

Date/Time Stamp

**COVER SHEET FOR AMENDMENT OF
POST-TRAVEL SUBMISSION**

Instructions: Use this form as a cover sheet for any paperwork you may need to submit to the **Office of Public Records** in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. **Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.**

SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Name of Traveler: Aaron Stanislawski

Employing Office/Committee: Senate Judiciary Committee

Travel Expenses Paid by (List all sources): Microsoft

Travel Date(s): October 26 - October 28, 2022

Description/Title of Attached Forms: Revised Post-Travel Submission to include updated Private Sponsor Travel Form and invitation.

Purpose of Amendment (describe the reason for amending original submission): Original submission
lacked updated Private Sponsor Stravel Form and original invitation.

12/16/2022

(Date)



(Signature of Traveler)

From: [Michaela Berendt \(CELA\)](#)
To: [Stanislawski, Aaron \(Judiciary-Dem\)](#)
Subject: Microsoft October Congressional Staff Delegation Trip
Date: Wednesday, September 14, 2022 12:44:07 PM

Good Afternoon Aaron:

On behalf of Microsoft, we'd like to invite you to the **Congressional Staff Delegation Visit** at the Microsoft Campus in Redmond, Washington. We are planning an engaging and interactive programs that will take place from the evening of October 26, 2022 to the morning of October 28, 2022. We hope that you will be able to join us.

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. Areas of discussion include cybercrime, gaming, sustainability, and cloud computing initiatives.

Please **submit your availability to visit our campus by Friday, September 16, 2022** using the link below, and we will send you registration materials on a first come first serve basis:

[Submit your availability here.](#)

We are happy to provide round-trip airfare, lodging, meals, and ground transportation in accordance with ethics committee guidelines. Please note that while Microsoft will pay for these expenses on your behalf, we are unable to make reimbursements for any costs you incur.

We look forward to hosting you for a fun and informative program!

Sincerely,

Michaela Berendt, Microsoft Corporation, Government Affairs

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 ☐ Actual Amounts	\$1,022.27 Breakout for participant: Airfare \$872.27 Shuttle Bus \$150	\$464 \$232 per night per participant; 2 nights of lodging per participant	\$79	\$0

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 10/18/22
- 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