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: Aditi Gupta
2. a. Name of Accompanying Relative: _____ ***OR*** ☒ None
   b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: 4/14/25 Return: 4/15/25
   b. Dates at Personal Expense, if any: _____ ***OR*** ☒ None
4. Departure City: Washington, DC Destination: New York City Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: GlobalWIN
6. Describe Meetings and Events Attended: Several meetings are large companies such as Disney, Universal Records, Diageo, and NBCUniversal where we met with several women executives, discussed their career paths, women in leadership and management roles, and the impact of tech and AI on their industries
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: Aditi Gupta Digitally signed by Aditi Gupta Date: 2025.04.29 16:18:06 -04'00' **Date:** 4/29/25

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: Suhas Subramanyam **Date:** 4/29/25

Signature of Supervising Member: _____

last updated 7/2023

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.

last updated 7/2023

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Aditi Gupta

2. Sponsor(s) who will be paying or providing in-kind support for the trip: Global Women's Innovation Network

3. City and State **OR** Foreign Country of Travel: New York City, New York

4. a. Date of Departure: 4/14/25 Date of Return: 4/15/25

   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 Senior Legislative Assistant for the Congressman, I manage his work on the House Committee on Science, Space, and Technology. This trip will extend my knowledge and network of technology companies and relevant tech policy issues that will inform my work on that committee. It will also provide an opportunity to expand my House network and be more effective in advancing tech and innovation policy on a bipartisan basis.

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:** _____

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.

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: Aditi Gupta

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: Aditi Gupta Digitally signed by Aditi Gupta Date: 2025.03.11 10:38:47 -04'00'

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): Congressman Subramanyam

Office Address: 1009 Longworth House Office Building

Telephone Number: 202-225-5136

Email Address of Contact Person: abby.carter@mail.house.gov

☐ 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*.

last updated 7/2023

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: Tuesday, April 15, 2025
   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.

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:

    See attached

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): $69.00 per day based on the per diem allotted on the travel days in accordance with GSA.
      2) Provide the reason for selecting the location of the event or trip: New York City is a natural choice for an overnight trip to to discuss and learn about issues around workforce development, financial services, AI, female leadership, and innovation in tech.

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

    Hotel Name: WestHouse City: New York City Cost Per Night: $281.00
    Reason(s) for Selecting: Located in Midtown for easy access to meetings. WestHouse is within the GSA rates noted.
    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:**

☐ Actual Amounts ☑ 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: April 18, 2025

Name: Helen Milby Title: Co-Founder & President

Organization: Global Women's Innovation Network (GlobalWIN)

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

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

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

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
Suhas 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. Aditi Gupta
Office of the Honorable Suhas Subramanyam
1009 Longworth House Office Building
Washington, DC 20515

Dear Ms. Gupta:

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

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.

last updated 7/2023

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: Tuesday, April 15, 2025
   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.

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:

   See attached

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): $69.00 per day based on the per diem allotted on the travel days in accordance with GSA.
      2) Provide the reason for selecting the location of the event or trip: New York City is a natural choice for an overnight trip to to discuss and learn about issues around workforce development, financial services, AI, female leadership, and innovation in tech.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
   Hotel Name: WestHouse City: New York City Cost Per Night: $281.00
   Reason(s) for Selecting: Located in Midtown for easy access to meetings. WestHouse is within the GSA rates noted.
   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:**

☐ Actual Amounts ☑ 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: April 18, 2025

Name: Helen Milby Title: Co-Founder & President

Organization: Global Women's Innovation Network (GlobalWIN)

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

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

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

Question # 4

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Emma	Zafran	Legislative Director	Office of Rep. Chrissy Houlahan (PA -06)

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2025 NYC Bicameral Staff Delegation Trip Itinerary
Monday, April 14-Tuesday, April 15, 2025

Monday, April 14, 2025

7:20 AM — Meet at Washington Union Station

7:40 AM — Depart Washington Union Station (WAS) for New York
Northeast Regional Train #112

11:14 AM — Arrival in NYC Moynihan Train Hall (NYP)

11:35 AM — Trip Briefing on Bus
11:55 AM — *[20-minute drive to 7 Hudson Square]*
Overview: Angeli Chawla, GlobalWIN Executive Director, will brief the group on the next two days of connection and empowerment. Each visit the group does will provide a forum for women to connect about innovation in a multitude of fields.

12:00PM — Disney: The Evolution of Tech in Advertising Panel and Lunch
1:30PM — *Disney Studios, 7 Hudson Square, New York, NY*
Overview: Attendees will tour Disney studios' new space in New York and participate in a discussion about tech innovation in advertising, Disney's streaming business model, branding, and women's leadership.
Speaker: Rita Ferro, President, Disney Advertising

1:35PM — *[20-minute drive to 3 World Trade Center]*
1:50PM

2:00PM — Cozen O'Connor: Conversation with Cozen O'Connor Senior Leadership and Executive Panel
3:30PM — *3 World Trade Center*
Overview: Attendees will learn about Cozen O'Connor's work in litigation. They will highlight Cozen O'Connor's focus on their diverse client list which encourage ambitious start-ups and innovation.

3:30PM — Executive Time
3:55 PM

4:00PM — Diageo Visit and Panel
5:30PM — *3 World Trade Center*
Overview: Attendees will hear about Diageo's leading global presence employing over 30,000 people globally and selling brands in nearly 180 countries while innovating established brands into the latest innovations. Diageo will also focus on responsible consumption, a top priority of theirs, while featuring women led initiatives within the company. Ana Fitzgibbon was instrumental in launching the "Take a Minute, Make a Plan" program in partnership with the NFL, Uber, and Mothers Against Drunk Driving (MADD).
Speaker: Ana Fitzgibbons, Director, Alcohol Responsibility & Policy

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

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11:00AM Pfizer Visit: Healthcare and Women's Health Panel & Lunch
12:30PM *66 Hudson Boulevard (The Spiral), New York, NY*
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Speakers: Chandra Abbott, Migraine Medical Affairs
Lynn McCroy, Medical Affairs for Oncology and is a Breast Cancer Surgeon

12:35PM [15-minute drive to 220 W 18th Street]
12:55PM

1:00PM Universal Records: Empowering Women in Music
3:00PM Republic Studios, 220 W 18th Street, New York, NY
Overview: The 67th Annual Grammy Awards, held in February 2025, showcased UMG's commitment to supporting female artists. Chappell Roan, an artist under UMG's Island Records, was named Best New Artist, highlighting the company's dedication to fostering talent and promoting diversity within the industry. The discussion will be about the continued empowerment of female artists and leadership within the music industry. Universal/Republic Records initiatives are in play to underscore UMG's ongoing efforts to empower women in the music industry, ensuring their contributions are celebrated and their voices amplified.
Speakers: Amaiya Davis, Vice President, Media/Cultural Impact and Engagement at Republic Records
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NYC Programming Ends

3:05PM [20-minute drive to Moynihan Train Hall]
3:30PM

4:29PM Depart NYC Moynihan Train Hall (NYP)
Amtrak Northeast Regional Train #129
NOTE: We will order dinner for the train ride back

7:59PM Arrive Washington Union Station (WAS

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.

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COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Aditi Gupta

2. Sponsor(s) who will be paying or providing in-kind support for the trip: Global Women's Innovation Network

3. City and State **OR** Foreign Country of Travel: New York City, New York

4. a. Date of Departure: 4/14/25 Date of Return: 4/15/25

   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 Senior Legislative Assistant for the Congressman, I manage his work on the House Committee on Science, Space, and Technology. This trip will extend my knowledge and network of technology companies and relevant tech policy issues that will inform my work on that committee. It will also provide an opportunity to expand my House network and be more effective in advancing tech and innovation policy on a bipartisan basis.

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:** _____

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.

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: Aditi Gupta

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: Aditi Gupta Digitally signed by Aditi Gupta Date: 2025.03.11 10:38:47 -04'00'

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): Congressman Subramanyam

Office Address: 1009 Longworth House Office Building

Telephone Number: 202-225-5136

Email Address of Contact Person: abby.carter@mail.house.gov

☐ 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*.

last updated 7/2023

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
Suhas 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. Aditi Gupta
Office of the Honorable Suhas Subramanyam
1009 Longworth House Office Building
Washington, DC 20515

Dear Ms. Gupta:

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

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: Aditi Gupta
2. a. Name of Accompanying Relative: _____ ***OR*** ☒ None
   b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: 4/14/25 Return: 4/15/25
   b. Dates at Personal Expense, if any: _____ ***OR*** ☒ None
4. Departure City: Washington, DC Destination: New York City Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: GlobalWIN
6. Describe Meetings and Events Attended: Several meetings are large companies such as Disney, Universal Records, Diageo, and NBCUniversal where we met with several women executives, discussed their career paths, women in leadership and management roles, and the impact of tech and AI on their industries
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: Aditi Gupta Digitally signed by Aditi Gupta Date: 2025.04.29 16:18:06 -04'00' **Date:** 4/29/25

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: Suhas Subramanyam **Date:** 4/29/25

Signature of Supervising Member: _____

last updated 7/2023