

[Print This Form...](#)[Clear Form](#)**Employee Post-Travel Disclosure of Travel Expenses**

11/25/2022 4:21 p.m. ET

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): 10/26/2022-10/28/2022

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	Airfare:\$1003.29 Shuttle Bus:\$150	\$464 (\$232 per night per participant; 2 nights total)	\$79	\$0

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.): Please see the attached program agenda.

11/25/22

(Date)

Kendal Barker

(Printed name of traveler)



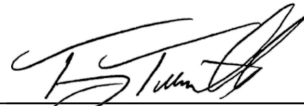
(Signature of traveler)

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.

11/18/22

(Date)



(Signature of Supervising Senator/Officer)

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EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

9/26/22 4:47p.m.
ET

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: Kendal BarkerEmploying Office/Committee: Office of Senator TubervillePrivate Sponsor(s) (list all): MicrosoftTravel date(s): October 26-28, 2022

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

Destination(s): Redmond, WA

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

Kendal covers homeland security and technology issues for Senator Tuberville. The trip will include discussions around AI, emerging technologies, cybersecurity, etc.

Name of accompanying family member (if any): _____

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:

09/26/2022

(Date)


(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):

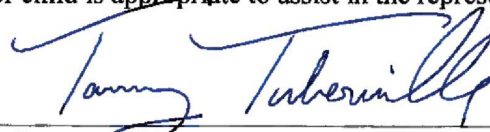
I, Senator Tommy Tuberville hereby authorize Kendal Barker
(Print Senator's/Officer's Name) (Print Traveler's Name)

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) ☐

09/26/2022

(Date)


(Signature of Supervising Senator/Officer)

CHRISTOPHER A. COONS, DELAWARE, CHAIRMAN
JAMES LANKFORD, OKLAHOMA, VICE CHAIRMAN

BRIAN SCHATZ, HAWAII
JEANNE SHAHEEN, NEW HAMPSHIRE

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DEB FISCHER, NEBRASKA

SHANNON HAMILTON KOPPLIN, CHIEF COUNSEL AND STAFF DIRECTOR
WILLIAM B. CABLE, 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

October 19, 2022

Kendal Barker
Office of Senator Tommy Tuberville
United States Senate
Washington, DC 20510

Dear Ms. Barker:

This responds to your recent correspondence requesting approval from the Select Committee on Ethics (the Committee) to accept an invitation you received to travel to the *Congressional Staff Delegation Visit* in Redmond, Washington, on October 26–28, 2022, sponsored by Microsoft Corporation (Microsoft). Provided that you adhere to the guidance set forth below, it appears that it is permissible for you to accept necessary expenses from Microsoft in connection with this trip.

Background

Based on your communication with the Committee, the background in this matter is as follows.¹ You are employed as a Legislative Correspondent in the Office of Senator Tommy Tuberville. Microsoft invited you to travel to the *Congressional Staff Delegation Visit* in Redmond, Washington, on October 26–28, 2022. Microsoft certified to the Committee that it will pay the necessary expenses² related to the travel and that it is neither a lobbyist, lobbying firm, agent of a foreign principal, or otherwise acting as a representative or agent of a foreign government. Although Microsoft is a private entity that retains or employs a federally registered lobbyist or foreign agent, Microsoft has certified that no registered lobbyist or agent of a foreign principal will accompany you on any segment of your trip.³

Discussion

Privately-sponsored travel includes any gift of travel and travel-related expenses for travel outside the Senate duty station, including transportation, lodging, food and refreshments, and conference fees and materials, whether paid for directly, reimbursed, or provided directly, from a private individual or entity, in connection with a Member's, officer's, or employee's official Senate duties. Incorporating reforms from the Honest Leadership and Open Government Act of 2007 (HLOGA), Pub. L. 110–81 (2007), Senate Rule 35.2 permits Members, officers, and

¹ If this letter does not correctly recite the facts, contact the Committee immediately.

² 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.

³ The term “any segment of your trip” has a specific definition. See *id.* at 3.

employees to accept privately-sponsored travel only with the prior written approval of the Committee.

The Committee's approval process is governed by the *Regulations and Guidelines for Privately-Sponsored Travel and Glossary of Terms* (collectively, *Travel Regulations*). The *Travel Regulations* contain detailed requirements regarding who may sponsor travel; time limits for trips; and the type and amount of expenses that can be reimbursed.

Trips sponsored by private entities that retain or employ a lobbyist or foreign agent may not exceed one day, exclusive of travel time and one overnight stay. A second overnight stay may be allowed if the sponsor establishes in writing that a two-night stay is practically required and necessary to accomplish the purpose of the trip. The Committee examines these requests on a case-by-case basis and will consider the distance of travel, the availability of transportation to or from the location of the one-day event, the start and end time of the day's official activities, and any other exceptional circumstances described in writing prior to the trip. Regardless of whether one or two overnight stays are approved, all scheduled officially-connected activities must take place on one calendar day. The sponsor may pay for meals and expenses for the overnight stays but may not plan or sponsor any substantive activities for the Senate invitee on those days. For such trips, neither lobbyists nor foreign agents may accompany a Senate invitee on any segment of the trip.⁴

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.**⁵

Consistent with these standards and Committee precedent and Microsoft's factual representations, it appears that it is permissible for you to accept necessary expenses from Microsoft in connection with this trip, provided that the actual travel and travel-related expenses for this one-day trip (exclusive of travel time and two overnight stays) conform to the information and materials you provided, and the travel and all required documents are disclosed to the Secretary of the Senate (Office of Public Records).

Finally, Senate Rule 34 requires a reporting individual,⁶ on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements

⁴ See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel* at 4-5; see also *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 3.

⁵ Trip extensions for any purpose do not extend this deadline.

⁶ A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$135,468 for CY 2022) or is a political fund designee and is required to file Financial Disclosure Reports.

under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$415 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,



Shannon Hamilton Kopplin
Chief Counsel and Staff Director

Enclosure: Travel Checklist

September 26, 2022

Attention: Kendal Barker

Subject: Travel for Kendal Barker

Dear Kendal Barker:

We are pleased to invite the person(s) mentioned in the subject of this letter to visit the Microsoft Campus in Redmond in June. The purpose of the visit is to discuss cybersecurity, cloud computing, sustainability, research and emerging technologies. The trip will include one dinner, speakers, policy discussion, and tours of the Microsoft campus. The proposed timing for this trip, pending your confirmation, is from October 26, 2022 to October 28, 2022.

Microsoft values the participation of its government customers at events such as this and would like to pay for travel and lodging expenses for Kendal Barker. If permitted, we would be pleased to pay for the following expenses:

- Round trip airfare with a maximum value of US \$1500.00.
 - This travel will be in Economy Class.
- Lodging for 1 night.
- Meals and refreshments.
- Transportation between the hotel, Redmond campus, and dinner
 - Attendees are responsible for their own transportation to and from airports.

Please note that Microsoft will not be providing reimbursement for any other expenses related to the event not identified above. The official or the agency will be responsible for those expenses. Microsoft will purchase airfare, lodging, meals, and transportation on behalf of the official; we will not provide any personal reimbursement to the official.

It is the intent of Microsoft that payment of these expenses is compliant with all applicable laws, regulations and ethics rules regarding gifts and donations. Microsoft pays these expenses without seeking promises or favoritism for Microsoft in any bidding arrangements. Further, no exclusivity will be expected by either party. Microsoft pays these expenses with the understanding that it will not be prohibited from any procurement opportunities. Finally, your acceptance imposes no obligation on your organization to acquire or use any Microsoft product or service.

An official senior to the officials receiving travel, or a representative of your agency's legal or compliance department should review this letter, and if approved, have him or her sign in the space provided below and return to Whitney Sleigh at Microsoft (you may scan and send by email to v-wsleigh@microsoft.com on or before October 14, 2022.

Regards,

Michaela Berendt

Michaela Berendt

Business Operations Associate

CELA, USGA

APPROVED:

U.S. Senate

Name of Government Agency

Tammy Tuberville

Signature of Approver

(The trip must be approved by either (i) an individual at the agency senior to the official receiving the travel or (ii) the agency's legal or compliance department).

U.S. Senator

Title of Approver

09/26/2022

Date

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.

1. Sponsor(s) of the trip (please list all sponsors): Microsoft Corporation (Microsoft)
2. Description of the trip: Microsoft is organizing this trip to highlight innovation, showcase emerging technologies, and discuss policy issues important to the technology sector.
3. Dates of travel: October 26-28, 2022
4. Place of travel: Redmond, WA
5. Name and title of Senate invitees: See attached attendee list.
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 **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** 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 the east coast to the west coast and 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 policy issues important to the technology sector. As the Sponsor, Microsoft has planned the agenda, speaker sessions, and tours on the 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 hosted a trip earlier this summer, June 29 - July 1, 2022.

Microsoft also hosted a yearly trip between 2015-2019 and previously hosted 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, & the public focusing on areas of IT innovation, computer science education, products/devices, and more.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
☒ Good Faith estimate	\$1,500	\$464	\$79	\$0
☐ Actual Amounts	Breakout per participant: Airfare \$1,350 Shuttle Bus \$150	\$232 per night per participant; 2 nights of lodging per participant		

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 - arranged 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:

Hyatt Regency Bellevue

900 Bellevue Way NE, Bellevue, WA 98004

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

Hotel fits within the locales per diem allowance and close to Microsoft campus.

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:

Daily meal expenses and lodging expenses will meet the per diem for June for official Federal

Government travel. Estimated food costs are \$79.00 per day and lodging costs are estimated to be \$232 per day.

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:

Microsoft is providing round-trip coach airfare per participant. Ground transportation is being provided with private shuttle bus service to/from airport and Microsoft campus.

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: Michaela Berendt

Name and Title: Michaela Berendt; Business Operations Associate

Name of Organization: Microsoft

Address: One Microsoft Way, Redmond, WA 98052

Telephone Number: +1 425.538.7023

Fax Number: _____

E-mail Address: michaela.berendt@microsoft.com



Microsoft Campus Visit

- [Details](#)
- [Schedule](#)
- [Staff Biographies](#)

Details

Event	Congressional Staff Delegation Campus Visit	
Date	Wednesday, October 26, 2022 – Friday, October 28, 2022	
Location	Microsoft Campus 1 Microsoft Way Redmond, WA 98052	
Primary Contact	Michaela Berendt +1 (425) 538-7023 Michaela.Berendt@microsoft.com	Whitney Sleight +1 (425) 395-6717 v-wsleigh@microsoft.com



Schedule

Wednesday, October 26, 2022

Start Time	End Time	Subject/Speaker	Location
5:15 pm	8:35 pm	Alaska Airlines Flight AS0003	DCA to SEA
8:35 pm	8:35 pm	Arrival at SeaTac Airport <i>Meet the shuttle driver at baggage claim for flight AS0003 carrying a "Microsoft" sign.</i>	
8:35 pm	9:15 pm	Shuttle bus to hotel	
9:15 pm		HOTEL: Hyatt Regency Bellevue	Hyatt Regency 900 Bellevue Way NE Bellevue, WA 98004

Thursday, October 28, 2022

Start Time	End Time	Subject/Speaker	Location
8:00 am	8:30 am	Shuttle Departs for Microsoft <i>Meet Libby Fisher-Hunter from Microsoft in the hotel lobby carrying a "Microsoft" sign.</i>	
8:30 am	9:00 am	Opening Remarks & Breakfast Frank Cavaliere, General Manager, Congressional Affairs & Chan Park, Senior Director, Government Affairs	Executive Briefing Center 16070 NE 36th Way Redmond, WA 98052
		<i>Overview of Microsoft including our culture, journey, values, footprint in the Puget Sound, and overview of the presentations and content during the day.</i>	
9:00 am	9:30 am	Digital Transformation #InRealLife Danny Monares, Envisioning Specialist	Executive Briefing Center
		<i>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, Machine learning, and more. Participants will also experience a hands-on demonstration of HoloLens technology.</i>	



9:30 am	9:45 am	Walk to MSFT Treehouses <i>Weather Permitting, if it rains we will stay in the EBC.</i>	
9:45 am	10:45 am	Sustainability at Microsoft Mark Kroese, General Manager, Environmental Sustainability Solutions <i>Mark Kroese will present Microsoft's approach to solve global environmental challenges in the key focus areas of climate, agriculture, water, and biodiversity. Participants will hear a presentation of how our technology AI for Earth works to advance sustainability across the globe.</i>	Treehouse OMS-1
10:45 am	11:00 am	Shuttle to B99	
11:00 am	12:00 am	Tour Microsoft Research Lab Ashley Llorens, VP Distinguished Scientist and Managing Director <i>The Redmond lab is at the hub of Microsoft Research's globe-spanning organization that fosters open collaborations with partners throughout industry and academic institutions as well as Microsoft product teams. Participants will receive a presentation on Microsoft's global Research footprint, will walk through the hardware lab to see the tools used by the team, and see a demonstration of new technologies currently being tested.</i>	B99 Research Lab
12:00 pm	12:10 pm	Walk to Lunch	
12:10 pm	12:50 pm	Lunch in MSFT Microsoft Commons	
1:00 pm	1:45 pm	Gaming Ecosystem Sarah Bond, CVP, Microsoft Gaming <i>Sarah Bond will provide a high level briefing to on the gaming market in light of the Activision Blizzard acquisition.</i>	B92 Visitor's Center Atrium
1:45 pm	2:15 pm	Espresso Break	
2:15 pm	2:45 pm	Responsible AI Briefing Owen Larter, Director of Responsible AI, Public Policy <i>Owen 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.</i>	B92 Visitor's Center Atrium
2:45 pm	3:00 pm	Shuttle to Redwest-C	



3:00 pm	3:45 pm	Digital Crimes Unit Tour Amy Hogan-Burney, General Manager, Cyber Policy and Protection <i>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 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.</i>	
3:45 pm	4:00 pm	Shuttle to B86	
4:00 pm	4:45 pm	Inclusive Tech Lab & Microsoft Accessibility Solomon Romney, Accessibility Program Manager	B86 Inclusive Tech Lab 5074 154 th PI NE Redmond, WA 98052
<i>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.</i>			
5:00 pm	Depart Microsoft for Hotel		
6:15 pm	Meet in Hotel Lobby Depart for Dinner <i>Meet Libby Fisher-Hunter from Microsoft in the hotel lobby carrying a "Microsoft" sign.</i>		Hyatt Regency 900 Bellevue Way NE Bellevue, WA 98004
6:30 pm	Group Dinner at Black Bottle		Black Bottle Bellevue 919 Bellevue Way NE Bellevue, WA 98004

Friday, October 29, 2022

Start Time	End Time	Subject/Speaker	Location
6:00 am	6:25 am	Shuttle from Hyatt Regency to SeaTac Airport <i>Meet the shuttle driver at the Evergreen Ballroom Entrance of the hotel. The shuttle will be staged there.</i>	
8:25 am	4:32 pm	Depart SeaTac Airport Akaka Airlines Flight AS0004	SEA to DCA



Congressional Staff Biographies



[Jon Adame](#)

General Counsel & Legislative Director, Senator Marsha Blackburn

Jon Adame serves as General Counsel and Legislative Director to Senator Marsha Blackburn (R-TN). In addition to setting strategy and managing the legislative team, Jon focuses on telecommunications and emerging technologies. Prior to serving in the Senate, Jon was Policy Coordinator for the House Energy & Commerce Subcommittee on Communications and Technology; and Legislative Counsel for then-Congressman Blackburn.

After graduating from the University of New Mexico, Jon worked on several Congressional, Senatorial, and Gubernatorial campaigns across the country. He later attended the University of Colorado School of Law, focusing on technology law and policy. In his free time, Jon enjoys traveling with his wife, cooking, and playing guitar.



[Erica Andeweg](#)

Senior Policy Advisory, Senator Deb Fischer

Erica has covered science, technology, and telecommunications policy matters in the Senate and House over the past decade. She is now a Senior Policy Advisor for Senator Deb Fischer, supporting her work as a member of the Senate Committee on Commerce, Science, and Transportation.



[Kendal Barker](#)

Legislative Correspondent, Senator Tommy Tuberville

Kendal Barker serves on the legislative team for U.S. Senator Tuberville (AL), covering homeland security, immigration, commerce, technology, education, judiciary, and veterans' affairs issues. During the Trump administration, she worked as the



special advisor to the chief of staff at the U.S. Environmental Protection Agency.

Prior to her roles in the federal government, Kendal led strategic initiatives at a digital marketing firm, which included amplifying the nation's leading rapid-response effort to provide cash assistance to families most affected by the COVID-19 pandemic and collaborating with the U.S. Department of State to provide educational resources to entrepreneurs in developing countries. Kendal is a native of Orlando, Florida, and a graduate of the University of Florida. She is currently pursuing a master's in public policy at Georgetown University.



Danny Butherus

Legislative Aide, Senator Ted Cruz

Danny Butherus as the Legislative Aide for Senator Cruz. In this role, he works on Commerce Committee issues including science and technology, telecommunications, and transportation. Danny graduated from Augustana University in 2017 with a bachelor's degree in economics as well as government/international affairs.



Patrick Fox

Policy Advisor, Senator Bill Cassidy

Policy Advisor for Senator Bill Cassidy, M.D. Patrick is from Shreveport, Louisiana and handles Education, and Tech Policy in the office. He graduated from Birmingham Southern-College and got his master's from University of Washington.



Andrew Gleaton

Legislative Aide; Senator Mike Crapo

Andrew Gleaton is Legislative Aide for Senator Crapo, having joined the Senator's staff in January 2020. He handles issues related to Data & Privacy, Intellectual Property, Bankruptcy and the Second Amendment, as well as Banking, Housing and Telecommunications. He received his bachelor's degree from



Boise State University, and master's degree from The George Washington University.



Alexa Green

Head Scheduler, Senator James E. Risch

Alexa graduated Summa Cum Laude from the University of North Alabama in December 2016 with a degree in Political Science and began working on Capitol Hill for an Alabama Congressman in August 2017. She was promoted to Scheduler and Office Manager before joining the Office of Senator Risch as Head Scheduler in May 2018. Alexa works diligently to schedule meetings and events, acting as the Senator's gatekeeper.

In her free time, she enjoys traveling (the planning is her favorite part), antiques, baking, and volunteering with N Street Village, Taste of the South, Daughters of the American Revolution, and the Junior League of Washington.



Gabrielle Howard

Senior Legislative Assistant, Congressman Troy Carter

Gabrielle N. Howard serves as Senior Legislative Assistant for Congressman Troy A. Carter, Sr., where she handles the Member's small business committee, transportation & infrastructure committee, energy, environment, banking, taxes, education, health care, racial, social, and environmental justice, and judiciary issues. Gabrielle is especially interested in how these issue areas intersect and impact BIPOC communities.

Gabrielle has always had an interest in fighting against inequality, injustice, and racism and finding policy solutions to combat these issues. This drive brought Gabrielle to Capitol Hill as a fellow in Congressman Filemon Vela's office. Through her current role, she is constantly looking for ways to move the country towards policies that create systemic change, and therefore, create a more just, diverse, equitable, and inclusive society for all.



Jesse Mahan

Legislative Assistant, Senator James Lankford

Jesse Mahan is a Legislative Assistant for Senator James Lankford (R-OK). In this capacity, he oversees Senator Lankford's priorities on the Homeland Security and Governmental Affairs Committee. Jesse focuses on cybersecurity, telecommunication, and critical infrastructure issues.

Since beginning his work in Senator Lankford's office in 2015, he has also handled Senator Lankford's Committee work on the Homeland Security and Financial Services General Government Appropriation Subcommittees. Jesse earned a B.A. in Political Science and International Studies from the University of Oklahoma.



Ariel Marshall

Legislative Director, Senator Jeanne Shaheen

Ariel Marshall serves as the legislative director for Senator Jeanne Shaheen, the senior Senator from New Hampshire. In this position, Ariel develops and implements the Senator's legislative agenda.

Before assuming this role, Ariel served as Senator Shaheen's senior domestic policy advisor, helping to advance the Senator's legislative initiatives in the areas of energy, environment, advanced manufacturing, science and innovation, and additional domestic policy goals. Ariel began her career on Capitol Hill through a congressional fellowship from the American Association for the Advancement of Science, the Optical Society and the International Society for Optics and Photonics. As a fellow, she worked on energy and environment issues for Senator Mark Udall (D-CO) and subsequently for Senator Shaheen.

Ariel holds an undergraduate degree from the University of Central Arkansas and a doctorate degree in chemistry from the Georgia Institute of Technology in Atlanta, GA.



Mike Mets

Legislative Assistant, Senator Susan Collins

Mike Mets has been working for Senator Collins since May 2019. He advises the Senator on legislative matters related to several issues, including telecommunications, tax, and labor. He previously worked on the House side and on several political campaigns. He graduated from Stony Brook University in New York with a BA in Political Science and an MA in Public Policy.



Marlo Meuli

Deputy Chief of Staff, Senator Ron Johnson

Marlo has worked in the U.S. Senate for over 25 years. She came to Washington D.C. for a six-month internship and never left. First starting in an entry-level position, Marlo became interested in technology. She served as system administrator for several Senators, helped start the Senate Systems Administrators Association serving as past president of the association and created the first public website for a Senate Republican office. Marlo was instrumental in creating the Trunkline, an intranet for Senate Republicans. In 2013, she became office manager for Senator Ron Johnson handling both the technology and administrative duties for the office. She became deputy chief of staff in 2015.

Marlo holds a bachelor's degree from the University of California, Santa Barbara and a Master's of Science in Information System Technology from George Washington University. She and her husband, Paul Mann, have two daughters and live in Fredericksburg, VA.



Brandon Palumbo

Legislative Assistant, Senator Ron Johnson

Brandon Palumbo is a Legislative Assistant for Senator Ron Johnson (WI) covering a range of issues including cybersecurity, infrastructure security, and technology policy, and supports Senator Johnson in his position on the Senate Committee on Homeland Security & Governmental Affairs. Previously, he



worked as a Government Relations Manager for a D.C. think tank, The Heritage Foundation, where he led policy advocacy for the organization's Davis Institute for National Security and Foreign Policy. Brandon was also the Correspondence Manager for Senator John N. Kennedy (LA) where he helped establish the office's constituent services program and assisted in researching policy priorities. He holds a Master's in Public Policy from Liberty University.



Duncan Rankin

Legislative Assistant, Senator Ted Cruz

Duncan Rankin is the Legislative Assistant handling the Committee on Commerce, Science, and Transportation legislative portfolio for Senator Cruz, a role he has been in since March of 2019. Prior to this, he served as a Professional Staff Member for the House Committee on Science, Space, and Technology from November of 2017 through January of 2019, a Legislative Correspondent for Senator Luther Strange of Alabama from February of 2017 through November of 2017, and Legislative Correspondent for Congressman Louie Gohmert from January 2016 through January of 2017. Duncan is a native of McAllen, TX and attended Texas A&M University in College Station from 2011-2015.



Jonah Shumate

Chief of Staff, Congressman Rick Crawford

Jonah has served for nearly twelve years as the Chief of Staff for Rep Rick Crawford (AR-01). He is a native of Arkansas where he lived previously before moving to the DC Metro when his boss was elected in 2010. Before working in politics as both the campaign manager and eventual role in Washington, Jonah worked in community and economic development as well as several other areas in the private sector. Most recently, Jonah led a cybersecurity and energy focused team of members that coordinated outreach and information among private sector entities and Hill offices in the wake of the Colonial Pipeline and JBS attacks in 2021.



Mary Silverthorn

Legislative Assistant, Senator Kevin Cramer

Mary Silverthorn is a Legislative Assistant for United States Senator Kevin Cramer (R-ND). In her role, she supports Senator Cramer as a member of the Budget Committee. Additionally, Mary handles both the Judiciary and Indian Affairs portfolios to advance policy on behalf of North Dakota. Originally from North Dakota, Mary attended the University of Minnesota Duluth and earned a degree in Political Science.



Dharamjeet Singh

Legislative Assistant, Congressman Gregory W. Meeks

Dharamjeet Singh is a Legislative Assistant for Congressman Gregory W. Meeks, covering a wide range of policy areas, including Tech, Telecomm, Defense, Transportation, and Infrastructure. Originally from Burma (Myanmar), he immigrated to the United States at the age of 17 in search of a better opportunity and future.

While studying Political Science at the City College at the City University of New York (CUNY), he had his first Hill internship experience at Congressman Meeks' office. Right after the internship, he graduated from City University and was offered a full-time position at the Congressman's office, kickstarting a very exciting and unconventional career path considering his background. He was promoted to his current role as Legislative Assistant in 2021 and is now closing in on nearly four years with the office. When he's not busy working on policy or going to networking receptions on and off the Hill, Dharamjeet enjoys playing golf and exploring the DC food scene.



Aaron Stanislawski

Counsel, Senator Chris Coons

Aaron Stanislawski is Counsel to Sen. Chris Coons. He covers the Judiciary Committee portfolio, and leads the Senator's work as Chairman of the Judiciary Subcommittee on Privacy, Technology, and the Law. Prior to coming to Capitol Hill, he worked in private practice in New York City.



Sean Sweeney

Legislative Assistant, Senator Mark Warner

Previous Assignments: Government Relations Manager, Accenture; Deputy Director of Intergovernmental Affairs, Office of Governor Ralph Northam (D-VA); Legislative Correspondent and State Scheduler, Office of Senator Mark Warner (D-VA); Research Assistant, Democratic Party of Virginia

Bio: Sean Sweeney serves as a legislative assistant in the Office of Senator Mark Warner (D-VA), where he leads the senator's work on immigration, technology, and telecommunications issues.

Prior to rejoining Senator Warner's staff in November 2021, Sean served as a government relations manager for Accenture, leading the company's government engagement related to artificial intelligence and other emerging technology issues. In February of 2018, Sean was appointed Deputy Director of the Virginia Office of Intergovernmental Affairs by Governor Ralph Northam. In this role, he advised Governor Northam on federal policy issues and acted as a liaison between state government in Richmond and federal stakeholders in Washington. Prior to his role in the Northam Administration, Sean served as a legislative correspondent for Senator Warner and as a research assistant on his 2014 reelection campaign.

Sean is a native of Massachusetts and a graduate of the College of William & Mary, where he studied International Relations. He lives in Alexandria, Virginia with his wife, Sarah.



Matt Swint

Senior Legislative Correspondent, Senator Ted Cruz

Matt Swint is the Senior Legislative Correspondent in the office of Senator Ted Cruz, where he works on Commerce Committee issues including aviation, telecommunications, technology, and space. Matt is originally from Marietta, Georgia and graduated from the University of Georgia in 2019 with a degree in Political Science.



Microsoft Congressional Staff Delegation Campus Visit

Onsite Contact Information

Michaela Berendt Michaela.Berendt@microsoft.com (360) 790-4741

Christiana Meyers chrmeysers@microsoft.com (703) 980-9413

Hotel Information

Hyatt Regency Bellevue

900 Bellevue Way NE

Bellevue, Washington

425.462.1234

[Hyatt Regency Bellevue](#)

Important Dates & Times

October 26, 2022

Attendee Arrivals, transportation provided by Microsoft. Meet transportation staff member in baggage claim at flight AS#3 carousal.

Check into [Hyatt Regency Bellevue](#)

October 27, 2022

Travel to Microsoft Campus

When: Meet Christiana Meyers in the Hotel lobby at 7:45 AM

Group Dinner at [Black Bottle Bellevue](#)

When: Meet in the Hotel lobby at 6:15 PM

July 1, 2022

Attendee Departures, meet transportation staff member outside of Evergreen Ballroom Entrance of Hyatt Regency Bellevue no later than 6:00 AM

Check out of [Hyatt Regency Bellevue](#)



Trip Background Information

While visiting the Pacific Northwest, you will tour Microsoft's state-of-the-art facility, witness cutting-edge technology demonstrations, and speak with business leaders and policy experts. This is a great opportunity to tell us how VFI can better serve the MSFT partner community.

Weather

Click [here](#) for an up to date weather report. The current weather forecast calls for a bit cloudy with highs in the mid-50s, overnight lows in the mid-40s. Be sure to pack accordingly.

Dress Code

Casual to business casual, tie not required. Please wear comfortable walking shoes.

Transportation Reminder

Microsoft will provide transportation to and from Microsoft Campus, as well as transportation to and from the airport. Please note that Microsoft is unable to reimburse guests for individual transportation while in the Puget Sound area, outside the activities mentioned above.

Code of Conduct

Microsoft's mission is to empower every person and every organization on the planet to achieve more. This includes Microsoft events where we seek to create a respectful, friendly, fun and inclusive experience for all participants.

We do not tolerate harassing or disrespectful behavior, messages, images, or interactions by any participant, in any form, at any aspect of the program including business and social activities, regardless of location.

We do not tolerate any behavior that is degrading to any gender, race, sexual orientation or disability, or any behavior that would violate the company's Anti-Harassment and Anti-Discrimination Policy, Equal Employment Opportunity Policy, or Standards of Business Conduct, even if the entertainment is not paid for by Microsoft. In short, the entire experience at the venues must meet our culture standards.

We encourage everyone to assist in creating a welcoming and safe environment. Please report any concerns, harassing behavior, or suspicious or disruptive activity to venue staff, the event host or owner, or the nearest event staff. We also encourage employees to contact their Microsoft Manager or our Business Conduct Hotline (1-877-320-MSFT or buscond@microsoft.com) at any time if you feel an event is against our policy or inconsistent with the Microsoft culture. Outside the United States.



Microsoft reserves the right to refuse admittance to or remove any person from an event at any time at its sole discretion. We make this policy visible for all Microsoft events so all attendees can see what is expected and what steps they should take if they see or experience behavior not consistent with this policy.

First Name	Last Name	Office or Committee	Job Title
Avery	Gardiner	Judiciary	Chief Counsel, Competition and Tech Policy
Sean	Sweeney	Sen. Mark Warner	Legislative Assistant
Chad	Kreikemeier	Senator Shaheen	Chief of Staff
Courtney	Young	Senator Kennedy	Legislative Assistant
Micki	Werner	Senator Marsha Blackburn	Legislative Aide
Lauren	Reamy	Senator Marco Rubio	Legislative Director
Jesse	Mahan	Senator Lankford	Legislative Assistant
Chris	Kelly	Senator Blackburn	Health Legislative Assistant
Andrew	Kelley	Senator Boozman's office	Legislative Assistant
Michael	Mets	Senator Susan Collins	Legislative Assistant
Katherine	Nikas	Senate Judiciary--Senator Graham	Chief Counsel
Rachel	Bissex	Senate Judiciary Committee	Senior Counsel
Samantha	Scoca	Senate Committee on Small Business & Entrepreneurship	Deputy Staff Director
Corey	Sellers	Steve Daines	Policy Advisor
Mary	Silverthorn	Senator Cramer	Legislative Assistant
Bradley	Plunkett	Senator John Boozman	Legislative Correspondent
Luke	Pettit	Senator Hagerty	Senior Policy Advisor
Andrew	Gleaton	Senator Mike Crapo	Legislative Aide
Andrew	Gleaton	Senator Mike Crapo	Legislative Aide
Aaron	Stanislawski	Sen. Chris Coons - Judiciary Committee - Subcommittee on Privacy, Technology, and the Law	Counsel
Michael	Brownlie	Senator Kyrsten Sinema	Deputy Chief of Staff and Legislative Director
Brandon	Palumbo	Office of Senator Ron Johnson (WI)	Legislative Assistant
Jamie	Susskind	Office of Senator Marsha Blackburn	Policy Advisor
Patrick	Fox	US Senator Bill Cassidy	Policy Advisor
Alexa	Green	United States Senator James E. Risch	Scheduler
Marlo	Meuli	Johnson	Admin Director
J.T.	Jezierski	Capito	LD
Brian	Cullen	Senate Foreign Relations Committee	Senior Professional Staff Member
Kendal	Barker	Senator Tuberville	Legislative Correspondent
Addie	Bassali	Senator Shelley Moore Capito	LA
Erica	Andeweg	Senator Deb Fischer	Senior Policy Advisor
Jon	Adame	Senator Blackburn	LD/GC
Andy	Ho	Risch	Legislative Aide

Ariel	Marshall	U.S. Senator Jeanne Shaheen	Legislative Director
Duncan	Rankin	Senator Ted Cruz	Legislative Assistant



Generated: 27 September 2022 22:30 GMT

Travel Arrangements for **BARKER/KENDAL**

Itinerary Booking Reference [REDACTED]

Trip ID - [REDACTED]

Customer Address

MICROSOFT AMERICAS
KENDAL BARKER
14711 NE 29TH PLACE
SUITE 215
BELLEVUE WA 98007 US
LODGING GL-723026
GOVERNMENT OFFICIAL
LODGING GL-723026
GOVERNMENT OFFICIAL

Agent CW

American Express Global Business Travel
Microsoft Travel
14711 NE 29th Place, Suite 215
Bellevue, WA 98007
Phone: +1 (669) 210-8041

BILLING CODE :

1010-XXXXXXX-723025-1377477

Wednesday 26 October 2022

05:15 PM

Washington (DCA) to Seattle (SEA)

Airline Booking Ref: [REDACTED]

Carrier: Alaska Airlines

Flight: AS 3

Status: Confirmed

Operated By: Alaska Airlines

Origin: Washington, DC, Washington Ronald Reagan National Apt (DCA)

Departing: Wednesday 26 October 2022 at 05:15 PM Departure Terminal: Not Applicable

Destination: Seattle, WA, Seattle-Tacoma International Apt (SEA)

Arriving: Wednesday 26 October 2022 at 08:20 PM

Arrival Terminal: Not Applicable

Additional Information

Class: Economy

Distance: 2329 Miles

Estimated Time: 06 hours 05 minutes

Aircraft Type: Boeing 737

Seat: 29A

Meal Service: Not Applicable

Frequent Flyer Number: Not Applicable

Number of Stops: 0

WINDOW SEAT CONFIRMED

TSA KTN TRANSMITTED

**HYATT REGENCY BELLEVUE****Address:** 900 BELLEVUE WAY., Bellevue, WA, 98004, US**Phone:** (1) 425-462-1234**Fax:** (1) 425-646-7567**Check In Date:** Wednesday 26 October 2022**Check Out Date:** Friday 28 October 2022**Number Of Nights:** 2**Rate:** USD 232.00 per night may be subject to local taxes and service charges**Guaranteed to:** Not Applicable**Reference Number:** CONGRESS**Status:** Confirmed**Number Of Rooms:** 1**Additional Information****Membership ID:** Not Applicable**Corporate Id:** Not Applicable

RATE PART OF ROOM BLOCK

CONFERMA DEPLOYMENT 79346375

Friday 28 October 2022**08:40 AM****Seattle (SEA) to Washington (DCA)****Airline Booking Ref:** LVNXTJ**Carrier:** Alaska Airlines**Flight:** AS 4**Status:** Confirmed**Operated By:** Alaska Airlines**Origin:** Seattle, WA, Seattle-Tacoma International Apt (SEA)**Departing:** Friday 28 October 2022 at 08:40 AM**Departure Terminal:** Not Applicable**Destination:** Washington, DC, Washington Ronald Reagan National Apt (DCA)**Arriving:** Friday 28 October 2022 at 04:40 PM**Arrival Terminal:** Not Applicable**Additional Information****Class:** Economy**Distance:** 2329 Miles**Estimated Time:** 05 hours 00 minute**Aircraft Type:** Boeing 737**Seat:** 21E**Meal Service:** Not Applicable**Frequent Flyer Number:** Not Applicable**Number of Stops:** 0

PLZ RQST WINDOW SEAT AT CHECK IN

TSA KTN TRANSMITTED

Air Fare Information**Routing :** DCA/SEA/DCA**Total Fare :** USD 1003.29**Fare Conditions****Changes :** BEFORE DEPARTURE PERMITTED

AFTER DEPARTURE PERMITTED

Cancellation/Refunds : BEFORE DEPARTURE PERMITTED

AFTER DEPARTURE PERMITTED

Ticket To Be Issued By : 27SEP2022**Additional Messages**

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Itinerary Of The Trip. To The Extent That The Traveler

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** Phone 669-210-8043 Code S-V3ph **

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Charges Including But Not Limited To Daily Resort Or
Facility Fees May Be Applicable To Your Stay And Payable
To The Hotel Operator At Check-Out From The Property.
You May Wish To Inquire With The Hotel Before Your Trip
Regarding The Existence And Amount Of Such Charges.

Important Information

COVID-19 Updates: Click here to access Travel Vitals <https://travelvitals.amexgbt.com> for the latest information and advisories compiled by American Express Global Business Travel.

For important information regarding your booking in relation to the conditions applying to your booking, managing your booking and travel advisory, please refer to www.amexglobalbusinesstravel.com/booking-info.

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