COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

Date/Time Stamp
RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
2023 JUN -6 PM 5:02

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: Mary Silverthorn

Employing Office/Committee: Senator Cramer

Travel Expenses Paid by (List all sources): Microsoft

Travel Date(s): October 26, 2022 to October 29, 2022

Description/Title of Attached Forms: Pre-Travel Authorization Form (RE-1)
Final List of Senate Attendees
Final Agenda

Purpose of Amendment (describe the reason for amending original submission): The original submission was missing Senator Cramer's signature. The final list of attendees, invitation, and agenda needed amendments.

6/6/2023
(Date)

Mary Silverthorn
(Signature of Traveler)

(Revised 4/19/2010)

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
2023 JUN -6 PM 5:02

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): _____

Travel date(s): October 26th, 2022 to October 28th, 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	$1500	$464	$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.):

_____

_____

6/6/23 (*Date*) Mary Silverthorn (*Printed name of traveler*) Mary Silverthorn (*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.

6/6/23 (*Date*) _____ (*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: Mary Silverthorn

Employing Office/Committee: Senator Cramer

Private Sponsor(s) (list all):

Travel date(s): October 26th, 2022 to October 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:

This trip will focus on innovation and emerging technologies which fits into the policy areas I handle.

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:

9/26/2022
(Date)

Mary Silverthorn
(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 Cramer hereby authorize Mary Silverthorn

(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)* ☐

9/26/2022
(Date)

Kevin Cramer
(Signature of Supervising Senator/Officer)

(Revised 10/19/15)

Form RE-1

0000000003987 RECEIVED BY: SECRETARY OF THE SENATE Date: June 06, 2023

September 22nd, 2022

Attention: Ethics Committee

Subject: Travel for Mary Silverthorn

Dear Ethics Committee:

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 Mary Silverthorn. 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

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

9/26/2022

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 technoligies 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	$1,500 Breakout per participant: Airfare $1,350 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

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

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

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 *Meet the shuttle driver at baggage claim for flight AS0003 carrying a "Microsoft" sign.*	
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 *Meet Libby Fisher-Hunter from Microsoft in the hotel lobby carrying a "Microsoft" sign.*	
8:30 am	9:00 am	Opening Remarks & Breakfast Frank Cavaliere, General Manager, Congressional Affairs & Chan Park, Senior Director, Government Affairs *Overview of Microsoft including our culture, journey, values, footprint in the Puget Sound, and ove8rview of the presentations and content during the day.*	Executive Briefing Center 16070 NE 36th Way Redmond, WA 98052
9:00 am	9:30 am	Digital Transformation #InRealLife Danny Monares, Envisioning Specialist *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.*	EBC
9:30 am	9:45 am	Coffee Break	
9:45 am	10:45 am	Sustainability at Microsoft	EBC

		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.	
3:45 pm	4:00 pm	Coffee Break	
4:00 pm	5:00 pm	LinkedIn Economic Graph Discussion & Wrap Up Josh Connolly, Senior Manager, US Policy, LinkedIn & Joel Miller, Senior Manager, US Policy, LinkedIn *The LinkedIn Economic Graph provides unique insights into the world of work. LinkedIn's Economic Graph team partners with world leaders to analyze labor markets and recommend policy solutions to prepare the global workforce for the jobs of the future.* *Through these insights, we can help connect more people to opportunities – one member at a time.*	DCU | Conference Room
5:00 pm		Depart Microsoft for Hotel	
6:15 pm		Meet in Hotel Lobby | Depart for Dinner *Meet Libby Fisher-Hunter from Microsoft in the hotel lobby carrying a "Microsoft" sign.*	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 *Meet the shuttle driver at **the Evergreen Ballroom Entrance** of the hotel. The shuttle will be staged there.*	
8:25 am	4:32 pm	Depart SeaTac Airport Akaka Airlines Flight AS0004	SEA to DCA

Silverthorn, Mary (Cramer)

From: Silverthorn, Mary (Cramer)
Sent: Thursday, October 6, 2022 9:48 AM
To: Dang, Madeline (Ethics)
Subject: FW: Microsoft October Congressional Staff Delegation

Hi Madeline,
Below is the email invitation from Microsoft. Please let me know if you need anything else.
Best,
Mary

Mary Silverthorn
Legislative Assistant
Senator Kevin Cramer | North Dakota
SH-330 | 202-224-2043



Email Website vCard

From: Michaela Berendt (CELA) <Michaela.Berendt@microsoft.com>
Sent: Tuesday, September 13, 2022 1:54 PM
Subject: Microsoft October Congressional Staff Delegation

Good Afternoon:

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