staff showcase the latest and greatest MS customer stories highlighting our technologies including O365, Azure IoT, HoloLens, Machine learning, and more. Participants will also experience a hands-on demonstration of HoloLens technology.</i>	





Start Time	End Time	Subject/Speaker	Location
9:30 am	9:45 am	<b>Shuttle to B86</b>	
9:45 am	10:30 pm	<b>Inclusive Tech Lab &amp; Microsoft Accessibility</b> Jenny Lay-Flurrie, Chief Accesibility Officer  <i>The Inclusive Tech Lab is a Microsoft space dedicated to inclusive gaming. When people come to the lab, we introduce them to the social model of disability through the lens of gaming. Participants will hear from the presenter Microsoft's story of diversity, inclusion, accessibility, privacy, and online safety. They will see and participate in a hands-on demonstration of the adaptive controller.</i>	B86   Inclusive Tech Lab 5074 154 <sup>th</sup> PI NE Redmond, WA 98052
10:30 am	10:45 am	<b>Shuttle to Building Studio C</b>	
10:45 am	11:45 am	<b>IVAS Demo</b>  <i>Microsoft's Integrated Visual Augmentation System (IVAS) is an ongoing US Army program to provide infantry personnel with mixed reality (MR) devices that enable image rendition in low light conditions, object outlining, 3D mapping overlays, picture-in-picture displays, and other features. Visitor's will be able to view a demonstration of the IVAS technology and try the wearable device.</i>	Studio C   IVAS Suite 3640 150th Ave NE, Redmond, WA 98052
11:45 am	11:50 am	<b>Walk to Lunch</b>	
11:50 am	12:50 pm	<b>Lunch</b>  <i>Individual dining cards will be provided to each attendee. A map of dining options is included in your folder.</i>  <i>There will be an option to stop at the Microsoft Visitors Center and Store on the way to Commons for lunch.</i>	Microsoft Commons 15255 NE 40th Street Redmond, WA 98052
12:50 pm	1:00 pm	<b>Walk to B99</b>	
1:00 pm	1:45 pm	<b>Tour Microsoft Research Lab</b> Ashley Llorens, VP Distinguished Scientist and Managing Director  <i>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. Participants will receive a presentation on Microsoft's global Research footprint, will walk through the hardware lab to see the tools</i>	B99   Research Lab 14820 NE 36th Street Redmond, WA 98052



Start Time	End Time	Subject/Speaker	Location
		<i>used by the team, and see a demonstration of new technologies currently being tested.</i>	
1:45 pm	2:00 pm	<b>Shuttle to Microsoft Treehouses</b>	
2:00 pm	2:45 pm	<b>Sustainability at Microsoft</b> Lucas Joppa, Chief Environmental Officer  <i>Lucas Joppa will present Microsoft's approach to solve global environmental challenges in the key focus areas of climate, agriculture, water, and biodiversity. Participants will hear a presentation of how our technology AI for Earth works to advance sustainability across the globe.</i>	Treehouse   OMS-1 3620 163rd Ave NE Redmond, WA 98052
2:45 pm	3:00 pm	<b>Shuttle to CCC</b>	
3:00 pm	3:30 pm	<b>Azure Cloud Collaboration Center Tour</b>  <i>The CCC 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. Participants will take a walking tour through the center where the guide will showcase customer examples of cloud technology through storytelling, video, and product demonstrations.</i>	Building 42   CCC 15590 NE 31st St Redmond, WA 98052
3:30 pm	3:45 pm	<b>Coffee Break</b>	
3:45 pm	4:15 pm	<b>Nation State Attacks and Cybersecurity Briefing</b> Cristin Goodwin, Associate General Counsel  <i>Cristin Goodwin will discuss what Microsoft is seeing with regards to nation-state cyberattacks. The Digital Security Unit is focused on why nation-state attacks are happening; what the impact of the attacks may mean to victims, governments, or the ecosystem; and the unique perspective only Microsoft can bring to understanding attacks, responding to incidents, shaping laws, or ensuring compliance with cybersecurity laws and regulations.</i>	B42   Room 44
4:15 pm	4:30 pm	<b>Microsoft Shuttle to Redwest C</b>	



Start Time	End Time	Subject/Speaker	Location
4:30 pm	5:15 pm	<b>Digital Crimes Unit Tour</b> Amy Hogan-Burney, GM, Digital Crimes Unit	Redwest C   DCU 5600 148th Ave NE Redmond, WA 98052
<i>Microsoft's Digital Crimes Unit (DCU) is an international team of technical, legal and business experts that has been fighting cybercrime to protect victims since 2008. We use our expertise and unique view into online criminal networks to uncover evidence so that we can make criminal referrals to appropriate law enforcement throughout the world. DCU technicians will lead a tour through the space.</i>			
5:15 pm		<b>Depart Microsoft for Hotel</b>	
6:15 pm		<b>Meet in Hotel Lobby   Depart for Dinner</b> <i>Meet Christiana Meyers from Microsoft in the hotel lobby carrying a "Microsoft" sign.</i>	<a href="#">Hyatt Regency</a> 900 Bellevue Way NE Bellevue, WA 98004
6:30 pm		<b>Group Dinner at Black Bottle</b>	<a href="#">Black Bottle Bellevue</a> 919 Bellevue Way NE Bellevue, WA 98004

## Friday, July 1, 2022

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6:00 am	6:25 am	<b>Shuttle from Hyatt Regency to SeaTac Airport</b>	
8:25 am	4:32 pm	<b>Depart SeaTac Airport</b> Akaka Airlines Flight AS0004	SEA to DCA

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