

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: _____
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: _____

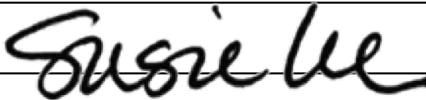
7. Attached to this form are **each** of the following, *signify that each item is attached by checking the corresponding box*:
 - a. a completed *Sponsor Post-Travel Disclosure Form*;
 - b. the *Primary Trip Sponsor Form* completed by the trip sponsor **prior** to the trip, **including all** attachments **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: _____

I authorized this travel in advance. I have determined that all of the expenses listed on the attached *Sponsor Post-Travel Disclosure Form* were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

Name of Supervising Member: _____ Date: _____

Signature of Supervising Member:  _____

COMMITTEE ON ETHICS

SPONSOR POST-TRAVEL DISCLOSURE FORM

Original Amendment

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

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

1. Sponsor(s) who paid or provided in-kind support for the trip: Global Women's Innovation Network "GlobalWIN"

2. Travel Destination(s): New York City, NY

3. Date of Departure: Friday, December 12, 2025 Date of Return: Monday, December 15, 2025

4. Name(s) of Traveler(s): Amy Soenksen, Lauren Toy

Note: ~~You~~ 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	\$208.33	\$342.00	\$147.00	
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: December 19, 2025

Name: Helen Milby Title: Co-Founder & President

Organization: Global Women's Innovation Network " GlobalWIN"

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

Address: 600 Pennsylvania Avenue, SE | Suite 410 | Washington, Dc 2003

Telephone: 301-518-6336 Email: andrea@mietusevents.com

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

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

COMMITTEE ON ETHICS

TRAVELER FORM

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

This form and any attachments may be submitted at 1015 Longworth House Office Building or travel.requests@mail.house.gov.

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

Name of Traveler: Lauren Toy

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): Rep. Susie Lee (NV-03)

Office Address: 365 Cannon

Telephone Number: 2022253252

Email Address of Contact Person: lauren.toy@mail.house.gov

Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, *and* these forms are being submitted to the Committee less than 30 days before the trip departure date.

NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.

KEEP A COPY OF THIS FORM. Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

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

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Lauren Toy
2. Sponsor(s) who will be paying or providing in-kind support for the trip: GlobalWIN
3. City and State **OR** Foreign Country of Travel: NYC, NY, USA
4. a. Date of Departure: 12/14/25 Date of Return: 12/15/25
b. Yes No Will you be extending the trip at your personal expense?
If yes, list dates at personal expense: Only accepting one-way travel from NYC to DC
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.**
This educational trip includes a series of meetings and site visits highlighting key issues and policy areas including financial regulation, innovation, and workforce development. In her role as Chief of Staff, Lauren advises the Congresswoman and her office on issues including those policy areas studied and discussed on this trip.

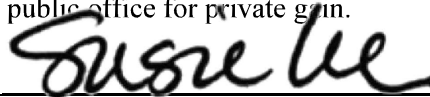
9. **Yes No Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, or arranging the trip?**

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: 10/23/25

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:
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: Sunday, December 14, 2025 Date of Return: Monday, December 15, 2025
7. a. City of departure: Washington, DC
b. Destination(s): New York City, NY
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): The per diem allotted for a travel day to NYC is \$69.00 and for a full day of programming \$92.00
 - 2) Provide the reason for selecting the location of the event or trip: New York City is a natural choice for an overnight trip to learn and discuss issues around workforce development, financial services, AI, female leadership, and innovation in tech.

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

Hotel Name: The Ned NoMad City: New York City Cost Per Night: \$342.00
 Reason(s) for Selecting: Located close of the train station and had special Sunday rate that met the per diem

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

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

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

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

<input type="checkbox"/> Actual Amounts <input checked="" type="checkbox"/> Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$600.00	\$342.00	\$161.00
For each Accompanying Family Member			


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

19. **Check only one:**

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

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

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

Signature:  Date: October 20, 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.

#4

To close out the year, GlobalWIN will host a two-day program in New York City on December 13–14, 2025, bringing together 12–15 senior female Congressional staff members from both Republican and Democratic offices in the U.S. Senate and U.S. House of Representatives. This special program will feature a series of meetings and site visits highlighting key issues at the intersection of financial regulation, innovation, and workforce development. The New York trip will integrate all tiers of GlobalWIN’s programming, offering participants a unique opportunity to engage with thought leaders and explore emerging trends shaping the innovation economy. GlobalWIN will convene this bipartisan group of senior women staffers—professionals with diverse and wide-ranging portfolios who play a vital role in advancing policy and innovation across sectors.

FIRST	LAST	TITLE	OFFICE/COMMITTEE
Rachael	Bornstein	Chief of Staff	Office of Rep. Suzanne Bonamici (OR-01)
Amelia	Breing	Chief of Staff	Office of Senator Pete Ricketts (R-NE)
Elle	Collins	Tax Counsel	Office of House Committee on Ways and Means
Jackie	Del Bonis	Director of Member Services	Office of Majority Whip Tom Emmer
Jaryn	Emhof	Chief of Staff	Office of Rep. Daniel Webster (FL-11)
Molly	Harris-Stevens	Deputy Chief of Staff	Rep. Jake Ellzey (TX-06)
Maeve	Healy	Chief of Staff	Office of Grace Meng (NY-06)
Megan	Jackson	Staff Director	Committee on Energy and Commerce
Sophie	Khanamadi	Chief of Staff	Rep. Brett Guthrie
Una	Lee	Chief Counsel	House Energy and Commerce
Giulia	Leganski	Chief Counsel	House E&C CMT Subcommittee
Margaret	Mulkerrin	Chief of Staff	Rep. Steny Hoyer/ Regional Leadership Council
Lizzy	O'Hara	Chief of Staff	Office of Rep. Richard E. Neal (MA-01)
Stephanie	Peters	Senior Oversight Counsel Democratic Staff Director for the Subcommittee on Oversight and Intelligence	House Foreign Affairs Committee
Jessica	Proud	Chief of Staff	Office of Rep. Nick Langworthy (NY-23)
Mary Ellen	Richardson	Chief of Staff	Office of Rep. Darin LaHood (IL-16)
Mary	Rosado	Chief of Staff	Rep. Andy Barr (KY-06)
Brooke	Scannell	Rep. Katherine Clark (D-MA)	Chief of Staff
Amy	Soenksen	Chief of Staff	Rep. Morgan McGarvey (D-KY)
Lauren	Toy	Chief of Staff	Rep. Susie Lee
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 NYC Bicameral Staff Delegation Trip Itinerary
Sunday, December 14- Monday, December 15, 2025

Preliminary Schedule - Subject to Change

Sunday, December 14, 2025

- 11:00 AM Meet at Washington Union Station
- 11:25 AM Depart Washington Union Station (WAS) for New York
Northeast Regional Train #88
- 2:47 PM Arrive in NYC Moynihan Train Station (NYP)
- 3:00 PM Depart train station for the Ned NoMad New York
1170 Broadway, New York, NY
- 3:00 PM
3:15 PM 12-minute walk
- 3:15 PM Arrive & Check in the Ned NoMad New York
- 4:15 PM **GlobalWIN Tea and Discussion with The Ned Magic Room**
6:00 PM *The Ned NoMad, The Magic Room*
Overview: Join GlobalWIN in participating in a discussion with two leading forces in the News and TV Production industry focusing on the convergence of journalism and entertainment, navigating industry disruption, and the strategies of how top professionals are navigating industry disruption, and the strategies and art of powerful storytelling that shape today's media landscape.
Featured Speakers: Sumi Somaskanda, Chief Presenter at BBC News and Teri Weinberg, Yellow Brick Roads Production
- 6:15 PM *[13-minute drive time to Midtown]*
- 6:30 PM
- 6:30 PM **A look at Glamour's reach from print to digital platform**
8:30 PM Overview: Samantha Barry, editor and chief of Glamour Magazine will lead a discussion about the changing landscape in Glamour magazine that pivoted from a monthly printed magazine to a global, digital-first format. The brand continues to be a platform for women's empowerment and covers a wide range of topics, including politics, entertainment, and social justice.
Featured Speaker: Samantha Barry, Editor -In-Chief , Glamour
- RON
The Ned
1170 Broadway, New York, NY

7:00 AM Breakfast Available at Hotel
8:00 AM

8:00 AM Depart The Ned

8:00 AM [20- 30-minute drive]
8:30 AM

8:30 AM **Good Day New York**
10:00 AM 205 E 67th Street, New York

Overview: Hear more about how a major local TV station operates and influences the public—and how that intersects public policy. How the show is built hour by hour from editorial meetings to live broadcast. An emphasis on how Good Day NY reaches millions of New Yorkers Daily with an emphasis on local news . Tour of the *Good Day New York* set; Meet and Greet with on-air co-host Rosanna Scotto.

10:10 AM [15-20-minute drive]
10:30 AM

10:30 AM **Robinhood**
12:00 PM 32-34 Little W 12 Street, New York, NY

Overview: Learn about Robinhood an American financial services company making commission-free trading accessible and intuitive through a digital-first platform. Stephanie Guild, Chief Investment Officer, will talk about investment strategies and how they relate to personal finance.

12:00 PM [30-minute drive]
12:30 PM

12:30 PM **Deloitte (lunch provided)**
2:00 PM 1221 Avenue of the Americas

Overview: Conversation with Kirsten Rhoades, Principal Technology, Media and Telecom, Vice Chair, Client Relationship Development Leader. This conversation will explore the intersection of government, technology, operations, and public trust, with a focus on practical implications for policymaking and congressional oversight. The discussion will highlight how data, artificial intelligence, and digital transformation are already shaping day-to-day decision-making and operations across the public sector, and examine the role of Congress in providing clear, flexible statutory guidance to support responsible innovation, effective implementation, and accountability.

2:10 PM [10-20 minutes drive]
2:20 PM
2:30 PM
4:00 PM

LinkedIn/Microsoft

Overview: For the last decade, LinkedIn has been putting out annual reports to workforce trends that they have compiled using data from their platform. They will discuss how AI is changing that data and the hiring practices and skill requirements for various professions.

4:10 PM [20-minute drive to Moynihan Train Hall]
4:30 PM

5:00 PM Depart NYC Moynihan Train Hall (NYP)
Amtrak Acela #2167
NOTE: We will order dinner for the train ride back

7:53 PM Arrive Washington Union Station (WAS)

Question # 12

GlobalWIN highlights the important role of women in innovation through our programming. Each year, we host 50+ in- person and virtual panels, salon dinners, workshops, receptions, and trips centered around three programming silos:

- GlobalWIN Innovation Events
 - Career Development
- Global Partnership Building

GlobalWIN will touch on all three of its programming silos by hosting this trip to New York, NY. More specifically, this trip will bring together a group of bipartisan Senate and House staff that work on issues related to workforce development, financial services and innovation in tech for an overnight stay. During 24 hours of programming, our delegation will discuss important policy issues related to their field of work by participating in roundtables, expert panels, and learning more about the overall industry impact of innovation and rapidly evolving technology. GlobalWIN's Staff Delegation will interact with companies at the forefront of innovation, female leaders of industry, and other senior executives. Our Delegation will discuss policy issues throughout the trip, connect with peers from across the aisle, fostering an atmosphere of bipartisanship, cooperation and personal network building.

GlobalWIN is organizing and financially supporting all aspects of this trip, including all travel logistics, meetings, speakers, and panel discussions throughout the hours of official programming.

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>

December 12, 2025

Ms. Lauren Toy
Office of the Honorable Susie Lee
365 Cannon House Office Building
Washington, DC 20515

Dear Ms. Toy:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to New York, New York, scheduled for December 14 to 15, 2025, sponsored by Global Women's Innovation Network (GlobalWIN). We note you are not accepting outbound transportation from the trip sponsor.

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:nl