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: Arturo Reyes
2. a. Name of Accompanying Relative: _____ ***OR*** ☒ None
   b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: April 23, 2025 Return: April 25, 2025
   b. Dates at Personal Expense, if any: _____ ***OR*** ☒ None
4. Departure City: Washington, D.C. Destination: Redmond, WA Return City: Washington, D.C.
5. Sponsor(s), Who Paid for the Trip: Microsoft
6. Describe Meetings and Events Attended: The visit to Microsoft's campus was an opportunity to tour facilities and meet with researchers and experts on artificial intelligence and quantum capabilities.
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: Digitally signed by Arturo Reyes Date: 2025.05.12 15:20:26 -04'00' **Date:** 05/12/25

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: Rep. Valerie Foushee **Date:** 05/12/25

Signature of Supervising Member: Valerie Foushee

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: Microsoft Corporation
2. Travel Destination(s): Redmond, WA (flying into Seattle)
3. Date of Departure: April 23, 2025 Date of Return: April 25, 2025
4. Name(s) of Traveler(s): Layla Brooks, Chiekezie Chukwuka, Earl Scott Flood, Monica Garay, Anna Kenna, Jaelin Lespier, Matt Orr, Donald Pollard, Arturo Reyes, Angela Shin

   Note: You may list more than one traveler on a form only if ***all*** information is ***identical*** for each person listed.
5. **Actual amount** of expenses paid on behalf of, or reimbursed to, each individual named in Question 4:

	Total **Transportation** Expenses	Total **Lodging** Expenses	Total **Meal** Expenses	Total **Other** Expenses (dollar amount per item and description)
Traveler	$1500	$376 (2 nights, $188 per night)	$79	$0
Accompanying Family Member				

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

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

Signature: Michaela Berendt **Date:** April 30, 2025

Name: Michaela Berendt **Title:** Program Manager

Organization: Microsoft Corporation

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

Address: 1 Microsoft Way, Redmond, WA 98052

Telephone: +1 (425) 5387023 **Email:** miberend@Microsoft.com

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.

last updated 7/2023

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: Arturo Reyes

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: Digitally signed by Arturo Reyes
Date: 2025.03.19 17:03:09 -04'00'

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): Rep. Valerie Foushee

Office Address: 2452 Rayburn House Office Building, Washington, DC 20515

Telephone Number: 202-225-1784

Email Address of Contact Person: Arturo.Reyes@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

TRAVELER FORM

1. Name of Traveler: Arturo Reyes
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Microsoft
3. City and State **OR** Foreign Country of Travel: Redmond, WA
4. a. Date of Departure: April 23, 2025 Date of Return: April 25, 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:
   I will be traveling from the east coast and in order to participate in a full day of sessions, must arrive the day before and depart the day after.
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 office and the policy lead on A.I., Science, Space, and Technology, the visit to Microsoft's campus will provide an opportunity to meet with researchers and technologists and gain first-hand experience with leading-edge technologies.
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: Vernice Gaushee **Date:** 3·20·25

COMMITTEE ON ETHICS

PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a *Traveler Form* **at least 30 days before the start date of the trip**. The trip sponsor should *NOT* submit the form directly to the Committee. The Committee's website (ethics.house.gov) provides detailed instructions for filling out the form. The Committee will notify the House invitees directly of its decision and will not notify the trip sponsors.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips. Signatures must comply with section 104(bb) of the Travel Regulations.

1. Sponsor who will be paying for the trip:

   Microsoft

2. ☒ I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. *Signify that the statement is true by checking box.*

3. ***Check only one.*** I represent that:
   a. ☒ The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip; **OR**
   b. ☐ The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds; **OR**
   c. ☐ The primary trip sponsor has accepted funds, services, or in-kind assistance from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.

   If "c" is checked, list the names of the additional sponsors: _____

4. Provide names and titles of **ALL** House Members *and* employees you are inviting. **For each House invitee, provide an explanation of why the individual was invited** (include additional pages if necessary):

   Invitees were chosen as they maintain positions of influence on the technology industries public policy priorities.

5. Yes ☐ No ☒ Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of Departure: April 23, 2025 Date of Return: April 25, 2025
7. a. City of departure: Washington DC
   b. Destination(s): Redmond, WA (flying into Seattle)
   c. City of return: Washington DC
8. ***Check only one.*** I represent that
   a. ☐ The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965; **OR**
   b. ☐ The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent; **OR**
   c. ☒ The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.

9. ***Check only one of the following.***
   a. ☐ I checked 8(a) or (b) above; **OR**
   b. ☐ I checked 8(c) above but am not offering any lodging; **OR**
   c. ☐ I checked 8(c) above and am offering lodging and meals for one night; **OR**
   d. ☐ I checked 8(c) above and am offering lodging and meals for two nights. If you checked this box, explain why the second night of lodging is warranted. Attendees are flying from the east coast and in order to participate in a full day of sessions, they must arrive the day before and depart the day after.

10. ☒ Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box.*

11. ***Check only one of the following.***
   a. ☒ I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify the statement is true by clicking the box;* **OR**
   b. ☐ *Not Applicable.* Trip sponsor is a U.S. institution of higher education.

12. For ***each*** sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip ***and*** its role in organizing and/or conducting the trip:
   Microsoft is an informational technology company and is interested in the public policy interests of the IT industry. Microsoft has sponsored all parts of organizing and operationalizing the trip, ~~and Microsoft is the sole sponsor.~~

13. ***Answer parts a and b. Answer part c if necessary:***
   a. Mode of travel: Air ☒ Rail ☐ Bus ☐ Car ☐ Other ☐ (specify:_____)
   b. Class of travel: Coach ☒ Business ☐ First ☐ Charter ☐ Other ☐ (specify:_____)
   c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:

14. ☒ I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). *Signify that the statement is true by checking box.*

15. ***Check only one.*** I represent that either:
   a. ☐ The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees; **OR**
   b. ☒ The trip involves events that are arranged specifically *with regard* to congressional participation. If "b" is checked:
      1) Detail the cost *per day* of meals (approximate cost may be provided): One day of meals on 4/25/24 at $75/day ($15 breakfast, $10 lunch, $54 dinner)
      2) Provide the reason for selecting the location of the event or trip: Redmond, WA is the Global Headquarters for Microsoft and allows staff to meet with Microsoft reserachers & technologists while also visiting/participating in tours like the innovation lab

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
   Hotel Name: AC Hotel by Marriott City: Bellevue Cost Per Night: $188
   Reason(s) for Selecting: Hotel fits within the locales per diem allowance & close to Microsoft campus.
   Hotel Name: _____ City: _____ Cost Per Night: _____
   Reason(s) for Selecting: _____
   Hotel Name: _____ City: _____ Cost Per Night: _____
   Reason(s) for Selecting: _____

17. ☒ I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking the box.*

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

☐ 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	$1,500 Airfare $1,350 Shuttle Bus $150	$376 2 nights, $188 per night, per participant	$79
For each Accompanying Family Member			

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	NA	Local transportation to/from Microsoft and dinner
For each Accompanying Family Member		

19. ***Check only one:***
   a. ☒ I certify that I am an officer of the organization listed below; **OR**
   b. ☐ *Not Applicable.* Trip sponsor is an individual or a U.S. institution of higher education.

20. **I certify by my signature that**
   a. **I read and understand the Committee's Travel Regulations;**
   b. **I am not a registered federal lobbyist or registered foreign agent; and**
   c. **The information on this form is true, complete, and correct to the best of my knowledge.**

Signature: Michaela Berendt Date: 8/10/2025

Name: Michaela Berendt Title: Program Manager

Organization: Microsoft

Address: One Microsoft Way, Redmond, Wa 98052

Email: michaela.berendt@microsoft.com Telephone: +1 425.538.7023

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

April 2025 Microsoft Congressional Staff Delegation Trip Invitee List

First Name	Last Name	Occupation	Office or Committee
Emily	Ackerman	Deputy Director	Rep. Tom Emmer
Zach	Atran	Legislative Assistant	Rep. Ted Lieu
Shaefer	Bagwell	Legislative Director	Rep. George Whitesides
Victoria	Bautista	Legislative Director	Rep. Adam Smith
Nate	Beltran	Technology Counsel	Rep. Marc Veasey
Brie	Binder	Counsel	House Judiciary Committee
Clint	Blaes	Legislative Director	Rep. Derek Schmidt
Steven	Blattner	Legislative Director	Rep. Yvette Clarke
Morgan	Bodenarain	Policy Director	Congressional Black Caucus
Nick	Bowser	Legislative Director	Rep. Ashley Hinson
Layla	Brooks	Legislative Director	Rep. LaMonica McIver
Ed	Buckham	Chief of Staff	Rep. Marjorie Taylor Greene
Benjamin	Burnett	Legislative Director	Rep. Eric Swalwell
John	Byers	Chief of Staff	Rep. August Pfluger
John	Castillo	Legislative Director	Rep. John McGuire
Chi	Chukwuka	Legislative Director	Rep. Wesley Bell
Hannah	Cooper	Legislative Director	Rep. Sarah Elfreth
Jackie	DelBonis	Director	Rep. Tom Emmer
Elizabeth	Dossantos	Military Legislative Assistant	Rep. Mario Diaz-Balart
Vincent	Evans	Executive Director	Congressional Black Caucus
Patrick	Flood	Deputy Chief of Staff/Senior National Security Advisor	Rep. Don Bacon
Earl	Flood	Legislative Director	Rep. Robin Kelly
Ian	Foley	Policy Director	Rep. Tom Emmer
Kevin	Fox	Deputy Chief of Staff	Rep. Khanna
Garrett	Fultz	Chief of Staff	Rep. Mike Johnson
Monica	Garay	Executive Director	Congressional Hispanic Caucus
Megan	Garcia	Chief of Staff	Rep. Becca Balint
Brian	Garrett	Staff Director	House Armed Services Committee
Sarah	Gilbert	Chief of Staff	Rep. Neal Dunn
Katherine	Gillespie	Military Legislative Assistant	Rep. Marie Gluesenkamp Perez
Emily	Goldman	Senior Counsel	Rep. Hank Johnson
Jenny	Gorski	Chief of Staff	Rep. Michael Baumgartner
Liana	Guerra	Chief of Staff	Rep. Darren Soto
Meryl	Harold	Legislative Director	Rep. Eric Sorensen
Meave	Healy	Chief of Staff	Rep. Grace Meng
Ryan	Hedgepeth	Legislative Director	Rep. Troy Carter
Chase	Hite	Legislative Director	Rep. Jeff Crank
Lauren	Hodge	Chief of Staff	Rep. Brett Guthrie
Ben	Hoffner	Military Legislative Assistant	Rep. Chris Deluzio

Ryan	Hofmann	Policy Director	Rep. Lisa McClain
Gabrielle	Howard	Legislative Director	Rep. Sydney Kamlager-Dove
Simon	Joenler	Military Legislative Assistant	Rep. Robert Aderholt
Demarquin	Johnson	Legislative Director	Rep. Ayana Pressley
Jacqui	Kappler	Chief Counsel	House Judiciary Committee
Niko	Keddy	Legislative Assistant	Rep. Andrew Garbarino
Anna	Kenna	Senior Legislative Assistant	Rep. Marjorie Taylor Greene
Naajidah	Khan	Military Legislative Assistant	Rep. Veronica Escobar
Sophie	Khanahmadi	Deputy Staff Director	Rep. Brett Guthrie
Erik	Kinney	Policy Director	Rep. Lisa McClain
B.J.	Koohmaraie	Counsel	Rep. Stev Scalise
Yukon	Lee	Chief of Staff	Rep. Rob Menendez
Jaelin	Lespier	Legislative Assistant	Rep. Gerry Connolly
Lois	Lim	Senior Policy and Outreach Advisor	New Democratic Coalition
Amelia	Litynski	National Security Advisor	Majority Whip Tom Emmer
Jeff	Lowenstein	Staff Director	House Permanent Select Committee on Intelligence
Michael	Martin	Chief of Staff	Rep. Mark Alford
Justin	Maturo	Legislative Director	Rep. Derek Tran
Megan	McCorquodale	Legislative Assistant	Rep. Joe Neguse
Anna	McDonald	Sr. Legislative Assistant	Rep. Sydney Kamlager-Dove
Kirk	McPike	Chief of Staff	Rep. Mark Takano
Alan	McQuinn	Professional Staff	Committee on Science Space and Technology
Jonathan	Miller	Defense/Veterans Policy Advisor	Rep. Don Davis
Antwoin	Monach	Legislative Director	Rep. Hank Johnson
Olivia	Mullaney	Military Legislative Assistant	Rep. Pat Ryan
Rene	Munoz	Chief of Staff	Rep. Lou Correa
Ben	Napier	Director	Rep. Steve Scalise
Matt	Orr	Chief of Staff	Rep. Russell Fry
Heather	Painter	Legislative Director	Rep. Maggie Goodlander
Mehgan	Perez-Acosta	Chief of Staff	Rep. Byron Donalds
Phil	Poe	Chief of Staff	Rep. Max Miller
Donald	Pollard	Legislative Director	Rep. Jennifer McClellan
Arturo	Reyes	Legislative Assistant	Rep. Valerie Foushee
Jake	Ronan	Deputy Chief of Staff	Rep. Lisa McClain
Zac	Rutherford	Chief of Staff	Rep. Diana Harshbarger
Collin	Sabine	Legislative Director	Rep. Pat Harrigan
Sophica	Seid	Chief of Staff	Rep. Ashley Hinson
Beau	Shaw	Military Legislative Assistant	Rep. Jennifer Kiggans
Angela	Shin	Scheduler/LA	Rep. Maryland Strickland
Eli	Taichman	Legislative Director	Rep. Eugene Vindman
Shana	Teehan	Chief of Staff	Rep. Julie Fedorchak

Jett	Thompson	Deputy Chief of Staff/Legislative Director	Rep. Stephanie Bice
Michael	Velasquez	Military Legislative Assistant	Rep. Jake Ellzey
Zach	Weidlich	Chief of Staff	Rep. Craig Goldman
Noah	Yantis	Chief of Staff	Rep. Dan Newhouse
Lauren	Ziegler	Chief of Staff	Rep. Brian Babin

Microsoft

Schedule

Wednesday, April 23, 2025

Start Time	End Time	Subject/Speaker	Location
5:38 pm	8:35 pm	**Alaska Airlines Flight AS0003**	DCA to SEA
8:35 pm		**Arrival at SeaTac Airport** *Meet the Stewart Transportation shuttle driver at baggage claim for flight AS0003 carrying a "Microsoft" sign.*	
8:42 pm	9:00 pm	**Shuttle bus to hotel**	
9:00 pm		**HOTEL:** AC Bellevue Downtown	AC Bellevue Downtown 208 106th Pl NE, Bellevue, WA 98004

Thursday, April 24, 2025

Start Time	End Time	Subject/Speaker	Location
8:00 am	8:30 am	**Shuttle Departs for Microsoft** *Meet the Stewart Transportation shuttle driver in front of the AC Bellevue Downtown. The shuttle will depart at 8:00 am.*	
8:30 am	9:15 am	**Welcome Breakfast and Opening Remarks** Frank Cavaliere, General Manager of Congressional Affairs *Overview of Microsoft including our culture, journey, values, footprint in the Puget Sound, and overview of the presentations and content during the day.*	Executive Briefing Center (EBC) 16070 NE 36th Way Redmond, WA 98052
9:15 am	10:00 am	**Gaming at Microsoft Briefing** Linda Norman, CVP, Deputy General Counsel *Linda Norman will provide a high-level briefing on the gaming market, including considerations related to the recent Activision Blizzard acquisition and XBOX.*	EBC | Evergreen West
10:00 am	10:15 am	**Break**	

Microsoft

Start Time	End Time	Subject/Speaker	Location
10:15 am	11:45 am	**Co-Pilot Demo and Responsible Artificial Briefing** Alamandar Chaudhry, Business Program Manager Amanda Craig, Senior Director, Responsible AI Public Policy *Alamandar Chaudhry will demonstrate Microsoft's CoPilot technology. He will be accompanied by Amanda Craig who will provide commentary on Microsoft's vision for a responsible generative AI ecosystem. The Office of Responsible AI (ORA) was established in mid-2019 to bring policy and governance expertise to the responsible AI ecosystem at Microsoft.*	EBC | Evergreen West
11:45 pm	12:00 pm	**Break & Plate Lunch**	
12:00 pm	12:30 pm	**Lunch & LinkedIn Economic Graph Briefing** Josh Connolly, Senior Manager, US Public Policy *Josh Connolly will present on the LinkedIn Economic Graph which provides unique insights into the world of work. LinkedIn's Economic Graph team partners with world leaders to analyze labor markets and recommend policy solutions to prepare the global workforce for the jobs of the future.*	EBC | Evergreen West
12:30 pm	1:00 pm	**Microsoft Philanthropies in the Community** Mike Egan, GM, TechSpark *Mike Egan will present on Microsoft Philanthropies aims to empower nonprofits and communities through technology and social impact initiatives. Their mission focuses on three pillars: driving inclusive economic growth globally, using technology to solve societal problems, and earning trust while adapting to regulations*	EBC | Evergreen West
1:00 pm	1:15 pm	**Break**	
1:15 pm	2:15 pm	**Quantum Briefing & Tour of Microsoft Lab** Hasan Ali, Associate General Counsel *Microsoft Azure Quantum innovates across every layer of the quantum stack, from software and applications to control and devices. This includes the pursuit of fault-tolerant topological qubits that scale towards a general-purpose quantum computer.*	Building 127 | Quantum Lab
2:15 pm	2:30 pm	**Break**	
2:30 pm	3:30 pm	**Microsoft Threat Intelligence Center Briefing** Jason Norton, Vice President, Security Research *Microsoft Threat Intelligence Center (MISTIC) Briefing*	Building 127

Microsoft

Start Time	End Time	Subject/Speaker	Location
		MISTIC is a business unit comprised of cyber threat actor-focused intelligence team that discovers, tracks, and disrupts threats to protect Microsoft customers and partners.	
3:30 pm	3:45 pm	**Shuttle to Redwest-C**	
3:45 pm	4:45 pm	**Digital Crimes Unit Tour** Steven Masada, AGC, Digital Crimes Unit *Microsoft's Digital Crimes Unit (DCU) is an international team of technical, legal and business experts that has been fighting cybercrime to protect victims since 2008. We use our expertise and unique view into online criminal networks to uncover evidence so that we can make criminal referrals to appropriate law enforcement throughout the world. DCU technicians will lead a tour through the space.*	Redwest C | DCU 5600 148th Ave NE Redmond, WA 98052
4:45 pm	5:00 pm	**Shuttle to Building 6**	
5:00 pm	6:30 pm	**Happy Hour and Heavy Appetizers @ Craft75** *Optional walking tour of Microsoft's new campus, speakers from throughout the day will be invited to attend.*	
6:30 pm		**Depart Microsoft for Hotel**	

Friday, April 25, 2025

Start Time	End Time	Subject/Speaker	Location
	6:30 am	**Shuttle from AC Bellevue Hotel to SeaTac Airport**	
8:24 am	4:38 pm	**Depart SeaTac Airport** Akaka Airlines Flight AS0004	SEA to DCA

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

Jordan Downs
Chief of Staff 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 22, 2025

Mr. Arturo Reyes
Office of the Honorable Valerie P. Foushee
2452 Rayburn House Office Building
Washington, DC 20515

Dear Mr. Reyes:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Redmond, Washington, scheduled for April 23 to 25, 2025, sponsored by Microsoft. We remind you that, because the trip sponsor employs a federal lobbyist, you may participate in officially-connected activity on one calendar day only.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than $480 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Michael Guest
Chairman

Mark DeSaulnier
Ranking Member

MG/MD:rp

March 19, 2025

Attention: Arturo Reyes

Subject: Travel for Arturo Reyes

Dear Arturo Reyes:

We are pleased to invite the person(s) mentioned in the subject of this letter to visit the Microsoft Campus in Redmond in April. The purpose of the visit is to host and educate congressional staff. The trip will include one dinner, speakers, policy discussion, and tours of the Microsoft campus. The proposed timing for this trip, pending your confirmation, is from April 23 to April 25, 2025.

Microsoft values the participation of its government customers at events such as this and would like to pay for travel and lodging expenses for Arturo Reyes. If permitted, we would be pleased to pay the following expenses:

- Round trip airfare with a maximum value of US $1500.00.
  - This travel will be in Economy Class.
- Lodging for 2 nights.
- Meals and refreshments.
- Transportation between the hotel and Redmond campus, airport transfers and dinner.

Please note that Microsoft will not be providing reimbursement for any other expenses related to the event not identified above. The official or the agency will be responsible for those expenses. Microsoft will purchase airfare, lodging, meals, and transportation on behalf of the official; we will not provide any personal reimbursement to the official.

It is the intent of Microsoft that payment of these expenses is compliant with all applicable laws, regulations and ethics rules regarding gifts and donations. Microsoft pays these expenses without seeking promises or favoritism for Microsoft in any bidding arrangements. Further, no exclusivity will be expected by either party. Microsoft pays these expenses with the understanding that it will not be prohibited from any procurement opportunities. Finally, your acceptance imposes no obligation on your organization to acquire or use any Microsoft product or service.

An official senior to the officials receiving travel, or a representative of your agency's legal or compliance department should review this letter, and if approved, have him or her sign in the space provided below and return to Whitney Sleigh at Microsoft (you may scan and send by email to v-wsleigh@microsoft.com on or March 17, 2025.

Regards,

Michaela Berendt

Michaela Berendt
Program Manager
CELA, USGA

APPROVED:

U.S. House of Reps

Name of Government Agency

Elizabeth Adkins

Signature of Approver

(The trip must be approved by either (i) an individual at the agency senior to the official receiving the travel or (ii) the agency's legal or compliance department).

Chief of Staff

Title of Approver

3.19.25

Date

Subject: [RSVP Requestedto Microsoft's Staff Delegation Trip
Date: Friday, February 28, 2025 at 12:49:18 PM Eastern Standard Time
From: Michaela Berendt (CELA)
To: Reyes, Arturo
Attachments: image001.png

Hello Arturo:

I would like to formally invite you to Microsoft Corporation's April Congressional Staff Delegation Visit from **April 23, 2025 to April 25, 2025** at our headquarters in Redmond, Washington. During this visit, you will have the unique opportunity to engage with our company's thought leaders, engage with cutting edge technology, and discuss public policy issues important to the technology industry.

We are happy to provide round-trip airfare, lodging, meals, and ground transportation in accordance with ethics committee guidelines. Please note that while Microsoft will pay for these expenses on your behalf, we are unable to make reimbursements for any costs you incur.

Please RSVP to Michaela.Berendt@Microsoft.com with your availability, at which point we will provide you with the formal registration link to proceed with travel booking, we will be able to accommodate the first 20 RSVPs.

This year, our program will focus on topics including generative artificial intelligence, cybersecurity, and quantum computing.

Upon your RSVP we will respond with the **Microsoft Travel Packet.** According to ethics rules, the travel packet and agenda must be submitted to your Ethics Committee **no later than Friday, March 21, 2025.** Written approval from the Committee on Ethics is required before traveling on this trip. The Committee on Ethics will notify invitees directly. Please keep us (Microsoft) informed on your approval status with the Committee on Ethics.

We look forward to hosting you for a fun and informative program!

Sincerely,

Michaela

Michaela Berendt (CELA)
Program Manager, Microsoft Political
Office: +1 (425) 538-7023
Mobile: +1 (360) 790-4741
Michaela.Berendt@microsoft.com

Microsoft