Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
2019 NOV -4 PM 12:22

Post-Travel Filing Instructions: Complete this form within **30 days** of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Microsoft Corporation

Travel date(s): October 2-4, 2019

Name of accompanying family member (if any): _____
Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☐ Good Faith Estimate ☐ Actual Amount	$538.53 RT, Economy	Prevailing October 2019 per diem rate for two nights	$76, one day	None

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☐ Good Faith Estimate ☐ Actual Amount				

Provide a description of all meetings and events attended. *See* Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

We attended meetings to discuss broadband deployment, emerging technologies such as facial recognition, cloud storage, + inclusive technology, as well as the company's efforts to fight digital crime. These meetings explored policy efforts + perspectives on privacy, ethics, implentation + accessibility.

11/1/19 (Date) — Sydney Pettit (Printed name of traveler) — Sydney Pettit (Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

11/1/19 (Date) — Shelley Moore Capito (Signature of Supervising Senator/Officer)

(Revised 1/3/11) **Form RE-2**

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics** in **SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Sydney Pettit

Employing Office/Committee: Shelley Moore Capito

Private Sponsor(s) (list all): Microsoft Corporation

Travel date(s): October 2-4, 2019

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Redmond, Washington

Explain how this trip is specifically connected to the traveler's official or representational duties:

I currently serve as a Legislative Assistant to Senator Shelley Moore Capito. In this role, I staff the Senator on issues pertaining to the Commerce, Science, and Transportation Committee with a specific focus on technology, data privacy, and consumer protection. Microsoft's trip to Washington will explore emerging technologies such as facial recognition and artificial intelligences as well as the company's efforts to fight crime online. These topics will be helpful to my portfolio as the Commerce Committee discusses how legislation could impact the tech sector and continues to place focus on passing a federal privacy law.

Name of accompanying family member (if any): None

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

9/17/19
(Date)

Sydney Pettit
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Shelley Moore Capito *(Print Senator's/Officer's Name)* hereby authorize Sydney Pettit *(Print Traveler's Name)*

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. *(signify "yes" by checking box)* ☐

9/17/19
(Date)

Shelley Moore Capito
(Signature of Supervising Senator/Officer)

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220.** Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Sydney Pettit

Employing Office/Committee: Senator Shelley Moore Capito

Private Sponsor(s) (list all): Microsoft Corporation

Travel date(s): October 2-4, 2019

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Redmond, Washington

Explain how this trip is specifically connected to the traveler's official or representational duties:

I serve as a Legislative Assistant to Senator Shelley Moore Capito. My role includes staffing the Senator on issues pertaining to the Senate Committee on Commerce, Science, and Transportation with a specific focus on technology, data privacy and security and consumer protection.

Name of accompanying family member (if any): None

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

9/17/19
(Date)

Sydney Pettit
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Shelley Moore Capito *(Print Senator's/Officer's Name)* hereby authorize Sydney Pettit *(Print Traveler's Name)*

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. *(signify "yes" by checking box)* ☐

9/17/19
(Date)

Shelley Moore Capito
(Signature of Supervising Senator/Officer)

JOHNNY ISAKSON, GEORGIA, CHAIRMAN
CHRISTOPHER A. COONS, DELAWARE, VICE CHAIRMAN

PAT ROBERTS, KANSAS
JAMES E. RISCH, IDAHO

BRIAN SCHATZ, HAWAII
JEANNE SHAHEEN, NEW HAMPSHIRE

DEBORAH SUE MAYER, CHIEF COUNSEL AND STAFF DIRECTOR
CAMI MORRISON, CHIEF CLERK

HART SENATE OFFICE BUILDING, ROOM 220
SECOND AND CONSTITUTION AVENUE, NE
WASHINGTON, DC 20510-6425

TELEPHONE: (202) 224-2981
FACSIMILE: (202) 224-7416
TDD: (202) 228-3752

United States Senate

SELECT COMMITTEE ON ETHICS

September 24, 2019

Sydney Pettit
Office of Senator Shelley Moore Capito
United States Senate
Washington, DC 20510

Dear Ms. Pettit:

This responds to your recent correspondence concerning an invitation you received to travel to the *Microsoft Congressional Staff Visit 2019*, in Redmond, Washington, on October 2–4, 2019, sponsored by Microsoft Corporation (Microsoft). Microsoft certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*[1] related to the travel and that it is neither a lobbyist, nor lobbying firm, nor an agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. However, Microsoft has certified that it is a private entity that retains or employs a registered lobbyist and that no registered lobbyist or agent of a foreign principal will accompany you on *any segment of your trip*.[2]

Based on information and materials available to the Committee, and assuming the **actual** travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this one-day (exclusive of travel time and two overnight stays) trip **may be accepted** under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, Microsoft is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form,* and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel.**

[1] The term "necessary expenses" has a specific definition. *See Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

[2] The term "any segment of your trip" has a specific definition. *See id.* at 3.

Finally, Senate Rule 34 requires a reporting individual,[3] on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed $390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,

Deborah Sue Mayer
Chief Counsel and Staff Director

Enclosure: Travel Checklist

[3] A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 ($127,914 for CY 2019) or is a political fund designee and is required to file Financial Disclosure Reports.

Greetings,

Microsoft is pleased to invite you to visit our headquarters in Redmond, Washington on Thursday, October 3rd, 2019. You will have a chance to visit with Microsoft's experts and researchers, demo Microsoft's latest technology, and discuss tech policy and its implications on innovation.

This invitation includes a full agenda and ethics forms to be submitted for approval. **To indicate your availability and interest in attending this visit, immediately respond to this email and submit the attached documents to Ethics for approval.**

We will take a limited number of members on a first come, first serve basis to sign up for this event, and will let you know if your RSVP has been confirmed based on attendance. If and when your attendance is confirmed, you will receive instructions for next steps to arrange travel.

Do not hesitate to reach out to StaffVisit2019@microsoft.regsvc.com with questions on the Microsoft Congressional Staff Trip, including the overall logistics and the ethics process.

We look forward to hosting you in the Pacific Northwest

Thank you,

Michaela Berendt
Government Affairs Specialist, Microsoft

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Pettit, Sydney (Capito)

From: Microsoft Staff Visit 2019 <staffvisit19@microsoft.regsvc.com>
Sent: Tuesday, July 23, 2019 11:47 AM
To: Pettit, Sydney (Capito)
Subject: Invitation to Register | Microsoft October Congressional Staff Visit
Attachments: Microsoft Congressional Staff Visit Agenda - October 2019.pdf; Senate Ethics Forms - October StaffDel - Signed.pdf; Senate Invite List.xlsx

Follow Up Flag: Follow up
Flag Status: Flagged

Greetings Sydney,

Microsoft is pleased to invite you to visit our headquarters in Redmond, Washington on Thursday, October 3rd, 2019. You will have a chance to visit with Microsoft's experts and researchers, demo Microsoft's latest technology, and discuss tech policy and its implications on innovation.

This invitation includes a full agenda and ethics forms to be submitted for approval. **To complete your registration and reserve your space, immediately respond to this email and submit the attached documents to Ethics for approval.** Once you have received your approval from Ethics, you will return a copy of your email approval to the MS Congressional Staff Visit Logistics Team (email listed below) who will then begin to book travel at that time.

We will take a limited number of members on a first come, first serve basis to sign up for this event, and will let you know if your RSVP has been confirmed based on attendance.

Do not hesitate to reach out to StaffVisit2019@microsoft.regsvc.com with questions on the Microsoft Congressional Staff Trip, including the overall logistics and the ethics process.

Please indicate whether you plan to attend or are unable to attend by July 26th.

We look forward to hosting you in the Pacific Northwest

Thank you,

Michaela Berendt
Government Affairs Specialist, Microsoft

Microsoft Congressional Staff Visit 2019

Microsoft

Schedule

Wednesday, October 2, 2019

Start Time	End Time	Subject/Speaker	Location
6:55 pm	9:50 pm	Alaska Airlines Flight 0003	DCA to SEA
9:50 pm	9:50 pm	Arrival at SeaTac Airport *Meet the shuttle driver at baggage claim for flight 0003 carrying a "Microsoft" sign. Calista Mayer from OPUS Agency will be on site with the driver.*	
10:15 pm	10:40 pm	Shuttle bus to hotel	
10:40 pm		Hotel: Thompson Seattle, 110 Stewart St, Seattle, WA 98101	

Thursday, October 3, 2019

Start Time	End Time	Subject/Speaker	Location
7:30 am	8:00 am	Gather in Hotel Lobby for Breakfast	Thompson Seattle
8:00 am	8:30 am	Shuttle Departs for Microsoft	
8:30 am	9:00 am	Welcome and Opening Remarks Director of Congressional Affairs *Overview of Microsoft including our culture, journey, values, footprint in the Puget Sound, and overview of the presentations and content during the day.*	Executive Briefing Center Evergreen East 16070 NE 36th Way Redmond, WA 98052
9:00 am	10:00 am	Airband & Broadband Internet Access John Kahan, Chief Data Analytics Officer Allen Kim, Senior Program Manager *John and Allen will present and lead a discussion of broadband internet access and how this technology is being accessed in communities across America both rural and urban. Q&A to follow.*	EBC | Evergreen East
10:00 am	10:15 am	Tech Break	
10:15 am	11:00 am	DEMO Digital Transformation #InRealLife *Digital Transformation #InRealLife (DTIRL) brings to life real world customer stories across key solution areas and industries at the Redmond EBC. Participants will watch staff showcase the latest and greatest MS customer stories highlighting our technologies including O365, Azure IoT, HoloLens,*	EBC | #IRL Demo Pods

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Microsoft

Start Time	End Time	Subject/Speaker	Location
		Machine learning, and more. Participants will also experience a hands-on demonstration of HoloLens technology.	
11:00 am	12:15 am	Facial Recognition and Artificial Intelligence Natasha Crampton, Senior Attorney Jaquelyn Krones, Principal Ethic Strategist *Natasha and Jaquelyn will present and lead a discussion of Artificial Intelligence including facial recognition, ethics, and how this technology is being applied today and in the future. Q&A to follow.*	Treehouses 3620 163rd Ave NE ~5 minutes *Located behind B31*
12:15 pm	12:30 pm	Board Microsoft Shuttle to Microsoft Commons	
12:30 pm	1:20 pm	Lunch *Individual dining cards will be provided to each attendee. A map of dining options is included in your folder.*	Microsoft Commons 15255 NE 40th Street Redmond, WA 98052
1:20 pm	1:30 pm	Walk to Studio B	Studio B | 1960 15101 NE 40th Street ~5 minutes
1:30 pm	2:30 pm	Inclusive Tech Lab: Accessibility and Xbox Brannon Zahand, Senior Program Manager, Gaming *The Inclusive Tech Lab is a Microsoft space dedicated to inclusive gaming. When people come to the lab, we introduce them to the social model of disability through the lens of gaming. Participants will hear from the presenter Microsoft's story of diversity, inclusion, accessibility, privacy, and online safety. They will see and participate in a hands-on demonstration of the adaptive controller.*	Studio B | 1960
2:30 pm	2:45 pm	Shuttle to Redwest - C	14820 NE 36th Street ~8-10 minutes
2:45 pm	3:45 pm	Digital Crimes Unit Tour *The Digital Crimes Unit (DCU) is leading the fight against cybercrime to protect customers and promote trust in Microsoft. We fight cybercrime globally through the innovative application of technology, forensics, civil actions, criminal referrals, and public/private partnerships while protecting the*	B99 | Research Lab

Microsoft

Start Time	End Time	Subject/Speaker	Location
		security and privacy of our customers. Participants will take a walking tour throughout the facility while presenters discuss Microsoft's work fighting cybercrime in the United States.	
3:45 pm	4:00 pm	Microsoft Shuttle to Building 42	Building 42 15590 NE 31st Street
4:00 pm	4:30 pm	Azure Cloud Collaboration Center Tour *The ACCC is designed to offer customers a window into the massive scale of Microsoft's cloud management demonstrating the operational capabilities required to deliver a highly reliable cloud platform, at scale around the globe, and to inspire customers with examples of how the Microsoft Cloud empowers them to transform their businesses. Participants will take a walking tour through the center where the guide will showcase customer examples of cloud technology through storytelling, video, and product demonstrations.*	Building 42 | ACCC *Located on the second floor.*
4:30 pm	4:35 pm	Walk to Building 41 | Puffin	Building 41 | Puffin 15571 NE 31st Street ~ 5 min walk
4:35 pm	5:15 pm	Discussion and Summary Director of Congressional Affairs *US Government Affairs team members will lead the group in a final discussion to summarize the themes of the day including the importance of privacy, ethics in AI and facial recognition, the Internet of Things, Azure and cloud services, accessibility in gaming, research, and cybersecurity. Participants will be asked to discuss what they learned and dialogue on questions and next steps.*	B41 | Puffin *Located between Buildings 40 and 41.*
5:15 pm		Depart Microsoft for Hotel	
6:15 pm		Meet in Hotel Lobby | Depart for Dinner	Thompson Seattle
6:30 pm		Group Dinner at Red Cedar & Sage, Pike Place	1501 Pike Pl, Ste 200 Seattle, WA 9810

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Microsoft

Friday, October 4, 2019

Start Time	End Time	Subject/Speaker	Location
		Gather in hotel lobby	Thompson Seattle
		Shuttle bus to airport	
		Alaska Airlines Flight 0004	SEA to DCA
		Arrival at DCA	

First name	Last name	Office	Title
Cassie	Bladow	Sen. Hoeven	Chief of Staff
Andrew	Crawford	Sen. Chris Coons	Counsel
Robyn	Engibous	Sen. Dan Sullivan	Deputy Chief of Staff
Nick	Hawatmeh	Senate Committee on the Judiciary (Sen. John Kennedy)	Chief Counsel
Wally	Hsueh	Sen. Daines	
Lindsay	Jensen	Sen. Dan Sullivan	Legislative Assistant
Sunmin	Kim	Sen. Brian Schatz (D-HI)	Tech Policy Advisor
Gerry	Petrella	Leader Charles "Chuck" Schumer (D-NY)	Policy Director (On Leave, Parental)
Scarlet Doyle	Samp	Thune	
Mimi	Strobel	Sen. Ron Johnson (R-WI)	Legislative Assitant
Jason	Stverak	Sen. Kevin Cramer (R-ND)	Deputy Chief of Staff
Susan	Wheeler	Crapo	Chief of Staff
Sydney	Pettit	Sen. Capito	
Jason	Smith	Sen. Patty Murray	Tech/Telecom LA
Alexandrine	De Bianchi	Sen. Rosen	Tech/Telecom LA
David	Strickland	Sen. Cantwell/Senate Commerce	Staff Director
Rafi	Martina	Sen. Warner	Senior Policy Advisor

First name	Last name	Office
Collin	Anderson	Sen. Richard Blumenthal
Virgilio	Barrera	Sen. Martin Heinrich
Genny	Beltrone	Sen. Jon Tester
Jessica	Berry	Sen. Patrick Leahy (D-VT)
Chanda	Betourney	Sen. Patrick Leahy (D-VT)
Cassie	Bladow	Sen. Hoeven
Jared	Bomberg	Senate - Sen. Maria Cantwell / Senate Commerce Committee
Michael	Brownlie	Sen. Kyrsten Sinema (D-AZ)
Jami	Burgess	Sen. Maria Cantwell (D-WA)
Bennett	Butler	Sen. Ed Markey (D-MA)
Dara	Cohen	Sen. Jacky Rosen
Mark	Copeland	Sen. Tammy Duckworth
Andrew	Crawford	Sen. Chris Coons
Alexandrine	De Bianchi	Sen. Rosen
Jennifer	Duck	Senate Judiciary Committee
Robyn	Engibous	Sen. Dan Sullivan
Nick	Hawatmeh	Senate Committee on the Judiciary (Sen. John Kennedy)
Josh	Hsu	Sen. Kamala Harris (D-CA)
Wally	Hsueh	Sen. Daines
Allison	Hutchings	Senate - Sen. Schatz
Lindsay	Jensen	Sen. Dan Sullivan
Narda	Jones	Senate - Sen. Maria Cantwell / Senate Commerce Committee
April	Jones	Sen. Amy Klobuchar (D-MN)
Rodney	Kazibwe	Senate - Sen. Schumer
Sunmin	Kim	Sen. Brian Schatz (D-HI)
Mindi	Lindquist	Sen. Patty Murray (D-WA)
Rafi	Martina	Sen. Warner
Benjamin	Merkel	Sen. Patty Murray (D-WA)
Bakari	Middleton	Sen. Cory Booker
Brian	Moulton	Sen. Tammy Baldwin (D-WI)
David	Pendle	Sen. Patrick Leahy (D-VT)
Gerry	Petrella	Leader Charles "Chuck" Schumer (D-NY)
Sydney	Pettit	Sen. Capito
Beatrice	Pollard	Senate - Senator Chuck Schumer
Whitney	Potter	Sen. Martin Heinrich
Scarlet Doyle	Samp	Thune
Jason	Smith	Sen. Patty Murray
David	Strickland	Sen. Cantwell/Senate Commerce

Mimi	Strobel	Sen. Ron Johnson (R-WI)
Jason	Stverak	Sen. Kevin Cramer (R-ND)
Rajiv	Venkataramanan	Sen. Patrick Leahy (D-VT)
Joey	Wender	Sen. Ed Markey
Susan	Wheeler	Crapo
Michael	Wong	Sen. Kyrsten Sinema (D-AZ)
Anna	Yu	Sen. Richard Blumenthal

Title
Tech Policy Advisor
Legislative Director
Legislative Aide
Professional Staff Member
Deputy Staff Director; Chief Counsel
Chief of Staff
Senior Counsel
Legislative Director
Chief of Staff
Legislative Aide
Chief of Staff
Senior Policy Advisor
Counsel
Tech/Telecom LA
Staff Director
Deputy Chief of Staff
Chief Counsel
Deputy Chief of Staff
Legislative Assistant
Senior Tech Policy Advisor
Technology Legislative Assistant
Legislative Aide
Tech Policy Advisor
Chief of Staff
Senior Policy Advisor
Legislative Director
Counsel
Counsel
Chief Counsel
Policy Director (On Leave, Parental)
Legislative Assistant
Deputy Chief of Staff
Tech/Telecom LA
Staff Director

Legislative Assitant
Deputy Chief of Staff
Senior Counsel
Senior Policy Advisor
Chief of Staff
Policy Advisor
Senior Policy Advisor

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PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

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1. Sponsor(s) of the trip (please list all sponsors): Microsoft Corporation

2. Description of the trip: Microsoft is organizing a trip to highlight innovation, showcase emerging technologies, and discuss policy issues important to the tech sector.

3. Dates of travel: October 2nd - 4th, 2019

4. Place of travel: Washington, D.C. to Redmond, WA

5. Name and title of Senate invitees: See attached attendee list, accepting first 15 to RSVP

6. I *certify* that the trip fits one of the following categories:

   ☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal <u>and</u> do not retain or employ registered lobbyists or agents of a foreign principal <u>and</u> no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

   OR

   ☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) *(see question 9)*.

7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.

   AND

   ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.

8. I *certify* that:

   ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.

   AND

   ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**
I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

OR

☒ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

OR

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**
If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

Attendees are flying from Washington, D.C. (DCA) to Seattle, WA (SEA). In order to participate in a full day of sessions they must arrive the day before and depart the day after.

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Microsoft is organizing and conducting this trip to highlight innovation, showcase emerging technologies and discuss the policy issues important to the tech sector. as the sole Sponsor, Microsoft has planned the agenda, speaker sessions, and tour on Microsoft Campus, along with trip logistics.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

Microsoft's mission is to empower every person and every organization on the planet to achieve more, particularly through Information Technology. This trip allows Microsoft to educate and engage Senate staff on the policy implications of technology, with the goal to empower and enrich the lives of others.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Microsoft has hosted similar trips in each of the last 5 years and had previously hosted the trips in the early 2000s.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Microsoft hosts various events (forums, receptions, roundtable discussions, internship programs, and tours on its multiple campuses that educate and bring together business partners, employees, students, and the public focusing on areas of IT innovation, computer science education, products/services, and more.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
☒ Good Faith estimate ☐ Actual Amounts	$538.53 RT, economy	Prevailing October 2019 per diem rate for two nights	$76, one day	None

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

b) the trip involves an event that is arranged and organized specifically with regard to congressional participation

18. Reason for selecting the location of the event or trip

Redmond, WA is the Global Headquarters for Microsoft and allows staff to meet with Microsoft researchers and technologists while also visiting/participating in tours like the innovation lab.

19. Name and location of hotel or other lodging facility:

Thompson Seattle

110 Stewart St, Seattle, WA 98101

20. Reason(s) for selecting hotel or other lodging facility:

Can accommodate the Per Diem for lodging in October which is TBD

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Lodging and meals provided are equal to per diem rate

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Air travel is being provided, economy class only. Alaska Flight 0003 and 0004. Ground transportation is also being provided to / from the airport, from the hotel to Microsoft campus, dinner, and return to hotel.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: Scott McCullers

Name and Title: Scott McCullers, U.S. Government Affairs Coordinator

Name of Organization: Microsoft

Address: 901 K St. NW, Suite 1100

Telephone Number:

Fax Number: N/A

E-mail Address: scott.mccullers@microsoft.com