

COMMITTEE ON ETHICS

EMPLOYEE POST-TRAVEL DISCLOSURE FORM ☐ Original ☐ Amendment

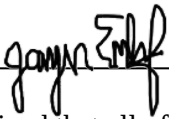
This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual *Financial Disclosure Statements* of those employees required to file them. In accordance 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.

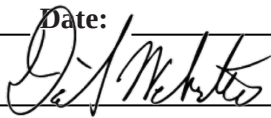
1. Name of Traveler: _____
2. a. Name of Accompanying Relative: _____ **OR** ☐ None
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: _____ Return: _____
b. Dates at Personal Expense, if any: _____ **OR** ☐ None
4. Departure City: _____ Destination: _____ 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: _____

2. Travel Destination(s): _____

3. Date of Departure: _____ Date of Return: _____

4. Name(s) of Traveler(s): _____

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				
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: _____

Name: _____ Title: _____

Organization: _____

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

Address: _____

Telephone: _____ Email: _____

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

1. Name of Traveler: Jaryn Emhof
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: Switzerland
4. a. Date of Departure: ~~5/25/2026~~ 05/22/2026 Date of Return: 5/30/2026 05/31/2026
b. Yes ☒ No ☐ Will you be extending the trip at your personal expense?
If yes, list dates at personal expense: ~~5/22-24/2026, 5/31/2026~~ 05/22-26/2026 and 05/30/2026
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:

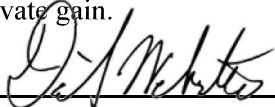
7. Yes ☒ No ☐ *Primary Trip Sponsor Form* is attached, including agenda, invitation, invitee list, and any other attachments and Additional Sponsor Forms.
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the 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, my responsibilities include providing strategic, informed advice to Rep. Webster and team on technology, foreign affairs and more. Rep. Webster as senior member of SST Committee is directly involved with technology-related policy development and advancement. The meetings and connections made on this trip will give me firsthand knowledge of innovation and technology opportunities that will impact public policy, our economy and relationships with allies.

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: 04/07/2026

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: _____

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): _____

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

6. Date of Departure: _____ Date of Return: _____

7. a. City of departure: _____

b. Destination(s): _____

c. City of return: _____

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:

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: _____ City: _____ Cost Per Night: _____

Reason(s) for Selecting: _____

Hotel Name: _____ City: _____ Cost Per Night: _____

Reason(s) for Selecting: _____

Hotel Name: _____ City: _____ Cost Per Night: _____

Reason(s) for Selecting: _____

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

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

☐ Actual Amounts ☐ Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee			
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: _____

Name: _____ Title: _____

Organization: _____

Address: _____

Email: _____ Telephone: _____

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

Question 12 – GlobalWIN – Staff Delegation Trip to Switzerland

GlobalWIN will engage all three of its core programming pillars through a dynamic and impactful delegation trip hosted in Switzerland, with visits to Zurich, Bern, and Geneva. This bipartisan initiative will convene a select group of House staff working on critical policy areas, including artificial intelligence, advanced manufacturing, national defense, healthcare, female leadership, and technology innovation.

In collaboration with GlobalWIN's network of partners and allies, the program will feature a robust agenda of corporate site visits, meetings with senior women leaders in the Swiss government and the U.S. Embassy, as well as engagements with international organizations and cultural programming that highlight Switzerland's role as a global center for diplomacy, finance, and innovation.

Participants in GlobalWIN's House Staff Delegation will engage directly with cutting-edge companies, influential female leaders across industry and government, and senior executives. These interactions will provide a platform to explore key policy challenges, exchange best practices, and foster meaningful bipartisan dialogue. The trip will promote cooperation, mutual understanding, and lasting professional relationships across party lines.

GlobalWIN will fully organize and fund all components of the trip, including travel arrangements, official meetings, speakers, and panel discussions scheduled throughout the official programming hours.

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: _____

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): _____

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

6. Date of Departure: _____ Date of Return: _____

7. a. City of departure: _____

b. Destination(s): _____

c. City of return: _____

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:

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: _____ City: _____ Cost Per Night: _____

Reason(s) for Selecting: _____

Hotel Name: _____ City: _____ Cost Per Night: _____

Reason(s) for Selecting: _____

Hotel Name: _____ City: _____ Cost Per Night: _____

Reason(s) for Selecting: _____

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

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

☐ Actual Amounts ☐ Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee			
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: _____

Name: _____ Title: _____

Organization: _____

Address: _____

Email: _____ Telephone: _____

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

#4

This bipartisan initiative will convene a select group of U.S. House of Representatives staff engaged in shaping critical policy areas, including artificial intelligence, advanced manufacturing, healthcare, female leadership, technology innovation, and the U.S.–Switzerland 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 Switzerland in areas of shared interest and mutual benefit. Switzerland plays a surprisingly important role for the United States in several key areas—diplomacy, finance, security, and global cooperation.

FIRST	LAST	TITLE	OFFICE/COMMITTEE
Emily	Berrett	Senior Advisor	Office of House Minority Leader Hakeem Jeffries
Hillary	Beard	Chief of Staff	Office of Rep. Terri Sewell (AL-07)
Megan	Bel Miller	Chief of Staff	Office of Rep. Steve Scalise (LA-01)
Louise	Bentsen	Chief of Staff	Congressman Vicente Gonzalez (TX-34)
Savannah	Bolender	Legislative Director	Office of Rep. Michelle Fischbach (MN-07)
Rachael	Bornstein	Chief of Staff	Office of Rep. Suzanne Bonamici (OR-01)
Caroline	Cash	Chief of Staff	Office of Rep. James Comer (KY-01)
Michelle	Dorothy	Chief of Staff	Office of Rep. Chrissy Houlahan (PA-06)
Betsy	Dudley	Deputy Chief of Staff/Legislative Director	Rep. Marilyn Strickland (WA-10)
Jaryn	Emhof	Chief of Staff	Office of Rep. Daniel Webster (FL-11)
Laura	Engquist	Chief of Staff	Office of Rep. Troy Balderson (OH-12)
Tiffany	Guarascio	Staff Director	Office of House Committee on Energy and Commerce (Minority Staff)
Maeve	Healy	Chief of Staff	Office of Rep. Grace Meng (NY-06)
Holly	Hendrix	Legislative Director	Office of Rep. Steve Scalise (LA-01)
Tasia	Jackson	Chief of Staff	Office of Rep. Hakeem Jeffries (NY)

Megan	Jackson	Staff Director	House 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)
Monika	Konrad	Legislative Director	Office of Rep. Chuck Edwards (NC-11)
Lisa	Mortier	Senior Advisor	Office of House Committee on Oversight and Accountability/ Office of Rep. James Comer (KY-01)
Lizzy	O'Hara	Chief of Staff	Office of Rep. Richard E. Neal (MA-01)
Hillary	Parkinson	Chief of Staff	Office of Rep. Keith Self (TX-03)
Nancy	Peele	Chief of Staff	Office of Rep. Bruce Westerman (AR-04)
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)
Xenia	Ruiz	Deputy Chief of Staff	Office of Democratic Whip Katherine Clark (MA-05)
Brooke	Scannell	Chief of Staff	Office of Democratic Whip Katherine Clark (MA-05)
Kate	Schisler	Legislative Director	Rep. Don Beyer (VA-08)
Katherine	Sears	Chief of Staff	Office of Rep. Vince Fong (CA-20)
Amy	Soenksen	Chief of Staff	Office of Rep. Morgan McGarvey (KY-03)
Anne	Sokolov	Executive Director	New Democrat Coalition
Jo	Stiles	Chief of Staff	Office of Rep. Joe Morelle (NY-25)
Shana	Teehan	Chief of Staff	Office of Rep. Julie Fedorchak (ND-AL)
Lauren	Toy	Chief of Staff	Office of Rep. Susie Lee (NV-03)
Rebecca	Walldorff	Chief of Staff	Office of Rep. Lucy McBath (GA-06)
Ruth	Ward	Chief of Staff	Office of Speaker Mike Johnson (LA-04)
Kayla	Williams	Chief of Staff	Office of Rep. Gregory W. Meeks (NY-05)



2026 Switzerland House Staff Delegation Trip Itinerary
Monday, May 25th - Saturday, May 30th
Preliminary Schedule and subject to change

Sunday, May 24, 2026

5:40 pm Tiffany Guarascio & Ashley Jones depart Washington Dulles Airport United Airlines Flight #52

Monday, May 25, 2026

8:05 AM Tiffany Guarascio & Ashley Jones *arrive at Zurich Airport (ZRH)*

3:00 PM Meet at Washington Dulles International Airport (IAD)

5:40 PM Depart Washington Dulles International Airport (IAD)
United Airlines Flight #52

Tuesday, May 26, 2026 [Zurich]

8:05 AM *Arrive at Zurich Airport (ZRH)*

8:30 AM *Depart Zurich Airport (ZRH)*

9:00 AM *Delegation takes train from Zurich Airport to Hotel Gotthard*

9:15 AM *Train runs every 10 minutes to Zurich Main Station which is a short 1-2 minute walk from the hotel*

9:15 AM Congressional Staff Delegation Check In & Executive Time

11:45 AM

12:00 PM Opening Lunch: Briefing & Swiss Embassy Orientation

1:30 PM **Location:** Hotel St. Gotthard, Bahnhofstrasse 87, CH- 8021 Zürich / Switzerland

Overview: GlobalWIN President and Co-Founder Helen Milby will meet with the delegation for a briefing on the trip's objectives, followed by an introduction from one of Swiss Embassy representatives on Switzerland's political and economic landscape. This session frames the delegation's focus on identifying and elevating women's leadership across Switzerland's innovation sectors and government institutions.

Featured Speaker: *Olivia Gachoud, Head of Science and Technology Office, Embassy of Switzerland to the United States*

1:35 PM	<i>[10-minute walk from Hotel St. Gotthard, Bahnhofstrasse 87, CH- 8021 to Disney Research</i>
1:45 PM	<i>Studios, Stampfenbachstrasse 48, 8006 Zürich]</i>
2:00 PM	<u>Robotics & Innovation at Disney Research Studios</u>
3:30 PM	Location: <i>Disney Research Studios, Stampfenbachstrasse 48, 8006 Zürich</i> Overview: Participants will tour Disney Research Studios in the Greater Zurich Area, where teams are advancing robotics, human-computer interaction, and immersive technologies. Conversations with research leaders will highlight career pathways and mentorship opportunities for women in advanced technology fields. Featured Speakers: <i>Markus Gross, Chief Scientist & Lab Director, Disney Research Studios, Bob Sumner, Director Research & Development & Associate Lab Director, Disney Research Studios, Moritz Bächer, Lab Director, Robotics, Disney Research Imagineering</i>
3:35 PM	<i>[Travel Time 15 minutes]</i>
3:50 PM	<i>2 minute walk to Stampfenbachplatz</i> <i>Take: Tram 11 or Tram 14</i> <i>Ride to: Paradeplatz</i> <i>Walk ~3–5 minutes to Google office</i>
4:00 PM	<u>Google Switzerland Innovation Hub</u>
5:30 PM	Location: <i>Google, Zurich, Brandschenkestrasse 110, 8002 Zürich, Switzerland</i> Overview: The delegation will explore Google's operations and engage with leaders on the company's work in AI, cloud computing, and digital innovation. Staff will discuss diversity, inclusion, and workforce development in technology roles across European markets. Featured Speakers: <i>Christine Antlanger-Winter, Country Director for Google Switzerland</i> <i>Annalisa Pawlosky, AI Research Scientist, Ana-Maria Martini, Engineer, Google Cloud</i>
5:30 PM	<i>30-minute walk</i>
6:00 PM	
6:00 PM	<u>Switzerland Global Enterprise Women Leadership Dinner</u>
8:00 PM	Location: <i>Le Dezaley: Römergasse 9, 8001 Zürich, Switzerland</i> Overview: This dinner celebrates and advances female leadership in Swiss businesses, featuring conversations with prominent women executives on expanding women's representation in senior roles and boards. It will offer the congressional staff delegation an opportunity to build relationships with Switzerland's most influential women in commerce and industry. Speaker: <i>Liv Minder, Chief Investment Promotion Officer AI, Switzerland Global Enterprise</i>
RON:	<i>Hotel St. Gotthard, Bahnhofstrasse 87, CH- 8021 Zürich / Switzerland</i>

6:45 AM Breakfast is available

7:15 AM

7:15 AM [Travel time 1.5 hours - 2 hours] depart Hotel for Zürich Hauptbahnhof (Zürich HB) to Basel
8:45 AM (SBB) Board any SBB train - change at Basel Take Tram Line 1 From Basel SBB to Forum 1
Novartis Campus: Take tram line 1 (direction "Basel, Novartis Campus") from Basel, Bahnhof SBB stop (right outside the station). It stops directly at "Basel, Novartis Campus" (5-10 minutes ride)

9:00 AM Visit to Novartis Global HQ

11:30 AM Location: Forum 1 Novartis Campus, 4056 Basel, Switzerland

Overview: The delegation will visit Novartis Global Headquarters, where cutting-edge technology, scientific innovation, and academic collaboration advance global health. Conversations will explore gender equity, talent development, and Switzerland's position as a center for pharmaceutical innovation.

12:00 PM Lunch with Madrigal Executives

1:30 PM Location: Taverne Johann St. Johannis-Ring 34, 4056 Basel

Overview: This lunch meeting brings GlobalWIN participants together with senior leaders from Madrigal to discuss technology, finance, and strategic innovation. The conversation will explore leadership development and pathways for women to advance. During the meeting, they will share the company's beginnings in 2011, when Madrigal was women led at the top. They will discuss how that early leadership helped shape the company's mission, culture, and commitment to innovation in developing treatments for serious diseases.

Featured Speaker: Tanya Liu, Executive Director, Global Market Access, Madrigal Pharmaceuticals

2:00 PM [Travel time to Bern 56-58 minutes and trains run every 30 minutes]

3:00 PM Train station is closest you can get to a hotel 1-2 minutes' walk]

3:30 PM Arrival to hotel-check-in and Executive Time

5:00 PM

5:15 PM Staff Delegation meets in lobby for departure to the U.S. Embassy

5:30 PM [Travel time 8–10-minute walk- alternatively can take the tram or bus from Bern Station (right

5:45 PM next to the hotel) travel time 3-5 minutes plus a short walk

6:00 PM Dinner with U.S. Embassy — Women Leaders Delegation

8:00 PM Location: Sulgeneckstrasse 19, 3007 Bern, Switzerland

Overview: The U.S. Embassy will host an official dinner facilitating dialogue between congressional staff, diplomatic officials, Swiss government representatives, and prominent women leaders. The evening strengthens bilateral relationships on women's economic participation, innovation policy, and gender equity initiatives.

Featured Speaker: Ambassador Callista L. Gingrich

RON: Hotel Schweizerhof Bern, Switzerland

6:30 AM Breakfast is available - Jack's Brasserie

8:00 AM

8:05 AM [Travel time- walk 5 minutes]

8:10 AM

8:15 AM Arrive for security and check in

8:30 AM Meeting with the State Secretariat for Education, Research, and Innovation

9:30 AM (SERI) & Inno Suisse

Location: Bundesgasse 3, CH-3003 Bern

Overview: The delegation will meet with Switzerland's State Secretariat for Education, Research, and Innovation to understand the country's strategy for fostering innovation and positioning itself as a global leader in R&D. Participants will learn about funding mechanisms, support for women entrepreneurs, and initiatives strengthening ties between academia and industry.

Speaker: Martina Hirayama, State Secretary for Education, Research and Innovation (SERI) in Switzerland

9:45 AM Meeting with the State Secretariat for Economic Affairs (SECO)

10:30 AM **Location:** Bundesgasse 3, CH-3003 Bern

Overview: Congressional staff will engage with Switzerland's State Secretariat for Economic Affairs on economic policies, international trade relations, and workforce development priorities. The discussion will include strategies for supporting women's economic participation and the transition to sustainable economic growth.

Speaker: Helene Budliger Artieda, State Secretary for Economic Affairs in Switzerland

10:35 AM [Travel time 3 minutes walk]

10:45 AM Parliament Tour

12:00 PM **Location:** Bundesplatz 3, 3011 Bern, Switzerland

Overview: The delegation will receive a guided tour of the Swiss Federal Assembly, learning about Switzerland's unique political structure and decision-making processes. Participants will gain comparative context on legislative structures and women's participation in governance.

Women are active and increasingly influential in Swiss politics, especially in the National Council. Switzerland is moving toward greater gender equality in its Parliament, but historical delays mean there's still progress to be made in fully balancing representation in all levels of government. As of recent data, women make up roughly 40–45% of the National Council (lower house) and about 30% of the Council of States (upper house). Several women hold key leadership positions, including committee chairs and party leadership roles.

12:10 PM **Box lunch for train ride available outside the Bern train station for pick up**

12:20 PM

12:34 PM [Travel time 1 hour and 9 minutes] Bern Hauptbahnhof — the main railway short walk from the
1:43 PM Swiss Parliament area in Bern

Arrival: Lausanne railway station, located centrally in the city of Lausanne

2:00 PM [Bus]

2:15 PM

2:15 PM	<u>Guided Tour of the Olympic Museum</u>
3:15 PM	Location: <i>Quai d'Ouchy 1, 1006 Lausanne, Switzerland</i> Overview: This site visit to the International Olympic Committee is a unique chance to see exactly how Switzerland stays at the top of the global stage through a mix of innovation and high-level diplomacy. Instead of just a history lesson, the tour serves as a masterclass in how a world-class organization uses new technology and smart partnerships to stay relevant across 200+ countries. The big takeaways for the team will be seeing "the Swiss Model" in action—specifically how to balance a legacy brand with cutting-edge progress—while picking up fresh ideas on global collaboration and social equity that we can bring back to our own projects. Speaker: <i>Panos Tzivanidis, IOC Corporate Events and Services Director</i>
3:30 PM	[Bus]
4:00 PM	<u>PMI Visit in Lausanne</u>
5:30 PM	Location: <i>50 Avenue de Rhodanie, 1007 Lausanne, Switzerland</i> Overview: The delegation will visit Philip Morris International headquarters to learn about the company's innovation strategy and commitment to transforming its business model. The conversation will explore transparency, regulatory engagement, and career opportunities for women in corporate innovation. Speaker: <i>Dr. Moira Gilchrist, PhD in Pharmaceutical Sciences, BSc in Pharmacy, Chief Communications Officer, PMI</i>
5:40 PM	<i>Travel by bus to vineyard</i>
6:00 PM	<u>Dinner at Women owned Winery joined by EPFL</u>
8:00 PM	Location: <i>Domaine Wannaz (Chemin de Bahyse 12, 1091 Chenaux / Cully).</i> Overview: GlobalWIN will host a dinner at a women-owned Swiss winery, bringing together the delegation with faculty and researchers from EPFL, one of Switzerland's premier institutes of technology. The evening will feature conversations on machine learning applications for high-impact projects and women's leadership in the sciences Speaker: <i>Stéphanie Lacour, Vice-president for Support to Strategic Initiatives, Vice Presidency VPS - Administration at EPFL.</i>
8:30 PM	<i>Bus to Hotel InterContinental Geneva</i>
9:15 PM	
RON:	Intercontinental Geneva, 7-9 Chemin du Petit Saconnex 1209 Geneva Switzerland

Friday, May 29, 2026 [Geneva]

7:00 AM	Breakfast Available
8:30 AM	Meet in the lobby for departure to WIPO
8:40 AM	<i>[Travel time 5 minute walk]</i>
8:50 AM	

9:00 AM	<u>WIPO Meeting on Intellectual Property</u>
10:30 AM	Location: Chem. des Colombettes 34, 1202 Genève, Switzerland Overview: The delegation will meet with the World Intellectual Property Organization to discuss global IP frameworks and policies that support innovators across borders. The conversation will focus on how IP systems support women entrepreneurs and the role of international cooperation in fostering equitable innovation.
10:35 AM	[travel time 30 minutes] walk 5 minutes to Appia Tram, Take Tram 14 towards Bachet-de-pesay,
11:00 AM	Stop at Francious-Dussard (20-minute ride) 2 minute walk to Rolex
11:00 AM	<u>World Economic Forum -Lunch</u>
12:30 PM	Location: <i>Rue François-Dussaud 3-5-7, 1211 Geneva, Switzerland</i> The World Economic Forum provides a neutral, impartial platform for discussing national interests. The agenda will focus on non-partisan priorities like cybersecurity, supply chain resilience, and workforce development, which are critical to both parties. Speaker: <i>Saadia Zahidi, Managing Director, World Economic Forum</i>
12:30 PM	<i>[30 minute drive]</i>
1:30 PM	
1:45 AM	<u>Rolex Master Watchmakers Visit</u>
3:45 PM	Location: <i>Rue François-Dussaud 3-5-7, 1211 Geneva, Switzerland</i> Overview: Congressional staff will visit Rolex to experience Swiss watchmaking excellence, touring facilities where master craftspeople design, engineer, and assemble world-renowned timepieces. The visit will showcase the company's culture of rigorous training, mentorship, and professional development.
3:45 PM	<i>[Travel time 30 minutes]</i>
4:15 PM	
4:30 PM	<u>Closing Dinner on Agricultural Sustainability</u>
5:30 PM	Location: <i>Chem. de Brive 8, 1283 Dardagny, Switzerland and Rte du Mandement 452, 1283 Dardagny, Switzerland</i> Overview: The delegation will conclude with a dinner bringing together GlobalWIN participants with Swiss leaders advancing sustainable agriculture through research, policy, and public-private partnerships. The evening will reflect on the broader themes of innovation, leadership, and international cooperation.
6:00 PM	<u>Closing Dinner</u>
7:45 PM	Location: <i>Rte du Mandement 504, 1283 Dardagny, Switzerland</i>
RON:	Intercontinental Geneva, 7-9 Chemin du Petit Saconnex 1209 Geneva Switzerland

Switzerland Programming End

Saturday, May 30, 2026

- 7:30 AM *Depart Intercontinental Geneva*
- 8:00 AM *Arrive at Geneva Airport (GVS)*
- 11:00 AM *Depart Geneva Airport (GVS)*
United Airlines Flight #749
- 2:15 PM *Arrive at Washington Dulles International Airport (IAD)*

Sunday, May 31, 2026

- 9:20 AM *Xenia Ruiz departs United Flight #957 departing Geneva International Airport (GVA)*
- 12:15 PM EDT *Arrives Newark International Airport (EWR)*
- 2:15 PM EDT *United Airlines Flight # 1992 departs Newark International Airport (EWR)*
- 3:08 pm *Arrives Washington Dulles International Airport (IAD)*

Question 12 – GlobalWIN – Staff Delegation Trip to Switzerland

GlobalWIN will engage all three of its core programming pillars through a dynamic and impactful delegation trip hosted in Switzerland, with visits to Zurich, Bern, and Geneva. This bipartisan initiative will convene a select group of House staff working on critical policy areas, including artificial intelligence, advanced manufacturing, national defense, healthcare, female leadership, and technology innovation.

In collaboration with GlobalWIN's network of partners and allies, the program will feature a robust agenda of corporate site visits, meetings with senior women leaders in the Swiss government and the U.S. Embassy, as well as engagements with international organizations and cultural programming that highlight Switzerland's role as a global center for diplomacy, finance, and innovation.

Participants in GlobalWIN's House Staff Delegation will engage directly with cutting-edge companies, influential female leaders across industry and government, and senior executives. These interactions will provide a platform to explore key policy challenges, exchange best practices, and foster meaningful bipartisan dialogue. The trip will promote cooperation, mutual understanding, and lasting professional relationships across party lines.

GlobalWIN will fully organize and fund all components of the trip, including travel arrangements, official meetings, speakers, and panel discussions scheduled throughout the official programming hours.

Michael Guest, Mississippi
Chairman
Mark DeSaulnier, California
Ranking Member

Andrew R. Garbarino, New York
Ashley Hinson, Iowa
Nathaniel Moran, Texas
Brad Knott, North Carolina

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

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Washington, D.C. 20515-6328
Telephone: (202) 225-7103
<https://ethics.house.gov>

May 20, 2026

Ms. Jaryn Emhof
Office of the Honorable Daniel Webster
2184 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Emhof:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Switzerland,¹ scheduled for May 22 to 31, 2026, sponsored by Global Women's Innovation Network (GlobalWIN). We note that this trip includes three days at your personal expense.

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 \$525 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 \$525] 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.

¹ 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. 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,



Michael Guest
Chairman

MG/MD:tn



Mark DeSaulnier
Ranking Member