

# 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: Caitlyn McNamee
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR**  None  
b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: 9/24/2025 Return: 9/26/2025  
b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR**  None
4. Departure City: Arlington, VA Destination: Austin, TX Return City: Arlington, VA
5. Sponsor(s), Who Paid for the Trip: Women's High Tech Coalition
6. Describe Meetings and Events Attended: Meetings/discussions with Samsung re: semiconductors, Microsoft re: gaming ethics and workforce  
Oracle re: artificial intelligence in healthcare; Visited an incubator to talk about small biz/entrepreneurship; Amazon re: robotics and workforce
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: 10/9/2025

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: Rep. Brad Schneider Date: 10/9/2025

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: Women's High Tech Coalition

2. Travel Destination(s): Austin, TX

3. Date of Departure: 9/24/2025 Date of Return: 9/26/2025

4. Name(s) of Traveler(s): Caitlyn McNamee

*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	\$576.17	\$451.30	\$149.89	
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: 10/2/2025

Name: Molly Allen Title: Executive Director

Organization: Women's High Tech Coalition

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

Address: 550 7th Street SE Washington DC 20003

Telephone: 202-827-8200 Email: molly@womenshightech.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: Caitlyn McNamee

**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: Caitlyn McNamee

Name of Signatory (if other than traveler): \_\_\_\_\_

For Staff (name of employing Member or Committee): Rep. Brad Schneider

Office Address: 300 Cannon HOB

Telephone Number: 2022254835

Email Address of Contact Person: caitlyn.mcnamee@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: Caitlyn McNamee
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Women's High Tech Coalition
3. City and State **OR** Foreign Country of Travel: Austin, Texas
4. a. Date of Departure: Sept 24, 2025 Date of Return: Sept 26, 2025  
b. Yes  No  Will you be extending the trip at your personal expense?  
If yes, list dates at personal expense: \_\_\_\_\_
5. a. Yes  No  Will you be accompanied by a family member at the sponsor's expense? **If yes:**
  - (1) Name of Accompanying Family Member: \_\_\_\_\_
  - (2) Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
  - (3) Yes  No  Accompanying Family Member is at least 18 years of age?
6. a. Yes  No  Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)?  
b. **If yes**, and you are requesting lodging for two nights, explain why the second night is warranted:  
\_\_\_\_\_  
\_\_\_\_\_
7. Yes  No  *Primary Trip Sponsor Form* is attached, including agenda, invitation, invitee list, and any other attachments and Additional Sponsor Forms.  
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. **Staff should include their job title and how the activities on the itinerary relate to their duties.**  
As a Deputy Chief of Staff for a member of the Ways and Means and Foreign Affairs Committees, will learn about policy opportunities to spark economic growth through innovation investment, regulation, etc.
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: 8/21/2025

# 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:

Women's High Tech Coalition

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: Wednesday, September 24, 2025 Date of Return: Friday, September 26, 2025

7. a. City of departure: Washington, DC

b. Destination(s): Austin, TX

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:  
**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): \_\_\_\_\_
    - 2) Provide the reason for selecting the location of the event or trip: \_\_\_\_\_
- 

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

Hotel Name: Hotel Indigo Austin City: Austin, TX Cost Per Night: \$189  
 Reason(s) for Selecting: Proximity 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 checked="" 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	\$540	\$450 (+taxes/fees)	\$150
For each Accompanying Family Member			

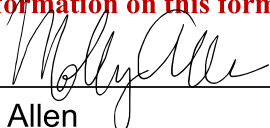
	<b>Other</b> Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee		
For each Accompanying Family Member		

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: 8/12/2025  
 Name: Molly Allen Title: Executive Director  
 Organization: Women's High Tech Coalition  
 Address: 550 7th Street SE Washington DC 20003  
 Email: molly@womenshightech.org Telephone: 202-827-8200

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).



**House Staff Educational Tour, Austin, TX  
Wednesday, September 24 - Friday, September 26, 2025**

**Attachment A: Question 4 – Names, titles, and explanation for invitation for all House invitees.**

The Women’s High Tech Coalition has hosted educational programming for delegations of congressional staff seeking to learn about technology development and implementation in seats of innovation, commerce, and political leadership.

The staff members listed below were invited because of their work on policy issues in the tech ecosystem including AI, emerging technologies, cybersecurity, financial technology, and digital trade. The invitees work as committee staff or for Members who serve on the Energy and Commerce, Homeland Security, Judiciary, Science, Space & Technology, and Financial Services Committees, House Task Force on Artificial Intelligence, or are in House Leadership offices.

<b>First Name</b>	<b>Last Name</b>	<b>Title</b>	<b>Employer</b>
Arlet	Abrahamian	Senior Legislative Counsel	Representative Zoe Lofgren
Elizabeth	Adkins	Chief of Staff	Representative Valerie Foushee
Liz	Amster	Chief of Staff	Representative Jake Auchincloss
Hailey	Barringer	Chief of Staff	Representative Emilia Sykes
Hillary	Beard	Chief of Staff	Representative Terri Sewell
Laura	Bell	Legislative Director	Representative Josh Riley
Emily	Benavides	Chief of Staff	Representative Bob Latta
Brooke	Bennett	Chief of Staff	Representative French Hill
Rachael	Bornstein	Chief of Staff	Representative Suzanne Bonamici
Lorissa	Bounds	Chief of Staff	Representative Jay Obernolte
Emery	Boylan	Deputy Chief of Staff	Representative Brian Fitzpatrick
Noelle	Britton	Chief of Staff	Representative Lloyd Smucker
Molly	Buening	Legislative Director	Representative Neal Dunn
Carissa	Bunge	Legislative Director	Representative Laura Friedman
Yvanna	Cancela	Chief of Staff	Representative Steven Horsford
Sarah	Carlson	Chief of Staff	Representative Laura Gillen

Abby	Carter	Chief of Staff	Representative Suhas Subramanyam
Emma	Chance	Legislative Assistant	Representative Nathaniel Moran
Afton	Cissell	Deputy Chief of Staff	Representative Lloyd Doggett
Emily	Crerand	Chief of Staff	Representative Andrea Salinas
Megan	Deusenberry	Deputy Chief of Staff	Representative Laurel Lee
Kate	Durkin	Chief of Staff	Representative Jan Schakowsky
Katie	Dwyer	Chief of Staff	Representative Mike Carey
Jaryn	Emhof	Chief of Staff	Representative Daniel Webster
Laura	Engquist	Chief of Staff	Representative Troy Balderson
Susan	Falconer	Deputy Chief of Staff/Legislative Director	Representative Diana Harshbarger
Sarah	Feinmann	Chief of Staff	Representative Lizzie Fletcher
Hannah	Fraher	Chief of Staff	Representative Mike Haridopolos
Sarah	Gilbert	Chief of Staff	Representative Neal Dunn
Jennifer	Goedke	Chief of Staff	Representative George Whitesides
Liana	Guerra	Chief of Staff	Representative Darren Soto
Ella	Gunn	Deputy Chief of Staff/Legislative Director	Representative Craig Goldman
Ellen	Hamilton	Chief of Staff	Representative Judy Chu
Alexandra	Heller	Legislative Director	Representative Raul Ruiz
Emily	Henn	Deputy Chief of Staff/Legislative Director	Representative Carol Miller
Ally	Hibben	Deputy Chief of Staff	Representative Cliff Bentz
Liz	Hittos	Chief of Staff	Representative Gus Bilirakis
Lauren	Hodge	Chief of Staff	Representative Brett Guthrie
Lara	Hopkins	Chief of Staff	Representative Kathy Castor
Mary	Huang	Senior Counsel, Communications and Technology	Representative Doris Matsui
Emily	Hytha	Chief of Staff	Representative Michelle Fischbach
Melissa	Kelly	Chief of Staff	Representative Scott Franklin
Kate	Kenworthy	Chief of Staff	Representative Kevin Mullin
Michaela	Kurinsky-Malos	Deputy Chief of Staff/Communications Director	Representative Sarah McBride
Yujin	Lee	Chief of Staff	Representative Rob Menendez
Meg	Makarewicz	Chief of Staff	Representative Debbie Dingell
Nicole	Manley	Deputy Chief of Staff/Legislative Director	Representative Ben Cline

Anna	McCormack	Chief of Staff	Representative David Rouzer
Cait	McNamee	Deputy Chief of Staff	Representative Brad Schneider
Jo	Middleton	Chief of Staff	Representative Diana DeGette
Lizzy	O'Hara	Chief of Staff	Representative Richard Neal
Louise	O'Rourke	Chief of Staff	Representative Kim Schrier
Brooke	Oliver	Chief of Staff	Representative August Pfluger
Hillary	Parkinson	Chief of Staff	Representative Keith Self
Katie	Paulson	Senior Policy Adviser	Representative Deborah Ross
Miranda	Peterson	Policy Adviser	Representative Frank Pallone
Hilary	Pinegar	Legislative Director	Representative Jason Smith
Jessica	Proud	Chief of Staff	Representative Nick Langworthy
Christina	Rankin	Legislative Director	Representative Gabe Amo
Mary Ellen	Richardson	Chief of Staff	Representative Darin LaHood
Kate	Roberts	Senior Communications Adviser	Representative Julie Fedorchak
Jamie	Robinette	Chief of Staff	Representative Aaron Bean
Kaylee	Robinson	Legislative Director	Representative April McClain-Delaney
Talia	Rosen	Senior Legislative Assistant	Representative Gwen Moore
Asha	Samuel	Legislative Director	Representative Ami Bera
Emily	Silverberg	Legislative Director	Representative Paul Tonko
Kana	Smith	Deputy Chief of Staff	Representative Jimmy Gomez
Alex	Stepahin	Deputy Chief of Staff/Legislative Director	Representative Richard Hudson
Kaley	Stidham	WHTC staffer - confirm title	Representative Kat Cammack
Melody	Tan	Senior Policy Adviser	Representative Jennifer McClellan
Shana	Teehan	Chief of Staff	Representative Julie Fedorchak
Claudia	Urrabazo	Chief of Staff	Representative Luz Rivas
Elizabeth	Verrill	Deputy Chief of Staff	Representative Jeff Hurd
Katie	Vincentz	Chief of Staff	Representative Jodey Arrington
Rachel	Wagley	Chief of Staff	Representative Blake Moore
Kobe	Walker	Legislative Aide	Representative Greg Landsman
Samantha	Warren	Chief of Staff	Representative Bill Foster
Jeanette	Whitener	Chief of Staff	Representative Randy Weber

Zoe	Wong	Legislative Assistant	Representative Tom Suozzi
Veronica	Wong	Chief of Staff	Representative Darrell Issa
Krista	Wunsche	Legislative Director	Representative Jimmy Panetta
Elizabeth	Young	Legislative Director	Representative Ron Estes
Annaliese	Yukawa	Senior Policy Adviser	Representative Suzan DelBene
Lauren	Ziegler	Chief of Staff	Representative Brian Babin

**Attachment B: Question 12 – Sponsor’s interest and role**

The Women’s High Tech Coalition is convening a three-day trip to Austin to bring together pragmatic policy influencers from various tech-related organizations and the public sector to have an engaging discussion on tech policy. The mission of the Women’s High Tech Coalition is to promote the exchange of ideas among leaders in the public and private sectors whose focus is technology, innovation and the development of public policy related to technology.

The Women’s High Tech Coalition (WHTC) is the sole organizer of this trip. WHTC is planning the trip and is responsible for the organization and execution of all trip logistics and programming content. Participants are expected to include policy experts and business leaders from the tech sector.



**House Staff Educational Tour, Austin, TX  
Wednesday, September 24 - Friday, September 26, 2025**

**DAY 1 - WEDNESDAY, SEPTEMBER 24**

5:45 PM Depart **Ronald Reagan Washington National Airport (DCA)**  
Southwest 1250

8:15 PM Arrive **Austin-Bergstrom International Airport (AUS)**

8:45 PM Ground transportation to **Hotel Indigo Austin Downtown**  
810 Red River St, Austin, TX 78701  
*6.8 miles, 16-minute drive*

[Check in and rest overnight. No programming.]

**DAY 2 - THURSDAY, SEPTEMBER 25**

8:00 AM Meet in the hotel lobby for continental breakfast

8:45 AM Ground transportation to **Capital Factory**  
*.5 miles, 2-minute drive*

**9:00 - 10:30 AM** **Capital Factory**  
701 Brazos St, Austin, TX 78701

The Delegation will visit Capital Factory, a leading hub for entrepreneurship and innovation in Texas. Located in downtown Austin, Capital Factory connects startups with investors, mentors, and resources. The 90-minute tour will include an overview of its coworking facilities, meeting spaces, classrooms, and production studios, as well as its role in fostering economic growth and technological advancement in the state. The tour will be led by Capital Factory leadership and include question and answer throughout the visit.

10:45 AM

Ground transportation to **Oracle**

*2.8 miles, 10-minute drive*

**11:00 – 1:00 PM**

**Oracle** (lunch provided)

2300 Oracle Wy, Austin, TX 78741

Oracle will host the delegation at its corporate headquarters in Austin. The delegation will enjoy lunch at Oracle's Riverside Stage and listen to a fireside chat between Oracle and local customers. The discussion will center around using emerging technology to tackle healthcare's most difficult challenges and enhance patient care. Following the fireside chat, the delegation will participate in an interactive demonstration of some of the technology described in the fireside chat. To conclude the visit, the delegation will embark on a tour of the Oracle HQ campus.

1:15 - 1:45 PM

Ground transportation to **Zenimax**

*13 miles, 25-minute drive*

**2:00 - 3:30 PM**

**Zenimax**

9420 Research Blvd. Building III. Austin, TX 78745

The delegation will tour the Austin office of ZeniMax Media, a globally recognized creator and publisher of interactive entertainment and part of the Microsoft Gaming division. This interactive tour will highlight the company's use of artificial intelligence in game development, as well as its approach to digital safety and responsible online engagement. The visit will offer congressional staff an opportunity to see firsthand how a leading media and technology firm contributes to creativity, innovation, and economic development in the region.

3:40 - 4:00 PM

Ground transportation to **Samsung**

*13 miles, 20-minute drive*

**4:00 - 5:00 PM**

**Samsung**

12100 Samsung Blvd, Austin, TX 78754

The delegation will participate in a 45 to 60-minute walking tour of the tour of Samsung's campus showcasing their advanced semiconductor manufacturing capabilities. There will be two components of this tour: 1) a 15-minute tour of the Samsung Semicon which provides a brief history and context of semiconductors in modern society; and 2) a 30-minute window tour of the Samsung Austin Semiconductor (SAS) manufacturing floor. There will be question and answer dialogue throughout the visit.

5:00 – 5:20 PM

Ground transportation to **Hotel Indigo Austin Downtown**

810 Red River St, Austin, TX 78701

*12 miles, 21-minute drive*

Staff will have 30 minutes to rest and drop off larger bags in their rooms.

5:50 PM

The delegation will meet in the hotel lobby to walk as a group to dinner.

**6:00 - 8:00 PM**

**Dinner & Panel Discussion – Women Leading in Tech Startups**

701 Brazos St, Austin, TX 78701

Over dinner, a panel of accomplished female founders and executives will share their journeys building innovative companies, navigating the challenges of entrepreneurship, and leading teams in a competitive and fast-evolving industry. The discussion will explore topics including access to capital, scaling a business, fostering inclusive workplaces, leveraging emerging technologies such as artificial intelligence, and ensuring digital safety. Attendees will gain firsthand insight into how women leaders are shaping the future of tech and driving growth in Texas's innovation economy.

8:15 PM

Return to **Hotel Indigo Austin Downtown**

810 Red River St, Austin, TX 78701

**DAY 3 - FRIDAY, SEPTEMBER 26**

7:45 AM

Meet in the hotel lobby. Grab & go continental breakfast to be provided.

- 8:00 AM Ground transportation to **Amazon Fulfillment Center**  
*19 miles, 23-minute drive*
- 8:30 – 10:00 AM **Amazon Fulfillment Center Tour**  
2000 E Pecan Street, Pflugerville, TX 78660
- This state-of-the-art robotics sortable facility leverages advanced technology and artificial intelligence to process and ship millions of products with speed and precision. The tour will provide a behind-the-scenes look at Amazon’s innovative fulfillment operations, showcasing how automation and AI integrate with human expertise to meet customer demand at scale. If time permits, the visit will include a discussion with an Amazon executive and/or a local small business owner selling through Amazon, highlighting how technology investments drive operational efficiency, expand market access, and enable broad-scale success.
- 10:00 AM Ground transportation to **Austin-Bergstrom International Airport**  
*22 miles, 22-minute drive*
- 12:45 PM Depart **AUS**  
Southwest 1795
- 5:00 PM Arrive **Ronald Reagan Washington National Airport (DCA)**

Michael Guest, Mississippi  
*Chairman*  
Mark DeSaulnier, California  
*Ranking Member*

John H. Rutherford, Florida  
Andrew R. Garbarino, New York  
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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

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*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>

September 19, 2025

Ms. Caitlyn McNamee  
Office of the Honorable Brad Schneider  
300 Cannon House Office Building  
Washington, DC 20515

Dear Ms. McNamee:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Austin, Texas, scheduled for September 24 to 26, 2025, sponsored by the Women's High Tech Coalition.

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:kjf