

Date/Time Stamp:

Employee Post-Travel Disclosure of Travel Expenses

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): October 26 - 28

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	\$1,473.80	\$464	\$79	\$0
☒ Actual Amount	Breakout per participant: Airfare: \$1,250.81 Shuttle Bus: \$222.99	\$232 per night per participant; 2 nights lodging per participant		

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.): See attached agenda.

4/17/23
(Date)

Andrew Gleason
(Printed name of traveler)

Andrew Gleason
(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.

4/17/23
(Date)

Mike Cyso
(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

Originally Submitted
Sept. 22, 2022
10:42am

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: Andrew GleatonEmploying Office/Committee: Senator Mike CrapoPrivate 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): Microsoft Headquarters; Redmond, WA

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

As the Legislative Aide for Senator Crapo's office handling intellectual property and data & privacy policy, this trip will be invaluable for gaining first-hand experience with the intersection of policy and business. This in turn will allow Senator Crapo and myself to gain a fuller understanding of the issues as the Senate debates and implements policy.

Name of accompanying family member (if any): N/ARelationship to Employee: ☐ Spouse ☐ Child

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

10/16/22
(Date)Andrew Gleaton
(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, Mike Crapo hereby authorize Andrew Gleaton
(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) ☐

10/16/22
(Date)Mike Crapo
(Signature of Supervising Senator/Officer)

Gleaton, Andrew (Crapo)

From: Michaela Berendt (CELA) <Michaela.Berendt@microsoft.com>
Sent: Tuesday, September 20, 2022 12:27 PM
Cc: Whitney Sleigh (Dynamic Events Inc)
Subject: Official Invitation - MSFT Congressional Staff Delegation Trip
Attachments: Signed_Senate Private Sponsor Travel Form_Microsoft 10.22 Summit.pdf;
2022October_Congressional Staff Trip - Agenda.pdf; 2022October_Congressional Staff
Trip Travel Approval Letter.docx

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 Sleigh (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.

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

Sincerely,

Michaela Berendt, Microsoft Corporation, Government Affairs Specialist

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

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	<u>Hyatt Regency</u> 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 <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>	EBC
9:30 am	9:45 am	Coffee Break	
9:45 am	10:45 am	Sustainability at Microsoft	EBC

Mark Kroese, General Manager, Environmental Sustainability Solutions

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.

10:45 am 11:00 am Shuttle to B99

11:00 am 12:00 am Tour Microsoft Research Lab B99 | Research Lab
Ashley Llorens, VP Distinguished Scientist and Managing Director

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.

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 B92 | Visitor's Center
Kevin Gammill, CVP, Ecosystems Engineering Atrium

Kevin Gammill will provide a high level briefing to on the gaming market in light of the Activision Blizzard acquisition.

1:45 pm 2:15 pm Espresso Break

2:15 pm 2:45 pm Responsible AI Briefing B92 | Visitor's Center
Owen Larter, Director of Responsible AI, Public Atrium
Policy

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.

2:45 pm 3:00 pm Shuttle to Redwest-C

3:00 pm 3:45 pm Digital Crimes Unit Tour
Juan Hardoy, Assistant General Counsel

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 DCU Conference Room 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.

5:00 pm	Depart Microsoft for Hotel	
6:15 pm	Meet in Hotel Lobby Depart for Dinner	Hyatt Regency 900 Bellevue Way NE Bellevue, WA 98004
	Meet Libby Fisher-Hunter from Microsoft in the hotel lobby carrying a "Microsoft" sign.	
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

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	Stanislowski	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