

COMMITTEE ON ETHICS

MEMBER/OFFICER POST-TRAVEL DISCLOSURE FORM *Original* *Amendment*

This form is for disclosing the receipt of travel expenses from a private source for travel taken in connection with a Member or officer's official duties. This form does not eliminate the need to report privately-funded travel on the Member or officer's annual *Financial Disclosure Statement*. 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 (attach additional pages if necessary): _____

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 Member or officer; **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 in this form is true, complete, and correct to the best of my knowledge. I have determined that all of the expenses on the attached *Sponsor Post-Travel Disclosure Form* were necessary and that the travel was in connection with my duties as a Member or officer of the U.S. House of Representatives and would not create the appearance that I am using public office for private gain.

Member / Officer Signature: _____



Date: _____

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.

1. Sponsor(s) who paid or provided in-kind support for the trip: Microsoft Corporation

2. Travel Destination(s): Redmond, WA

3. Date of Departure: 4/24/2024 Date of Return: 4/26/2024

4. Name(s) of Traveler(s): Stephanie Palencia, Johanna Thomas, Lauren Lombardo, Cara Camacho, Kevin Gannon, John Lee, Raj Bharwani, Kaitlyn Mullen, Trevor Hustus

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	\$1500 Airfare \$1350 Shuttle Bus \$150	\$358 \$179 per night per participant, 2 nights of lodging per participant	\$79	\$0
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: Michaela Berendt Date: 5/03/2024

Name: Michaela Berendt Title: Business Associate

Organization: Microsoft Corporation

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

Address: 1 Microsoft Way, Redmond, WA 98052

Telephone: +1 (425) 538-7023 Email: Michaela.Berendt@Microsoft.com

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: Kevin Gannon
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Microsoft
3. City and State **OR** Foreign Country of Travel: Redmond, WA
4. a. Date of Departure: April 24, 2024 Date of Return: April 26, 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:
I will be attending a one day event that is being hosted on the West Coast.
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.**
As the Legislative Director and staff lead on the Congressman's legislative team, the policy discussions and information gathering that will occur on this trip will have direct relevance to the work being conducted by the Congressman in his role as Chairman of the Cybersecurity, Infrastructure Protection, & Innovation Subcommittee of the House Homeland Security Committee.
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: _____

Date: 3/25/24

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:

Microsoft

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, 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 attendee invitation list. Accepting first 20 to RSVP

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

6. Date of Departure: April 24, 2024 Date of Return: April 26, 2024

7. a. City of departure: Washington DC

b. Destination(s): Redmond, WA (flying into Seattle)

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. Attendees are flying from the east coast and in order to participate in a full day of sessions, they must arrive the day before and depart the day after.

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:

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): One day of meals on 4/25/24 at \$75/day (\$15 breakfast, \$10 lunch, \$54 dinner)
- 2) Provide the reason for selecting the location of the event or trip: Redmond, WA is the Global Headquarters for Microsoft and allows staff to meet with Microsoft reserachers & technologists while also visiting/participating in tours like the innovation lab

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel Name: Hyatt Regency City: Bellevue Cost Per Night: \$179
Reason(s) for Selecting: Hotel fits within the locales per diem allowance & close to Microsoft campus.
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	\$1,500 Airfare \$1,350 Shuttle Bus \$150	\$358 \$179 per night per participant, 2 nights of lodging per participant	\$79
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	NA	Local transportation to/from Microsoft and dinner
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: Michaela Berendt Date: March 7, 2024
 Name: Michaela Berendt Title: Business Operations Associate
 Organization: Microsoft
 Address: One Microsoft Way, Redmond, Wa 98052
 Email: michaela.berendt@microsoft.com Telephone: +1 425.538.7023

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

Microsoft Staff Delegation House Invitee List

April 2024 Congressional Staff Delegation

First Name	Last Name	Office
Amy	Albro	Representative Stephanie Bice
Elizabeth	Barczak	United States House Committee on Appropriations
Allison	Behuniak	United States House Committee on Financial Services
Brooke	Bennett	Representative French Hill
Raj	Bharwani	United States House Committee on Oversight and Accountability
Chris	Bien	Representative Mike Johnson
Jeff	Bishop	Congressman Marc Molinaro
Steven	Blattner	Representative Katherine Clarke
Robert	Bonner	United States House Committee on Appropriations
Hailey	Borden	Representative Tom Emmer
Lorissa	Bounds	Representative Jay Obernolte
Grace	Brightbill	Representative Don Beyer
Cara	Camacho	Representative Jim Himes
Marc	Cevasco	Representative Ted Lieu
Marc	Cevasco	Representative Ted Lieu
Jennifer	Chan	Representative Pramila Jayapal
Robin	Chand	Representative Rick Larsen
Alex	Cisneros	Representative Young Kim
Jonathan	Clifford	United States House Permanent Select Committee on Intelligence
Becky	Cornell	Representative Pete Aguilar
Chris	Cox	Representative Yvette Clarke
Laura	Cylke	United States House Committee on Appropriations
Giulia	DiGuglielmo	Representative Darrell Issa
Kate	Durkin	Representative Jan Schakowsky
Stephen	Dwyer	Office of the Chief Administrative Officer
Robert	Edmonson	Representative Robert Garcia
Jennifer	Epperson	United States House Committee on Energy and Commerce
Jennifer	Epperson	United States House Committee on Energy and Commerce
Chris	Esparza	United States House Committee on Appropriations
Brian	Fahey	Representative Brett Guthrie
Anna	Ferrara	United States House Committee on Science, Space, and Technology
Laura	Fullerton	United States House Committee on Foreign Affairs
Kevin	Gannon	Representative Andrew Garbarino
Justin	German	Representative Haley Stevens
Sarah	Gilbert	Representative Neal Dunn
Daniel	Greene	United States House Committee on Energy and Commerce
David	Greengrass	United States House Committee on the Judiciary

Tyler	Grimm	United States House Committee on the Judiciary
Liana	Guerra	Representative Darren Soto
Ashley	Gutwein	Representative Zach Nunn
Cecily	Hahn	Representative Suzan DelBene
Chris	Hall	Representative Thomas Kean
Rob	Hicks	Representative Jay Obernolte
Scott	Hinkle	Representative Raul Ruiz
Sierra	Hinkle	Representative Steven Horsford
Catherine	Johnson	United States House Committee on Science, Space, and Technology
Carolyn	King	Representative Rob Wittman
Erik	Kinney	Representative Lisa McClain
BJ	Koohmaraie	Representative Steve Scalise
Levi	Lall	United States House Committee on the Judiciary
Stacey	Leavandosky	Representative Zoe Lofgren
John	Lee	United States House Committee on the Judiciary
Giulia	Leganski	United States House Committee on Energy and Commerce
Eduardo	Lerma	Representative Veronica Escobar
Amelia	Litynski	Representative Tom Emmer
Lauren	Lombardo	United States House Committee on Oversight and Accountability
Cameron	Madsen	Representative Michael McCaul
Josh	Mathis	United States House Committee on Science, Space, and Technology
Kirk	McPike	Representative Mark Takano
Alyssa	Mensie	Representative Pete Aguilar
Dan	Miller	United States House Committee on Energy and Commerce
Andrew	Noh	Representative Marilyn Strickland
Kate	O'Connor	United States House Committee on Energy and Commerce
Zoe	Oreck	Representative Hakeem Jeffries
Louise	O'Rourke	Representative Kim Schrier
Stephanie	Palencia	Representative Hakeem Jeffries
John	Piazza	United States House Committee on Science, Space, and Technology
Jared	Powell	Representative Cathy McMorris Rodgers
Brannon	Rains	United States House Committee on Energy and Commerce
Mary Ellen	Richardson	Representative Darin LaHood
Xenia	Ruiz	Representative Katherine Clarke
Joe	Russo	United States House Committee on Appropriations
Zac	Rutherford	Representative Diana Harshbarger
Geo	Saba	Representative Ro Khanna
Sarah	Servin	Representative Adam Smith
Dahlia	Sokolov	United States House Committee on Science, Space, and Technology
Alex	Stepahin	Representative Richard Hudson
John	Strom	United States House Committee on Energy and Commerce

Stuart	Styron	Representative Anna Eshoo
Johanna	Thomas	United States House Committee on Energy and Commerce
Connor	Torossian	Congressman Marc Molinaro
Dirk	Vande Beek	Representative Neal Dunn
Angel	Vasquez	Representative Norma Torres
Nate	Zimpher	Representative Troy Balderson

Schedule

Wednesday, April 24, 2024

Start Time	End Time	Subject/Speaker	Location
5:10 pm	8:07 pm	Alaska Airlines Flight AS0003	DCA to SEA
8:07 pm	8:07 pm	Arrival at SeaTac Airport <i>Meet the shuttle driver at baggage claim for flight AS0003 carrying a "Microsoft" sign. Christiana Meyers from Microsoft will be onsite to meet the group.</i>	
8:07 pm	9:00 pm	Shuttle bus to hotel	
9:15 pm		HOTEL: Hyatt Regency Bellevue	Hyatt Regency 900 Bellevue Way NE Bellevue, WA 98004

Thursday, April 25, 2024

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 of Congressional Affairs Stephanie Peters, Senior Director of Congressional 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	10:00 am	Responsible Artificial Briefing Natasha Crampton, Chief Responsible AI Officer <i>Natasha Crampton will present on Microsoft's vision for a responsible generative AI ecosystem. The Office of Responsible AI (ORA) was established in mid-2019 to bring policy and</i>	EBC

Start Time	End Time	Subject/Speaker	Location
		<i>governance expertise to the responsible AI ecosystem at Microsoft.</i>	
10:00 am	10:15 am	Break	
10:15 am	11:15 am	Gaming at Microsoft Linda Norman, CVP, Deputy General Counsel	EBC
		<i>Our speaker will provide a high-level briefing to on the gaming market in light of the Activision Blizzard acquisition.</i>	
11:15 am	11:45 am	DEMO Digital Transformation #InRealLife Brett Reifers, Business Program Manager, Demos	EBC Digital Transformation Pods
		<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>	
11:45 am	12:00 pm	Break & Plate Lunch	
12:00 pm	12:45 pm	Lunch & LinkedIn Economic Graph Briefing Josh Connolly, Senior Manager, US Public Policy Joel Miller, Senior Manager, US Public Policy	EBC
		<i>The LinkedIn Economic Graph provides unique insights into the world of work. LinkedIn's Economic Graph team partners with world leaders to analyze labor markets and recommend policy solutions to prepare the global workforce for the jobs of the future. Through these insights, we can help connect more people to opportunities – one member at a time.</i>	
12:45 pm	1:00 pm	Travel to B86	
1:00 pm	1:45 pm	Inclusive Tech Lab & Microsoft Accessibility Solomon Romney, Accessibility Program Manager	Building 86 Inclusive Technology Lab
		<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</i>	

Start Time	End Time	Subject/Speaker	Location
		<i>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>	
1:45 pm	2:00 pm	Shuttle B86 to B37	
2:00 pm	3:30 pm	Campus Refresh and Sustainability at Microsoft Katie Ross, Sustainability Program Manager	Microsoft Treehouses and Building 37
		<i>Meet with Microsoft's Public Policy and Real Estate and Facilities team members to discuss Microsoft's Race to Net Zero Strategy. You will visit the newly built Geothermal Energy Center and receive a sustainability briefing in the Microsoft Treehouses.</i>	
3:30 pm	3:45 pm	Microsoft Shuttle to Redwest C	
3:45 pm	4:30 pm	Digital Crimes Unit Tour Amy Hogan-Burney, General Manager, Digital Crimes Unit	Redwest C DCU 5600 148th Ave NE Redmond, WA 98052
		<i>Microsoft's Digital Crimes Unit (DCU) is an international team of technical, legal and business experts that has been fighting cybercrime to protect victims since 2008. We use our expertise and unique view into online criminal networks to uncover evidence so that we can make criminal referrals to appropriate law enforcement throughout the world. DCU technicians will lead a tour through the space.</i>	
4:30 pm	4:45 pm	Private Shuttle to B92	
4:45 pm	5:00 pm	Self-Guided Visit Microsoft's Visitor Center	
		<i>At the Visitor Center, you can dive into all things Microsoft. Explore the future of AI. Build a new world with Minecraft. Put your gaming skills to the test. Learn more about our company including our journey from garage startup to global technology leader.</i>	
5:00 pm		Depart Microsoft for Hotel	
6:15 pm		Meet in Hotel Lobby Depart for Dinner Meet Christiana Meyers from Microsoft in the hotel lobby carrying a "Microsoft" sign.	Hyatt Regency 900 Bellevue Way NE Bellevue, WA 98004
6:30 pm		Group Dinner at Black Bottle	Black Bottle Bellevue

Start Time	End Time	Subject/Speaker	Location
			919 Bellevue Way NE Bellevue, WA 98004

Friday, April 26, 2024

Start Time	End Time	Subject/Speaker	Location
11:00 am	11:45 am	Shuttle from Hyatt Regency to SeaTac Airport	
8:05 am	4:08 pm	Depart SeaTac Airport Akaka Airlines Flight AS0004	SEA to DCA

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

April 23, 2024

Mr. Kevin Gannon
Office of the Honorable Andrew R. Garbarino
2344 Rayburn House Office Building
Washington, DC 20515

Dear Mr. Gannon:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Redmond, Washington, scheduled for April 24 to 26, 2024, sponsored by Microsoft. 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:eme