

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: Elizabeth Amster
2. a. Name of Accompanying Relative: _____ **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: Monday, April 14, 2025 Return: Tuesday, April 15, 2025
b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Washington, DC Destination: New York, NY Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Global Women's Innovation Network (GlobalWIN)
6. Describe Meetings and Events Attended: I attended a meeting at Disney on marketing and advertising, several discussions on women's leadership in corporate America, and a visit to NBC on journalism and politics.
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: 4/21/25

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: Jake Auchincloss Date: 4/21/25

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.

1. Sponsor(s) who paid or provided in-kind support for the trip: Global Women's Innovation Network (GlobalWIN)

2. Travel Destination(s): New York City, NY

3. Date of Departure: Monday, April 14, 2025 Date of Return: Tuesday, April 15, 2025

4. Name(s) of Traveler(s): Liz Amster, Lorissa Bounds, Ashley Callen, Caroline Cash, Emily Crerard, Aditi Gupta
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	\$292.60	\$281.00	\$128.72	
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: April 18, 2025

Name: Helen Milby Title: Co-Founder & President

Organization: Global Women's Innovation Network (GlobalWIN)

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

Address: 600 Pennsylvania Avenue, Se | Suite 410 | Washington, DC 20003

Telephone: 310-518-6336 Email: andrea@mietusevents.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

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:

Global Women's Innovation Network (GlobalWIN)

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

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

6. Date of Departure: Monday, April 14, 2025 Date of Return: Tuesday, April 15, 2025

7. a. City of departure: Washington, DC - Union Station

b. Destination(s): New York City, Moynihan Train Station

c. City of return: Washington, DC - Union Station

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.

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	\$750.00	\$281.00	\$138.00
For each Accompanying Family Member			


	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee		
For each Accompanying Family Member		

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: February 24, 2025
 Name: Helen Milby Title: President & Co-Founder
 Organization: Global Women's Innovation Network (GlobalWIN)
 Address: 600 Pennsylvania Avenue, SE Suite 410- Washington, DC 20003
 Email: andrea@mietusevents.com Telephone: 301-518-6336

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

Shana	Teehan	Chief of Staff	Office of Representative Julie Fedrorchak ND-AL)
Claire	Trokey	Policy Advisor	Office of Majority Leader Steve Scalise
Elizabeth	Trombley	Deputy Chief of Staff	Office of Rep. Kristen McDonald Rivet (MI-08)
Jessica	Vaughn	Chief of Staff	Office of Rep. Seth Magaziner (RI-02)
Ashlee	Vinyard	Deputy Staff Director	U.S. House Committee on Oversight
Rachel	Wagley	Chief of Staff	Office of Rep. Blake Moore (UT-01)
Emma	Zafran	Legislative Director	Office of Rep. Chrissy Houlahan (PA -06)

5:30PM [20-minute drive time to 120 W 55th St]

6:00 PM

6:00PM GlobalWIN Keynote Dinner

8:30PM Quality Bistro

120 W 55th St, New York, NY

Overview: As a senior executive, Joanna Coles, Chief Creative and Content Officer at The Daily Beast, will share her strategies for overseeing the content operations, strategy, and direction for the business. She will discuss what it means to be a successful executive who demonstrated trailblazing leadership in media and communications. She will discuss the ability to break through traditional barriers, championing women's professional advancement, and demonstrating how innovative leadership can reshape entire industries. Throughout her work, she has created pathways for emerging talents and inspire a new generation of women entrepreneurs and executives.

Featured Speaker: Joanna Coles, Chief Creative and Content Officer, The Daily Beast

[4-minute walk to hotel]

RON WestHouse Hotel New York

201 W 55th St, New York, NY

Tuesday, April 15, 2025

6:30AM Breakfast Available at Hotel

8:15AM

8:15AM Depart WestHouse for 30 Rock

201 W 55th St, New York, NY

8:15AM [20-minute drive to 30 Rockefeller Plaza]

8:35AM

8:45AM Comcast NBCUniversal: Media in Motion--Journalism, Politics, and the Global Influence of

10:30AM Entertainment

30 Rockefeller Plaza, New York, NY

Overview: This visit to NBCUniversal will feature a tour of the iconic 30 Rock and a discussion on the role of local and national journalism. NBCUniversal representatives will address the evolving media landscape amid political shifts and explore the global significance of North America's television and film industries. NBCUniversal leaders will speak to their career journeys and the work they do.

Speakers: Emma Carrasco, SVP, NBC News Group Corporate Affairs

Valari Dobson Staab serves as Chairman of NBCUniversal Local

Kimberley D. Harris, Executive Vice President of Comcast Corporation and General Counsel of NBCUniversal

10:35AM [20-minute drive to 66 Hudson Boulevard]

10:55 AM

Question # 12

GlobalWIN highlights the important role of women in innovation through our programming. Each year, we host 40+ in- person and virtual panels, salon dinners, workshops, receptions, and trips centered around three programming silos:

- GlobalWIN Innovation Events
- Career Development
- Global Partnership Building

GlobalWIN will touch on all three of its programming silos by hosting this trip to New York, NY. More specifically, this trip will bring together a group of bipartisan Senate and House staff that work on issues related to workforce development, financial services, AI, female leadership, and innovation in tech for an overnight stay. During 24 hours of programming, our delegation will discuss important policy issues related to their field of work by participating in roundtables, expert panels, and learning more about the overall industry impact of innovation and rapidly evolving technology. GlobalWIN's House Staff Delegation will interact with companies at the forefront of innovation, female leaders of industry, and other senior executives. Our Delegation will discuss policy issues throughout the trip, connect with peers from across the aisle, fostering an atmosphere of bipartisanship, cooperation and personal network-building.

GlobalWIN is organizing and financially supporting all aspects of this trip, including all travel logistics, meetings, speakers, and panel discussions throughout the hours of official programming.

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Elizabeth Amster
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Global Women's Innovation Network (GlobalWIN)
3. City and State **OR** Foreign Country of Travel: New York, New York
4. a. Date of Departure: Monday, April 14, 2025 Date of Return: Tuesday, April 15, 2025
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.**
As a female Chief of Staff to a Member on the Energy and Commerce Committee, I will learn about tech innovation, intellectual property, and Artificial Intelligence (AI)

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: 3/14/25

Michael Guest, Mississippi
Chairman
Mark DeSaulnier, California
Ranking Member

John H. Rutherford, Florida
Andrew R. Garbarino, New York
Ashley Hinson, Iowa
Nathaniel Moran, Texas

Deborah K. Ross, North Carolina
Glenn F. Ivey, Maryland
Sylvia R. Garcia, Texas
Suhaz Subramanyam, Virginia



ONE HUNDRED NINETEENTH 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
<https://ethics.house.gov>

April 8, 2025

Ms. Elizabeth Amster
Office of the Honorable Jake Auchincloss
1524 Longworth House Office Building
Washington, DC 20515

Dear Ms. Amster:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to New York, New York, scheduled for April 14 to 15, 2025, sponsored by Global Women's Innovation Network (GlobalWIN).

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

Mark DeSaulnier
Ranking Member

MG/MD:mc