

# COMMITTEE ON ETHICS

## EMPLOYEE POST-TRAVEL DISCLOSURE FORM Original Amendment

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

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

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

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

Signature of Traveler:  Date: 8/28/25

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: Zoe Lofgren Date: 9/2/25

Signature of Supervising Member: 

# COMMITTEE ON ETHICS

## SPONSOR POST-TRAVEL DISCLOSURE FORM

Original  Amendment

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. **A completed copy of the form must be provided to each House Member, officer, or employee who participated in the trip within 10 days of their return.** You must answer all questions, and check all boxes, on this form for your submission to comply with House Rules and the Committee's Travel Regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

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

1. Sponsor(s) who paid or provided in-kind support for the trip: The Third Way Foundation (Progressive Policy)

2. Travel Destination(s): Seattle, Washington

3. Date of Departure: August 18, 2025 Date of Return: August 20, 2025

4. Name(s) of Traveler(s): Donald Pollard, Roddy Flynn, Ashlee Wilkins, Pamela Whitney, Christopher Kof

*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	458	490	180	
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: 9/1/25

Name: Lindsay Lewis Title: CEO

Organization: The Third Way Foundation

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

Address: 1919 M St NW, Ste 300, Washington D.C 20036

Telephone: 347-949-2741 Email: llewis@ppionline.org

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

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

# COMMITTEE ON ETHICS

## TRAVELER FORM

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection.

This form and any attachments may be submitted at 1015 Longworth House Office Building or [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).

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

Name of Traveler: Ashlee Wilkins

**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): House Science, Space, and Technology Committee (Minority)

Office Address: 394 Ford HOB

Telephone Number: 202-225-6375

Email Address of Contact Person: ashlee.wilkins@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](mailto:travel.requests@mail.house.gov).

# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Ashlee Wilkins
2. Sponsor(s) who will be paying or providing in-kind support for the trip: The Third Way Foundation (Progressive Policy Institute is a project of Third Way Foundation)
3. City and State **OR** Foreign Country of Travel: Seattle, Washington
4. a. Date of Departure: August 18, 2025 Date of Return: August 20, 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 a Professional Staff Member for the Subcommittee on Space and Aeronautics (Minority). My responsibilities include supporting the oversight and legislative activities of the Subcommittee's Democratic Members; our jurisdiction includes astronomical and aeronautical R&D, NASA, and space commercialization. The activities on the trip itinerary are directly relevant to this jurisdiction, particularly as it relate to NASA's activities and plans for the International Space Station and commercialization of low Earth orbit.

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: 7-21-2025

## **House Staff Invitees**

PPI August 2025 - Space Staff Del to Seattle Washington

Donald Pollard

Legislative Director for U.S Representative Jennifer McClellan (D-VA)

[donald.pollard@mail.house.gov](mailto:donald.pollard@mail.house.gov)

Roddy Flynn

Chief of Staff for U.S. Representative Sarah McBride (D-Del)

[rodny@mail.house.gov](mailto:rodny@mail.house.gov)

Ashelee Wilkins

Professional Staff Member for House Subcommittee on Space and Aeronautics

[ashlee.wilkins@mail.house.gov](mailto:ashlee.wilkins@mail.house.gov)

Pamela Whitney

Staff Director for House Subcommittee on Space and Aeronautics

[pamela.whitney@mail.house.gov](mailto:pamela.whitney@mail.house.gov)

Christopher Kosteva

Communications Director for U.S Representative Terri Sewell (D-AL)

[christopher.kosteva@mail.house.gov](mailto:christopher.kosteva@mail.house.gov)

Gianluca Nigro

Legislative Director for U.S Representative Brendan Boyle (D-PA)

[gianluca.nigro@mail.house.gov](mailto:gianluca.nigro@mail.house.gov)

Alison Fox

Senior Policy Advisor/Counsel for U.S Representative Lou Correa (D-CA)

[alison.fox@mail.house.gov](mailto:alison.fox@mail.house.gov)

The U.S. House of Representative staff above have been invited because of their policy portfolios and senior roles within their respective offices.



**PPI Space Staff Delegation Trip to Seattle, Washington**  
August 2025

Monday, August 18, 2025

**8:00 AM ET - 10:56 AM PT**

**Flight from Washington, DC (DCA) to Seattle, WA (SEA)**

*Flight: Alaska Airlines (AS 1)*

**10:56 AM - 12:05 PM PT**

**Deplane, Baggage Claim, Etc. at SEA**

**12:10 - 12:25 PM**

**Drive to BlackSky**

*Location: 12501 E Marginal Wy S, Suite 100, Tukwila, WA 98168*

*Travel Time: 15 minute drive*

**12:30 - 2:00 PM**

**Tour and Lunch with BlackSky**

Lunch briefing on BlackSky's capabilities followed by a tour of the manufacturing facility.

**2:00 - 2:20 PM**

**Drive to Blue Origin**

*Location: 21218 76th Ave S. Kent, WA 98032*

*Travel Time: 20 minute drive*

**2:25 - 3:25 PM**

**Tour of Blue Origin**

Group briefing on Blue Origin's activity and tour of the rocket manufacturing space.

**3:30 - 3:45 PM**

**Drive to Starfish**

*Location: 665 Andover Park W, Tukwila, WA 98188*

*Travel Time: 15 minute drive*

**3:45 - 5:15 PM**

**Tour of Starfish and Roundtable Discussion**

Tour of Starfish, a space rendezvous, proximity operations, and docking (RPOD) start-up, and meeting with Starfish executives.

**5:15 - 6:00 PM**

**Drive to Hotel – The Charter Hotel Seattle**



*Location: 1610 2nd Ave, Seattle, WA 98101*

*Travel Time: 45 minute drive*

**5:30 - 6:30 PM**

**Check In to Hotel – The Charter Hotel Seattle**

**6:30 - 6:45 PM**

**Walk to Dinner**

**6:45 - 8:30 PM**

**Dinner - Palace Kitchen**

*Location: 2030 5th Ave, Seattle WA 98121*

*Tuesday, August 19, 2025*

**8:00 - 9:00 AM**

**Drive to Gravitics**

*Location: 4150 152st St NE, Suite 102 Marysville, WA*

*Travel Time: 1 hour drive*

**9:00 - 10:30 AM**

**Tour of Gravitics**

The group will take a tour of Gravitics, a space station module manufacturer. Following the tour, the group will have a Q&A session with the Gravitics executive team.

**10:30 - 11:30 AM**

**Drive to Kuiper**

*Location: 7400 166th Ave NE, Redmond, WA 98052*

*Travel Time: 1 hour drive*

**11:30 AM - 1:30 PM**

**Visit & Lunch with Kuiper**

Tour of the Kuiper Executive Briefing Center, followed by a lunch discussion with members of the Kuiper team on operations, R&D efforts, and policy insights on Space Situational Awareness (SSA) and Space Traffic Management (STM).

**1:30 - 2:00 PM**

**Drive to University of Washington**

*Location: 1410 Northeast Campus Parkway, Seattle, WA 98195*

*Travel Time: 25 minute drive*



**2:00 - 4:00 PM**

**Meetings with University of Washington ISS Researchers**

*Location: 1410 Northeast Campus Parkway, Seattle, WA 98195*

The group will partake in a series of meetings with academics from the University of Washington who are doing research on the International Space Station (ISS).

**4:00 - 4:30 PM**

**Drive to Hotel**

*Location: TBD*

*Travel Time: 30 minutes*

**4:30 - 6:15 PM**

**Debrief Meeting/Executive Time**

Meet with the group to debrief each site visit and prepare questions for Aerospace Dinner.

**6:15 - 6:30 PM**

**Walk to Aerospace Dinner**

*Location: 2120*

*Travel Time: 15 minute walk*

**6:30 - 8:30 PM**

**Aerospace Dinner - 2120**

Seated dinner discussion with congressional and aerospace industry staff to discuss space policy efforts.

*Wednesday, August 20, 2025*

**5:40 AM - 6:00 AM**

**Drive to Seattle, WA airport (SEA)**

*Travel Time: 20 minute drive*

**6:00 - 8:00 AM**

**Check-in, Breakfast, and Boarding**

*Location: Seattle, WA (SEA)*

**8:00 AM PT - 4:10 PM ET**

**Flight from Seattle, WA (SEA) to Washington, DC (IAD)**

*Flight: United Airlines (UA 2217)*

---

# 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:

The Third Way Foundation (Progressive Policy Institute is a project of Third Way Foundation)

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: August 18, 2025 Date of Return: August 20, 2025

7. a. City of departure: Washington, DC

b. Destination(s): Seattle, Washington

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. \_\_\_\_\_

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:  
PPI has been conducting policy work and facilitating dialogue between U.S policymakers and industry experts since 1989. The mission of this specific trip is aligned with PPI's space and competitiveness policy projects.

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): \_\_\_\_\_  
Average of \$90 per day
    - 2) Provide the reason for selecting the location of the event or trip: \_\_\_\_\_  
Seattle is the center of commercial space services who work with the International Space Station

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

Hotel Name: The Charter Hotel Seattle City: Seattle Cost Per Night: 245  
 Reason(s) for Selecting: centrally located to meetings

Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_  
 Reason(s) for Selecting: \_\_\_\_\_

Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_  
 Reason(s) for Selecting: \_\_\_\_\_

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

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

<input type="checkbox"/> Actual Amounts <input type="checkbox"/> Good Faith Estimates	Total <b>Transportation</b> Expenses per Participant	Total <b>Lodging</b> Expenses per Participant	Total <b>Meal</b> Expenses per Participant
For each Member, Officer, or Employee	458	245	91
For each Accompanying Family Member			


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

19. **Check only one:**

- a.  I certify that I am an officer of the organization listed below; **OR**
- b.  *Not Applicable.* Trip sponsor is an individual or a U.S. institution of higher education.

20. **I certify by my signature that**

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

Signature:  Date: 7/16/25  
 Name: Lindsay Lewis Title: CEO  
 Organization: The Third Way Foundation  
 Address: 1919 M St NW, Ste 300, Washington DC 20036  
 Email: llewis@ppionline.org Telephone: 3479492741

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

Michael Guest, Mississippi  
*Chairman*  
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  
Sahas 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>

August 14, 2025

Ms. Ashlee Wilkins  
Committee on Science, Space, and Technology  
394 Ford House Office Building  
Washington, DC 20515

Dear Ms. Wilkins:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Seattle, Washington, scheduled for August 18 to 20, 2025, sponsored by the Third Way Foundation.

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:tn