U.S. House of Representatives
Committee on Ethics

MEMBER / OFFICER POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from a private source for travel taken in connection with a Member or officer's official duties. This form does not eliminate the need to report privately-funded travel on the Member or officer's annual Financial Disclosure Statement. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, 135 Cannon House Office Building, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: Enrique R. Cuellar
2. a. Name of accompanying relative: Christina Cuellar or None □
   b. Relationship to Traveler: □ Spouse □ Child □ Other (specify):
3. a. Dates of departure and return: Departure: 8/18/17 Return: 8/27/17
   b. Dates at personal expense: or None □
4. Departure city: San Antonio Destination: Tel Aviv Return city: San Antonio
5. Sponsor(s) (who paid for the trip): US Israel Education Association (USIEA)
6. Describe meetings and events attended (attach additional pages if necessary): USIEA led us on tour through Judea and Samaria (West Bank) to investigate issues related to security, economy, and culturally influenced perceptions of peace. (Cont. on next page)
7. Attached to this form are EACH of the following (signify that each item is attached by checking the corresponding box):
   a. □ a completed Sponsor Post-Travel Disclosure Form;
   b. □ the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms;
   c. □ page 2 of the completed Traveler Form submitted by the Member or officer; and
   d. □ the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the sponsor's agenda. (Signify that statement is true by checking box): □
   b. If not, explain:

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge. I have determined that all of the expenses on the attached Sponsor Post-Travel Disclosure Form were necessary and that the travel was in connection with my duties as a Member or officer of the U.S. House of Representatives and would not create the appearance that I am using public office for private gain.

SIGNATURE OF MEMBER: ________________________________

DATE: 9/5/17
U.S. House of Representatives  
Committee on Ethics

SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form must be provided to each House Member, officer, or employee who participated in the trip within 10 days of their return. You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee’s travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Sponsor(s) (who paid for the trip): US Israel Education Association (USIEA)

2. Travel Destination(s): Israel

3. Date of Departure: August 18, 2017  
   Date of Return: August 27, 2017

4. Name(s) of Traveler(s): Rep. Henry Cuellar, TX
   (NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)

5. Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:

<table>
<thead>
<tr>
<th>Traveler</th>
<th>Total Transportation Expenses</th>
<th>Total Lodging Expenses</th>
<th>Total Meal Expenses</th>
<th>Other Expenses (dollar amount per item and description)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$7118</td>
<td>$1400</td>
<td>$1060</td>
<td>$582- Entrance Fees, Guides, Tips</td>
</tr>
<tr>
<td>Accompanying Relative</td>
<td>$7270</td>
<td>$1400</td>
<td>$1060</td>
<td>$582- Entrance Fees, Guides, Tips</td>
</tr>
</tbody>
</table>

6. All expenses connected to the trip were for actual costs incurred and not a per diem or lump sum payment. (Signify statement is true by checking box): ☒

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

Signature:  

Name: Heather Johnston  
Title: Executive Director

Organization: US Israel Education Association (USIEA)

I am an officer of the above-named organization (signify statement is true by checking box): ☒

Address:  
402 Office Park Dr., Suite 215  
Birmingham, AL 35223

Telephone number: 205-547-5466

Email Address: heather@usieducation.org

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

If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7103.

Version date 2/2013 by Committee on Ethics
1. Name of Traveler: Henry Cuellar

2. Sponsor(s) (who will be paying for the trip): USIEA
   US Israel Education Association

3. Travel destination(s): Israel

4. a. Date of departure: August 18, 2017
   Date of return: August 27, 2017
   b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No
      If yes, dates at personal expense: 

5. a. Will you be accompanied by a relative at the sponsor’s expense? ☐ Yes ☒ No
   b. If yes:
      (1) Name of accompanying relative: Christina Alexandra Cuellar
      (2) Relationship to traveler: ☐ Spouse ☒ Child ☐ Other (specify): 
      (3) Accompanying relative is at least 18 years of age: ☒ Yes ☐ No

6. a. Did the trip sponsor answer “yes” to Question 9(d) on the Primary Trip Sponsor Form (i.e., travel is
   sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are
   requesting lodging for two nights)? ☐ Yes ☒ No
   b. If yes, explain why the second night of lodging is warranted:

7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and
   contributing sponsor forms: ☒ Yes ☐ No
   NOTE: The agenda should show the traveler’s individual schedule, including departure and arrival times
   and identify the specific events in which the traveler will be participating.

8. Explain why participation in the trip is connected to the traveler’s individual official or representational
   duties. Staff should include their job title and how the activities on the itinerary relate to their duties.
   This trip will provide an evaluation of the US foreign aid to Israel
   along with the opportunity to engage directly with key Israeli leaders.

9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning,
   organizing, requesting, and/or arranging the trip? ☐ Yes ☒ No

10. FOR STAFF TRAVELERS:
    TO BE COMPLETED BY YOUR EMPLOYING MEMBER:

    ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

    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.

    Date: ____________________________ Signature of Employing Member
U.S. House of Representatives
Committee on Ethics

PRIMARY TRIP SPONSOR FORM

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 25, 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 together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee’s Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor (who will be paying for the trip): ________________________________
   US Israel Education Association (USIEA)

2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (signify that the statement is true by checking box): □

3. Check only one: I represent that:
   a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip □ or □
   b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds □ or □
   c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. □
   If “c” is checked, list the names of the additional sponsors: ____________________________________________________________

4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):
   See attached: Reason for Invitation

5. Is travel being offered to an accompanying relative of the House invitee(s)? □ Yes □ No

6. Date of departure: August 18, 2017 Date of return: August 27, 2017

7. a. City of departure: San Antonio, TX
   b. Destination(s): Tel Aviv, Israel
   c. City of return: San Antonio, TX

8. 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 registered federal lobbyist or foreign agent: □ or □
   c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was de minimis under the Committee’s travel regulations. □

9. Check one of the following:
   a. I checked 8(a) or (b) above: □
   b. I checked 8(c) above but am not offering any lodging: □
   c. I checked 8(c) above and am offering lodging and meals for one night: □ or □
   d. I checked 8(c) above and am offering lodging and meals for two nights: □
   If “d” is checked, explain why the second night of lodging is warranted: ____________________________________________________________
10. Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees) (indicate agenda is attached by checking box): □

11. Check one:
   a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify that the statement is true by checking box): □ or □
   b. N/A – trip sponsor is a U.S. institution of higher education. □

12. For each sponsor required to submit a sponsor form, describe the sponsor’s interest in the subject matter of the trip and its role in organizing and/or conducting the trip:

   USIEA is the only organization paying for and planning the trip. Our reason for leading the trip is advanced education for senior members that provides a fact-finding mission that is relevant to the committees or agendas they are associated with concerning the U.S-Israel relationship.
   
   Heather Johnston- Executive Director- leads tour in Israel
   
   Julie Escue- Program Manager- handles tour logistics, manages speakers and locations

   Allison Smith- Assistant- manages details and Members

13. Answer parts a and b. Answer part c if necessary.
   a. Mode of travel: Air □ Rail □ Bus □ Car □ Other □ (Specify: ________________________ )
   b. Class of travel: Coach □ Business □ First □ Charter □ Other □ (Specify: ________________________ )
   c. If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:
      Business class was selected due to the length of the flight and the tour begins upon arrival to Israel.

14. 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 that the statement is true by checking box): □

15. I represent that either (check one of the following):
   a. 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 □
   b. The trip involves events that are arranged specifically with regard to congressional participation: □
      If “b” is checked:
      1) Detail the cost per day of meals (approximate cost may be provided): ________________________
         Approximate cost of meals per day: $177
      2) Provide reason for selecting the location of the event or trip:
         The fact-finding mission to Israel will evaluate the proposed and applied peace initiatives and their affect on the lives of Israelis and Palestinians residing in the region.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

   Hotel name: Waldorf Astoria
   City: Jerusalem
   Cost per night: $241
   Reason(s) for selecting: Selected for high level of security, availability and location

   Hotel name: The Scots
   City: Tiberias
   Cost per night: $239
   Reason(s) for selecting: Selected for high level of security, availability and location

   Hotel name: ________________________
   City: ________________________
   Cost per night: ________________________
   Reason(s) for selecting: ________________________
17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box): □

18. **TOTAL EXPENSES FOR EACH PARTICIPANT:**

<table>
<thead>
<tr>
<th></th>
<th>Total Transportation Expenses per Participant</th>
<th>Total Lodging Expenses per Participant</th>
<th>Total Meal Expenses per Participant</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ actual amounts</td>
<td>$7270</td>
<td>$1685</td>
<td>$1365</td>
</tr>
<tr>
<td>□ good faith estimates</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For each Member, Officer, or employee</td>
<td>$7270</td>
<td>$1685</td>
<td>$1365</td>
</tr>
<tr>
<td>For each accompanying relative</td>
<td>$7270</td>
<td>$1685</td>
<td>$1365</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Expenses (dollar amount per item)</th>
<th>Identify Specific Nature of “Other” Expenses (e.g., taxi, parking, registration fee, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each Member, Officer, or employee</td>
<td>$2324 Entrance fees, gratuities, guide, parking</td>
</tr>
<tr>
<td>For each accompanying relative</td>
<td>$2324 meeting rooms, special equipment</td>
</tr>
</tbody>
</table>

**NOTE:** Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

19. Check one:
   a. I certify that I am an officer of the organization listed below. □ or □
   b. N/A – sponsor is an individual or a U.S. institution of higher education. □

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. □

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

   Signature: ___________________________

   Name: ________________________________

   Title: ________________________________

   Organization: _________________________

   Address: 402 Office Park Dr., Suite 215 Birmingham, AL 35223

   Telephone number: 205-547-5466

   Email address: heather@usieducation.org

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

   Committee on Ethics
   U.S. House of Representatives
   1015 Longworth House Office Building
   Washington, DC 20515
   (202) 225-7103 (phone)
   (202) 225-7392 (general fax)

*Version date 4/2013 by Committee on Ethics*
The Honorable Henry Cuellar  
U.S. House of Representatives  
2209 Rayburn House Office Building  
Washington, DC 20515  

Dear Colleague:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your and your daughter’s proposed trip to Israel,\(^1\) scheduled for August 18 to 27, 2017, sponsored by the U.S. Israel Education Association.

You must complete a Member/Officer Post-Travel Disclosure Form and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. You must also report all travel expenses totaling more than $390 from a single source on the “Travel” schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

Because the trip may involve meetings with foreign government representatives, we note that House Members may accept, under the Foreign Gifts and Decorations Act (FGDA), gifts “of minimal value [currently $390] tendered as a souvenir or mark of courtesy” by a foreign government. Any tangible gifts valued in excess of minimal value received from a foreign government must, within 60 days of acceptance, be disclosed on a Form for Disclosing Gifts from Foreign Governments filed with the Committee, and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

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\(^1\) We note that the U.S. Department of State (State Department) has issued a travel warning concerning travel to Israel, The West Bank and Gaza, available at https://travel.state.gov/content/passports/en/alertswarnings/israel-travel-warning.html. You may wish to contact the State Department regarding the safety of your proposed trip.
If you have any further questions, please contact the Committee’s Office of Advice and Education at extension 5-7103.

Sincerely,

Susan W. Brooks
Chairwoman

Theodore E. Deutch
Ranking Member

SWB/TED:wfs
The delegation had the opportunity to engage directly with Israel's top leaders in government, business, defense, and technology.