

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: Emily Henn
2. a. Name of Accompanying Relative: _____ **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: 3/13/24 Return: 3/15/24
b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Washington, DC Destination: Orlando, FL Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Healthcare Information and Management Systems Society (HIMSS)
6. Describe Meetings and Events Attended: I attended a number of product demonstrations, informational sessions about health IT, and networking events with health professionals.
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: 3/24/24

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

Name of Supervising Member: Rep. Carol Miller Date: 3/27/24

Signature of Supervising Member: 

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 in the trip within 10 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 or provided in-kind support for the trip: Healthcare Information and Management Systems Society (HIMSS)
- Travel Destination(s): Orlando, Florida
- Date of Departure: March 13, 2024 Date of Return: March 15, 2024
- Name(s) of Traveler(s): Emily Henn

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	\$564.25	\$256	\$165.86	\$1055 (waived) - Conference Registration fee
Accompanying Family Member	N/A	N/A	N/A	N/A

- 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: Thomas M Leary Digitally signed by Thomas M Leary
Date: 2024.03.26 22:26:01 -04'00' Date: _____

Name: Thomas M. Leary Title: SVP & Head of Government Relations

Organization: Health Information and Management Systems Society (HIMSS)

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

Address: 4300 Wilson Boulevard, Arlington, VA 22203-4168

Telephone: 703-562-8800 Email: tom.leary@himss.org

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.

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Emily Henn
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Healthcare Information and Management Systems Society (HIMSS)
3. City and State **OR** Foreign Country of Travel: Orlando, FL
4. a. Date of Departure: 3/13/2024 Date of Return: 3/15/2024
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, invitation, 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.**
I am Congresswoman Miller's Legislative Director and handle her health care portfolio. As this is a trip to the largest health care conference in the country, it will provide me with valuable information about the current health care landscape and upcoming innovations in patient care.
9. Yes No **Is the traveler aware of any registered federal lobbyists or foreign agents involved in 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: Carae S. Miller Date: 3/5/2024

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

March 8, 2024

Ms. Emily Henn
Office of the Honorable Carol D. Miller
465 Cannon House Office Building
Washington, DC 20515

Dear Ms. Henn:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Orlando, Florida, scheduled for March 13 to 15, 2024, sponsored by Healthcare Information and Management Systems Society (HIMSS).

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:kjf

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's website (ethics.house.gov) provides detailed instructions for filling out the form. The Committee will notify the House invitees directly of its decision and will not notify the trip sponsors.

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. Signatures must comply with section 104(bb) of the Travel Regulations.

1. Sponsor who will be paying for the trip:

Healthcare Information and Management Systems Society (HIMSS)

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:

- The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip; **OR**
- 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**
- The primary trip sponsor has accepted funds, services, or in-kind assistance from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.

If "c" is checked, list the names of the additional sponsors: _____

4. Provide names and titles of **ALL** House Members *and* employees you are inviting. **For each House invitee, provide an explanation of why the individual was invited** (include additional pages if necessary): _____
See attached for additional information

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

6. Date of Departure: March 11, 2024 (see attached) Date of Return: March 15, 2024 (see attached)

7. a. City of departure: Washington, DC

b. Destination(s): Orlando, FL

c. City of return: Washington, DC

8. **Check only one.** I represent that

- 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**
- The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent; **OR**
- 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. _____

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 the statement is true by clicking the 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:

HIMSS develops, organizes and conducts all aspects of the trip for congressional staff for HIMSS24. HIMSS24 is the leading healthcare conference, bringing together thought leaders from across the healthcare community, including healthcare providers, IT experts, vendors, and local, state, and federal government representatives.

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 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: Rosen Plaza City: Orlando Cost Per Night: \$128
Reason(s) for Selecting: see additional information
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.*

18. **Total Expenses for each Participant:**

<input type="checkbox"/> Actual Amounts <input checked="" type="checkbox"/> Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$450 roundtrip airfare and taxi	see attached	Up to \$276 (per diem rate for <u> </u>)
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	See attached	See additional information
For each Accompanying Family Member		

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: Thomas M Leary Digitally signed by Thomas M Leary
Date: 2024.03.04 13:59:54 -05'00' Date: _____
 Name: Thomas M Leary Title: SVP & Head of GR
 Organization: HIMSS
 Address: 4300 Willson Boulevard, Suite 510, Arlington, VA
 Email: tom.leary@himss.org Telephone: 703-562-8814

If there are questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or travel.requests@mail.house.gov.

Additional Information

Question 4. List of Congressional Invites

Every congressional invitee to HIMSS24 plays a pivotal role in developing healthcare and health IT policy in the House of Representatives, and we believe they stand to benefit greatly from the educational sessions and speakers presenting at our conference. In addition to the education sessions, the conference provides the opportunity to interact with, and learn about, real-world applications of healthcare technologies, and hear how policy impacts the use of technologies that improve care, expand access, and lower healthcare costs.

House of Representatives Invitees:

- Bill Mallison (VA Committee)
- Casey Quinn (Ways and Means Committee)
- Jay Gulshen (Ways and Means Committee)
- Jacquelin Incerto (Rep. Burgess)
- Cameryn Blackmore (Rep. Sewell)
- John Harry (VA Committee)
- Sarah Levin (Ways and Means Committee)
- Quinn Ritchie (Rep. Mike Kelly)
- Rita Kuwahara (Rep. Underwood)
- Rachel Dolin (Ways and Means Committee)
- Una Lee (Energy and Commerce Committee)
- Caitlin Wilson (Energy and Commerce Committee)
- Crozer Connor (Rep. Thompson)
- Jackie Weinrich (Rep. Matsui)
- Kate Schisler (Rep. Beyer)
- Davis Michols (Rep. Griffith)
- Amber Ray (Rep. Blunt Rochester)
- Blake Thelander (Rep. Miller-Meeks)
- Jonathan Kupperman (Rep. Steel)
- Meagan Thompson (Rep. Robin Kelly)
- Emily Mace (Rep. Bucshon)
- Alex Karabatsos (Rep. Trahan)
- Brian Fahey (Rep. Guthrie)
- Megan Porter (Rep. Balderson)
- Emily Henn (Rep. Miller)
- Megan Makarewicz (Rep. Dingell)
- Tara Jordan (Rep. Kuster)
- Kelsi Wilson (Rep. Wenstrup)
- Mariah Philips (Rep. Cardenas)

Question 16: Reason(s) for Selecting Hotels

HIMSS works with local hotels to negotiate rates adjacent to the convention center where HIMSS24 is held. Hotels are selected based on location, accessibility, and availability of rooms to accommodate congressional staff at or below the federal per diem rate.

Question 18: Total Expenses for each Participant:

Total meal expenses per participant: Congressional staff will be responsible for their own meals, HIMSS is offering reimbursement up to \$69/day, which is the per diem rate for Orlando.

Total transportation expenses per participant: In addition to the cost of the flight, Congressional staff will be reimbursed for any necessary ubers or taxis to/from the airports in DC and Orlando.

House Staff Travel Itineraries, Lodging, Meals, and Other Expenses:

Note: All arrival flights are from DCA to MCO and all return flights are from MCO to DCA unless noted

- Meagan Thompson – March 11 – 14, 2024
 - Arrival: 6:59 – 9:30am (DL 1003) Return: 4:23 – 7:12pm (AA 2999)
 - Lodging: \$384 total for 3 nights
 - Meals: Up to \$276 total (for 4 days at \$69 a day per federal per diem for Orlando)
 - Other Expenses: \$1055 and \$350 for conference registration fee (government rate) and preconference forum fee, both waived
- Blake Thelander: March 12 – 15, 2024
 - Arrival: 5:30 – 8:00pm (AA 2139) Return: 11:40am – 1:55pm (AA 2128)
 - Lodging: \$384 total for 3 nights
 - Meals: Up to \$207 total (for 3 days at \$69 a day per federal per diem for Orlando)
 - Other Expenses: \$1055 for conference registration fee (government rate), fee waived
- Una Lee: March 12 – 15, 2024
 - Arrival: 5:30 – 8:00pm (AA 2139) Return: 1:59 – 4:14pm (AA 1153)
 - Lodging: \$384 total for 3 nights
 - Meals: Up to \$207 total (for 3 days at \$69 a day per federal per diem for Orlando)
 - Other Expenses: \$1055 for conference registration fee (government rate), fee waived
- Mariah Philips: March 12 – 15, 2024
 - Arrival: 5:30 – 8:00pm (AA 2139) Return: 11:40am – 1:55pm (AA 2128)
 - Lodging: \$384 total for 3 nights
 - Meals: Up to \$207 total (for 3 days at \$69 a day per federal per diem for Orlando)
 - Other Expenses: \$1055 for conference registration fee (government rate), fee waived
- Jackie Weinrich: March 12 – 15, 2024
 - Arrival: 5:30 – 8:00pm (AA 2139) Return: 11:40am – 1:55pm (AA 2128)
 - Lodging: \$384 total for 3 nights
 - Meals: Up to \$207 total (for 3 days at \$69 a day per federal per diem for Orlando)
 - Other Expenses: \$1055 for conference registration fee (government rate), fee waived
- Alex Karabatsos: March 12 – 15, 2024
 - Arrival: 5:35 - 8:09pm (JB B623) Return: 1:06 – 3:53pm (DL 2088 – to LGA)
 - Lodging: \$384 total for 3 nights
 - Meals: Up to \$207 total (for 3 days at \$69 a day per federal per diem for Orlando)
 - Other Expenses: \$1055 for conference registration fee (government rate), fee waived
- Brian Fahey: March 12 – 15, 2024
 - Arrival: 3:40 – 6:15pm (DL 2729) Return: 10:30am – 12:49pm (DL 1003)
 - Lodging: \$384 total for 3 nights
 - Meals: Up to \$207 total (for 3 days at \$69 a day per federal per diem for Orlando)
 - Other Expenses: \$1055 for conference registration fee (government rate), fee waived
- Emily Mace: March 13 – 15, 2024
 - Arrival: 11:59am – 2:30pm (AA 2509) Return: 11:40am – 1:55pm (AA 2128)
 - Lodging: \$256 total for 2 nights
 - Meals: Up to \$207 total (for 3 days at \$69 a day per federal per diem for Orlando)
 - Other Expenses: \$1055 for conference registration fee (government rate), fee waived

- Megan Porter: March 13 – 15, 2024
 - Arrival: 11:59am – 2:30pm (AA 2509) Return: 3:45 – 6:00pm (AA 686)
 - Lodging: \$256 total for 2 nights
 - Meals: Up to \$207 total (for 3 days at \$69 a day per federal per diem for Orlando)
 - Other Expenses: \$1055 for conference registration fee (government rate), fee waived
- Jay Gulshen: March 13 – 15, 2024
 - Arrival: 11:59am – 2:30pm (AA 2509) Return: 3:45 – 6:00pm (AA 686)
 - Lodging: \$256 total for 2 nights
 - Meals: Up to \$207 total (for 3 days at \$69 a day per federal per diem for Orlando)
 - Other Expenses: \$1055 for conference registration fee (government rate), fee waived
 - Other Expenses: \$1055 for conference registration fee (government rate), fee waived
- Jacquelyn Incerto: March 13 – 15, 2024
 - Arrival: 11:59am – 2:30pm (AA 2509) Return: 2:05 – 4:10pm (AA 1121 – to ORD)
 - Lodging: \$256 total for 2 nights
 - Meals: Up to \$207 total (for 3 days at \$69 a day per federal per diem for Orlando)
 - Other Expenses: \$1055 for conference registration fee (government rate), fee waived
- Emily Henn: March 13 – 15, 2024
 - Arrival: 11:59am – 2:30pm (AA 2509) Return: 3:45 – 6:00pm (AA 686)
 - Lodging: \$256 total for 2 nights
 - Meals: Up to \$207 total (for 3 days at \$69 a day per federal per diem for Orlando)
 - Other Expenses: \$1055 for conference registration fee (government rate), fee waived
- Caitlin Wilson: March 13 – 15, 2024
 - Arrival: 11:59am – 2:30pm (AA 2509) Return: 2:04 – 4:53pm (AA JB B6138 – to BDL)
 - Lodging: \$256 total for 2 nights
 - Meals: Up to \$207 total (for 3 days at \$69 a day per federal per diem for Orlando)
 - Other Expenses: \$1055 for conference registration fee (government rate), fee waived
- Kelsi Wilson: March 13 – 16*, 2024 (extending at their own expense)
 - Arrival: 11:59am – 2:30pm (AA 2509) Return: 8:02 – 10:15pm (AA 958)
 - Lodging: \$256 total for 2 nights
 - Meals: Up to \$207 total (for 3 days at \$69 a day per federal per diem for Orlando)
 - Other Expenses: \$1055 for conference registration fee (government rate), fee waived
- Casey Quinn: March 13 – 16*, 2024 (extending at their own expense)
 - Arrival: 3:25 – 6:08pm (AA 1721) Return: 8:02 – 10:15pm (AA 958)
 - Lodging: \$256 total for 2 nights
 - Meals: Up to \$207 total (for 3 days at \$69 a day per federal per diem for Orlando)