

# 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: Caroline Cash
2. a. Name of Accompanying Relative: \_\_\_\_\_ *OR*  None  
b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: Tuesday, September 23, 2025 Return: Friday, September 26, 2025  
b. Dates at Personal Expense, if any: \_\_\_\_\_ *OR*  None
4. Departure City: Dulles Destination: Mexico City, Mexico Return City: Dulles
5. Sponsor(s), Who Paid for the Trip: Global Women's Innovation Network
6. Describe Meetings and Events Attended: Meetings with Embassy, Netflix, Coca Cola, GM, McKinsey, Meta AWS, Mastercard, and others
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: 10/9/25

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: James Comer Date: 10/9/25

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: Global Women's Innovation Network "GlobalWIN"

2. Travel Destination(s): Mexico City, Mexico

3. Date of Departure: Tuesday, September 23, 2025 Date of Return: Friday, September 26, 2025

4. Name(s) of Traveler(s): Caroline Cash


*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	\$1,133.43	\$717.00		\$349.79
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: October 1, 2025

Name: Helen Milby Title: President & Co-Founder

Organization: Global Women's Innovation Network "GlobalWIN"

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

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

Telephone: 3015186336 Email: andrea@mietusevents.com

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

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

# COMMITTEE ON ETHICS

## 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](http://ethics.house.gov)) provides detailed instructions for filling out the form. The Committee will notify the House invitees directly of its decision and will not notify the trip sponsors.

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

1. Sponsor who will be paying for the trip:

Global Women's Innovation Network "GlobalWIN"

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

3. **Check only one.** I represent that:

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

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

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

5. Yes  No  Is travel being offered to an accompanying family member of the House invitee(s)?

6. Date of Departure: Tuesday, September 23, 2025 Date of Return: Friday, September 26, 2025

7. a. City of departure: Washington Dulles International Airport (IAD)

b. Destination(s): Mexico City, Mexico

c. City of return: Washington Dulles International Airport (IAD)

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): The rate is 118.00 per day but with (2) travels days at the beginning and end of trip we are looking at a estimated total of \$377.00

2) Provide the reason for selecting the location of the event or trip: See attached.

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

Hotel Name: The W Mexico City City: Mexico Cost Per Night: \$239.00

Reason(s) for Selecting: Close proximity to meetings and recommended as a safe location

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	\$1,200.00	\$717.00	\$377.00
For each Accompanying Family Member			

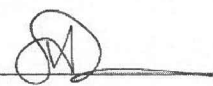
	<b>Other</b> Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee		
For each Accompanying Family Member		

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 inform** \_\_\_\_\_ **is true, complete, and correct to the best of my knowledge.**

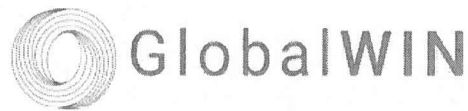
Signature:  Date: 8/8/2025  
 Name: Helen Milby Title: Co-Founder & President  
 Organization: Global Women's Innovation Network "GlobalWIN"  
 Address: 600 Pennsylvania Avenue, SE | Suite 410 | Washington, DC 20003  
 Email: andrea@mietusevents.com Telephone: 301-518-6336

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

This bicameral initiative will convene a select group of House and Senate staff engaged in shaping critical Policy areas, including AI, manufacturing, trade, female leadership, innovation in tech, and the US/Mexican bilateral relationship. These staff members were chosen for their expertise, and active roles in legislative efforts that align with their portfolios. The goal is to foster deeper transatlantic collaboration, share best practices, and explore opportunities for partnership between the United States and Mexico.

First Name	Last name	Title	Office
Emily	Ackerman	Deputy Floor Director	Office of Majority Whip Tom Emmer
Allison	Behuniak	Policy Director	US. House Committee Financial Services
Megan	Bel Miller	Chief of Staff	Office of Rep. Steve Scalise (LA-01)
Brooke	Bennett	Chief of Staff	Office of Rep. French Hill
Louise	Bentsen	Chief of Staff	Congressman Vicente Gonzalez (TX-34)
Rachael	Bornstein	Chief of Staff	Office of Rep. Suzanne Bonamici
Lorissa	Bounds	Chief of Staff	Office of Rep. Jay Obernolte (CA-23)
Lacey	Bowersox	Legislative Director	Office of Rep. Mike Bost (IL-12)
Noelle	Britton	Chief of Staff	Office of Rep. Lloyd Smucker
Cara	Camacho	Chief of Staff	Office of Rep. Jim Himes (CT-04)
Caroline	Cash	Chief of Staff	Office of Rep. James Comer (KY)
Jackie	Del Bonis	Chief of Staff	Office of Majority Whip Tom Emmer
Kaylin	Dines	Director of Member Services	Rep. Brittany Pettersen (D-CO)
Michelle	Dorothy	Chief of Staff	Office of Rep. Chrissy Houlahan
Jaryn	Emhof	Chief of Staff	Office of Rep. Daniel Webster (FL-11)
Tamara	Fucile	Staff Director	Joint Economic Committee
Meghan	Gallagher	Senior Advisor	Office of House Republican Majority Leader Steve Scalise
Monica	Garay	Executive Director	Congressional Hispanic Caucus
Laura	Gerrard	Chief of Staff	Office of Rep. Laurie Goodlander (NH)
Sarah	Gilbert	Chief of Staff	Office of Rep. Neal Dunn (FL-02)
Molly	Harris	Deputy Chief of Staff	Office of Rep. Jake Ellzey (TX-10)
Maeve	Healy	Chief of Staff	Office of Grace Meng (NY-06)
Emily	Hebein	Legislative Director	Rep. Latta (R-OH)

Lauren	Hodge (Swing)	Chief of Staff	Office of Rep. Brett Guthrie (KY-02)
Megan	Jackson	Staff Director	Committee on Energy and Commerce
Ashley	Jones	Chief of Staff	Office of Rep. Debbie Wasserman Schultz (FL-23)
Nancy	Juarez	Chief of Staff	Office of Rep. Ami Bera (CA-06)
Robin	Juliano	Policy Director	Office of Whip Katherine Clark (MA-05)
Olivia	Kirchberg	Legislative Director	Office of Rep. Brad Schieder
Sophie	Khanamadi	Deputy Staff Director	E&C
Giulia	Leganski	Chief Counsel	House E&C CMT Subcommittee
Sheron	Luk	Director of Policy and Communications	U.S. House Sustainable Energy and Environment Coalition
Lisa	Mortier	Senior Advisor	House Oversight Committee
Lizzy	O'Hara	Chief of Staff	Office of Rep. Richard E. Neal (MA-01)
Nancy	Peele	Chief of Staff	Office of Rep. Bruce Westerman (AR-04)
Stephanie	Peters	Senior Oversight Counsel Democratic Staff Director for the Subcommittee on Oversight and Intelligence	House Foreign Affairs Committee
Kathryn	Reed	Tax Policy Adviser	House Ways and Means
Jamie	Robinette	Chief of Staff	Rep. Bean (R-FL)
Lindsay	Ryan	Chief of Staff	Chairman Moolenaar (R-MI)
Brooke	Scannell	Chief of Staff	Office of Rep. Katherine M. Clark (MA-05)
Katherine	Sears	Chief of Staff	Office of Rep. Vince Fong (CA-20)
Sophie	Seid	Chief of Staff	Rep. Hinson (R-IA)
Amy	Soenksen	Chief of Staff	Office of Rep. Morgan McGarvey (KY)
Anne	Sokolov	Executive Director	New Democrat Coalition
Melody	Tan	Senior Policy Advisor	Office of Rep. Jen McCellan
Deena	Tauster	Chief of Staff	Office of Rep. Garbarino (NY-02)
Shana	Teehan	Chief of Staff	Office of Representative Julie Fedorchak ND-AL)
Lauren	Toy	Chief of Staff	Office of Rep. Susie Lee
Ashlee	Vinyard	Deputy Staff Director	US House Committee on Oversight and Accountability
Rachel	Wagley	Chief of Staff	Rep. Blake Moore (UT-01)
Rebecca	Walldorff	Chief of Staff	Office of Rep. Lucy McBath (GA-06)
Ruth	Ward	Chief of Staff	Office of Speaker Mike Johnson (LA-04)



## 2025 Mexico City Bicameral Staff Delegation Trip Itinerary Tuesday, September 23<sup>rd</sup> - Friday, September 26<sup>th</sup>

### Tuesday, September 23, 2025

- 4:30 PM Meet at Washington Dulles International Airport (IAD)
- 6:25 PM Depart Washington Dulles International Airport (IAD)  
United Airlines Flight #1566
- 9:10 PM Arrive at Mexico City International Airport Benito Juárez (MEX)
- 9:40 PM Depart Mexico City International Airport Benito Juárez (MEX)
- 9:40 PM [45-minute drive to W Mexico City]  
10:25 PM

### Wednesday, September 24, 2025

- 6:30 AM Breakfast Available at 25DOS (Second floor)  
7:30 AM
- 7:30 AM [30-minute drive to Benjamin Franklin Library]  
8:00 AM
- 8:30 AM** **Delegation US Embassy Visit**  
**9:45 AM** **Location:** Benjamin Franklin Library: Liverpool 31, Juárez, Cuauhtémoc, 06600  
**Overview:** The delegation will receive a comprehensive briefing on Mexico's political landscape, economic outlook, and emerging technology sectors. Embassy officials will provide insights into healthcare and pharmaceutical business exchanges, offering essential context for understanding bilateral relations under President Sheinbaum's female-led administration and current diplomatic priorities.
- 9:45 AM [15-minute drive to Netflix]  
10:00 AM
- 10:15 AM** **Delegation Netflix Visit**  
**11:45 AM** **Location:** Av. Paseo de la Reforma 483, Torre Reforma, Floor 37  
**Featured Speaker:** Anabel Lopez Mendez, Sr. Director, Publicity & Events, Netflix  
**Overview:** Netflix's Anabel Lopez Mendez will discuss cutting-edge streaming innovations and content creation strategies in the Mexican market. Netflix will explore technological advancements in entertainment delivery and how streaming platforms adapt to diverse cultural markets while driving digital transformation across Latin America.
- 11:45 AM [15-minute drive to La Unica]  
12:00 PM

12:15 PM

**Delegation Lunch with Featured Speaker**

1:30 PM

**Location:** *La Unica Anatole France 98, Polanco, Polanco III Secc, Miguel Hidalgo, 11550 Ciudad de México, CDMX, Mexico*

**Overview:** Visit with Steffania Sánchez Magallán who will have a candid conversation about the importance of maintaining balanced and forward-looking provisions in the USMCA, particularly around tariffs and trade mechanisms that safeguard both competitiveness and labor rights.

1:35 PM

1:45 PM

[20-minute drive to General Motors]

2:00 PM

**Delegation Coca-Cola Visit**

3:30 PM

**Location:** *Rubén Darío 115, Polanco, Polanco V Secc, Miguel Hidalgo, 11580*

**Featured Speaker:** Talina Filigrana, Senior Director, Marketing, Coca-Cola

**Overview:** Coca Cola's Mexico City headquarters will showcase a facility tour and product tasting experience. Talina will speak about the company's involvement in Coca-Cola's centennial in Mexico and FIFA World Cup 2026.

3:30 AM

3:50 AM

[20-minute drive to General Motors]

4:00 PM

**Delegation General Motors Visit**

5:30 PM

**Location:** *Avenida Ejército Nacional 843-B, Acceso por Corporativo Antara II, Blvd. Miguel de Cervantes Saavedra, Granada, 11520*

**Overview:** The hosts will discuss GM's Mexican manufacturing operations, trade policy implications, and supply chain strategies. Topics include navigating tariffs, investment decisions, and automotive industry trends, followed by networking with regional business leaders and government relations professionals.

5:30 PM

6:30 PM

[55 minute drive to Raiz]

6:30 PM

**Delegation Dinner with Featured Speaker**

8:30 PM

**Location:** *Raiz Schiller 331 Esquina Masaryk Col. Polanco, Mexico City 11560 Mexico*

**Featuring:** Susannah Goshko, Ambassador to the United Kingdom to Mexico

8:30 PM

[15-minute drive to W Mexico City]

8:45 PM

RON

*W Mexico City*

*Campos Elíseos 252, Polanco, Chapultepec, Miguel Hidalgo, 11560 Ciudad de México, CDMX, Mexico*

Thursday, September 25, 2025

6:30 AM

*Breakfast Available at 25DOS (Second floor)*

8:15 AM

8:15 AM

[20-minute drive to McKinsey]

8:35 AM

8:45 AM  
10:15 AM

**Delegation McKinsey Visit**

**Location:** *Pedregal 24, Torre Virreyes, Piso 23°, Molino del Rey, 11040*

**Overview:** A discussion centered on McKinsey's research from "The Broken Rung," examining workplace gender equity challenges. The session will explore barriers facing women in professional advancement, particularly in Latin American markets, and strategies for creating more inclusive corporate environments.

10:20 AM  
10:30 AM

*[10-minute walk to Meta]*

10:45AM  
11:45 AM

**Delegation Meta Visit**

**Location:** *Pedregal 24, Col. Molina del Rey, Alc. Miguel Hidalgo, 11000*

**Overview:** The Mexico City team at Meta will give presentations on North American Innovation, showcasing innovation in education technology and entrepreneurship throughout the region. This will be followed by two women owned success stories.

11:45 AM  
11:55 AM

*[10-minute drive to AWS]*

12:15 PM  
1:15 PM

**Delegation AWS Visit**

**Location:** *Periférico Blvd Manuel Ávila Camacho 261, 5th Floor Polanco, Polanco I Secc, Miguel Hidalgo 11510*

**Overview:** AWS will host an exclusive briefing exploring Mexico's emerging AI regulatory landscape and its implications of innovation across the Americas. This session will feature a pioneering Mexican startup that has successfully scaled under the current regulatory framework, offering valuable insights for U.S. policymakers.

1:15 PM  
1:35 PM

*[20-minute drive to Mastercard]*

2:00 PM  
4:15 PM

**Delegation Mastercard**

**Location:** *Av. Paseo de la Reforma, 250 Torre A, Col. Juarez, 22th Floor*

**Overview:** Mastercard will highlight financial technology operations in Mexico City. Discussions will cover digital payment innovations, financial inclusion initiatives, cross-border transaction facilitation, and how fintech solutions address unique challenges in Latin American banking and commerce.

4:15 PM  
5:00 PM

*[45-minute drive to Closing dinner- Blanco Colima]*

5:30 PM  
7:00 PM

**Delegation Closing Dinner**

**Location:** *Blanco Colima*

**Overview:** An open conversation what stood out most was the scale of collaboration already happening between U.S. and Mexican enterprises. From advanced manufacturing and technology to financial services and sustainability initiatives, each conversation underscored how deeply our economies are connected—and how much potential exists to grow that partnership further. Review top line items that came up oftenthe need to strengthen supply chains, invest in workforce development, and embrace innovation in order to remain globally competitive. Mexico is not just a neighbor; it is a strategic partner whose success is tied to ours.

**Mexico City Programming End**

RON

*W Mexico City*

*Campos Elíseos 252, Polanco, Chapultepec, Miguel Hidalgo, 11560 Ciudad de México, CDMX, Mexico*

- 5:00 AM *Departure from Hotel*  
*Campos Elíseos 252, Polanco, Chapultepec, Miguel Hidalgo, 11560 Ciudad de México, CDMX, Mexico*
- 5:00 AM *[45-minute drive to Mexico City International Airport Benito Juárez (MEX)]*  
5:45 AM
- 5:45 AM *Arrive at Mexico City International Airport Benito Juárez (MEX)*
- 8:45 AM *Depart Mexico City International Airport Benito Juárez (MEX)*  
*United Airlines Flight #1567*
- 3:08 PM *Arrive at Washington Dulles International Airport (IAD)*

12

Mexico City will allow us to engage in many events and meetings on issues such as AI, manufacturing, trade, female leadership, innovation in tech, and the US/Mexican bilateral relationship. We have confirmed with a variety of GlobalWIN allies to schedule corporate site visits, meetings with senior women in the Mexican government and the US Embassy, as well as a series of receptions and cultural events to round out our time in Mexico City, Mexico. Work on these topics and active participation in our discussions will be a great asset to our delegation, which will include senior staff from both Republican and Democratic House and Senate offices. The trip has been organized by the GlobalWIN Team Helen Milby, Co-Founder & President, Angeli Chawla, Executive Director and Andrea Mietus, Senior Advisor along with the Coordinators for Programming – Laila Fahmy and Membership- Zoriana Moulton.

15- 2

A visit to Mexico City aligns with GlobalWIN's mission to foster broader conversations beyond Washington by connecting Congressional staff with global partners on innovation, technology, and economic growth.

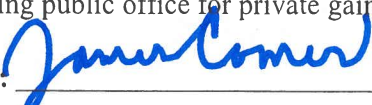
# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Caroline Cash
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Global Women's Innovation Network "GlobalWIN"
3. City and State OR Foreign Country of Travel: Mexico City, Mexico
4. a. Date of Departure: Tuesday, September 23, 2025 Date of Return: Friday, September 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 Chief of Staff I advise the Congressman on a wide arrange of policy issues including trade, labor, digital and data, cybersecurity, and various other topics that will be discussed during the meetings.
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: 8-22-25

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



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>

ONE HUNDRED NINETEENTH CONGRESS  
**U.S. House of Representatives**  
COMMITTEE ON ETHICS

September 17, 2025

Ms. Amanda Caroline Cash  
Office of the Honorable James Comer  
2410 Rayburn House Office Building  
Washington, DC 20515

Dear Ms. Cash:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Mexico,<sup>1</sup> scheduled for September 23 to 26, 2025, sponsored by Global Women's Innovation Network (GlobalWIN).

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

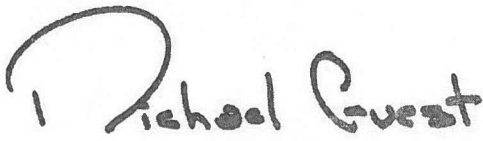
Because the trip may involve meetings with foreign government representatives, we note that House employees may accept, under the Foreign Gifts and Decorations Act (FGDA), gifts "of minimal value [currently \$480] tendered as a souvenir or mark of courtesy" by a foreign government. Any tangible gifts valued in excess of minimal value received from a foreign government must, within 60 days of acceptance, be disclosed on a Form for Disclosing Gifts from Foreign Governments and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

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<sup>1</sup> Please be aware that the Committee's review of the proposed trip does not extend to either the security situation in the destination country or security related to foreign travel in general. We recommend you contact the Office of House Security (OHS) for a safety and security briefing prior to your departure. OHS may be reached at (202) 226-2044 or [ohsstaff@mail.house.gov](mailto:ohsstaff@mail.house.gov). House travelers should also register for the U.S. State Department's Smart Traveler Enrollment Program at <https://step.state.gov>.

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

Sincerely,

Handwritten signature of Michael Guest in black ink.

Michael Guest  
Chairman

Handwritten signature of Mark DeSaulnier in black ink.

Mark DeSaulnier  
Ranking Member

MG/MD:rp