



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: Emily Hebein
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR** None ☐  
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_
3. a. Dates: Departure: June 26, 2023 Return: June 28, 2023  
b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR** None ☐
4. Departure City: Washington DC Destination: Denver, CO Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: NCTA- The Internet and Television Association
6. Describe Meetings and Events Attended:  
Visited multiple cable labs to learn about technological innovation and spectrum. Also visited the NTIA lab to learn about the federal research happening there.
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: Emily Hebein Date: 7/12/2023

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: Robert E Latta Date: 7/12/2023

Signature of Supervising Member: Robert E. Latta





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: NCTA - The Internet & Television Association
2. Travel Destination(s): Denver, CO
3. Date of Departure: June 26, 2023 Date of Return: June 28, 2023
4. Name(s) of Traveler(s): Emily Hebein

*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	Flight - \$683.45 Ground Transportation - \$115	\$398	\$197	
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: Nilda Gumbs Date: Jul 11, 2023

Name: Nilda Gumbs Title: Chief of Staff

Organization: NCTA - The Internet & Television Association

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

Address: 25 Massachusetts Ave NW, Suite 100, Washington, DC 20001

Email: ngumbs@ncta.com Telephone: (202) 222-2320

*Committee staff may contact the above-named individual if additional information is required.*

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.





U.S. House of Representatives

# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Emily Hebein
2. Sponsor(s) who will be paying or providing in-kind support for the trip:  
The Internet and Television Association (NCTA)
3. City and State **OR** Foreign Country of Travel: Denver, Colorado
4. a. Date of Departure: June 26, 2023 Date of Return: June 28, 2023  
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:  
Attendance at the event will require travel across two time zones and involves a full day of programming, beginning at 8 am and ends at 8 pm. The additional night allows for a full day of events with the extensive travel time.
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 a Legislative Assistant for Representative Robert Latta, I oversee the communications and technology issues for his office. The spectrum and connectivity programming will inform my work on these issues.
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 04/28/2023





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:  
NCTA - The Internet and Television Association
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):  
Please see the attached invitation list.
5. Yes ☐ No ☒ Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: June 26, 2023 Date of return: June 28, 2023
7. a. City of departure: Washington, DC  
b. Destination(s): Denver, CO  
c. City of return: Washington, DC
8. **Check only one.** I represent that:
  - a. ☐ The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: **OR**
  - b. ☐ The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: **OR**
  - c. ☒ The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.
9. **Check only one of the following:**
  - a. ☐ I checked 8(a) or (b) above; **OR**
  - b. ☐ I checked 8(c) above but am not offering any lodging; **OR**
  - c. ☐ I checked 8(c) above and am offering lodging and meals for one night; **OR**
  - d. ☒ I checked 8(c) above and am offering lodging and meals for two nights. If you checked this box, explain why the second night of lodging is warranted:  
Please see Supplemental Responses.





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:
- Please see Supplemental Responses.
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):  
6/26 - \$59; 6/27 - \$79; 6/28 - \$59
- 2) Provide the reason for selecting the location of the event or trip:  
Please see Supplemental Responses.
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Moxy Hotel City: Denver Cost Per Night: \$199  
Reason(s) for Selecting: Proximity to tour stops and negotiated block rate within the per diem limit
- Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_  
Reason(s) for Selecting: \_\_\_\_\_
- Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_  
Reason(s) for Selecting: \_\_\_\_\_
17. ☒ I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking the box.*





U.S. House of Representatives

# COMMITTEE ON ETHICS

## 18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
<input checked="" type="checkbox"/> Good Faith Estimates			
For each Member, Officer, or Employee	\$280	\$398	\$197
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	\$100	Ground Transportation Shuttle bus to meetings
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: Nilda Gumbs Date: 04/10/2023  
Name: Nilda Gumbs Title: Chief of Staff  
Organization: NCTA - The Internet & Television Association  
Address: 25 Massachusetts Ave NW, Suite 100, Washington, DC 20001  
Email: ngumbs@ncta.com Telephone: (202) 222-2320

## 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)

Michael Guest, Mississippi  
*Chairman*  
Susan Wild, Pennsylvania  
*Ranking Member*

David P. Joyce, Ohio  
John H. Rutherford, Florida  
Andrew R. Garbarino, New York  
Michelle Fischbach, Minnesota

Veronica Escobar, Texas  
Mark DeSaulnier, California  
Deborah K. Ross, North Carolina  
Glenn F. Ivey, Maryland



ONE HUNDRED EIGHTEENTH CONGRESS

**U.S. House of Representatives**

COMMITTEE ON ETHICS

Thomas A. Rust  
*Staff Director and Chief Counsel*

Keelie Broom  
*Counsel to the Chairman*

David Arrojo  
*Counsel to the Ranking Member*

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

June 15, 2023

Ms. Emily Hebein  
Committee on Energy & Commerce  
2467 Rayburn House Office Building  
Washington, DC 20515

Dear Ms. Hebein:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Denver, Colorado, scheduled for June 26 to 28, 2023, sponsored by NCTA - The Internet and Television Association. We remind you that, because the trip sponsor employs a federal lobbyist, you may participate in officially-connected activity on one calendar day only.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$480 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,

Michael Guest  
Chairman

Susan Wild  
Ranking Member

MG/SW:amr



**Primary Trip Sponsor Form  
Supplemental Responses**

**9d. 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:**

Attendance at the event will require travel across two time zones and involves a full day of programming, beginning at 8 am and ends at 8 pm. Thus, the additional night of lodging allows for travel to Denver, CO from Washington, DC to allow the invitees to participate in the full day of programming.

**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:**

NCTA is the principal trade association for the cable television and broadband industry. The cable industry employs at least 300 individuals in each invitee's Congressional district. Attendance by Congressional staff on this trip provides the best opportunity to demonstrate the industry's significance to the U.S. economy, innovation and job growth.

NCTA is the sole organizer and planner of this trip and all the events associated with the trip. NCTA worked with its member companies to arrange for the tours of their facilities and to determine availability of the facilities and staff for tours, presentations, and other planned events.

**15. I represent that either:**

**b. The trip involves events that are arranged specifically *with regard* to congressional participation.**

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

Many of NCTA's member companies have tech centers in Denver, allowing us to visit several locations in one day and give staff an in-depth experience with technology we use. Denver is also the location of CableLabs, a cable funded research and testing facility, and will give staff insight into the future technologies and services that cable and broadband providers are seeking to provide.



## NCTA Denver Congressional Trip

June 26 – 28, 2023

### Monday, June 26<sup>th</sup>

Flight from DC to Denver; Transport to hotel in Denver, staff have the night free.

Overnight stay at **Moxy Hotel, 240 Josephine St., Denver CO 80206 (Cherry Creek)**

### Tuesday, June 27<sup>th</sup>

Breakfast on your own

- 8:00 – 9:00 AM Depart Hotel (1 hr.) - *To 8600 N 39th St, Longmont, CO 80503*
- 9:00 – 11:00 AM **Table Mountain - ITS Field Site (2 hr.)**
- Staffers will visit the Spectrum Research Laboratory, a facility for research into radio spectrum usage and occupancy. There will also be a policy discussion on the importance of spectrum for the federal government and how the government uses spectrum.
- 11:00 – 11:30 AM Travel Time (30 minutes) - *To 858 Coal Creek Cir, Louisville, CO 80027*
- 11:30 – 12:30 PM **Lunch\* and Technology Presentation at CableLabs (1 hr.)**  
Presentation by CableLabs Vice President of Technology Policy, Mark Walker.
- 12:30 – 2:30 PM **Tour of CableLabs (2 hr.)**
- Staffers will tour CableLabs' facility and have the opportunity to learn about the cable industry's innovation and technology leadership. The visit will also include a demonstration of fiber and wireless technologies and a discussion on consumer access to these technologies.
- 2:30 – 3:10 PM Travel Time (40 min.) - *To 8000 E Iliff Ave, Denver, CO 80231*
- 3:10 – 4:10 PM **Spectrum Plaza (1 hr.)**
- Staffers will receive a briefing on important policy issues related to shared spectrum and will also tour Charter's new tech center, where new products are developed and tested for the market.
- 4:10 – 4:30 PM Travel Time (20 min.) - *To 6360 S Fiddlers Green Circle*
- 4:30 – 5:30 PM **Comcast Denver HQs (1 hr.)**
- Staffers will learn about the importance of access to broadband for students and low-income families by visiting one of Comcast's WiFi connected "Lift Zones." There will also be a policy discussion on how access to additional unlicensed spectrum is critical for establishing future Wifi Lift Zones.
- 5:30 – 5:50 PM Travel Time (20 min.) - *Moxy Hotel, 240 Josephine St., Denver CO 80206 (Cherry Creek)*
- 6:00 – 7:00 PM Break – Time at the hotel/travel to dinner venue
- 7:00 – 10:00 PM Dinner\* with member company and CableLabs representatives.
- Overnight stay at Moxy Hotel, 240 Josephine St., Denver CO 80206 (Cherry Creek)

### Wednesday, June 28<sup>th</sup>

Flight from Denver to DC

**\*All meals paid for and provided by NCTA.**



**NCTA Denver Congressional Trip  
House Invite List**

Name	Office	Title	Reason for Invitation
Flynn Rico-Johnson	Rep. Doris Matsui (CA-07)	Deputy Chief of Staff	As Deputy Chief of Staff to Rep. Matsui, Mr. Rico-Johnson works on issues related to commerce and broadcasting.
Evan Viau	House Committee on Energy and Commerce	Professional Staff Member	As a Professional Staff Member on the Committee on Energy and Commerce, Mr. Viau works on issues related to commerce and broadcasting.
Johanna Thomas	House Subcommittee on Communications and Technology	Counsel	As Counsel to the Subcommittee on Communications and Technology, Ms. Thomas works on issues related to commerce and broadcasting.
Slate Herman	House Subcommittee on Communications and Technology	Counsel	As Counsel to the Subcommittee on Communications and Technology, Mr. Herman works on issues related to commerce and broadcasting.
Emily Hebein	Rep. Bob Latta (OH-05)	Legislative Assistant	As Legislative Assistant to Rep. Latta, Ms. Hebein works on issues related to commerce and broadcasting.



# Join Us

Denver, Colorado  
**June 26-28, 2023**

On behalf of NCTA and its members, we are pleased to invite you to join us in Colorado to view live spectrum demos and witness first hand the future of spectrum.

**The Private Sponsor Travel Certification Form and trip itinerary for your submission to the Ethics Committee is attached. To attend this trip, you must submit paperwork to Ethics as soon as possible. If you would like to attend, please RSVP to Christina Donovan ([cdonovan@ncta.com](mailto:cdonovan@ncta.com)) to confirm your spot before submitting your paperwork to Ethics.**

**This invitation is non-transferable.**

 **ncta**  
NATIONAL COMMUNICATIONS & TELEVISION ASSOCIATION