



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: [Handwritten Signature] 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: [Handwritten Signature] Date:

Signature of Supervising Member:



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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 (flying into Seattle)
 - Date of Departure: October 26, 2022 Date of Return: October 28, 2022
 - Name(s) of Traveler(s): Dharamjeet Singh
- 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	\$897.06	\$464	\$79	\$0
Accompanying Family Member	\$0	\$0	\$0	\$0

- 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: 11/15/2022

Name: Michaela Berendt Title: Associate

Organization: Microsoft

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: (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.



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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



Schedule

Wednesday, October 26, 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.</i>	
8:35 pm	9:15 pm	Shuttle bus to hotel	
9:15 pm		HOTEL: Hyatt Regency Bellevue	Hyatt Regency 900 Bellevue Way NE Bellevue, WA 98004

Thursday, October 28, 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	Welcome Breakfast and Opening Remarks Frank Cavaliere, General Manager, 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	10:00 am	Digital Transformation #IRL Demo Danny Morales, Business Program Manager	Executive Briefing Center 16070 NE 36th Way Redmond, WA 98052
		<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</i>	



Start Time	End Time	Subject/Speaker	Location
		<i>experience a hands-on demonstration of HoloLens technology.</i>	
10:00 am	10:15 am	Shuttle to Building Studio C	
10:15 am	11:45 am	IVAS Demo Kim Scobee, Senior Program Manager <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	12:00 pm	Walk to Lunch	
12:00 pm	12:45 pm	Lunch <i>Individual dining cards will be provided to each attendee.</i>	Microsoft Commons 15255 NE 40th Street Redmond, WA 98052
12:45 pm	1:00 pm	Walk to B99	
1:00 pm	1:45 pm	Tour Microsoft Research Lab 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 used by the team, and see a demonstration of new technologies currently being tested.</i>	B99 Research Lab 14820 NE 36th Street Redmond, WA 98052
1:45 pm	2:00 pm	Shuttle to B86	



Start Time	End Time	Subject/Speaker	Location
2:00 pm	2:45 pm	Inclusive Tech Lab & Microsoft Accessibility Jenny Lay-Flurrie, Chief Accessibility Officer Solomon Romney, Accessibility Program Manager	B86 Inclusive Tech Lab 5074 154 th PI NE Redmond, WA 98052
<p><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></p>			
2:45 pm	3:00 pm	Shuttle to Microsoft Treehouses	
3:00 pm	3:45 pm	Sustainability at Microsoft Mark Kroese, General Manager, Environmental Sustainability Solutions	Treehouse OMS-1 3620 163rd Ave NE Redmond, WA 98052
<p><i>Mark Kroese 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></p>			
3:45 pm	4:00 pm	Shuttle to Redwest C	
4:00 pm	5:00 pm	Nation State Attacks and Cybersecurity Briefing Cristin Goodwin, Associate General Counsel	DCU Briefing Room
<p><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></p>			
5:00 pm		Depart Microsoft for Hotel	
6:15 pm		Meet in Hotel Lobby Depart for Dinner	Hyatt Regency



Start Time	End Time	Subject/Speaker	Location
		<i>Meet Christiana Meyers from Microsoft in the hotel lobby carrying a "Microsoft" sign.</i>	900 Bellevue Way NE Bellevue, WA 98004
6:30 pm		Group Dinner at Black Bottle	Black Bottle Bellevue 919 Bellevue Way NE Bellevue, WA 98004

Friday, October 29, 2022

Start Time	End Time	Subject/Speaker	Location
6:00 am	6:25 am	Shuttle from Hyatt Regency to SeaTac Airport	
		<i>Meet the shuttle driver in front of hotel carrying a "Microsoft" sign.</i>	
8:25 am	4:32 pm	Depart SeaTac Airport Akaka Airlines Flight AS0004	SEA to DCA



Microsoft Campus Visit

- [Details](#)
- [Schedule](#)
- [Staff Biographies](#)

Details

Event	Congressional Staff Delegation Campus Visit	
Date	Wednesday, October 26, 2022 – Friday, October 28, 2022	
Location	Microsoft Campus 1 Microsoft Way Redmond, WA 98052	
Primary Contact	Michaela Berendt +1 (425) 538-7023 Michaela.Berendt@microsoft.com	Whitney Sleigh +1 (425) 395-6717 v-wsleigh@microsoft.com



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8:30 am	9:00 am	Opening Remarks & Breakfast Frank Cavaliere, General Manager, Congressional Affairs & Chan Park, Senior Director, Government Affairs <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>	Executive Briefing Center 16070 NE 36th Way Redmond, WA 98052
9:00 am	9:30 am	Digital Transformation #InRealLife Danny Monares, Envisioning Specialist <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>	Executive Briefing Center



9:30 am	9:45 am	Walk to MSFT Treehouses <i>Weather Permitting, if it rains we will stay in the EBC.</i>	
9:45 am	10:45 am	Sustainability at Microsoft Mark Kroese, General Manager, Environmental Sustainability Solutions <i>Mark Kroese 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
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12:00 pm	12:10 pm	Walk to Lunch	
12:10 pm	12:50 pm	Lunch in MSFT Microsoft Commons	
1:00 pm	1:45 pm	Gaming Ecosystem Sarah Bond, CVP, Microsoft Gaming <i>Sarah Bond will provide a high level briefing to on the gaming market in light of the Activision Blizzard acquisition.</i>	B92 Visitor's Center Atrium
1:45 pm	2:15 pm	Espresso Break	
2:15 pm	2:45 pm	Responsible AI Briefing Owen Larter, Director of Responsible AI, Public Policy <i>Owen will present and lead a discussion of Artificial Intelligence including facial recognition, ethics, and how this technology is being applied today and in the future. Q&A to follow.</i>	B92 Visitor's Center Atrium
2:45 pm	3:00 pm	Shuttle to Redwest-C	



3:00 pm	3:45 pm	Digital Crimes Unit Tour Amy Hogan-Burney, General Manager, Cyber Policy and Protection	
<p><i>Digital Crimes Unit (DCU) is leading the fight against cybercrime to protect customers and promote trust in Microsoft. We fight cybercrime globally through the innovative application of technology, forensics, civil actions, criminal referrals, and public/private partnerships while protecting the security and privacy of our customers. Participants will take a walking tour throughout the facility while presenters discuss Microsoft's work fighting cybercrime in the United States.</i></p>			
3:45 pm	4:00 pm	Shuttle to B86	
4:00 pm	4:45 pm	Inclusive Tech Lab & Microsoft Accessibility Solomon Romney, Accessibility Program Manager	B86 Inclusive Tech Lab 5074 154 th PI NE Redmond, WA 98052
<p><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></p>			
5:00 pm		Depart Microsoft for Hotel	
6:15 pm		Meet in Hotel Lobby Depart for Dinner <i>Meet Libby Fisher-Hunter from Microsoft in the hotel lobby carrying a "Microsoft" sign.</i>	Hyatt Regency 900 Bellevue Way NE Bellevue, WA 98004
6:30 pm		Group Dinner at Black Bottle	Black Bottle Bellevue 919 Bellevue Way NE Bellevue, WA 98004

Friday, October 29, 2022

Start Time	End Time	Subject/Speaker	Location
6:00 am	6:25 am	Shuttle from Hyatt Regency to SeaTac Airport <i>Meet the shuttle driver at the Evergreen Ballroom Entrance of the hotel. The shuttle will be staged there.</i>	
8:25 am	4:32 pm	Depart SeaTac Airport Akaka Airlines Flight AS0004	SEA to DCA

Congressional Staff Biographies



Jon Adame

General Counsel & Legislative Director, Senator Marsha Blackburn

Jon Adame serves as General Counsel and Legislative Director to Senator Marsha Blackburn (R-TN). In addition to setting strategy and managing the legislative team, Jon focuses on telecommunications and emerging technologies. Prior to serving in the Senate, Jon was Policy Coordinator for the House Energy & Commerce Subcommittee on Communications and Technology; and Legislative Counsel for then-Congressman Blackburn.

After graduating from the University of New Mexico, Jon worked on several Congressional, Senatorial, and Gubernatorial campaigns across the country. He later attended the University of Colorado School of Law, focusing on technology law and policy. In his free time, Jon enjoys traveling with his wife, cooking, and playing guitar.



Erica Andeweg

Senior Policy Advisory, Senator Deb Fischer

Erica has covered science, technology, and telecommunications policy matters in the Senate and House over the past decade. She is now a Senior Policy Advisor for Senator Deb Fischer, supporting her work as a member of the Senate Committee on Commerce, Science, and Transportation.



Kendal Barker

Legislative Correspondent, Senator Tommy Tuberville

Kendal Barker serves on the legislative team for U.S. Senator Tuberville (AL), covering homeland security, immigration, commerce, technology, education, judiciary, and veterans' affairs issues. During the Trump administration, she worked as the



special advisor to the chief of staff at the U.S. Environmental Protection Agency.

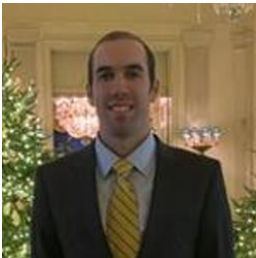
Prior to her roles in the federal government, Kendal led strategic initiatives at a digital marketing firm, which included amplifying the nation's leading rapid-response effort to provide cash assistance to families most affected by the COVID-19 pandemic and collaborating with the U.S. Department of State to provide educational resources to entrepreneurs in developing countries. Kendal is a native of Orlando, Florida, and a graduate of the University of Florida. She is currently pursuing a master's in public policy at Georgetown University.



Danny Butherus

Legislative Aide, Senator Ted Cruz

Danny Butherus as the Legislative Aide for Senator Cruz. In this role, he works on Commerce Committee issues including science and technology, telecommunications, and transportation. Danny graduated from Augustana University in 2017 with a bachelor's degree in economics as well as government/international affairs.



Patrick Fox

Policy Advisor, Senator Bill Cassidy

Policy Advisor for Senator Bill Cassidy, M.D. Patrick is from Shreveport, Louisiana and handles Education, and Tech Policy in the office. He graduated from Birmingham Southern-College and got his master's from University of Washington.



Andrew Gleaton

Legislative Aide; Senator Mike Crapo

Andrew Gleaton is Legislative Aide for Senator Crapo, having joined the Senator's staff in January 2020. He handles issues related to Data & Privacy, Intellectual Property, Bankruptcy and the Second Amendment, as well as Banking, Housing and Telecommunications. He received his bachelor's degree from



Boise State University, and master's degree from The George Washington University.



Alexa Green

Head Scheduler, Senator James E. Risch

Alexa graduated Summa Cum Laude from the University of North Alabama in December 2016 with a degree in Political Science and began working on Capitol Hill for an Alabama Congressman in August 2017. She was promoted to Scheduler and Office Manager before joining the Office of Senator Risch as Head Scheduler in May 2018. Alexa works diligently to schedule meetings and events, acting as the Senator's gatekeeper.

In her free time, she enjoys traveling (the planning is her favorite part), antiques, baking, and volunteering with N Street Village, Taste of the South, Daughters of the American Revolution, and the Junior League of Washington.



Gabrielle Howard

Senior Legislative Assistant, Congressman Troy Carter

Gabrielle N. Howard serves as Senior Legislative Assistant for Congressman Troy A. Carter, Sr., where she handles the Member's small business committee, transportation & infrastructure committee, energy, environment, banking, taxes, education, health care, racial, social, and environmental justice, and judiciary issues. Gabrielle is especially interested in how these issue areas intersect and impact BIPOC communities.

Gabrielle has always had an interest in fighting against inequality, injustice, and racism and finding policy solutions to combat these issues. This drive brought Gabrielle to Capitol Hill as a fellow in Congressman Filemon Vela's office. Through her current role, she is constantly looking for ways to move the country towards policies that create systemic change, and therefore, create a more just, diverse, equitable, and inclusive society for all.



Jesse Mahan

Legislative Assistant, Senator James Lankford

Jesse Mahan is a Legislative Assistant for Senator James Lankford (R-OK). In this capacity, he oversees Senator Lankford's priorities on the Homeland Security and Governmental Affairs Committee. Jesse focuses on cybersecurity, telecommunication, and critical infrastructure issues.

Since beginning his work in Senator Lankford's office in 2015, he has also handled Senator Lankford's Committee work on the Homeland Security and Financial Services General Government Appropriation Subcommittees. Jesse earned a B.A. in Political Science and International Studies from the University of Oklahoma.



Ariel Marshall

Legislative Director, Senator Jeanne Shaheen

Ariel Marshall serves as the legislative director for Senator Jeanne Shaheen, the senior Senator from New Hampshire. In this position, Ariel develops and implements the Senator's legislative agenda.

Before assuming this role, Ariel served as Senator Shaheen's senior domestic policy advisor, helping to advance the Senator's legislative initiatives in the areas of energy, environment, advanced manufacturing, science and innovation, and additional domestic policy goals. Ariel began her career on Capitol Hill through a congressional fellowship from the American Association for the Advancement of Science, the Optical Society and the International Society for Optics and Photonics. As a fellow, she worked on energy and environment issues for Senator Mark Udall (D-CO) and subsequently for Senator Shaheen.

Ariel holds an undergraduate degree from the University of Central Arkansas and a doctorate degree in chemistry from the Georgia Institute of Technology in Atlanta, GA.



Mike Mets

Legislative Assistant, Senator Susan Collins

Mike Mets has been working for Senator Collins since May 2019. He advises the Senator on legislative matters related to several issues, including telecommunications, tax, and labor. He previously worked on the House side and on several political campaigns. He graduated from Stony Brook University in New York with a BA in Political Science and an MA in Public Policy.



Marlo Meuli

Deputy Chief of Staff, Senator Ron Johnson

Marlo has worked in the U.S. Senate for over 25 years. She came to Washington D.C. for a six-month internship and never left. First starting in an entry-level position, Marlo became interested in technology. She served as system administrator for several Senators, helped start the Senate Systems Administrators Association serving as past president of the association and created the first public website for a Senate Republican office. Marlo was instrumental in creating the Trunkline, an intranet for Senate Republicans. In 2013, she became office manager for Senator Ron Johnson handling both the technology and administrative duties for the office. She became deputy chief of staff in 2015.

Marlo holds a bachelor's degree from the University of California, Santa Barbara and a Master's of Science in Information System Technology from George Washington University. She and her husband, Paul Mann, have two daughters and live in Fredericksburg, VA.



Brandon Palumbo

Legislative Assistant, Senator Ron Johnson

Brandon Palumbo is a Legislative Assistant for Senator Ron Johnson (WI) covering a range of issues including cybersecurity, infrastructure security, and technology policy, and supports Senator Johnson in his position on the Senate Committee on Homeland Security & Governmental Affairs. Previously, he



worked as a Government Relations Manager for a D.C. think tank, The Heritage Foundation, where he led policy advocacy for the organization's Davis Institute for National Security and Foreign Policy. Brandon was also the Correspondence Manager for Senator John N. Kennedy (LA) where he helped establish the office's constituent services program and assisted in researching policy priorities. He holds a Master's in Public Policy from Liberty University.



Duncan Rankin

Legislative Assistant, Senator Ted Cruz

Duncan Rankin is the Legislative Assistant handling the Committee on Commerce, Science, and Transportation legislative portfolio for Senator Cruz, a role he has been in since March of 2019. Prior to this, he served as a Professional Staff Member for the House Committee on Science, Space, and Technology from November of 2017 through January of 2019, a Legislative Correspondent for Senator Luther Strange of Alabama from February of 2017 through November of 2017, and Legislative Correspondent for Congressman Louie Gohmert from January 2016 through January of 2017. Duncan is a native of McAllen, TX and attended Texas A&M University in College Station from 2011-2015.



Jonah Shumate

Chief of Staff, Congressman Rick Crawford

Jonah has served for nearly twelve years as the Chief of Staff for Rep Rick Crawford (AR-01). He is a native of Arkansas where he lived previously before moving to the DC Metro when his boss was elected in 2010. Before working in politics as both the campaign manager and eventual role in Washington, Jonah worked in community and economic development as well as several other areas in the private sector. Most recently, Jonah led a cybersecurity and energy focused team of members that coordinated outreach and information among private sector entities and Hill offices in the wake of the Colonial Pipeline and JBS attacks in 2021.



Mary Silverthorn

Legislative Assistant, Senator Kevin Cramer

Mary Silverthorn is a Legislative Assistant for United States Senator Kevin Cramer (R-ND). In her role, she supports Senator Cramer as a member of the Budget Committee. Additionally, Mary handles both the Judiciary and Indian Affairs portfolios to advance policy on behalf of North Dakota. Originally from North Dakota, Mary attended the University of Minnesota Duluth and earned a degree in Political Science.



Dharamjeet Singh

Legislative Assistant, Congressman Gregory W. Meeks

Dharamjeet Singh is a Legislative Assistant for Congressman Gregory W. Meeks, covering a wide range of policy areas, including Tech, Telecomm, Defense, Transportation, and Infrastructure. Originally from Burma (Myanmar), he immigrated to the United States at the age of 17 in search of a better opportunity and future.

While studying Political Science at the City College at the City University of New York (CUNY), he had his first Hill internship experience at Congressman Meeks' office. Right after the internship, he graduated from City University and was offered a full-time position at the Congressman's office, kickstarting a very exciting and unconventional career path considering his background. He was promoted to his current role as Legislative Assistant in 2021 and is now closing in on nearly four years with the office. When he's not busy working on policy or going to networking receptions on and off the Hill, Dharamjeet enjoys playing golf and exploring the DC food scene.



Aaron Stanislawski

Counsel, Senator Chris Coons

Aaron Stanislawski is Counsel to Sen. Chris Coons. He covers the Judiciary Committee portfolio, and leads the Senator's work as Chairman of the Judiciary Subcommittee on Privacy, Technology, and the Law. Prior to coming to Capitol Hill, he worked in private practice in New York City.



Sean Sweeney

Legislative Assistant, Senator Mark Warner

Previous Assignments: Government Relations Manager, Accenture; Deputy Director of Intergovernmental Affairs, Office of Governor Ralph Northam (D-VA); Legislative Correspondent and State Scheduler, Office of Senator Mark Warner (D-VA); Research Assistant, Democratic Party of Virginia

Bio: Sean Sweeney serves as a legislative assistant in the Office of Senator Mark Warner (D-VA), where he leads the senator's work on immigration, technology, and telecommunications issues.

Prior to rejoining Senator Warner's staff in November 2021, Sean served as a government relations manager for Accenture, leading the company's government engagement related to artificial intelligence and other emerging technology issues. In February of 2018, Sean was appointed Deputy Director of the Virginia Office of Intergovernmental Affairs by Governor Ralph Northam. In this role, he advised Governor Northam on federal policy issues and acted as a liaison between state government in Richmond and federal stakeholders in Washington. Prior to his role in the Northam Administration, Sean served as a legislative correspondent for Senator Warner and as a research assistant on his 2014 reelection campaign.

Sean is a native of Massachusetts and a graduate of the College of William & Mary, where he studied International Relations. He lives in Alexandria, Virginia with his wife, Sarah.



[Matt Swint](#)

Senior Legislative Correspondent, Senator Ted Cruz

Matt Swint is the Senior Legislative Correspondent in the office of Senator Ted Cruz, where he works on Commerce Committee issues including aviation, telecommunications, technology, and space. Matt is originally from Marietta, Georgia and graduated from the University of Georgia in 2019 with a degree in Political Science.



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.**

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: MPS

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.



U.S. House of Representatives

COMMITTEE ON ETHICS

TRAVELER FORM

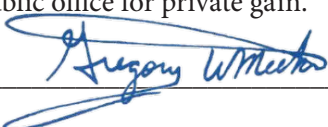
1. Name of Traveler: _____
2. Sponsor(s) who will be paying or providing in-kind support for the trip:

3. City and State **OR** Foreign Country of Travel : _____
4. a. Date of Departure: _____ Date of Return: _____
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.
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 _____



U.S. House of Representatives

COMMITTEE ON ETHICS

Washington, DC 20515

October 21, 2022

Mr. Dharamjeet Singh
Office of the Honorable Gregory W. Meeks
2310 Rayburn House Office Building
Washington, DC 20515

Dear Mr. Singh:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Bellevue, Washington, scheduled for October 26 to 28, 2022, sponsored by Microsoft.

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,



Susan Wild
Acting Chairwoman



Michael Guest
Acting Ranking Member

SW/MG:emw