



# 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](mailto: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.**

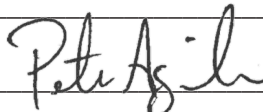
1. Name of Traveler: \_\_\_\_\_
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR** None   
 b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. **Dates:** Departure: \_\_\_\_\_ Return: \_\_\_\_\_  
 b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR** None
4. Departure 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.**

1. Sponsor(s) who paid for the trip: \_\_\_\_\_

2. Travel Destination(s): \_\_\_\_\_

3. Date of Departure: \_\_\_\_\_ Date of Return: \_\_\_\_\_

4. Name(s) of Traveler(s): \_\_\_\_\_

*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				
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: Victoria A Espinal Date: 10/20/22

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

**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: \_\_\_\_\_

**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: Alyssa Mensie \_\_\_\_\_

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

For Staff (name of employing Member or Committee): \_\_\_\_\_

Office Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address of Contact Person: \_\_\_\_\_

- 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

## 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:
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:



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:
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.*



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 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: Victor A Espinal 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](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

Washington, DC 20515

October 7, 2022

Ms. Alyssa Mensie  
Democratic Caucus  
109 Cannon House Office Building  
Washington, DC 20515

Dear Ms. Mensie:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to San Francisco, California, scheduled for October 12 to 14, 2022, sponsored by Software Education Foundation d.b.a. Software.org: the BSA Foundation ("Software.org").

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,

A handwritten signature in blue ink, appearing to read "Susan Wild". The signature is stylized with a large, sweeping initial "S" and a horizontal line extending from the end.

Susan Wild  
Acting Chairwoman

A handwritten signature in blue ink, appearing to read "Michael Guest". The signature is written in a cursive style with a large, prominent initial "M".

Michael Guest  
Acting Ranking Member

SW/MG:kjf

For questions, please contact **Andrea Mietus** ([andrea@mietusevents.com](mailto:andrea@mietusevents.com)).

**Attachment 1 – Question #4** – Names, titles, and explanation for invitation for all House invitees.

Software.org is inviting the congressional staff below because of their work on policy issues, including data policy, emerging technologies, cybersecurity, digital trade, intellectual property rights, and digital transformation, which are of importance to the software industry.

First Name	Last Name	Title	Office
Taylor	Andreae	Chief of Staff	Rep. Mike Gallagher
Russell	Anello	Staff Director; Chief Counsel (MAJ)	House Select Investigative Subcommittee on the Coronavirus Crisis
Rebecca	Angelson	Deputy Chief of Staff	Rep. Bob Latt
Zach	Atran	Legislative Assistant	Rep. Ted Lieu (CA33 D)
Elizabeth	Barczak	Counsel; Professional Staff Member (MIN)	House Committee on Science, Space, and Technology
David	Bean	Legislative Assistant	Rep. Larry Bucshon (IN08 R)
Allison	Behuniak	Professional Staff Member (MIN)	House Committee on Financial Services
Thomas	Blanford	Legislative Assistant	Rep. Scott Fitzgerald (WI05 R)
Steven	Blattner	Legislative Director	Rep. Yvette D. Clarke (NY09 D)
Brent	Blevins	Senior Policy Advisor, Space (MIN)	House Committee on Science, Space, and Technology
Jake	Bornstein	Legislative Director; Deputy Chief of Staff	Rep. John Curtis (UT03 R)
Sean	Brady	Chief of Staff	Rep. Vern Buchanan
Gideon	Bragin	Executive Director	House Democratic Caucus Chairman
James	Braid	Chief of Staff	Rep. Ken Buck (CO04 R)
Courtney	Broderick	Legislative Director	Rep. Sylvia Garcia (TX29 D)
Francis	Brooke	Policy Director	House Minority Whip
Marshele	Bryant	Legislative Assistant	Rep. Mike Quigley (IL05 D)
Molly	Buening	Junior Legislative Assistant	Problem Solvers Caucus (No Labels)
Sarah	Burke	Deputy Staff Director (MIN)	House Committee on Energy and Commerce
Ashley	Callen	Deputy Staff Director (MIN)	House Committee on Oversight and Reform
Michael	Cameron	Policy Analyst (MIN)	House Committee on Energy and Commerce
Caroline	Cash	Chief of Staff	Rep. James Comer
Alexis	Castaneda	Legislative Assistant	Rep. John Katko (NY24 R)
Sally	Chen	Communications Advisor	New Democrat Coalition (NDC)
Dwayne	Clark	Legislative Assistant	Rep. Robert B. Aderholt (AL04 R)
Ryan	Clough	Legislative Counsel	Rep. Zoe Lofgren (CA19 D)

Rosaline	Cohen	Chief Legislation Counsel (MAJ)	House Committee on Homeland Security
Jordan	Colvin	Legislative Director	Rep. Josh Gottheimer (NJ05 D)
Lillie	Coney	Deputy Chief of Staff	Rep. Sheila Jackson Lee (TX18 D)
Corey	Cooke	General Counsel	Committee on Transportation and Infrastructure
Alexis	Covey-Brandt	Chief of Staff	Rep. Steny Hoyer (MD05 D)
Christopher	Cox	Chief of Staff	Rep. Yvette D. Clarke (NY09 D)
Emily	Crerand	Chief of Staff	Rep. Carolyn Maloney
Mike	Davin	Legislative Director	Rep. Bob Latta (OH05 R)
Earnestine	Dawson	Digital Director	House Democratic Caucus Chairman
Jonathan	Day	Chief of Staff	Joe Wilson
Kenneth	DeGraff	Senior Policy Advisor	Office of the Speaker
Michael	Demakos	Legislative Director	Rep. Kathleen Rice (NY04 D)
Matt	Dernoga	Legislative Director	Rep. Nanette Diaz Barragan (CA44 D)
Kevin	Diamond	Deputy Chief of Staff; Legislative Director	Rep. Lisa Blunt Rochester (DE01 D)
Jordan	Dickinson	Legislative Director	Rep. Dan Kildee (MI05 D)
Monica	Didiuk	Chief of Staff	Rep. Adrian Smith
Justin	Discigil	Chief of Staff	Rep. Dan Crenshaw
Emily	Domenech	Senior Policy Advisor	Office of the House Minority Leader
Lauren	Doney	Deputy Chief of Staff	Rep. Jamie Raskin (MD08 D)
Jessica L. (Laux)	Donlon	General Counsel	Committee on Oversight and Reform [COR]
Erin	Doty	Legislative Director	Rep. Raul Ruiz (CA36 D)
Jordan	Downs	Chief of Staff	Rep. Michael Guest
Will	Dunham	Deputy Chief of Staff, Policy	House Minority Leader
Matthew	Ellison	Policy Director	House Majority Whip
Ahmed	Elsayed	Chief of Staff	Rep. Tony Cardenas
Brystol	English	Policy Advisor (MAJ)	House Committee on Science, Space, and Technology
Jennifer	Epperson	Senior Counsel (MAJ)	House Subcommittee on Communications and Technology
Vincent	Evans	Executive Director (MAJ)	Congressional Black Caucus
Michael J. "Mike"	Falencki	Deputy Staff Director	Committee on Transportation and Infrastructure
Anna	Ferrara	Professional Staff Member (MIN)	House Committee on Science, Space, and Technology
Casey	Fitzpatrick	Deputy Chief of Staff	Rep. Kelly Armstrong (ND01 R)
Julian	Fleischman	Senior Legislative Assistant	Former US Congressional Staffers
Meagan	Foster	Legislative Director	Rep. Peter Welch (VT01 D)

Scott	Friedman	Senior Policy Advisor (MIN)	House Committee on Homeland Security
Garrett	Fultz	Legislative Director; Counsel	Rep. Mike Johnson (LA04 R)
Kevin	Gannon	Legislative Assistant	Rep. Andrew Garbarino
Christopher	Goldson	Legislative Director	Rep. Gwen Moore (WI04 D)
Waverly	Gordon	Deputy Staff Director; General Counsel (MAJ)	House Committee on Energy and Commerce
Daniel	Greene	Professional Staff Member	House Energy & Commerce
Emily	Greene	Senior Legislative Assistant	Rep. Jim Jordan (OH04 R)
Drew	Griffin	Chief of Staff	Rep. Bob Latta
Tyler	Grimm	Chief Counsel	Committee on the Judiciary [House]
Liana	Guerra	Chief of Staff	Rep. Darren Soto
Elliott	Guffin	Deputy Chief of Staff; Legislative Director	Rep. Richard Hudson Jr. (NC08 R)
Dan	Hanlon	Chief of Staff	Rep. Nancy Mace
Ben	Harney	Deputy Staff Director (MAJ)	House Committee on Oversight and Reform
Hayden	Haynes	Chief of Staff	Rep. Mike Johnson (LA04 R)
Jennifer	Haynes	Legislative Director	Rep. Darrell Issa (CA50 R)
Claytrice	Henderson	Legislative Director	Rep. Bennie G. Thompson (MS02 D)
Matthew	Hennessey	Chief of Staff	Rep. Elissa Slotkin
Patrick	Hester	Chief of Staff	Rep. Elise Stefanik
Rob	Hicks	Legislative Director	Rep. Jay Obernolte (CA08 R)
Elizabeth	Hittos	Chief of Staff	Rep. Gus Bilirakis
Christopher "Chris"	Hixon	Staff Director	Committee on the Judiciary [House]
Matt	Hodge	Legislative Director	Rep. Daniel Crenshaw (TX02 R)
Matt	Hodge	Legislative Director	Rep. Dan Crenshaw
Nate	Hodson	Staff Director (MIN)	House Committee on Energy and Commerce
Melissa	Hopkins	Fellow	Rep. Anna G. Eshoo (CA18 D)
Brett	Horton	Chief of Staff	House Minority Whip
Omar	Hossino	Professional Policy Staff (MIN)	Republican Study Committee (RSC)
John	Howes	Legislative Assistant	Rep. Marcy Kaptur (OH09 D)
Rachel	Huggins	Legislative Director	Rep. Michael C. Burgess (TX26 R)
Zachary	Isakowitz	Legislative Director	Rep. Michael McCaul (TX10 R)
Seth	Ismail	Legislative Assistant	Rep. James Clyburn
Joshua	Izaak	Legislative Director; Counsel	Rep. Suzanne Bonamici (OR01 D)
Ben	Jackson	Deputy Chief of Staff; Legislative Director	Rep. Lizzie Pannill Fletcher (TX07 D)
Tasia	Jackson	Chief of Staff	Rep. Hakeem Jeffries

Corey	Jacobson	Legislative Director; On Leave	Rep. Ted Lieu (CA33 D)
Catherine	Johnson	Senior Professional Staff Member, Research and Technology (MIN)	House Committee on Science, Space, and Technology
James	Johnson	Legislative Director	Rep. Frank Pallone Jr. (NJ06 D)
Sarah	Jorgenson	Deputy Staff Director (MIN)	House Select Committee on the Climate Crisis
Keighle	Joyce	Director of Member Services (MIN)	House Committee on Homeland Security
Natalie (Buchanan)	Joyce	Deputy Chief of Staff	Office of the House Minority Leader
Megan	Kanne	Legislative Assistant	Rep. Jan Schakowsky (IL09 D)
Priscilla	Kim	Senior Policy Advisor	Rep. Zoe Lofgren (CA19 D)
Kevin	Klinkenberg	Policy Aide (MAJ)	New Democrat Coalition (NDC)
Michael	Koren	Senior Professional Staff Member (MIN)	House Committee on the Judiciary
Timothy	Kurth	Chief Counsel, Consumer Protection and Commerce (MIN)	House Committee on Energy and Commerce
Anna	Lenhart	Senior Legislative Assistant	Rep. Lori Trahan (MA03 D)
Jerry	Leverich	Chief Communications Counsel (MAJ)	House Subcommittee on Communications and Technology
Isaac	Loeb	Legislative Director	Rep. Mikie Sherrill (NJ11 D)
Kelvin	Lum	Legislative Director	Rep. Ami Bera (CA07 D)
Tom	Mahr	Policy Director	House Majority Leader
Chris	Malen	Deputy Chief of Staff	Rep. Tony Gonzales II (TX23 R)
Michael	Mansour	Deputy Chief of Staff	Rep. Adam Kinzinger (IL16 R)
Mark	Marin	Staff Director (MIN)	House Committee on Oversight and Reform
Josh	Mathis	Staff Director (MIN)	House Committee on Science, Space, and Technology
Mark	McDevitt	Chief of Staff	Rep. Lori Trahan
Matt	McMurray	Legislative Director	Rep. Robin Kelly (IL02 D)
Tim	Medeiros	Legislative Director	Rep. Randy Feenstra (IA04 R)
Alyssa	Mensie	Member Services & Outreach	Rep. Pete Aguilar
Daniel	Meyer	Chief of Staff	House Minority Leader
Jake	Middlebrooks	Legislative Director	Rep. Jake LaTurner (KS02 R)
Dan	Miller	Junior Professional Staff Member (MAJ)	House Subcommittee on Communications and Technology
Jennifer Megan Bel	Miller	Chief of Staff	Rep. Steve Scalise
James	Min	Chief of Staff	Rep. Kevin McCarthy (CA23 R)
Kenneth	Monahan	Chief of Staff	Rep. Peter Meijer

Dylan	Moore	Legislative Director; Deputy Chief of Staff	Rep. Larry Bucshon (IN08 R)
Elizabeth	Mount	Legislative Assistant	House Republican Conference
Sarah	Moxley	Professional Staff Member	Committee on Armed Services
Elaina	Murphy	Senior Legislative Assistant	Rep. Brett Guthrie (KY02 R)
Emily	Noriega-May	Deputy Executive Director	House Democratic Caucus Chairman
Corey	Norman	Chief of Staff	Rep. John Curtis
Ben	Nyce	Policy Advisor	House Republican Conference Chairman
Richard	Obermann	Chief of Staff (MAJ)	House Committee on Science, Space, and Technology
Chad	Obermiller	Chief of Staff	Rep. Ami Bera
Kate	O'Connor	Chief Counsel, Communications and Technology (MIN)	House Committee on Energy and Commerce
Jaclyn	O'Day	Executive Director	Problem Solvers Caucus (No Labels)
Zoe	Oreck	Legislative Director; Counsel	Rep. Hakeem Jeffries (NY08 D)
Stephanie	Palencia	Policy Advisor	Rep. Joaquin Castro (TX20 D)
Nishith	Pandya	Chief of Staff	Rep. Bobby L. Rush (IL01 D)
Liz	Payne	Legislative Director	Rep. Cathy McMorris Rodgers (WA05 R)
Armita	Pedramrazi	Deputy Chief of Staff; Legislative Director	Rep. Mary Gay Scanlon (PA05 D)
John	Piazza	Chief Counsel (MAJ)	House Committee on Science, Space, and Technology
Julia	Poirier	Legislative Assistant	Rep. Haley Stevens (MI11 D)
Kevin	Rambosk	Legislative Director	Rep. Debbie Dingell (MI12 D)
Flynn	Rico-Johnson	Deputy Chief of Staff	Rep. Doris Matsui (CA06 D)
Keanu	Rivera	Legislative Assistant	Rep. Mary Gay Scanlon (PA05 D)
Bill	Rockwood	Deputy Legislative Director; Technology and Financial Policy Advisor	Rep. Darren Soto (FL09 D)
Alexah	Rogge	Communications Director; Policy Advisor	Rep. Russ Fulcher (ID01 R)
Brian	Romick	Deputy Chief of Staff	House Majority Leader
Chris	Schloesser	Legislative Director	Rep. Karen Bass (CA37 D)
Aaron	Schmidt	Chief of Staff	Rep. Suzan DelBene
Sarah	Shapiro	Legislative Director	Rep. Eric Swalwell (CA15 D)
Kaitlynn	Skoog	Legislative Director	Rep. Markwayne Mullin (OK02 R)
William	Smith	Chief of Staff	Rep. Gary Palmer
Mike	Smullen	Chief of Staff	Rep. Bill Johnson
Kim	Soffen	Legislative Director	Rep. Bill Foster (IL11 D)

Patrick	Stewart Hester	Chief of Staff	Rep. Elise Stefanik (NY21 R)
Deena	Tauster	Chief of Staff	Rep. Andrew Garbarino
Syd	Terry	Chief of Staff	Rep. Jan Schakowsky
Jeff	Tomkowitz	Legislative Assistant	Rep. Randy Feenstra (IA04 R)
Sophie	Trainor	Chief of Staff	Rep. Brett Guthrie
Buyandelger	Tsetsengarid	Caucus Assistant	House Democratic Caucus Chairman
Nnemdilim	Ubezouu	Deputy Floor Director	Office of the House Majority Whip
Nicole	Varner	Chief of Staff	Rep. Marc Veasey (TX33 D)
Evan	Viau	Professional Staff Member (MIN)	House Committee on Energy and Commerce
Michele	Viterise	Counsel (MAJ)	House Subcommittee on Consumer Protection and Commerce
Jake	Vreeburg	Policy Director	House Republican Conference Chairman
Rachel	Wagley	Chief of Staff	Rep. Blake Moore
Conor	Walsh	Legislative Director	Rep. Thomas Suozzi (NY03 D)
Austin	Walton	Policy Advisor	Rep. Steve Scalise (LA01 R)
Tanner	Warbinton	Legislative Director	Former US Congressional Staffers
Robert	Wehagen	Legislative Director	Rep. Buddy Carter (GA01 R)
Jennifer	Wickre	Deputy Staff Director (On Leave, Medical) (MIN)	House Committee on Science, Space, and Technology
Laura	Wilson	Legislative Director	Rep. Bill Johnson (OH06 R)
Thomas	Woodburn	Legislative Director	Rep. Diana DeGette (CO01 D)
Annaliese	Yukawa	Professional Staff Member	Committee on Oversight and Reform [COR]
Dan	Ziegler	Executive Director (MIN)	Republican Study Committee (RSC)

**Attachment 2 – Question #12 – Sponsor’s interest and role**

Software.org, the BSA Foundation is an independent and nonpartisan 501(c)(3) research organization that helps policymakers and the broader public better understand the impact that software has on our lives, our economy, and our society. We believe that by working together to examine these issues we can better prepare for the future and help shape government policies and industry culture that will promote both technological advancement and widespread growth.

Software.org seeks to take Congressional staff on an educational tour of global software companies at their Seattle area facilities. We have invited staff whose Members serve on the Energy and Commerce, Homeland Security, Judiciary, Science, Space & Technology, and Financial Services Committees, or are in House Leadership offices, in order to educate them about the software industry and issues of importance to the industry, including its economic impact, the need for computer science education, trade, privacy, intellectual property rights, digital transformation across industry sectors, and other issues. Software.org planned and organized all aspects of the trip, made lodging and travel arrangements, and

corresponded with businesses involved to set up events and tours at each location. Software.org is the sole sponsor for this trip, including responsibility for covering cost of meals throughout the trip.

**Attachment 3 – Question #15(b)(2) – Reason for selecting location of the event or trip**

San Francisco, California was selected due to the number of software companies with major offices located in close proximity to one another. This allows Software.org to efficiently share insight into the software industry through in-depth, on-premises conversations with a variety of industry experts.





**October 2022 San Francisco Staffdel**  
**Wednesday, October 12, - Friday, October 14, 2022**

**Wednesday, October 12, 2022**

*Individual Transportation via Software.org-provided rideshare credit.*

- |                |  |
|----------------|--|
| 6:30 AM EDT    | Group assembles at <b>Washington Dulles International Airport (IAD)</b>  |
| 8:18 AM EDT    | United Flight #424 Departs <b>Washington Dulles International Airport (IAD)</b>  |
| 11:10 AM PDT   | United Flight #424 Arrives at <b>San Francisco International Airport (SFO)</b>   |
| 12:00 PM       | Ground transportation to the Autodesk<br><i>14.0 miles, estimated 30-minute drive</i>  |
| 12:00-12:30 PM | <b>Trip Orientation and Overview</b><br>Orientation session will provide an overview of Software.org programs, trip itinerary, key themes for the trip, participant introductions, and Q&A.<br><b>Featured Speaker:</b> Gideon Lett, VP & General Manager, Software.org  |
| 12:30-2:30 PM  | <b>Autodesk Gallery - Meal: Lunch</b><br>1 Market Street #200, San Francisco, CA 94105<br>Guided tour through the Autodesk Gallery's exhibits, followed by a roundtable policy discussion in the adjoining board room to discuss implementation of the bipartisan infrastructure bill, digitalization enabling climate sustainability, water infrastructure (e.g. Embarcadero seawall), future of work, and equity issues. |
| 3:30 PM        | Ground transportation to Salesforce<br><i>0.5 miles, estimated 15-minute walk (weather permitting)</i>   |
| 3:00-4:30 PM   | <b>Salesforce</b><br>425 Mission Street, San Francisco, CA 94105<br>At Salesforce's San Francisco headquarters, representatives from the company will share the organization's commitment to their home city and its community. Salesforce will also discuss its privacy program, ethical and humane use department, and how its core values guide each part of their business.  |
| 4:30-5:30 PM   | Ground transportation to Stanford University<br><i>37 miles, estimated 55-minute drive-time</i>  |
| 4:30-5:30 PM   | <b>AI Overview</b><br>During transit, an overview of the National Artificial Intelligence Advisory Committee (NAIAC), its makeup and objectives, and purpose of the October meeting will be provided in preparation for the Stanford visit with NAIAC stakeholders.<br><b>Featured Speaker:</b> Austin Carson, President, SeedAI   |

- 5:30-7:30 PM **Stanford Institute for Human-Centered Artificial Intelligence-Meal: Dinner**  
450 Serra Mall, Stanford, CA 94305  
The National Artificial Intelligence Advisory Committee (NAIAC) will be holding its second in-person meeting at Stanford on October 12-13 where the delegation will take part in a working dinner with Stanford experts and select NAIAC members.  
**Featured Speakers:** Victoria Espinel, President, Software.org, Daniel Ho, Stanford University, Jack Clark, Co-founder, Anthropic, & Miriam Vogel, President & CEO, EqualAI
- 7:30-8:30 PM Ground transportation to the Grand Hyatt San Francisco.  
*36.1 miles, estimated 35–50-minute drive.*
- 8:30 PM Return to the **Grand Hyatt San Francisco**  
345 Stockton Street, San Francisco, CA 94108

### Remain Overnight

### Thursday, October 13, 2022

- 7:00 AM Group assembles in the lobby of the **Grand Hyatt San Francisco**.
- 7:15-8:15 AM Ground transportation to Microsoft  
*37.4 miles, estimated 40-60 minute drive*
- 8:30-10:30 AM **Microsoft Silicon Valley Campus-Meal: Breakfast**  
1045 Avenida Street, Mountain View, CA 94043  
Speaker presentations will include recent jobs data from LinkedIn, an overview of Microsoft's rural broadband initiative ([Airband Initiative](#)), and demonstration of HoloLens XR applications.
- 10:30 AM Ground transportation to Adobe  
*13.1 miles, estimated 15–25-minute drive*
- 11:00 AM-12:45 PM **Adobe World Headquarters-Meal: Lunch**  
345 Park Avenue, San Jose, CA 95110  
The delegation will take a guided tour of Adobe's new renewable-fueled all-electric headquarters followed by a demonstration of the Content Authenticity Initiative and a roundtable discussion on how digital transformation leads to digital equity.
- 12:45 PM Ground transportation to IBM.  
*14.2 miles, 20–30-minute drive*

**Thursday, October 13, 2022**

- 1:30-3:00 PM           **IBM Research – Almaden Lab**  
650 Harry Road, San Jose, CA 95120  
The delegation will tour IBM’s Almaden research lab, showcasing innovations including a demonstration of IBM’s new Environmental Intelligence Suite will follow along with a presentation of the company’s P-TECH public education model and other workforce development efforts.
- 3:00 PM                   Ground transportation to SAP.  
*29.2 miles, 35–60-minute drive*
- 4:00-5:30 PM           **SAP Labs Bay Area**  
3410 Hillview Avenue, Palo Alto, CA 94304  
The delegation will tour SAP Labs to learn how the company’s Cloud products and experience are fueling digital transformation in the public and private sectors – including demonstrations of applications that advance sustainability and workforce development.
- 5:30-6:30 PM           Ground transportation to Chase Center / Warriors Arena  
1 Warriors Way, San Francisco, CA 94158  
*37.4 miles, 45-60 minute drive*
- 6:00-8:00 PM           **Chase Center / Warriors Arena- Meal-Dinner**  
(1 Warriors Way, San Francisco, CA 94158)  
A guided tour of the Chase Center will give the delegation an inside look at the technology at work within the arena. A working dinner conversation about the role of software in fan and in-game experience, new blockchain applications, and other ways the Warriors franchise is leading on innovation within the League.  
**Featured Speaker:** Daniel Brusilovsky, Vice President of Technology, Golden State Warriors
- 8:00 PM                   Ground transportation to the Grand Hyatt San Francisco.  
*36.1 miles, estimated 35–50-minute drive.*
- 9:00 PM                   Return to the **Grand Hyatt San Francisco**  
(345 Stockton Street, San Francisco, CA 94108)

**Remain Overnight**

**Friday, October 14, 2022**

- 8:15 AM Group assembles in the lobby of the **Grand Hyatt San Francisco**
- 9:00-11:00 AM **Design Tech High School - Meal: Breakfast**  
275 Oracle Parkway, Redwood City, CA 94065  
A guided tour of Oracle-supported Design Tech High School ([d.tech](#)) will provide a look inside the innovative charter school while classes are in session. The roundtable discussion to follow will focus on the needs for computer science readiness and K-12 curriculum resources available through Oracle Academy.
- 11:00 AM Ground transportation to **San Francisco International Airport (SFO)**
- 12:55 PM PDT United Flight #2002 Departs **San Francisco International Airport (SFO)**
- 9:08 PM EDT United Flight #2002 Arrives at **Washington Dulles International Airport (IAD)**
- 9:30 PM Individual transportation home.

## Schedule

### Day 1 - Wednesday, October 12, 2022

- 6:30 AM Meet group in the terminal at **Washington Dulles International Airport (IAD)**
- 8:40 AM United Flight #424 from IAD to San Francisco International Airport (SFO)
- 11:24 AM Arrive at San Francisco International Airport (SFO)
- 12:00 PM-12:30 PM Ground transportation from the airport to Chase Center / Warriors Arena

*Drive time 30 minutes*

#### **Trip Orientation and Overview – In-transit Program**

While in transit from the airport to the first stop, this orientation session will provide an overview of Software.org programs, trip itinerary, key themes for the trip, participant introductions, and opportunities for Q&A.

Featured Speaker: Gideon Lett, VP & General Manager, Software.org

- 12:30 – 2:00 PM **Chase Center / Warriors Arena – Lunch provided**  
1 Warriors Way, San Francisco, CA 94158

A guided tour of the Chase Center with the Golden State Warriors head of technology who will give the delegation an inside look at the technology at work within the arena, including the role of software in fan and in-game experience, new blockchain applications, and other ways the Warriors franchise is leading on innovation within the League.

*Drive time 10 minutes*

- 2:30 – 4:00 PM **Autodesk Gallery**

The Landmark Building, 1 Market Street #200, San Francisco, CA 94105

A roundtable policy discussion will cover the implementation of the bipartisan infrastructure bill, digitalization enabling climate sustainability, water, future of work, and equity issues.

*10-minute walk or 5-minute drive*

4:30 – 6:00 PM

**Salesforce**

415 Mission Street, San Francisco, CA 94105

Representatives from the company will share the organization's commitment to its home city and community, including its privacy program, ethical and humane use department, and how its core values guide each part of its business.

*10-minute drive*

6:00 – 6:10 PM

Ground transportation from Salesforce to Grand Hyatt for check-in and on to Bay Area Council.

*10-minute drive*

6:30 – 8:00 PM

**Bay Area Council Dinner Provided**

The Klamath, Pier 9, The Embarcadero, San Francisco

Dinner aboard The Klamath, the Bay Area Council's newly opened headquarters on the Bay, will feature a panel discussion among Bay Area business leaders from First Republic Bank, design firm Gensler, and Sutter Health and their perspectives on digital transformation during the pandemic and beyond.

*10-minute drive or 15-minute walk*

**RON**

Grand Hyatt

345 Stockton Street, San Francisco, CA 94108

**Day 2 - Thursday, October 13, 2022**

7:15 AM Group meets in the hotel lobby. Ground transportation from hotel to Microsoft.

*40 minutes to 1-hour drive*

8:30 – 10:30 AM **Microsoft Silicon Valley Campus - Breakfast provided**

1045 La Avenida Street, Mountain View, CA 94043

Presentation featuring speakers from LinkedIn (with jobs data drilled down by Congressional district), Microsoft's rural broadband work ([Airband Initiative](#)), and HoloLens demonstration.

*20-minute drive*

11:00 AM – 12:45 PM **Adobe World Headquarters - Lunch provided**

321 Park Avenue, San Jose, CA 95110

Demonstration of Adobe's new all-renewable electric HQ, content authenticity initiative demonstration, and a roundtable discussion on how digital transformation leads to digital equity.

*30–45-minute drive*

1:30 PM – 3:00 PM **IBM Research – Almaden Lab**

650 Harry Road, San Jose, CA 95120

Tour of IBM's Almaden research lab, demonstration of IBM's new Environmental Intelligence Suite, and presentation on workforce development and IBM's P-TECH public education model.

*45-minutes to 1-hour drive*

4:00 PM – 5:30 PM

**SAP Labs Bay Area**

3410 Hillview Avenue, Palo Alto, CA 94304

Tour the US division of SAP's core research and development entities with demonstrations including products advancing sustainability and workforce objectives.

*20–30-minute drive*

**Thursday, October 13, 2022**

6:00 PM – 8:00 PM

**Stanford Institute for Human-Centered Artificial Intelligence - Dinner provided**

353 Sierra Mall - Gates Room 403, Stanford, CA 94905

Dinner on Stanford's campus will follow a meeting of the National Artificial Intelligence Advisory Committee (NAIAC) and feature a program with select NAIAC members and other AI experts, including:

- Welcome by Victoria Espinel, President at Software.org, CEO at BSA | The Software Alliance, and NAIAC member.
- Remarks by Mehran Sahami, Professor at Stanford School of Engineering and Associate Chair at Stanford School of Computer Science.
- Panel discussion moderated by Miriam Vogel, NAIAC Chair and CEO at EqualAI, with panelists including the following NAIAC members:
  - Paula Goldman, Chief Ethical & Human Use Officer at Salesforce.
  - Ashley Llorens, Vice President, Distinguished Scientist, & Managing Director for Research Outreach at Microsoft.
  - Christina Montgomery, Chief Privacy Officer at IBM.

**RON**

*45 minutes – 1-hour drive*

Grand Hyatt

345 Stockton Street, San Francisco, CA 94108

Day 3 - Friday, October 14, 2022

8:15 AM

Group meets in the hotel lobby, checks out of the hotel. Ground transportation to Oracle.

*30–45-minute drive*

9:00 AM – 11:00 AM

**Oracle Redwood Shores Campus - Breakfast provided**

100 Oracle Parkway, Redwood City, CA 94065

Visit [Design Tech High School \(d.tech\)](#) for a conversation on computer science readiness and K-12 curriculum through Oracle Academy.

11:00 AM

**END OF PROGRAMMING**

*10–15-minute drive*

1:00 PM

United Flight #2002 depart SFO

9:15 PM EDT

United Flight #2002 arrives at IAD. Individual transportation home.