

LEGISLATIVE RESOURCE CENTER

2008 JUL 16 PM 1:08

OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES

Original Amendment

U.S. House of Representatives
110th Congress

EMPLOYEE
POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from private sources for meetings, speaking engagements, fact-finding trips or similar events in connection with official duties. You need not disclose government-funded or political travel on this form, or travel that is unrelated to official duties. This form does not eliminate the need to report all privately-funded travel on the annual Financial Disclosure Statements of those persons required to file them. In accordance with clause 5 of House Rule 25, complete this form and file it with the Clerk of the House of Representatives, B-106 Cannon House Office Building, within 15 days after travel is completed. The Clerk is to make these forms publicly available as soon as possible after they are received. *Obtain the dollar amounts from the sponsor; if exact dollar amounts are unavailable, provide a good faith estimate.*

Name of Employee (print or type): Lance Kotschwar

Name of Accompanying Family Member (if any): (none)

Relationship to Employee: Spouse Child Other (specify): _____

Date of Departure and Date of Return: June 30 - July 2, 2008

Dates at Personal Expense: _____

Itinerary (cities of departure – destination – return): Washington, DC - Portland, OR - Seattle, WA -

Washington, DC

Sponsor(s) (who paid for the trip): Information Technology and Innovation Foundation

Describe meetings and events attended (attach additional pages if necessary): Site visits to telecom

facilities: Intel, Microsoft; and high technology leader Boeing

Attached to this form are EACH of the following (*signify "yes" for each item by checking the corresponding box*):

1. the Private Sponsor Travel Certification Form completed by trip sponsor, including all attachments;
2. the Privately-Sponsored Travel Approval Form completed by the employee; **and**
3. the Committee on Standards' letter approving my participation on this trip.

I represent that I participated in each of the activities reflected in the sponsor's agenda (*signify "yes" by checking box*):

If not, explain: _____

BARTON.

TRAVEL EXPENSES:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses
For employee:	\$776.00	\$388.29	\$217.43
For accompanying family member:			

	Other Expenses (dollar amount)	Specific Nature of Expenses (e.g., taxi, parking, registration fee, etc.)
For employee:	\$0.00	
For accompanying family member:		

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

SIGNATURE OF EMPLOYEE: Lance Ketchum
 DATE: 7/16/08

I authorized this travel in advance. I have determined that all of the expenses listed above were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: Joe Barton, Ranking Member
 SIGNATURE OF SUPERVISING MEMBER: Joe Barton
 DATE: 7.15.08

Version date 4/2007 by Committee on Standards of Official Conduct

U.S. House of Representatives
Committee on Standards of Official Conduct

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM
(provide directly to each House invitee)

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers or employees under House Rule XXV, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer or employee, who will then forward it to the Committee. The trip sponsor should NOT submit the form directly to the Committee.

Private sponsors are urged to submit this form to each House invitee at least 30 days before travel is scheduled to begin. The failure to provide the Committee with adequate time to review the form and attachments may result in the invitee not receiving approval for the trip. The submission of an incomplete form will delay the review process. Before completing this form, sponsors are urged to carefully review the Committee's private travel guidelines and advisory memoranda detailing the rules and restrictions for private travel, as well as the instructions for completing this form. Sponsors should call the Committee with any questions prior to submitting the form. Please type form.

1. Sponsor(s) (who will be paying for the trip): The Information Technology and Innovation Foundation

2. I represent that the trip will not be financed (in whole or in part) by a federally-registered lobbyist or a registered foreign agent (signify "yes" by checking box):

3. I represent that the trip sponsor(s) has not accepted from any other source funds earmarked directly or indirectly to finance any aspect of the trip (signify "yes" by checking box):

4. Is travel being offered to an accompanying family member of the House invitee(s)? Yes No

5. Provide names and titles of ALL House invitees; for each invitee, provide explanation of why the individual was invited (include additional pages if necessary): see attachment 1

6. Dates of travel: June 30, 2008 - July 2, 2008

7. Cities of departure - destination - return: Washington DC - Portland, OR - Seattle, WA - Washington DC

8. Attached is a detailed agenda of the activities taking place during the travel (i.e., an hourly description of planned activities) (signify "yes" by checking box):

9. I represent that (check one of the following):
 - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: or
 - b. The sponsor of the trip does not retain or employ a federally registered lobbyist or registered foreign agent: or
 - c. The trip is for attendance at a one-day event and lobbyist involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.

10. If travel is for participation in a one-day event (i.e., if you checked Question 9(c)), check one of the following:
 - a. One-night's lodging and meals are being offered: or
 - b. Two-nights' lodging and meals are being offered:If "b" is checked, explain why the second night is warranted: _____

U.S. House of Representatives
Committee on Standards of Official Conduct

PRIVATELY SPONSORED TRAVEL: TRAVELER FORM
For Members, Officers and Employees
(submit directly to the Committee)

RECEIVED
2008 JUN -2 PM 5:21
COMMITTEE ON STANDARDS

This form should be completed by House Members, officers or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule XXV, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer or employee, together with the completed and signed Private Sponsor Travel Certification Form.

Members, officers and employees seeking approval for travel are urged to submit all forms to the Committee at least 30 days before travel is scheduled to begin. The failure to provide the Committee with adequate time to review the form and attachments may result in the invitee not receiving approval for the trip. A copy of this form will be made available for public inspection. Please type form. Form (and any attachments) may be faxed to the Committee at (202) 225-7392.

1. Name of Member, officer or employee (traveler): Lance Kotschwar

2. Sponsor(s) (who will be paying for the trip): Information Technology & Innovation Foundation

3. Travel destination(s): Portland, OR, and Seattle, WA

4. a. Dates of travel: June 30 through July 2, 2008
b. Will you be extending the trip at your personal expense? Yes No
If yes, dates at personal expense: _____

5. a. Name of accompanying family member (if any): n/a
b. Relationship to Member/Officer: Spouse Child Other (specify): _____

6. a. Did the trip sponsor answer "yes" to Question 9(c) on the Trip Sponsor form (i.e., the travel is being sponsored by an entity that employs a lobbyist)? Yes No
b. If yes, check one of the following:
(1) Approval for one-night's lodging and meals is being requested: or
(2) Approval for two-nights' lodging and meals is being requested:
If "(2)" is checked, explain why the second night is warranted: _____

7. Private Sponsor Travel Certification Form is attached, including agenda, invitee list, and any other attachments (indicate that form is attached by checking box):

8. Explain why participation in the trip is connected to your official or representational duties:
Energy & Commerce Committee has jurisdiction over telecommunications and health care, both of which
involve significant information technology issues relevant to pending legislation

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

Signature: Lance Kotschwar

Name of Signatory (if other than traveler): _____

For staff, name of employing Member/Committee: House Committee on Energy & Commerce

Office address: 2322-A Rayburn

Phone number: 202-225-3641

Email address: lance.kotschwar@mail.house.gov

NOTE: You must complete the contact information fields above, as Committee staff may need contact you if additional information is required.

**FOR STAFF:
TO BE COMPLETED BY YOUR EMPLOYING MEMBER:**

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Joe Barton / J. D. Rangel
Signature of Employing Member
Date: 6/2/08

If there are any questions regarding this form please contact the Committee:

Committee on Standards of Official Conduct
U.S. House of Representatives
HT-2, The Capitol
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (fax)

Version date 9/2007 by Committee on Standards of Official Conduct

11. If the trip is not sponsored by an institution of higher education, I represent that a federally-registered lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (*signify "yes" by checking box*):
12. Private sponsors must have a direct and immediate relationship to the purpose of the trip or location being visited. Describe the role of each sponsor in organizing and conducting the trip: _____
ITIF is planning and organizing the trip.

13. Describe each sponsor's organizational interest in the purpose of the trip: _____
See Attachment 2

14. Describe the type and class of the transportation being provided. Indicate whether coach, business-class or first-class transportation will be provided. In addition, for travel via aircraft, please indicate if travel is being offered on a commercial flight, chartered flight or on an aircraft operated or paid for by a carrier not licensed by the Federal Aviation Administration to operate for compensation or hire (*i.e.*, a private aircraft). If first-class fare is being provided, or if travel is via chartered or private aircraft, please provide an explanation describing why such travel is warranted: commercial flight (coach class), bus

15. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (*signify "yes" by checking box*):
16. I represent that either (*check one of the following*):
- The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: *or*
 - The trip involves events that are arranged or organized *specifically with regard* to congressional participation:
If "b" is checked, detail the cost per day of meals (approximate cost may be provided): \$60

17. Reason for selecting the location of the event or trip: See Attachment 3

18. Name of hotel or other lodging facility: Benson Hotel, Portland; W Hotel, Seattle

19. Cost per night of hotel or other lodging facility (approximate cost may be provided): \$154 (Benson);
\$199 (W)

20. Reason(s) for selecting hotel or other lodging facility: Proximity to event sites.

21. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total <i>Transportation</i> Expenses per Participant	Total <i>Lodging</i> Expenses per Participant	Total <i>Meal</i> Expenses per Participant
For each Member, Officer, or employee	\$900	\$353	\$180
For each accompanying family member			

	<i>Other</i> Expenses (dollar amount)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee		
For each accompanying family member		

22. I represent that reimbursement for miscellaneous travel expenses for the trip, such as travel to and from airports, security costs, interpreter fees, visa application fees, and similar expenses, will be for actual costs incurred and are necessary for the purpose of the trip (*signify "yes" by checking box*):

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

Signature: _____

Name and title: Robert D. Atkinson, Ph.D.

Organization: The Information Technology and Innovation Foundation

Address: 1250 "I" St., NW, Suite 200, Washington, DC 20005

Telephone number: 202-626-5732

Fax number: 202-638-4922

Email Address: ratkinson@itif.org

The Committee staff may contact the above individual above if additional information is required.

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Standards of Official Conduct
 U.S. House of Representatives
 HT-2, The Capitol
 Washington, DC 20515
 (202) 225-7103 (phone)
 (202) 225-7392 (general fax)
 (202) 226-7172 (fax for travel approvals)

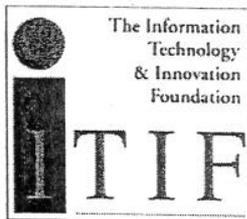
Version date 4/2007 by Committee on Standards of Official Conduct

ITIF Trip to Pacific Northwest- Invited Staffers

George Cauty	Director of Planning and Policy Development, Office of the House Minority Leader
David Cavicke	Committee on Energy and Commerce
Will Carty	Committee on Energy and Commerce
Jay Cranford	Office of the House Minority Leader
Nick Chadkewicz	Office of Congressman Bob Goodlatte
Chuck Clapton	Chief Health Counsel, Committee on Ways and Means
Brian Diffel	Office of the House Minority Whip, House of Representatives Leadership
Neil Fried	Telecommunications, Committee on Energy and Commerce
Joanna Foust	Office of Representative Dave Camp
Leslee Gilbert	Committee on Science and Technology
Joseph Gibson	House Judiciary Committee
Matt Iandoli	Office of Congressman Chris Cannon
Gene Irisari	Office of Congressman Michael McCaul
Theresa Lavery	Office of congressman Joe Barton
Rachael Leman	Office of Congressman David Dreier
Ryan Long	Chief Counsel for Health, Committee on Energy and Commerce
Matt Mandel	Office of Congressman Cliff Stearns
Mike Quar	Staff Director, Subcommittee on Technology and Innovation, Committee on Science and Technology
David Thomas	Trade Counsel, Committee on Ways and Means
Bill Womack	Office of Congressman Tom Davis
Seth Webb	Chief of Staff, House Republican Conference
Shea Loper	Policy Director, House Republican Conference
George Rogers	Policy Advisor/Counsel, Office of the House Minority Leader
Connie Partoyan	Congresswoman Cathy McMorris Rodgers
Lance Kotschwar	Committee on Energy and Commerce
Tony Essalih	Office of Congressman John Culberson
Amy Smith	Office of Congressman Scott Garrett
Dee Gilmore	Office of Congressman Randy Forbes
Perry Applebaum	House Judiciary Committee
George Behan	Office of Congressman Norm Dicks
Brian Bonlender	Office of Congressman Jay Inslee
April Boyd	Office of Congresswoman Ellen Tauscher
Cindy Brown	Office of Congressman Ron Kind
John Buckley	Committee on Ways and Means
Shana Chandler	Office of Congressman Adam Smith
Collin Crowell	Committee on Energy and Commerce
Stacey Dansky	House Judiciary Committee
Mark De La Iglesia	Office of Congressman Adam Smith
Erik Stallman	Office of Congresswoman Zoe Lofgren
Lewis Finkel	Office of Congressman Bart Gordon
Christian Fjeld	Committee on Energy and Commerce
John Michael Gonzalez	Office of Congresswoman Melissa Bean
Dana Gresham	Office of Congressman Artur Davis
Michael Hacker	Office of Majority Whip, James E. Clyburn
Steve Haro	House Office of the Speaker
Brook Jamison	Office of Congresswoman Kirstin Gillibrand

Charles Jefferson	Office of Congressman Mike Thompson
Stacey Leavandosky	Office of Congresswoman Zoe Lofgren
Jonathan Levy	Office of Congressman Rahm Emanuel
Simon Limage	Office of Congresswoman Ellen Tauscher
Jaime Lizarraga	Speaker's Office
Bill Maguire	Committee on Small Business
Sam Marchio	Office of Congressman Michael Arcuri
Ur Jaddou	Office of Congresswoman Zoe Lofgren (Immigration subcomm)
Josh Raymond	Office of Congressman Chris Murphy
Tim Reif	Committee on Ways and Means
Jonathan Renfrew	Office of Congressman John Larson
Samual Tre Riddle	Office of Congressman Gregory Meeks
Michael Robbins	Office of Congressman John Dingell
Brian Romick	Office of Majority Whip
Gregg Rothschild	Committee on Energy and Commerce
Britt Sandler	Office of Congresswoman Ellen Tauscher
Karen Schenewerk	Office of Congresswoman Gabrielle Giffords
Jennifer Schneider	Office of Congressman Rick Boucher
Matt Schumaker	New Democratic Coalition
Mark Seifert	Committee of Energy and Commerce
Melissa Shannon	Speaker's Office
Gregg Sheiowitz	Office of Congressman Joe Crowley
Erik Stallman	Office of Congresswoman Zoe Lofgren
Michele Stockwell	Office of Leader Hoyer
Tim Reif	Committee on Ways and Means
Julie Tippens	Office of Congressman David Wu
Dan Turton	Rules Committee
Laura Vaught	Congressman Rick Baucher
Yelberton R. Watkins	Office of the Majority Whip
Jared Weaver	Office of Congresswoman Anna Eshoo
Jamie Fleet	Office of House Administration
Blake Chisam	Immigration subcommittee
Sam Wilcox	Office of Congressman Michael Arcuri
Ben Abrams	Office of Leader Hoyer
Jennifer Van der Heide	Office of Congressman Mike Honda
Jack Pratt	Office of Congressman Steve Israel
Jesse McCollum	Office of Congressman Ron Klein
Ben Chevat	Office of Congresswoman Carolyn Maloney
Angela Kouters	Office of Congressman Jerry McNerney
Jean-Louise Beard	Office of Congressman David Price
Diana Oo	House Judiciary Committee
Anat Raut	House Judiciary Committee
Jacob Olcott	Committee of Homeland Security
Mike Hacker	Office of Congressman James Clyburn
Sudafi Henry	Office of Congressman Steny Hoyer
Michael Tecklenburg	Speaker's Office
Doug Campbell	Office of Congressman Howard Berman

Lanier Avant	Committee of Homeland Security
Rep. David Wu	Office of Congressman David Wu



**Invitation to the ITIF Education Staff Trip to the Pacific Northwest
Monday, June 30, through Wednesday, July 2**

May 14, 2008

Dear Staffer,

The Information Technology & Innovation Foundation, a non-partisan think tank, is inviting you and a select group of other senior House staffers to participate in an IT educational trip to the Portland, Oregon, & Seattle, WA, from Monday, June 30th, through Wednesday, July 2. Please join us.

Note that ITIF has consulted with the House Committee on Standards regarding this event, and the Information Technology & Innovation Foundation will be happy to cover costs related to the trip, including the flights, hotel expenses and group meals. We have the form available for you to submit.

As you understand, in the new global economy information and communications technology are the major drivers not just of improved quality of life, but also of economic growth. Moreover, there are strong indications that IT has the potential to continue driving growth for the foreseeable future. We believe a trip to see and meet the leaders in the IT economy are critical to help ensure you and your colleagues appreciate this fundamental reality and more fully understand how IT is evolving, what the new applications are, and what the policy implications of these developments are.

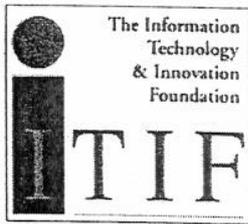
Below is the current agenda for the trip, as well as a brief description of the Information Technology & Innovation Foundation. We plan to do visits to Microsoft (we will tour the Digital Home of the Future), Intel, Boeing (the Everett, WA, plant) and the Oregon Health & Sciences University, as well as to meet and hear from some of the true leaders in the innovation economy.

Again, we have consulted with the House Committee on Standards regarding this event, and encourage you to contact the Committee at (202) 225-7103 if you have any questions.

If you have not already, please contact Helen Milby at 202-548-0021, or helen@helenmilby.com, to let us know if you are available and interested in participating, and please submit the attached form to the Committee on Standards of Official Conduct, as well as fax the attached registration form to Andrea Mietus so that we can work with you to make travel arrangements; we believe it will be a great and important opportunity—and hope you will be able to join us.

Sincerely,

Rob Atkinson
ITIF President



May 14, 2008

ITIF 2008 IT and Innovation Educational Trip Overview

June 30, July 1 & 2: Portland, OR, and Seattle, WA

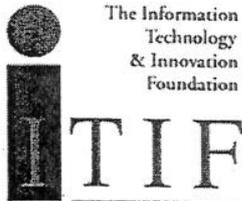
In the new global economy information and communications technology (IT) is the major driver, not just of improved quality of life, but also of economic growth. Moreover, there are strong indications that IT has the potential to continue driving growth for the foreseeable future. Yet, most policymakers do not always adequately appreciate this fundamental reality, nor do they fully understand how IT is evolving, what the new applications are, and what the policy implications of these developments are.

It is with this in mind, that the Information Technology and Innovation Foundation, a non-partisan think tank, is proposing an IT educational series to help further educate Hill Members and staff on these issues.

This series will entail a set of at least two trips per year to high-tech hubs around the nation to visit technology companies and see cutting-edge technology demonstrations, hear from company leaders about IT developments and innovation issues, and participate in educational forums on critical policy issues.

To start, we are organizing a trip of about 15 House Republican and Democratic staffers from June 30 through July 2, 2008, to the Pacific Northwest.

Attached is a preliminary agenda, as well as a brief description of ITIF. We encourage you or one of your colleagues to join us.



WORKING SCHEDULE: ITIF Trip to the Pacific Northwest, June 30 through July 2

Monday, June 30, Portland

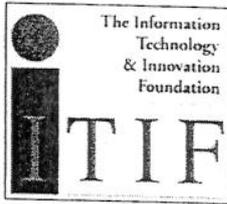
- 8:00am ET Suggested Staff Flight: Depart National Airport Alaska Airlines Flight #1
(Thru Seattle)
- 12:20pm PST Arrive Portland Airport
Shuttle with Box Lunch to Site #1
- 1:45pm Site Visit #1—Intel
- 4:00pm Van to The Benson Hotel
- 6:30pm Cocktails and Dinner Program: Speaker to be announced
The Portland City Grill, *111 SW Fifth Avenue*
- RON The Benson Hotel, *309 SW Broadway*

Tuesday, July 1, Portland / Seattle

- 8:00am Shuttle Bus to Oregon Health & Science University for Breakfast and Tour
- 10:00am Bus with Box Lunch to Seattle
- 1:30pm Seattle Site Visit #1—Microsoft
- 4:00pm Depart Microsoft for the Hotel
- 6:30pm Walk or Shuttle from Hotel to Dinner
- 7:00pm Cocktails and Dinner Program: Speaker and Location to be announced
- RON The W Hotel, *1112 Fourth Avenue*

Wednesday, July 2, Seattle and departures

- 8:00am Breakfast at Hotel with Speaker TBA
- 9:15am Depart Hotel on shuttle to Seattle Site Visit #2—Boeing
- 9:45am Site Visit #1—Boeing, Everett, WA, plant
- 12:00 noon Shuttle with Lunch to Seattle Airport for Departures
- 1:50pm PST Suggested Flight: Depart Seattle Alaska Airlines #2
- 9:45pm EST Arrive Washington National Airport



About The Information Technology and Innovation Foundation

ITIF is a non-partisan research and educational institute – a think tank – whose mission is to formulate and promote public policies to advance technological innovation and productivity internationally, in Washington, and in the states. Recognizing the vital role of technology in ensuring American prosperity, ITIF focuses on innovation, productivity, and digital economy issues. Our board is co-chaired by two former Members of Congress, Cal Dooley and Nancy Johnson.

Technological innovation, particularly in information technology, is at the heart of America's growing economic prosperity. Crafting effective policies that boost innovation and encourage the widespread "digitization" of the economy is critical to ensuring robust economic growth and an improved standard of living. However, as in any new and changing situation, policymakers have varied awareness of what is needed and what will work. In some cases, legislators have responded to new and complex technology policy issues with solutions more suited for the old economy. And as the innovation economy has become increasingly important, opposition to it from special interests has grown. Finally, the excitement that the press, pundits and decision makers showed toward the information technology (IT) revolution in the 1990s has all too often been replaced with an attitude of "IT doesn't matter." It's time to set the record straight that IT is still the key driver of productivity and innovation.

As a result, the mission of the Information Technology and Innovation Foundation (ITIF) is to help policy makers at the federal and state levels to better understand the nature of the new innovation economy and the types of public policies needed to drive innovation, productivity and broad-based prosperity for all Americans.

ITIF publishes policy reports, holds forums and policy debates, advises elected officials and their staff, and is an active resource for the media. It develops new and creative policy proposals to advance innovation, analyzes existing policy issues through the lens of advancing innovation and productivity, and opposes policies that hinder digital transformation and innovation.

Located in Washington, DC, The Information Technology and Innovation Foundation is a 501(c)(3) nonprofit organization founded in 2006.

STEPHANIE TUBBS JONES, OHIO
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GENE GREEN, TEXAS
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WILLIAM D. DELAHUNT, MASSACHUSETTS
WILLIAM V. O'REILLY,
CHIEF COUNSEL/STAFF DIRECTOR
DAWN KELLY MOBLEY,
COUNSEL TO THE CHAIRWOMAN

DOC HASTINGS, WASHINGTON
RANKING REPUBLICAN MEMBER

JO BONNER, ALABAMA
J. GRESHAM BARRETT, SOUTH CAROLINA
JOHN KLJNE, MINNESOTA
MICHAEL T. MCCAUL, TEXAS

TODD UNGERECHT
COUNSEL TO THE RANKING
REPUBLICAN MEMBER

SUITE HT-2, THE CAPITOL
(202) 225-7103

ONE HUNDRED TENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON STANDARDS OF
OFFICIAL CONDUCT

Washington, DC 20515-6328

June 4, 2008

Mr. Lance Kotschwar
House Committee on Energy and Commerce
2322A Rayburn House Office Building
Washington, DC 20515

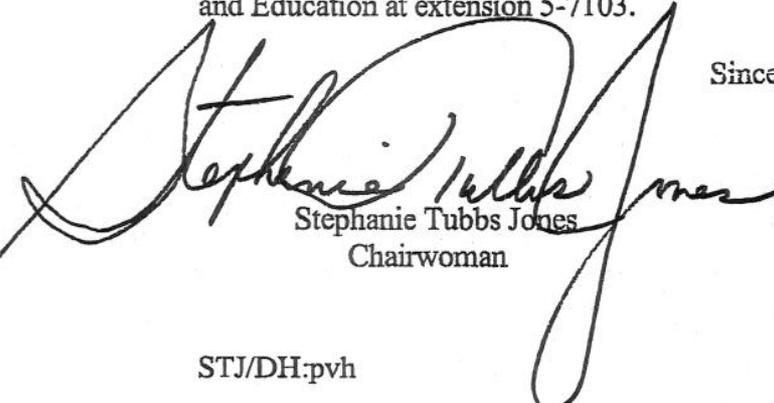
Dear Mr. Kotschwar:

Pursuant to House Rule XXV, clause 5(d)(2), the Committee on Standards of Official Conduct hereby approves your proposed trip to Portland, Oregon and Seattle, Washington scheduled for June 30 to July 2, 2008 sponsored by the Information Technology and Innovation Foundation.

You must complete an Employee Travel Disclosure Form (which your employing Member must also sign) and file it with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are required to attach a copy of this letter and the Private Sponsor Travel Certification Form, including all attachments. You must also include a copy of the Traveler Form completed by you and signed by your employing Member. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$335 from a single source on Schedule VII of that statement.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,


Stephanie Tubbs Jones
Chairwoman


Doc Hastings
Ranking Republican Member

STJ/DH:pvh

Walker, Linda

From: Kotschwar, Lance
Sent: Monday, July 14, 2008 9:43 PM
To: Walker, Linda
Subject: FW: ITIF Trip-expenditures
Attachments: ITIFTRIPPRICEPERPERSON.xls

Lin, I apparently need to file some kind of post-trip disclosure.....can you figure out what I need to do and use the attached worksheet to help me fill it out?

From: Elysia Petru [mailto:elysia@helenmilby.com]
Sent: Tuesday, July 08, 2008 4:38 PM
To: Kotschwar, Lance
Subject: ITIF Trip-expenditures

Lance,

Thank you for joining us last week in the Pacific Northwest. The trip was a great success and Rob Atkinson truly appreciated your participation. In completing your traveler forms, I believe you will need the cost estimates for each person. Attached is the information that may be able to assist you. Please review and let me know if you have any questions.

Take care,

Elysia Petru
H&Co
1257 St. SE
Washington, DC 20003
202-0021
<mailto:elysia@helenmilby.com>