

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

Date/Time Stamp

1/24/23

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: Daniel Butherus

Employing Office/Committee: Sen. Cruz

Travel Expenses Paid by (List all sources): _____

Travel Date(s): 10/26-10/28

Description/Title of Attached Forms: This includes my invitation to participate in the trip.

Purpose of Amendment (describe the reason for amending original submission): Original submission did not include external invitation for trip.

1.23.23

(Date)


(Signature of Traveler)

1/23/23, 5:43 PM

Official Invitation - MSFT Congressional Staff Delegation Trip

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Official Invitation - MSFT Congressional Staff Delegation Trip

**Michaela Berendt (CELA)** <Michaela.Berendt@microsoft.com>

Mon 9/26/2022, 3:58 PM

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Senate Ethics Packet - 2...
391 KB**2022October_Congressi...**
49 KB2 attachments (440 KB) [Download all](#)

Greetings!

Thank you for expressing your availability for our October Congressional Staff Delegation Visit from October 26, 2022, to October 28, 2022. We would like to invite you to proceed with registering for our upcoming engagement.

[You can officially register for our trip and secure your spot 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.

I have attached the **Microsoft Travel Packet**. According to ethics rules, the travel packet and agenda must be submitted to Senate ethics **no later than Monday, September 26, 2022**. Written approval from the Committee on Ethics is required before traveling on this trip. The Committee on Ethics will notify the Senate invitees directly. Please keep us (Microsoft) informed of your approval status with the Committee on Ethics.

Microsoft requires the **attached travel approval letter** to also be completed in order to cover the cost of expenses. Please update, complete, and email it to Whitney Sleight (cc'd). Whitney will be your point of contact for all event travel logistics.

Finally, if your schedule has changed and you are no longer available to join us on our October trip, please let me know.