

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: Shana Teehan
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: GlobalWIN
6. Describe Meetings and Events Attended: We met with tech, health and media companies to discuss innovation policy and leadership best practices, important for my role as Chief of Staff.
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: 4/30/2025

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: 4/30/2025

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): Angeline Jabbar, Lisa Mortier, Whitley O'Neal, Kristen Sonderegger, Shana Teehan, Claire Trokey

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: 4/30/2025

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

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: Shana Teehan

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: 

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): Julie Fedorchak

Office Address: 1607 LHOB, Washington, DC 20515

Telephone Number: 202-225-2611

Email Address of Contact Person: shana@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.

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Shana Teehan
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, NY
4. a. Date of Departure: 4/14/2025 Date of Return: 4/15/2025
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.
I am the Chief of Staff and this trip will give me the opportunity to learn more about workforce development, financial services, AI, tech innovation and leadership.

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: 03/14/2025

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.

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 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:**

<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.

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. Shana Teehan
Office of the Honorable Julie Fedorchak
1607 Longworth House Office Building
Washington, DC 20515

Dear Ms. Teehan:

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



March 6, 2025

Shana Teehan
U.S. House of Representatives
Chief of Staff
Office of Rep. Julie Fedorchak (ND-AL)

Dear Shana,

On behalf of the Global Women's Innovation Network (GlobalWIN), I'd like to invite you to join us for a bicameral and bipartisan Staff educational trip to New York City from Monday, April 14, to Tuesday, April 15th. This trip will feature discussions on workforce development, financial services, AI, female leadership, and innovation in tech.

Tentative meetings include NBCUniversal, Robinhood, Disney, Universal Music Group, and L'Oréal, among others. A special keynote dinner is also planned for the evening of April 14th.

GlobalWIN is a bipartisan 501(c)(3) organization that fosters a dynamic network of female leaders in government, business, and academia. For over 15 years, we have supported professional growth and key policy discussions. Our Honorary Co-Chairs include Senator Shelley Moore Capito (R-WV), Senator Maggie Hassan (D-NH), and Congresswomen Debbie Wasserman Schultz (FL-25), Young Kim (CA-40), Chrissy Houlahan (PA-06) and Jen Kiggans (VA-02).

We plan to depart for New York on Monday morning and return to D.C. on Tuesday evening. Your insights would be invaluable, and we would love for you to join us!

Attached are the necessary documents for submission to the U.S. House Ethics Committee to obtain approval for your participation. The deadline is **Monday, March 17, 2025**

For additional information on programming, please contact Angeli Chawla, Executive Director, at angeli@globalwin.org. For guidance on ethics or logistics, please reach out to Andrea Mietus, Senior Advisor, at andrea@mietusevents.com.

Looking forward to seeing you in April, if not sooner!

Best,

A handwritten signature in black ink, appearing to read "Helen Milby", with a horizontal line extending to the right.

Helen Milby
GlobalWIN | President & Co-Founder

Question # 4

On April 14th – April 15, 2025 GlobalWIN will bring 12-15 Congressional staff members from Republican and Democratic offices from the U.S. senate and U.S. House of Representatives to New York City for intensive programming on an array of issues including workforce development, financial services, AI, female leadership, and innovation in tech. Our trip to New York will combine all tiers of GlobalWIN programming and provide participants with a rare opportunity to engage on a number of subject matters and meet thought leaders in different sectors of innovation. GlobalWIN is inviting these senior female staff in Republican and Democratic offices that have a wide-ranging work portfolio.

Liz	Amster	Chief of Staff	Office of Rep. Jake Auchincloss (MA-04)
Hillary	Beard	Chief of Staff	Office of Rep. Terri Sewell (AL-07)
Cameryn	Blackmore	Policy Analyst	U.S. House Congressional Black Caucus
Annie	Brody	Director of Business Coalitions	Office of House Majority Whip Tom Emmer
Ashley	Callen	Chief Counsel	Office of Speaker of the House Mike Johnson
Caroline	Cash	Chief of Staff	Office of Rep. James Comer (KY-01)
Elle	Collins	Tax Counsel	U.S. House Ways and Means Committee
Emily	Crerand	Chief of Staff	Office of Rep. Andrea Salinas (OR-06)
Aditi	Gupta	Senior Legislative Assistant	Office of Rep. Suhas Subramanyam (VA-10)
Tasia	Jackson	Chief of Staff	Office of Minority Leader Rep. Hakeem Jeffries
Carolyn	King	Chief of Staff	Office of Rep. Rob Wittman (VA-01)
Una	Lee	Chief Counsel	U.S. House Energy and Commerce
Giulia	Leganski	Chief Counsel	U.S. House Energy and Commerce
Megan	Miller	Chief of Staff	
Lisa	Mortier	Senior Advisor	U.S. House Oversight and Government Reform Committee
Dao	Nguyen	Chief of Staff	Office of Rep. Derek Tran (CA-45)
Whitley	O'Neal	Chief of Staff	Office of Rep. Welsey Bell (MO-01)
Armita	Pedramrazi	Chief of Staff	Office of Rep. May Gay Scanlon (PA-05)
Brooke	Scannell	Chief of Staff	Office of Rep. Katherine Clark (D-MA)
Katherine	Sears	Chief of Staff	Office of Rep. Jen Kiggans (VA-02)
Kristen	Sonderegger	Director of Operations	Office of Rep. Jen Kiggans (Va-02)
Jo	Stiles	Chief of Staff	Office of Rep. Joe Morelle (NY-25)
Deena	Tauster	Chief of Staff	Office of Rep. Andrew Garbarino (NY -02)
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)



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

Monday, April 14, 2025

- 7:40 AM Meet at Washington Union Station
- 8:05 AM Depart Washington Union Station (WAS) for New York
Amtrak Acela 2104
- 11:21 AM Arrival in NYC Moynihan Train Hall (NYP)
- 11:40 AM Trip Briefing/Bus Ride
- 11:55 AM
- 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 its role in business, and women's leadership.
Speaker: Rita Ferro, President, Disney Advertising

20-minute drive

- 2:00PM **Universal Records: Empowering Women in Music**
- 3:30PM Republic Studios, 220 W 18th Street, New York, NY
Overview: GlobalWIN guests will visit with **Universal Music Group (UMG)** and tour its recording studio complex in Manhattan's Chelsea neighborhood. The studio produces award-winning music with an array of iconic and influential UMG female artists, and their recording label partners, including: **Chappell Roan** (Island Records / 2025 Grammy Winner for Best New Artist); **Ariana Grande & Cynthia Erivo** (Republic Records / 2025 Grammy Winners for Best Musical Album: *Wicked*); and **Sabrina Carpenter** (Island Records / 2025 Grammy Winner for Best Pop Vocal Album: *Short n' Sweet* and Best Pop Solo Performance: "Expresso").
During the UMG interactive sessions, GlobalWIN guests will meet with company and label executives to learn about the role of a music label; the value of music intellectual property (IP); UMG's artist-centric business model; and empowering both female artistry and business leadership. Guests will also tour each purpose-built studio space; experience how music is recorded and mixed; and discuss the latest technologies used in music production including AI.
Speakers: Amaiya Davis, Allegra Chautin, Kristina Grossman (Republic Records); and Carla Miller

30-minute drive

4:00PM Robinhood: Investing in Today's World
5:30PM TBD Office Location, New York, NY
Overview: A panel of speakers will share their investment journeys and delve into the policies governing blockchain technology. The panelists will also highlight their career backgrounds and the pathways they took to enter the industry.
Speakers: TBD

30-minute drive

6:30PM Keynote Dinner
8:30PM **Overview:** GlobalWIN will feature speakers around the [NGO CSW Forum](#) taking place in New York at the same time. Many global female leaders will be in New York and we will feature their career in innovation and leadership as part of a keynote dinner presentation.
Speaker: Joanna Coles, CCO, The Daily Beast

20-minute drive

RON The WestHouse | 201 W 55th Street, New York, NY 10019

Tuesday, April 15, 2025

8:15AM Depart WestHouse for Comcast NBCUniversal

15 minute drive

9:00AM Comcast NBCUniversal: Media in Motion--Journalism, Politics, and the
10:30AM Global Influence of Entertainment
30 Rockefeller Plaza, New York, NY
Overview: This meeting with NBCUniversal meeting 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.

20-minute drive

11:00AM Spotify Tour and Meeting with Dustee Jenkins, Chief Public Affairs Officer
12:30PM Tour of Spotify Listening Rooms; Discussion and Q&A with Dustee Jenkins, Chief Public Affairs Officer (and former Press Secretary to U.S. Senator Kay Bailey Hutchison). Spotify Tour and Meeting with Dustee Jenkins, Chief Public Affairs Office

20-minute drive

1:00PM **L'Oreal Roundtable and Lunch**
3:00PM Hudson Yards, New York, NY
Overview: Roundtable and Q&A with L'Oreal Executive team; Lunch and business overview of L'Oreal with a focus on their Women in Science Program, pay equity initiatives, and innovations in science and technology.
Speakers: Stephanie Kramer, Chief Human Resources Officer, L'Oreal USA Liliahn Majeed, Chief Diversity Equity & Inclusion Officer, L'Oreal North America Marissa McGowan, Chief Sustainability Officer, L'Oreal North America Han Wen, Chief Han Wen, Chief Digital & Marketing Officer

20 minute drive time

4:05PM Depart NYC Moynihan Train Hall (NYP)
Amtrak Regional 173
NOTE: We will order dinner for the train ride back

7:37PM 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.

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:**

<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: 4/30/2025

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

On April 14 – April 15, 2025 GlobalWIN will bring 12-15 Congressional staff members from Republican and Democratic offices from the U.S. senate and U.S. House of Representatives to New York City for intensive programming on an array of issues including workforce development, financial services, AI, female leadership, and innovation in tech. Our trip to New York will combine all tiers of GlobalWIN programming and provide participants with a rare opportunity to engage on a number of subject matters and meet thought leaders in different sectors of innovation. GlobalWIN is inviting these senior female staff in Republican and Democratic offices that have a wide-ranging work portfolio.

Liz	Amster	Chief of Staff	Office of Rep. Jake Auchincloss (MA-04)
Hillary	Beard	Chief of Staff	Office of Rep. Terri Sewell (AL-07)
Cameryn	Blackmore	Policy Analyst	U.S. House Congressional Black Caucus
Lorissa	Bounds	Chief of Staff	Office of Rep. Jay Obernole (CA-23)
Annie	Brody	Director of Business Coalitions	Office of House Majority Whip Tom Emmer
Ashley	Callen	Chief Counsel	Office of Speaker of the House Mike Johnson
Caroline	Cash	Chief of Staff	Office of Rep. James Comer (KY-01)
Elle	Collins	Tax Counsel	U.S. House Ways and Means Committee
Emily	Crerand	Chief of Staff	Office of Rep. Andrea Salinas (OR-06)
Aditi	Gupta	Senior Legislative Assistant	Office of Rep. Suhas Subramanyam (VA-10)
Angeline	Jabbar	Chief of Staff	Office of Rep. Stacey Plaskett
Tasia	Jackson	Chief of Staff	Office of Minority Leader Rep. Hakeem Jeffries
Alice	Johnson	Chief of Staff	Office of Rep. Austin Scott (GA-08)
Carolyn	King	Chief of Staff	Office of Rep. Rob Wittman (VA-01)
Una	Lee	Chief Counsel	U.S. House Energy and Commerce
Giulia	Leganski	Chief Counsel	U.S. House Energy and Commerce
Eliana	Locke	Communications Director	Office of Rep. Derke Tran
Megan	Miller	Chief of Staff	Office of Majority Leader Steve Scalise
Lisa	Mortier	Senior Advisor	U.S. House Oversight and Government Reform Committee
Dao	Nguyen	Chief of Staff	Office of Rep. Derek Tran (CA-45)
Whitley	O'Neal	Chief of Staff	Office of Rep. Welsey Bell (MO-01)
Armita	Pedramrazi	Chief of Staff	Office of Rep. May Gay Scanlon (PA-05)
Mary	Rosado	Chief of Staff	Office of Rep. Andy Barr (KY -06)
Brooke	Scannell	Chief of Staff	Office of Rep. Katherine Clark (D-MA)
Katherine	Sears	Chief of Staff	Office of Rep. Jen Kiggans (VA-02)
Kristen	Sonderegger	Director of Operations	Office of Rep. Jen Kiggens (Va-02)
Jo	Stiles	Chief of Staff	Office of Rep. Joe Morelle (NY-25)
Deena	Tauster	Chief of Staff	Office of Rep. Andrew Garbarino (NY -02)

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)



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

11:00AM
12:30PM

Pfizer Visit: Healthcare and Women's Health Panel & Lunch

66 Hudson Boulevard (The Spiral), New York, NY

Overview: Attendees will visit Pfizer for a panel on healthcare and women's health. The panel will focus on the distinct health challenges that women face including cancers that are specific to women, gynecological conditions, mammograms, and pregnancy and childbirth. By supporting women researchers in oncology, infectious diseases, and rare medical conditions, Pfizer demonstrates an approach that embeds women's leadership directly into innovative medical research and pharmaceutical development. Lynn McCroy and Chandra Abbott are champions of Pfizer's commitment to women's leadership in medical research.

Speakers: Chandra Abbott, Migraine Medical Affairs

Lynn McCroy, Medical Affairs for Oncology and is a Breast Cancer Surgeon

12:35PM
12:55PM

[15-minute drive to 220 W 18th Street]

1:00PM
3:00PM

Universal Records: Empowering Women in Music

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

Allegra Chautin, Vice President, Digital Strategy at Republic Records

Kristina Grossman, Senior Vice President, A&R/Operations at Republic Records

Carla Miller, Senior Vice President, Litigation Counsel at Universal Music Group Business & Legal Affairs

NYC Programming Ends

3:05PM
3:30PM

[20-minute drive to Moynihan Train Hall]

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.