

RE-2 Employee Post Travel Disclosure of Travel Expenses

Date/Time Stamp

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. **This form is a public disclosure. The form and all attachments will be made publicly available.**

Certification: *In compliance with the Regulations Governing Privately Sponsored Travel, Senate Rule 35, and the Honest Leadership and Open Government Act of 2007, I certify that I accepted the following gift of privately sponsored travel:*

Private Sponsor(s):**Travel Dates:**

Software.org: The BSA Foundation

August 2-4, 2023

Name of accompanying family member (if any):**Relationship to Traveler:**

None

N/A

Total Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
217	472	181	0

I also certify that attached to this form are all required documents for post travel disclosure, including:

- The final **Employee Pre-Travel Authorization** (Form RE-1)
- The final **Private Sponsor Travel Certification Form** with all attachments
- The final invitation
- The final approved itinerary

Finally, I certify that all trip information reflected in the attachments above accurately reflects the travel that I accepted. If there were any changes to the trip after I received approval from the Committee, the changes are described in ATTACHMENT 1.

8/23/23

Edgar Rivas

Date

Printed Name of Traveler



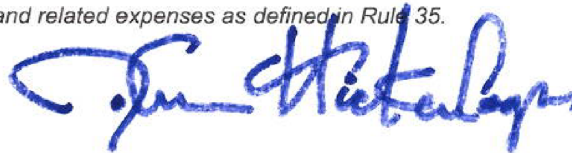
Signature of Traveler

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.

8/23/23

Date



Signature of Supervising Senator/Officer

ATTACHMENT 1 – CHANGES FROM APPROVED PRE-TRAVEL

Note: Material changes to a trip that occur after the Committee has issued an approval letter may invalidate the Committee's approval. Please contact the Committee with any questions regarding changes to an approved trip.

Were there any changes to the pre-approved travel expenses? (Transportation, Meals, Lodging, Other)?

☒ Yes ☐ No

Expense Change	Revised Amount	Explanation
Meals	181	Lunch was not provided on 8/4
Transportation	217	Actual rideshare costs were lower than the original

Were there any changes to the pre-approved itinerary?

☒ Yes ☐ No

Explanation:

Please see attached final itinerary.

Were there any additional changes to the pre-approved trip?

☐ Yes ☒ No

Explanation:

Please see attached final itinerary.



Senate Staffdel to New York City
Wednesday, August 2 - Friday, August 4, 2023
"AI & Software Enabling Digital Transformation"

WEDNESDAY, AUGUST 2, 2023

7:10 AM Train departs from **Washington, DC Union Station**

10:44 AM Train arrives in **New York Penn Station**

11:30 – 12:00 PM Walk from Penn Station to **SAP**
.4 miles, *11-minute walk*

12:00 – 2:00 PM Lunch Program: AI Technology & Policy: A Discussion of the Past, Present, and Future
SAP (10 Hudson Yards, New York City)

Overview:

Participants will learn about the history and evolution of AI technology as well as views on what might lie ahead. A second portion of the program will discuss how AI laws and policies have taken shape in other parts of the world as well as US states and localities.

Featured Speaker(s):

- Austin Carson, Founder & President;
- Aaron Cooper, Vice President, Global Policy, BSA | The Software Alliance;
- Mike Hind, Distinguished Researcher, AI Department, IBM; and
- Grace Yee, Director of Ethical Innovation, Adobe.

2:00 – 4:00 PM Company Visit: SAP

SAP (10 Hudson Yards, New York City)

The delegation will learn how SAP is using AI now and plans to use it in the future. They will also discuss SAP's view on the ethics of AI and challenges opportunities for companies like theirs. The delegation will tour SAP's line of business booths (Highlighting Finance, spend management, supply chain, HR, and CX solutions) and receive a Retail Store tour (Retail fashion store powered by SAP and our partners).

Featured Speaker(s):

- Scott Sleeper, Vice President Business Technology Platform

- Doug Freud, VP Data Science & Data Management Business Technology Platform

4:00 – 4:30 PM Rideshare app to **The Lexington Hotel**

4:30 PM Arrive to **The Lexington Hotel**
(511 Lexington Avenue, New York City)
Delegation will have time to check in and deliver bags to individual rooms.

5:15 PM Walk from Lexington Hotel to **Microsoft**

.2 miles, 7-minute walk
Group assembles in the lobby.

5:30 – 8:00 PM **Reception & Dinner Program: Harmonizing Global Perspectives on AI**
Microsoft (885 2nd Avenue, 34th Floor New York, New York 10017)

Overview:

Participants will hear from UN officials, diplomats, and software executives about the global nature of AI and how public and private sector are working together across the globe to harmonize perspectives and find common ground. The UN Tech Envoy will also communicate the vision and mission of his office and strategic plan for AI.

Featured Speaker(s):

- Under-Secretary General Amandeep Gill, Tech Envoy, United Nations;
- Micaela McMurrough, Partner, Covington & Burling;
- Francesca Rossi, Fello & AI Ethics Global Leader, IBM; and
- Howie Wachtel, Senior Director, Policy, Microsoft.

8:30 PM Return to **The Lexington Hotel**
(511 Lexington Avenue, New York City)

THURSDAY, AUGUST 3

7:00 – 7:15 AM Group assembles in the lobby of **The Lexington Hotel**

7:30 – 8:00 AM Bus transportation from Lexington Hotel to **IBM**
2.7 miles, 20-minute drive

8:00 – 10:00 AM **Company Visit: IBM**
IBM Innovation Studio (51 Astor Place, New York City)

Overview:

The delegation will receive hands-on experiences to showcase the potential of AI with interactive demonstrations while learning from how IBM's technological leadership is driving industry transformation with our clients from around the globe. In addition, the delegation will have an open Q&A discussion with Christina Montgomery, VP and Chief Privacy Officer, who recently testified at a Senate Judiciary Committee Hearing AI regulation.

Featured Speaker(s):

- Christina Montgomery, VP and Chief Privacy Officer, IBM
- Shobit Varshney, VP & Senior Partner, IBM Consulting (leads AI, Generative AI, Analytics & IoT practice in US, Canada and Latin America)
- John Michael De Carlo, Executive, IBM Government and Regulatory Affairs

10:00 – 10:30 AM **Bus transportation to Adobe**
2.6 miles, 21-minute drive

10:30 – 12:00 PM **Company Visit: Adobe**
Adobe (1540 Broadway, New York City)

Overview:

They are going to speak on Adobe's approach to ethical innovation and Artificial Intelligence. Grace will run through Adobe's AI Ethics Principles and AI Review process. Andy will address Adobe's Content Authenticity Initiative (CAI) and how it is intertwined with AI.

Featured Speaker(s):

- Andy Parsons, Senior Director of the Content Authenticity Initiative
- Grace Yee, Director of Ethical Innovation

12:00 – 12:30 PM **Walk to Salesforce**
.3 miles, 6-minute walk

12:30 – 2:30 PM **Company Visit: Salesforce**
Salesforce (1095 Avenue of the Americas, New York City)

Overview:

Patrick Stokes, EVP & GM of Product, will share how Salesforce is incorporating AI into their products to empower their customers, safely and responsibly. After the discussion, the delegation will tour the Salesforce offices.

Featured Speaker(s):

- Patrick Stokes, Executive Vice President & General Manager of Product, Salesforce

2:30 – 3:00 PM

Walk to Microsoft
.3 mile, 7-minute walk

3:00 – 5:00 PM

Company Visit: Microsoft
Microsoft (11 Times Sq, New York, NY 10036)

Overview:

Microsoft's Public Policy team and Responsible AI team will present on the seismic developments in Responsible Artificial Intelligence. The company's commitment to Responsible AI is founded on six core principles: fairness, inclusiveness, safety and reliability, transparency, accountability, and security. Speakers will also touch on emerging product integration.

Featured Speaker(s):

- Cass Matthews, Office of Responsible AI
- Howie Wachtel, Senior Director, Policy

5:00 – 5:30 PM

Walk to Nasdaq
.3 miles, 6-minute walk

5:30 – 8:00 PM

Dinner Program: AI in Financial Services
Nasdaq (4 Times Square, New York City)

Overview:

Participants will visit the Nasdaq MarketSite for a tour and dinner program discussing the role of AI in financial services. The program will include a panel of software and financial services executives sharing real-world applications of AI, positive impacts to society and the economy, areas of caution, and promise for the future.

Featured Speaker(s):

- Jeff Bandman, Founder & CEO, Bandman Advisors
- Alexander Freemantle, Engineering Manager, Nasdaq
- Doug Freud, VP Data Science & Data Management Business Technology Platform

- Syeed "Sid" Mansur, Cofounder & CEO, GreenLyne Inc. and Sentrana Inc.
- Ken Sena, Founder & CEO, Aiera
- Ronak Shah, AI & Privacy Counsel, Cohere

9:00 PM Return to **The Lexington Hotel**
(511 Lexington Avenue, New York City)

FRIDAY, AUGUST 4

7:30 – 8:00 AM Group assembles in the lobby of the Lexington Hotel.
(Luggage will be loaded onto the bus.)

8:00 – 9:00 AM Bus transportation from Lexington Hotel to **Autodesk - Newlab**
7.1 miles, 30-minute drive

9:00 – 11:00 AM **Company Visit: Autodesk - Newlab**
Newlab (19 Morris Avenue, Brooklyn)

Overview:

Congressional staff will visit Newlab, an incubator that supports the acceleration, scalability and adoption of critical technologies required to decarbonize the global economy and improve societal outcomes. Autodesk – a design and make company - is a resident at Newlab and the meeting will highlight how software technology, machine learning and artificial intelligence are transforming the architecture, engineering, and construction industry to reduce costs, and speed construction and improve sustainability outcomes.

Featured Speaker(s):

- David Benjamin, Director of AEC Industry Futures

11:00 – 12:00 PM Bus transportation to **New York Penn Station**
5.1 miles, 35-minute drive

12:40 PM Train departs from **New York Penn Station**

4:21 PM Train arrives in **Washington, DC Union Station**

RE-1 Employee Pre-Travel Authorization

Date/Time Stamp

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.

Name of Traveler:

Edgar Rivas

Employing Office/Committee:

U.S. Senator John Hickenlooper (D-CO)

Private Sponsor(s):

Software.org: the BSA Foundation

Destination(s):

New York City, New York

Travel Dates:

August 2, 2023 - August 4, 2023

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

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

The Software.org:BSA Foundation is organizing a trip with Senate staff to discuss, learn, and evaluate the latest developments in the field of Artificial Intelligence (AI), and the intersection with federal and international policies to regulate the technology. Technology policy, including AI, is part of my legislative portfolio in advising Sen. John Hickenlooper (D-CO).

Do you have an accompanying family member or spouse on this trip? **Name and Relationship to Traveler:**

☐

(signify "yes" by checking box)

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

6/23/2023

Date



Signature of Employee

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER

(President of the Senate, Secretary of the Senate, Sergeant at Arms,
Secretary for the Majority, Secretary for the Minority, and Chaplain)

U.S. Senator John Hickenlooper

Edgar Rivas

I, _____ hereby authorize _____
(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)

6/23/2023

Date



Signature of Supervising Senator/Officer

PRIVATELY SPONSORED TRAVEL

SPONSOR SIGNATURE PAGE

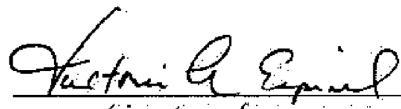
I hereby certify that the information submitted in connection with the trip listed below is true, complete, and correct to the best of my knowledge and belief.

Trip Name: Software.org: the BSA Foundation Senate Staff Trip to NYC
Travel Date(s): August 2, 2023 - August 4, 2023
Travel Destination(s): New York City, NY

Sponsor: Software.org: the BSA Foundation

Victoria Espinel
(printed name of sponsor representative)

President
(title)


(signature of sponsor representative)

06/16/2023
(date)

Trip Name: Software.org: the BSA Foundation Senate Staff Trip to New York City**Organization Information****Organization Name:**

Software.org: the BSA Foundation

Is your organization classified as a §501(c)(3)?

Yes:



No

If Yes, §501(c)(3) Organization Type:

Private Foundation



Public Charity

Address:

200 Massachusetts Avenue NW Ste. 310

City, State, Zip:

Washington DC 20001

Phone Number:

202-746-5898

Organization URL:<https://software.org/about/>**History of Congressional Travel**

Describe your organization's history of sponsoring congressional travel.

Software.org, the BSA Foundation is an independent and nonpartisan international 501(c)(3) organization that helps policymakers and the broader public better understand the impact that software has on our lives, our economy, and our society. As part of this mission since 2017, Software.org has hosted educational programming for delegations of congressional staff seeking to learn about technology development and implementation in seats of innovation, commerce, and political leadership. Previous trips have included Atlanta, Boston, Brussels, San Francisco, and Seattle.

Educational Activities

Describe the educational activities performed by your organization other than sponsoring congressional travel.

As an independent and nonpartisan international 501(c)(3) organization, Software.org has conducted research, released educational materials, and hosted events to raise awareness and deepen understanding around emerging technologies and their impacts to society, the economy, and environment. Software.org also sponsors an annual Girls Who Code program to teach basic coding skills and educate underserved high school students about software career paths in our Nation's Capitol and beyond.

Lobbyist and Foreign Agent Registration Information**Lobbyist Registration Status (Select one):**

I certify that the sponsor is not a federally registered lobbyist and does not retain or employ a federally registered lobbyist.



I certify that the sponsor is not a federally registered lobbyist but does retain or employ one or more federally registered lobbyists.

Foreign Agent Registration Status (Select one):

I certify that the sponsor is not an agent of a foreign principal and does not retain or employ an agent of a foreign principal.



I certify that the sponsor is not an agent of a foreign principal but does retain or employ one or more agents of a foreign principal.

Foreign Government Involvement**Foreign Agent Registration Status (Must select all):**

I certify that the sponsor is not a foreign government.



I certify that the sponsor is not an entity that is owned or operated by a foreign government.



I certify that the sponsor does not receive funding from a foreign government.

Purpose and Details**Provide a brief description of the trip.**

The theme of the trip will be "AI & Software Enabling Digital Transformation." Participants will interact with AI experts, technologists, and business leaders on the forefront of emerging technologies from top software companies including Adobe, Autodesk, IBM, Microsoft, Salesforce, and SAP. Special program elements will take participants behind the scenes of AI's role in financial services and offer opportunities to discuss implications of AI to national security and workforce development.

Explain how the purpose of the trip relates to your organization's mission.

Our organization works to help policymakers and the broader public better understand the impact that software has on our lives, our economy, and our society. As such, congressional trips such as these raise awareness and deepen understanding around emerging software technologies and their impacts to society, the economy, and the environment.

Is your organization the only sponsor for this trip?

☒ Yes ☐ No

If No, describe your organization's role in planning the trip.

If there are multiple sponsors, each sponsor must submit Organization Information (Page 1 of the Private Sponsor Travel Certification Form) and a Signature Page Form.

Grantmaking Organizations (Optional)

If you have a Grantmaking Organization, you must attach a Grantmaking Organization Certification Form.

- 1.
- 2.
- 3.

With or Without Regard to Congressional Participation (Select one):

- ☐ The trip is arranged or organized without regard to congressional participation.
- ☒ The trip is arranged or organized with regard to congressional participation.

Lobbyist/Foreign Agent Involvement in Planning, Organizing, Requesting or Arranging

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

Lobbyist/Foreign Agent Financing (Must select all):

- ☒ The trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- ☒ No funds or in-kind contributions were 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.

Lobbyist/Foreign Agent Accompaniment**Complete if all sponsors are §501(c)(3) organizations (Select one):**

- ☒ The trip is limited to three days (for trips inside the continental United States) or seven days (for trips outside the continental United States), and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
- ☐ The trip is limited to 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.
- ☐ The trip is limited to 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.

Complete if any of the sponsors is not a §501(c)(3) organizations (Select one):

- ☐ The trip is limited to three days (for trips inside the continental United States) or seven days (for trips outside the continental United States), and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
- ☐ The trip is limited to 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.
- ☐ The trip is limited to 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.

Certification of No Recreational Activity and No Alcohol (Must select all):

- ☒ Travel expenses paid for will not include expenditures for recreational activities.
- ☒ Travel expenses paid for will not include expenditures for alcohol, except as permitted by the Regulations Governing Privately Sponsored Travel.

Will members and staff from the House of Representatives receive invitations?

- ☐ Yes ☒ No

Travel Details (Submit additional pages as needed)

Trip Start Date/Time:

August 2, 2023, 7:10am



Trip End Date/Time:

August 4, 2023, 4:21pm

Will the traveler be accompanied by a family member for whom the sponsor will pay travel expenses?



Yes



No

Transportation (Member/Officer/Employee: \$⁴⁹³ Accompanying Family Member: \$⁰)

Transportation Type	Class	Amount
Amtrak	Coach	\$131
NYC Ground Transportation	Van service/Uber	\$322
DC Ground Transportation to/from Union Station	Uber	\$40

Details (optional)

Estimated train ticket cost based on availability as of June 3, 2023.

Lodging (Member/Officer/Employee: \$⁴⁷² Accompanying Family Member: \$⁰)

Check-In	Check-Out	Facility	City	State	Country
8/2/23	8/4/23	The Lexington Hotel	New York City	NY	USA
Nights	Cost/Night	Cost Exceed Per Diem (Yes/No)	If Yes, please explain why expenses over the per diem rate are reasonable and necessary.		
2	\$236	Yes	This was the lowest rate available in a safe and convenient location.		
Check-In	Check-Out	Facility	City	State	Country
Nights	Cost/Night	Cost Exceed Per Diem (Yes/No)	If Yes, please explain why expenses over the per diem rate are reasonable and necessary.		
Check-In	Check-Out	Facility	City	State	Country
Nights	Cost/Night	Cost Exceed Per Diem (Yes/No)	If Yes, please explain why expenses over the per diem rate are reasonable and necessary.		

Meals (Member/Officer/Employee: \$ \$181 Accompanying Family Member: \$ 0)

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem (Y/N)
8/2/23	0	20	36	3	59	New York City	NY	USA	N
8/3/23	18	20	36	5	79	New York City	NY	USA	N
8/4/23	18	20		5	43	New York City	NY	USA	N

If costs exceed the federal per diem, please explain why expenses over the per diem rate are reasonable and necessary.

Reasonable Miscellaneous Expenses

(Member/Officer/Employee: \$ 40 Accompanying Family Member: \$ 0)

Expense Type	Amount	Notes
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Additional Details (optional)

We will provide Uber vouchers so final transportation costs may be lower. The Uber vouchers will be set up with restricted access for travel only on trip dates and any unused vouchers will expire on August 4, 2023.



Senate Staffdel to New York City
Wednesday, August 2 - Friday, August 4, 2023
"AI & Software Enabling Digital Transformation"

WEDNESDAY, AUGUST 2, 2023

- | | |
|------------------|---|
| 7:10 AM | Train departs from Washington, DC Union Station |
| 10:44 AM | Train arrives in New York Penn Station |
| 11:30 – 12:00 PM | Walk from Penn Station to SAP
<i>.4 miles, 11-minute walk</i> |
| 12:00 – 1:30 PM | Lunch Program: AI 101 Bootcamp (Lunch provided)
<i>SAP (10 Hudson Yards, New York City)</i>
Participants will learn about the fundamentals of AI and machine learning technology including foundation models, generative AI, enterprise applications, and public and private sector use cases.
<u>Featured Speaker(s):</u> <ul style="list-style-type: none">- Austin Carson, Founder & President, SeedAI |
| 1:30 – 2:00 PM | Transition rooms within SAP facility |
| 2:00 – 4:00 PM | Company Visit: SAP
<i>SAP (10 Hudson Yards, New York City)</i>
Participants will learn how SAP is using data and artificial intelligence to improve systems for business and government customers. A demonstration of SAP Concur and overview of SAP's Digital Skills Initiative will be provided.
<u>Featured Speaker(s):</u> <ul style="list-style-type: none">- Charlie Sultan, President, Concur Travel- Joshua Margo, Senior Director, Learner Experiences, SAP |
| 4:00 – 4:30 PM | Bus transportation to The Lexington Hotel
<i>2.1 miles, 25-minute drive</i> |
| 4:30 – 5:00 PM | Hotel check-in at The Lexington Hotel
<i>(511 Lexington Avenue, New York City)</i> |
| 5:00 – 5:30 PM | Bus transportation to Nasdaq MarketSite
<i>Nasdaq (4 Times Square, New York City)</i>
<i>1.3 mile, 15-minute drive</i> |
| 5:30 – 8:00 PM | Dinner Program: AI & Software in Financial Services (Dinner provided)
<i>Nasdaq (4 Times Square, New York City)</i>
Participants will hear from a panel of technology and financial services leaders about how AI and software are transforming the financial services sector. |

Featured Speaker(s):

- Gideon Lett, General Manager, Software.org (Moderator)
- Sachin Devand, EVP, Unit Chief Information Officer, American Express
- Gaurav Sharma, Managing Director, Global Head of Data, AI & Analytics, Citi
- Bob Prestyly, Area Vice President, Financial Services, Salesforce
- Elena Kvochko, Chief Trust Officer, SAP

Individual Transportation to hotel via Software.org-provided rideshare credit.

8:30 PM **Return to the The Lexington Hotel**
(511 Lexington Avenue, New York City)

THURSDAY, AUGUST 3

7:00 – 7:15 AM **Group assembles in the lobby of The Lexington Hotel**

7:30 – 8:00 AM **Bus transportation from Lexington Hotel to IBM**
2.7 miles, 20-minute drive

8:00 – 10:00 AM **Company Visit: IBM (Breakfast provided)**
IBM Innovation Studio (51 Astor Place, New York City)
Participants will be offered immersive, hands-on experiences to showcase the potential of emerging technologies such as quantum, hybrid cloud, and AI, across various industries:

Featured Speaker(s):

- Christina Montgomery, Vice President, Chief Privacy & Trust Officer, IBM
- Catherine Quinlan, Vice President, AI Ethics, IBM

10:00 – 10:30 AM **Bus transportation to Adobe**
2.6 miles, 21-minute drive

10:30 – 12:00 PM **Company Visit: Adobe**
Adobe (1540 Broadway, New York City)
Participants will learn about Adobe's Content Authenticity Initiative and experience a demonstration of the company's generative AI technology for creators, Firefly.

Featured Speaker(s):

- Andy Parsons, Senior Director, Content Authenticity Initiative
- Anne Perkins, Director, State Government Relations, Adobe

12:00 – 12:30 PM **Walk to Salesforce**
.3 miles, 6-minute walk

12:30 – 2:30 PM **Company Visit: Salesforce (Lunch provided)**
Salesforce (1095 Avenue of the Americas, New York City)
Participants will hear from experts about Salesforce approach to ethical and humane use of AI and demonstration of Slack GPT, the company's new enterprise generative AI integration. A presentation about Salesforce AI and

software products at work in the financial services industry will also be provided.

Featured Speaker(s):

- Susan Emerson, Senior Vice President, AI and Analytics & Industries, Salesforce
- Leslie Kramer, Vice President and Associate General Counsel, Salesforce
- Brandon Patterson, State & Local Government Affairs, Salesforce
- Margaret Taylor, Director, Public Affairs, Salesforce

2:30 – 3:00 PM

Walk to Microsoft

.3 miles, 7-minute walk

3:00 – 5:00 PM

Company Visit: Microsoft

Microsoft (11 Times Square, New York City)

Participants will experience immersive industry activations that demonstrate Microsoft's AI and software products at work across business and government customers. A presentation on Microsoft's equities in generative AI and related technologies will also be provided.

Featured Speaker(s):

- Cass Matthews, Office of Responsible AI, Microsoft
- Donna Powell, Director, Data & AI Solutions, Microsoft
- Danyelle Solomon, Director, Justice Reform and Racial Equity Policy, Microsoft

5:00 – 5:30 PM

Bus transportation to The Lexington Hotel

1.2 miles, 16-minute drive

5:30 – 6:00 PM

Walk to United Nations Headquarters

.5 miles, 10-minute walk

6:00 – 8:30 PM

AI Considerations for National Security (Dinner provided)

Delegates Dining Room (1 United Nations Plaza, New York City)

Participants will hear from a panel of experts on the role and implications of AI for US national security.

Featured Speaker(s):

- Niall Brennan, Vice President, Head of Strategic Security Partnerships, SAP
- Austin Carson, President, Seed AI (Moderator)
- Dr. Salvatore Stolfo, Professor of Computer Science, Columbia University
- Mark Tesone, Director, Geopolitical Risk and Strategy, Adobe
- David Ulevitch, Partner, Andreessen Horowitz

Individual Transportation to hotel via Software.org-provided rideshare credit.

9:00 PM

Return to The Lexington Hotel

(511 Lexington Avenue, New York City)

FRIDAY, AUGUST 4

7:30 – 8:00 AM	Group assembles in the lobby of the Lexington Hotel. (Luggage will be loaded onto the bus.)
8:00 – 9:00 AM	Bus transportation from Lexington Hotel to Autodesk - Newlab <i>7.1 miles, 30-minute drive</i>
9:00 – 11:00 AM	Company Visit: Autodesk - Newlab <i>Newlab (19 Morris Avenue, Brooklyn)</i> Participants will learn about the role of software in architecture, engineering, and design along with a presentation and discussion on the future of buildings and infrastructure, including the role of AI. Autodesk will also share about their connection to the innovation community in New York City. <u>Featured Speaker(s):</u> - David Benjamin, Founding Principal, Autodesk's "The Living"
11:00 – 12:00 PM	Bus transportation to New York Penn Station <i>5.1 miles, 35-minute drive</i>
12:40 PM	Train departs from New York Penn Station
4:21 PM	Train arrives in Washington, DC Union Station
4:30 PM	Individual transportation home

202 872 5500 www.software.org

Senate Staffdel to New York City – Invitation List
Wednesday, August 2 - Friday, August 4, 2023
“AI & Software Enabling Digital Transformation”

First	Last	Staffer Title	Office Name
Anne	(Brewster)	Staff Director	Senate Democratic Policy & Communications Committee
Jon	Adame	General Counsel, Legislative Director	Blackburn
Michelle	Altman	Chief of Staff	Lankford
Colin	Anderson	Policy Advisor	Blumenthal
Michelle	Ankenbrand	(Detailee)	Judiciary - Sub on Privacy, Technology, and the Law
Andre	Barbe	Senior Fellow on AI	Commerce
Didier	Barjon	Legislative Assistant	Schumer
Michelle	Barlow	Chief of Staff	Wicker
John	Beezer	Senior Advisor	Commerce - Sub on Consumer Protection, Product Safety, and Data Security
Michelle	Benecke	Senior Counsel	Homeland Security & Governmental Affairs
Daniel	Bleiberg	Senior Policy Advisor	Rosen
Ryan	Carroll	Senior Counsel	Wyden
Kyle	Chase	Deputy Chief of Staff, General Counsel	Rounds
Dan	Cheever	Legislative Assistant	Young
John	Connell	Chief of Staff	Young
Chance	Costello	Senior Legislative Assistant	Thune
John	Daukas	Chief Civil Counsel	Judiciary
Reema	Dodin	Chief of Staff	Schatz
Veronica	Duron	Chief of STaff	Booker
Tony	Eberhard	Chief of Staff	Hoeven
Erik	Elam	Legislative Director	Sullivan
Seth	Gainer	Senior Policy Advisor	Manchin
Kathleen	Gayle	Legislative Assistant	Rounds

Ryan	Giles	General Counsel	Republican Policy Committee
Brad	Grantz	Staff Director (Minority)	Commerce
Drew	Hammill	Senior Advisor	Commerce
Jeff	Hantson	Senior Counsel	Judiciary
Catherine	Hazelwood	Legislative Director, Chief Counsel	Peters
Lila	Helms	Staff Director (Maj)	Commerce
Anderson	Helton	Legislative Assistant	Wicker
Garrison	Holmberg	Legislative Assistant	Moran
Chris	Jaarda	Deputy Chief of Staff for Policy	Cruz
JT	Jezierski	Legislative Director	Capito
Scott	Jorgenson	Associate Counsel	Judiciary
Max	Katz	Legislative Fellow	Heinrich
Tucker	Knott	Chief of Staff	Budd
Michael	Kuiken	National Security Advisor	Schumer
Lot	Kwarteng	Legislative Director	Warner
Grace	Magaletta	Legislative Correspondent	Schumer
Rafi	Martina	Senior Policy Advisor	Intelligence
Neri	Martinez	Chief of Staff	Scott, Tim
Jessica	McBride	Legislative Director	Thune
Ishan	Mehta	Policy Advisor	Schatz
Arjun	Mody	Staff Director	Senate Republican Conference
Mike	Needham	Chief of Staff	Rubio
Kat	Nikas	Staff Director	Judiciary
Lauren	O'Brien	Legislative Director	Young
Peter-Anthony	Pappas	Counsel Detailee	Judiciary - Sub on Intellectual Property
Stephanie	Parks	Senior Advisor	McConnell
Shil	Patel	Chief of Staff	Tillis
Richard	Perry	Chief of Staff	Graham
David	Pigue	Counsel	Sullivan
Scott	Raab	Deputy Chief of Staff for Policy	McConnell

Lauren	Reamy	Legislative Director	Rubio
Jacob	Reses	Chief of Staff	Vance
Kelly	Riddle	Deputy Legislative Director	Rosen
Edgar	Rivas	Senior Policy Advisor	Hickenlooper
Tim	Ryder	Legislative Assistant	Schumer
Scarlet	Samp	Liaison to Legislative Directors	Whip (Minority)
Saurabh	Sanghvi	Counsel	Coons
Eli	Schooley	Legislative Counsel	Peters
Sarah	Seitz	Legislative Director, Counsel	Lankford
Baz	Selassie	Legislative Director / Counsel	Klobuchar
Kristina	Sesek	Legislative Director	Ernst
Alexandra	Seymour	Professional Staff Member	Commerce
Shannon	Smith	Staff Director	Commerce - Sub on Consumer Protection, Product Safety, and Data Security
Aaron	Stanislowski	Counsel	Coons
David	Stoopler	Chief Counsel	Blumenthal
Dan	Sullivan	Chief Counsel	Commerce
Jamie	Susskind	Policy Advisor	Blackburn
Sean	Sweeney	Senior Policy Advisor	Warner
Dan	Taylor	Legislative Director	Cantwell
Darin	Thacker	Chief of Staff	Daines
Olivia	Trusty	Lead	Armed Services - Sub on Cybersecurity
Annie	Wang	Deputy Legislative Director	Warnock
Dave	Weinberg	Staff Director	Homeland Security & Governmental Affairs
Joel	Wellum	Counsel	Commerce
Brian	Winseck	Deputy Chief of Staff for Policy	Coons
Chad	Yelinski	Deputy Chief of Staff	Budd

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United States Senate

SELECT COMMITTEE ON ETHICS

July 28, 2023

Edgar Rivas
Office of Senator John W. Hickenlooper
United States Senate
Washington, DC 20510

Dear Mr. Rivas:

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 *AI and Software Enabling Digital Transportation* Congressional Staff Delegation in New York, New York, on August 2–4, 2023, sponsored by the Software Education Foundation, doing business as Software.org: the BSA Foundation (Software.org). Provided that you adhere to the guidance set forth below, it appears that it is permissible for you to accept necessary expenses from Software.org 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 senior policy advisor for the Office of Senator John W. Hickenlooper. Software.org invited you to travel to the *AI and Software Enabling Digital Transportation* Congressional Staff Delegation in New York, New York, on August 2–4, 2023. Software.org 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. Software.org has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist or agent of a foreign principal will accompany you at any point throughout 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

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 point throughout your trip” has a specific definition. *See id.* at 2.

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 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.

Entities that do not retain or employ a lobbyist or foreign agent and all non-profit organizations designated as tax-exempt organizations under § 501(c)(3) of the Internal Revenue Code of 1986, regardless of whether they retain or employ a lobbyist or foreign agent, may sponsor domestic trips for up to three days. The three-day limitation means three 24-hour periods, calculated from the time of arrival in the trip location to the time of departure from the trip location. For such trips, neither lobbyists nor foreign agents may accompany a Senate invitee at any point throughout the trip, other than in a *de minimis* way.⁴ This means that neither lobbyists nor foreign agents may accompany Senate invitees at any point to and from the event, at the event itself, or at the location being visited.⁵

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.**

Consistent with these standards and Committee precedent, and Software.org's factual representations, it appears that it is permissible for you to accept necessary expenses from Software.org in connection with this trip, provided that the actual travel and travel-related expenses 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 individual⁶ on their 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 \$480 from that sponsor during a calendar year. However, if a Member,

⁴ The term "*de minimis*" has a specific definition. See *Select Committee on Ethics Regulations and Guidelines for Privately Sponsored Travel – Glossary of Terms* at 3.

⁵ See *Select Committee on Ethics Regulations and Guidelines for Privately Sponsored Travel* at 5; see also *Select Committee on Ethics Regulations and Guidelines for Privately Sponsored Travel – Glossary of Terms* at 2-3.

⁶ A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$141,022 for CY 2023) or is a political fund designee and is required to file financial disclosure reports.

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