

# COMMITTEE ON ETHICS

## EMPLOYEE POST-TRAVEL DISCLOSURE FORM Original Amendment

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual *Financial Disclosure Statements* of those employees required to file them. In accordance with House Rule 25, clause 5, **you must complete this form and file it with the Clerk of the House by email at [gifttravelreports@mail.house.gov](mailto:gifttravelreports@mail.house.gov), within 15 days after travel is completed.** Please **do not** file this form with the Committee on Ethics.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

1. Name of Traveler: \_\_\_\_\_
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR**  None  
b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: \_\_\_\_\_ Return: \_\_\_\_\_  
b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR**  None
4. Departure City: \_\_\_\_\_ Destination: \_\_\_\_\_ Return City: \_\_\_\_\_
5. Sponsor(s), Who Paid for the Trip: \_\_\_\_\_
6. Describe Meetings and Events Attended: \_\_\_\_\_  
\_\_\_\_\_
7. Attached to this form are **each** of the following, *signify that each item is attached by checking the corresponding box*:
  - a.  a completed *Sponsor Post-Travel Disclosure Form*;
  - b.  the *Primary Trip Sponsor Form* completed by the trip sponsor **prior** to the trip, **including all** attachments **and** the *Additional Sponsor Form(s)*;
  - c.  page 2 of the completed *Traveler Form* submitted by the employee; **and**
  - d.  the letter from the Committee on Ethics approving my participation on this trip.
8. a.  I represent that I participated in each of the activities reflected in the attached sponsor's agenda. *Signify statement is true by checking the box.*  
b. If not, explain: \_\_\_\_\_  
\_\_\_\_\_

**I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.**

Signature of Traveler: Alexandra Seymour Date: \_\_\_\_\_

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

Name of Supervising Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Supervising Member: Mark E. Green

# 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: \_\_\_\_\_

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

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

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

*Note:* You may list more than one traveler on a form only if **all** information is **identical** for each person listed.

5. **Actual amount** of expenses paid on behalf of, or reimbursed to, each individual named in Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler				
Accompanying Family Member				

6.  All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. Signify statement is true by checking box.

**I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.**

Signature:  \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

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

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

*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

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 submitted at 1015 Longworth House Office Building or [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).**

**Your completed request must be submitted to the Committee no less than 30 days before your proposed departure date.** Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. **You must receive explicit approval from the Committee before you depart on this trip.**

Name of Traveler: \_\_\_\_\_

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

**I certify that the information contained on both pages of this form is true, complete, and correct to the best of my knowledge.**

Signature: Alexandra Seymour

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 email: [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).



# 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: \_\_\_\_\_

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): \_\_\_\_\_

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. \_\_\_\_\_
- 

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): \_\_\_\_\_
    - 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.*

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

<input type="checkbox"/> Actual Amounts <input type="checkbox"/> Good Faith Estimates	Total <b>Transportation</b> Expenses per Participant	Total <b>Lodging</b> Expenses per Participant	Total <b>Meal</b> Expenses per Participant
For each Member, Officer, or Employee			
For each Accompanying Family Member			


	<b>Other</b> 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		

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: \_\_\_\_\_

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

December 30, 2024

Ms. Alexandra Seymour  
Committee on Homeland Security  
H2-176 Ford House Office Building  
Washington, DC 20515

Dear Ms. Seymour:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Middleburg, Virginia, scheduled for January 7 to 9, 2025, sponsored by Fathom.

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:mc

**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):**

Here are all the House employees we invited and confirmed are attending. Each individual was chosen based on his/her area of expertise and whether or not Artificial Intelligence was a focus of their practice; and/or will be an upcoming priority for their Member or Committee they serve.

Cyrus Artz: Senior Policy Advisor at the Office of the Speaker of the House

Stephen Siao: Staff Director, House Committee on Homeland Security & Chief of Staff to Congressman Mark Green (R-TN)

Alexandra Seymour: House Homeland Security Committee Cybersecurity and Infrastructure Protection Subcommittee, founder of Congressional AI Staff Association

Waverly Gordon: Deputy Staff Director; General Counsel at House Committee on Energy and Commerce

John Lee: Chief Counsel for Intellectual Property for House Judiciary Committee

Stefanie Farrell: Deputy Press Secretary for House Judiciary Committee

Duncan Wright: House Committee on Oversight and Accountability

**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:**

Our purpose as Fathom and a primary trip sponsor is to be a trusted, independent, convener focused on translating the needs, hopes, and fears of society into a practical roadmap for action. We hope an exclusive and secure location will allow the VIPs in attendance with the comfort to speak freely and turn thoughts into productive action leading into 2025.

We believe there is a tremendous opportunity for AI to improve day-to-day lives, as well as drive innovation and growth, and also acknowledge the risks that AI poses to national security, democratic institutions, and livelihoods. Navigating this transition is not simply a technical problem to be solved; it is a complex and interconnected societal opportunity. We need to figure out together - through discussion, debate, and ultimately coordinated, collective action – what we want our world shaped by AI to look like. That's why we are hosting the event at a historic location with thoughtful panels and keynotes meant to spark debate.

The Ashby Workshops, an invite-only event taking place at the renowned Salamander Resort and Spa in Middleburg (outside DC) January 8,9th, 2025.

The Ashby Workshops will be an intimate (~150 person) workshop with interactive and educational sessions on AI and its role across National Security & Defense, Business & Innovation, and Democracy & Society. Ashby will generate insights, recommendations, and frameworks to help guide the thinking and priorities of the incoming Administration and Congress. We'll operate under Chatham House rules; everything is off the record and no press.

We are covering accommodations for all participants.

We hope that Ashby sparks long-lasting and productive working relationships between guests, all of whom share a desire to see AI developed and deployed for the good of society and the stability and security of the global world order.

**Reason(s) for Selecting:**

We deeply value the time commitment our attendees are making for The Ashby Workshops, and we've carefully selected a location that balances convenience with comfort to provide the best possible experience. Set amidst the rolling hills of Virginia's horse country, Middleburg offers a serene, retreat-like atmosphere that feels far removed from the busy world yet remains easily accessible from major urban centers. We believe in the Salamander's mission and this Salamander Resort was founded by Sheila C. Johnson, co-founder of BET, in 2013. It reflects her vision of combining luxury with natural beauty and sustainability, a core theme of our workshops.

The logo for Fathom, featuring a stylized sun or fan shape above a circle, all in a light gray color.

Fathom

WEDNESDAY, JANUARY 8TH			
Start	End	Duration	Topic
7:30	8:30	1:00	Breakfast
8:30	8:35	0:05	Opening Remarks
8:35	8:45	0:10	AI: What's at Stake
8:45	9:05	0:20	<b>Government and Emerging Tech</b> Dynamics between government and emerging technologies What is the role of the labs making sure this goes well? What is the role of government? What is the role of everyone else?
9:05	9:25	0:20	<b>AI: View from the Frontier</b> What is the vision for the future/what's coming? What is the role of the labs making sure this goes well? What is the role of government? What is the role of everyone else?
9:25	9:30	0:05	Flex time
9:30	9:45	0:15	Break
9:45	10:05	0:20	AI working with regulated markets
10:05	10:25	0:20	Industry & DC: Collision and Collaboration
10:25	10:40	0:15	Demos: CivAI, SenseEye, FutureHouse
10:40	10:50	0:10	Workshop kickoffs
10:50	11:00	0:10	Flex time
11:00	12:00	1:00	<b>60 Min: Ashby Workshops</b>
12:00	13:00	1:00	Lunch
13:00	14:30	1:30	<b>90 Min: Ashby Workshops cont.</b>
14:30	14:30	0:05	-- Each Fathom attendee at a workshop announces rest of day --
14:30	15:00	0:30	Break
15:00	17:30	2:30	Optional Activities
17:30	18:00	0:30	Cocktail hour + demos
18:00	18:05	0:05	--MC moment to set stage for next chunk of programming--
18:05	18:25	0:20	Snack: AI: An investors view
18:25	18:40	0:15	Snack 4: AI & Education
18:40	19:00	0:20	Snack: AI & The Arts
19:00	20:30	1:30	Seated dinner

THURSDAY, JANUARY 9TH			
Start	End	Duration	Topic
7:00	8:00	1:00	Optional Activities
8:00	9:30	1:30	Breakfast/Networking
9:30	9:35	0:05	Opening Remarks
9:35	9:40	0:05	AI in the Global Context
9:40	10:05	0:25	AI, The US and China
10:05	10:25	0:20	AI & Democracy
10:25	10:30	0:05	Emcee moment/Flex time
10:30	11:00	0:30	Break & Coffee Cart
11:00	12:00	1:00	60 Min: Ashby Workshops -- Answer 1 big question
12:00	13:00	1:00	Lunch
13:00	13:30	0:30	Keynote (30 min): Alicia Vikander
13:30	14:20	0:50	
14:20	14:50	0:30	A talk with Yoshua Bengio, led by Gillian Hadfield
14:50	15:00	0:10	Closing Remarks
15:00	15:00	0:00	--Main Programming Ends--
15:00	16:50	1:50	Recharge Time/Majority of Guests Depart