



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: Emma White
2. a. Name of Accompanying Relative: _____ OR None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: September 7 Return: September 9
 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: ITIF
6. Describe Meetings and Events Attended:
 Met with various tech and innovation companies to discuss research and development and current issues the industry is facing.
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: Emma White Date: 09/20/2022

I authorized this travel in advance. I have determined that all of the expenses listed on the attached *Sponsor Post-Travel Disclosure Form* were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

Name of Supervising Member: Rep. Brett Guthrie Date: 9/20/22

Signature of Supervising Member: Brett Guthrie



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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:
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):
5. Yes No Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: _____ Date of return: _____
7. a. City of departure: _____
b. Destination(s): _____
c. City of return: _____
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:



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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:
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):
- 2) Provide the reason for selecting the location of the event or trip:
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: _____ City: _____ Cost Per Night: _____
- Reason(s) for Selecting: _____
- Hotel Name: _____ City: _____ Cost Per Night: _____
- Reason(s) for Selecting: _____
- Hotel Name: _____ City: _____ Cost Per Night: _____
- Reason(s) for Selecting: _____
17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking the box.*



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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 type="checkbox"/> Good Faith Estimates | | | |
| For each Member, Officer, or Employee | | | |
| 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:  Date: _____

Name: _____ Title: _____

Organization: _____

Address: _____

Email: _____ 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.

For questions, please contact the Committee on Ethics at:

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

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



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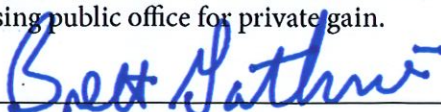
TRAVELER FORM

1. Name of Traveler: Emma White
2. Sponsor(s) who will be paying or providing in-kind support for the trip:
Information Technology and Innovation Foundation
3. City and State **OR** Foreign Country of Travel : Seattle, WA
4. a. Date of Departure: September 7 Date of Return: September 9
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:**
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 the Science, Space, and Technology LA in Rep. Guthrie's office, this trip will help me better understand the issue area.
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 08/08/2023



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COMMITTEE ON ETHICS

Washington, DC 20515

September 2, 2022

Ms. Emma White
Office of the Honorable Brett Guthrie
2434 Rayburn House Office Building
Washington, DC 20515

Dear Ms. White:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Seattle, Washington, scheduled for September 7 to 9, 2022, sponsored by Information Technology and Innovation Foundation (ITIF).

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



Michael Guest
Acting Ranking Member

TED/MG:rp

AGENDA
ITIF Education Staff Trip to Seattle, WA
September 7 – 9, 2022

Wednesday, September 7, 2022

- | | |
|------------------|---|
| 6:30 AM Eastern | FLIGHT CHECK IN |
| 8:00 AM Eastern | ALASKA FLIGHT 1 DEPARTS DCA |
| 10:49 AM Pacific | ALASKA FLIGHT 1 ARRIVES SEA |
| 11:30 AM Pacific | SHUTTLE DEPARTS SEA |
| 12:00 – 2:00 PM | AMAZON (2121 7 th Avenue, Seattle) Amazon’s Puget Sound Headquarters is home to 75,000 employees across the area—including their corporate offices in Seattle and Bellevue, fulfillment centers in Kent, Sumner, and Dupont, air hub at SeaTac airport, and Project Kuiper’s R&D facility in Redmond. Participants will visit the Amazon Devices Home Lab to learn about and interact with the latest Amazon and Ring devices and participate in a policy discussion over lunch. |
| 2:30 – 4:30 PM | META (1101 Dexter Avenue, Seattle) Meta’s Seattle engineering center employs more than 3,000 people, making it the company’s largest outpost outside of the Menlo Park, CA headquarters. The Seattle office works on infrastructure and machine learning and products like messenger, marketplace, and games. Participants will meet with engineers leading this work and participate in a brief tour of the facility. |
| 5:00 PM | HOTEL CHECK IN |
| 5:30 – 7:30 PM | BIOPHARMACEUTICAL DINNER DISCUSSION (Cortina, 621 Union Street, Seattle) ITIF’s Vice President for Global Innovation, Stephen Ezell, will moderate a fireside chat with Chris Holt, Vice President of Cell Therapy Manufacturing and site head at the Bristol Myers Squibb facility in Bothell, WA. |
| RON | MOTIF SEATTLE (1415 5 th Avenue, Seattle) |

Thursday, September 8, 2022

- 7:00 – 8:00 AM **BREAKFAST AVAILABLE AT MOTIF HOTEL** (Voucher Provided at Check In)
- 8:15 AM **SHUTTLE DEPARTS HOTEL**
- 8:30 – 10:00 AM **COMCAST + EVERGREEN GOODWILL** (700 Dearborn Place South, Seattle)
Evergreen Goodwill is home to its flagship job training and education center in Seattle. The center, in partnership with Comcast, includes and upgraded computer lab, as well as digital equity and foundational computer skills instruction. Participants will visit the facility and hear about efforts to teach digital skills to low-income consumers in the Puget Sound region that are needed for education and employment as well encourage participation in the Affordable Connectivity Program.
- 10:30 – 12:00 PM **T-MOBILE** (1759 145TH Place NE, Bellevue)
Situated in the heart of Bellevue, Washington’s Spring District, Tech Experience Center is located at T-Mobile’s National Lab facility. Known as LaunchPad, the facility is also home to the company’s network and device testing labs as well as our 5G Hub. It’s here that they educate their visitors on the latest cutting-edge wireless tech, and how T-Mobile is leading the industry.
(Proof of Vaccination Required)
- 12:30 – 2:00 PM **MICROSOFT** (16070 NE 36th Way, Redmond)
Microsoft enables digital transformation for the era of an intelligent cloud and an intelligent edge. Its mission is to empower every person and every organization on the planet to achieve more. It’s that mission that drives it to explore ways to connect the millions of people in both rural and urban communities who lack access to affordable high-speed internet, affordable devices, and the digital skills to participate in school, work, telehealth, and more. Participants will take part in a discussion on how we strive to collaborate across private, public, and nonprofit sectors to build solutions for broadband adoption and digital transformation that benefits people, organizations, and their neighborhoods in every community across the country.
- 2:30 – 4:00 PM **EXPEDIA** (1111 Expedia Group Way West, Seattle)
Participants will visit the headquarters of Expedia Group and tour its innovation lab, which tests new products continuously, leveraging advanced technologies including artificial intelligence and machine learning, eye tracking and face reader technology to understand travelers’ focus on a website and the emotions they experience while booking travel.
(Proof of Vaccination Required)
- 5:00 – 7:00 PM **DINNER DISCUSSION AT FRED HUTCHINSON CANCER CENTER**
(Fred Hutch Steam Plant, 1201 Eastlake Avenue E, Seattle)
Guests will hear from top scientists at “The Hutch,” a research center that houses interdisciplinary teams of world-renowned scientists and humanitarians

working together to prevent, diagnose and treat cancer, HIV/AIDS and other diseases. The Hutch is an independent, private nonprofit organization.

(Outdoor Event)

RON **MOTIF SEATTLE** (1415 5th Avenue, Seattle)

Friday, September 9, 2022

8:00 AM **SHUTTLE DEPARTS HOTEL** (Breakfast Provided at Google)

8:30 – 10:00 AM **GOOGLE** (1021 Valley Street, Seattle)
Guests will receive a briefing on Google Cloud's Public Sector Initiative where Google Cloud partners with and delivers product services for federal, state and local governments. Staff will also receive a tour of Google's South Lake Union's offices and visit the Google Maker Space where they will get a hands-on product experience from Senior Google Makers.
(Proof of Vaccination Required)

10:30 AM – 12:00 PM **BOEING** (N. 6th Street, Renton)
Boeing's 737 factory at the Renton, Wash., site leads the industry as the most efficient airplane factory in the world. More than 14,500 commercial airplanes (707, 727, 737, and 757) or about 30 percent of the worldwide fleet flying today were built in Renton. Beyond the commercial 737 variants, including the newest 737 MAX family of planes, the Renton site also builds the P-8, a Navy submarine hunter and maritime patrol aircraft, and a military derivative of the 737-800. Participants will tour the facility and its major production lines and hear from senior site and program leaders about the innovative capabilities and manufacturing techniques of each platform.
(Closed-Toe Shoes Required)

12:30 PM **FLIGHT CHECK IN**

2:00 PM Pacific **ALASKA FLIGHT 2 DEPARTS SEA**

9:59 PM Eastern **ALASKA FLIGHT 2 ARRIVES DCA**

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM – HOUSE ATTACHMENTS

ITIF Education Series Staff Trip to Seattle, Washington – September 7-9, 2022

ATTACHMENT 1 – Question 4:

We invited staff on committees with jurisdiction over science and technology, and staff from the offices of Members who have demonstrated an interest in innovation issues.

| | | |
|-----------|-------------|---|
| Mana | Azarmi | Senator Alex Padilla |
| Stacy | Baird | Senior Policy Advisor |
| Victoria | Bautista | Rep. Adam Smith |
| A. Brooke | Bennett | Rep. French Hill |
| Jake | Bornstein | Rep. John Curtis |
| Shayla | Britton | Senator Chris Van Hollen |
| Baillee | Brown | Rep. Scott Peters |
| Tommy | Brown | Rep. Brad Schneider |
| Jon | Cardinal | Senator Chuck Schumer |
| Dan | Cheever | Sen. Todd Young |
| Jordan | Colvin | Rep. Josh Gottheimer |
| Andrew | Cooper | Senator Cornyn |
| Kat | Cosgrove | Rep. Chrissy Houlahan |
| Kathy | Dedrick | Committee on Transportation and Infrastructure |
| Jordan | Dickinson | Rep. Dan Kildee |
| Giulia | DiGuglielmo | Rep. Darrell Issa |
| Adam | El-Sahn | Senate Judiciary |
| Jennifer | Epperson | Committee on Energy and Commerce |
| Cassie | Fields | Senator Chris Coons |
| Avery | Gardiner | Senate Judiciary |
| Douglas | Geho | House Judiciary |
| Carlos | Goetz | Rep. Tom Tiffany |
| Kate | Gould | Rep. Ro Khanna |
| Cecily | Hahn | Rep. Suzan DelBene |
| Alice | Hau | Committee on Commerce, Science and Transportation |
| Maeve | Healy | Rep. Grace Meng |
| Rob | Hicks | Rep. Jay Obernolte |
| Cameron | Hull | Rep. Lizzie Fletcher |
| Chloe | Hunt | Rep. Sean Casten |
| Elnigar | Iltebir | Select Committee on Intelligence |
| Zachary | Isakowitz | Rep. Michael McCaul |
| Ben | Jackson | Rep. Lizzie Fletcher |

| | | |
|------------|-----------------|---|
| James | Johnson | Rep. Frank Pallone |
| Elizabeth | Joseph | Rep. Michael Guest |
| Jenni | Katzman | Senator Ron Wyden |
| Micah | Ketchel | Rep. Michael Waltz |
| Kevin | Klinkenberg | New Democrat Coalition |
| Shine | Lee | Rep. Young Kim |
| Lauren | Lombardo | Senator Ben Sasse |
| Kevin | Lum | Rep. Ami Bera |
| Bret | Manley | Rep. Rodney Davis |
| Dan | Markus | House Foreign Affairs |
| Daniel | Marrow | Rep. Kathy Manning |
| James | Mazol | Committee on Commerce, Science and Transportation |
| Nicole | McLaren | Rep. Darren Soto |
| Matt | McMurray | Rep. Robin Kelly |
| Ishan | Mehta | Senator Brian Schatz |
| Maddie | Mitchell | Rep. Trey Hollingsworth |
| Tim | Monahan | Committee on House Administration |
| Katie | Morley | Rep. Adrian Smith |
| Keigan | Mull | House Ways and Means |
| Sam | Mulopulos | Committee on Homeland Security and Governmental Affairs |
| Jeffrey | Nowill | Rep. Stacey Plaskett |
| Rob | Nuttall | Rep. Terri Sewell |
| Lauren | O'Brien | Senator Todd Young |
| Max | Olender | Senator Robert Casey |
| Heather | Painter | Rep. Derek Kilmer |
| Liz | Payne | Rep. McMorris Rodgers |
| Casey | Quinn | Rep. Brad Wenstrup |
| Keanu | Reynolds-Rivera | Rep. Mary Gay Scanlon |
| Mary Ellen | Richardson | Rep. Darin LaHood |
| Victoria | Rubin | Committee on Commerce, Science and Transportation |
| Sarah | Shapiro | Rep. Eric Swalwell |
| Will | Smethers | Rep. Michelle Fischbach |
| Liam | Steadman | Rep. Haley Stevens |
| Jo | Stiles | Rep. Joseph Morelle |
| Nick | Strader | Rep. Cliff Bentz |
| Johanna | Thomas | Committee on Energy and Commerce |
| Jeff | Tomkowitz | Rep. Randy Feenstra |
| Crystal | Tully | Committee on Commerce, Science and Transportation |
| Claudia | Urrabazo | Majority Leader Steny Hoyer |
| Joseph | Van Wye | House Judiciary |

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|----------|--------|-----------------------------------|
| Jonathan | Vecchi | Rep. Gus Bilirakis |
| Conor | Walsh | Rep. Thomas Suozzi |
| Emma | White | Rep. Brett Guthrie |
| Aubrey | Wilson | Committee on House Administration |

ATTACHMENT 2 – Question 12:

ITIF is a 501(c)(3) nonprofit organization founded in 2006 whose mission is to formulate and promote public policies to advance technological innovation and productivity. Recognizing the vital role of technology in ensuring American prosperity, ITIF focuses on innovation, productivity and digital economy issues. Our interest in the trip is to help staff better understand how new technologies and technology applications are developing and what the trends are likely to be in the future, so that they can better understand and respond to the technological challenges facing our nation.

ITIF is co-chaired by former members of Congress Susan Davis and Phil English and governed by a board of distinguished IT and innovation policy leaders and experts. Senators Chris Coons and Todd Young are the Foundation’s Honorary Senate Co-Chairs, and Congresswoman Suzan DelBene and Darrell Issa are the Foundation’s Honorary House Co-Chairs.

This trip is part of the “ITIF Education Series” – a set of regular trips with Members of Congress and/or senior House and Senate staff to high-tech and innovation hubs around the country to hear from company leaders about new developments and issues, and to participate in educational forums on IT and innovation policy issues.

ITIF is the sole sponsor and is organizing and executing all aspects of this trip.