



U.S. House of Representatives

# COMMITTEE ON ETHICS

## Member / Officer Post-Travel Disclosure Form

Original  Amendment

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, B-81 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: The Honorable Kendra Horn
2. a. Name of Accompanying Relative: \_\_\_\_\_ OR None
- b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: August 04, 2019 Return: August 12, 2019
- b. Dates at Personal Expense, if any: \_\_\_\_\_ OR None
4. Departure City: Washington, D.C Destination: Israel Return City: Washington, D.C
5. Sponsor(s), Who Paid for the Trip: American Israel Education Foundation (AIEF)
6. Describe Meetings and Events Attended (attach additional pages if necessary):  
See attached itinerary.

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** the *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 attached sponsor's agenda.  
**Signify statement is true by checking the box:**
- b. If not, explain: \_\_\_\_\_

U.S. HOUSE OF REPRESENTATIVES  
OFFICE OF THE CLERK  
LEGISLATIVE RESOURCE CENTER  
2019 AUG 27 PM 3:55

**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.

Member / Officer Signature: Kendra A. Horn

Date: August 27, 2019





U.S. House of Representatives

# COMMITTEE ON ETHICS

## Sponsor Post-Travel Disclosure Form

Original  Amendment

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 on the trip within ten 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: American Israel Education Foundation (AIEF)  
(Please note: these ethics were prepared to meet the deadline of the official trip end date, August 12, 2019)

2. Travel Destination(s): Israel

3. Date of Departure: August 4, 2019 Date of Return: August 12, 2019

4. Name(s) of Traveler(s): The Honorable Kendra Horn

*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 Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$7,101.45	\$2,624.63	\$1,597.78	\$2,000.24 Please find breakdown attached
Accompanying Family Member	n/a	n/a	n/a	n/a

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:  Date: August 26, 2019

Name: Rachel Hirsch Title: In-House Counsel

Organization: American Israel Education Foundation (AIEF)

*I am an officer of the above-named organization. Signify statement is true by checking box:*

Address: 251 H Street NW, Washington DC 20001

Telephone: (202) 639-5248 Email: rhirsch@aiefdn.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.





U.S. House of Representatives

# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Kendra Horn
2. Sponsor(s) who will be paying for the trip: AEIF
3. City and State or Foreign Country of Travel : Israel
4. a. Date of Departure: 08/04/2019 Date of Return: 08/12/2019  
 b. Will you be extending the trip at your personal expense?  Yes  No  
 If yes, list dates at personal expense: \_\_\_\_\_
5. a. Will you be accompanied by a family member at the sponsor's expense?  Yes  No **If yes:**  
 (1) Name of Accompanying Family Member: Kevin Horn  
 (2) Relationship to Traveler:  Spouse  Child  Other (specify): Brother  
 (3) Accompanying Family Member is at least 18 years of age:  Yes  No.
6. a. Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)?  Yes  No  
 b. If yes, and you are requesting lodging for two nights, explain why the second night is warranted:  
N/A
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.**  
As a member of the House Armed Services Committee it is important to have a better understanding about the issues and conditions in Israel and the Middle East.
9. **Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, 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.

Signature of Employing Member Kendra S Horn

Date 8-2-2019





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 website ([ethics.house.gov](http://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: American Israel Education Foundation (AIEF)
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): The Honorable Kendra Horn (complete roster attached)
5. Is travel being offered to an accompanying family member of the House invitee(s)?  Yes  No
6. Date of Departure: August 4, 2019 Date of Return: August 12, 2019
7. a. City of departure: Washington, DC  
b. Destination(s): Tel Aviv, Israel  
c. City of return: Washington, DC
8. **Check only one.** I represent that:
  - 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 only 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 you checked this box, explain why the second night of lodging is warranted: \_\_\_\_\_



U.S. House of Representatives

## COMMITTEE ON ETHICS

10. Attached is a detailed agenda of the activities 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 only one of the following:**
- 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. *Not Applicable.* 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:  
AIEF is a non-profit 501(c)(3) organization with the fundamental purpose of educating policy makers and opinion leaders about the U.S.-Israel relationship. AIEF is solely responsible for recruiting, coordinating, executing, and funding all aspects of this trip. This includes the Sabbath dinners hosted by Jerusalem families on Friday night.
13. **Answer parts a and b. Answer part c if necessary:**
- a. Mode of travel: Air  Rail  Bus  Car  Other  (specify: taxis)
- b. Class of travel: Coach  Business  First  Charter  Other  (specify: charter bus)
- c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:  
n/a
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. **Check only one.** I represent that either:
- 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): \_\_\_\_\_  
\$149 (includes meals, snacks, and water on the bus)
- 2) Provide the reason for selecting the location of the event or trip: The trip will take place in Israel in order to educate members of Congress about the U.S.-Israel relationship.
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: King David - double room City: Jerusalem Cost Per Night: \$367  
 Reason(s) for Selecting: location and affordability
- Hotel Name: Scots - double room City: Tiberias Cost Per Night: \$428  
 Reason(s) for Selecting: location and affordability
- Hotel Name: Sheraton - day rooms City: Tel Aviv Cost Per Night: \$249  
 Reason(s) for Selecting: location and affordability
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:*





U.S. House of Representatives

## COMMITTEE ON ETHICS

## 18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts <input checked="" type="checkbox"/> Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$5,055 - \$10,068	\$1,347.75	\$1,046
For each Accompanying Family Member	\$5,055 - \$10,068	\$1,347.75	\$1,046

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	\$1,964.25	Please see breakdown attached
For each Accompanying Family Member	\$1,964.25	Please see breakdown attached

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

## 19. Check only one:

a. I certify that I am an officer of the organization listed below:  ORb. *Not Applicable*. Trip 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: Rachel HirschDate: July 1, 2019Name: Rachel HirschTitle: In-House CounselOrganization: American Israel Education Foundation (AIEF)Address: 251 H Street NW, Washington, DC 20001Telephone: (202) 639-5248Email: rhirsch@alefdn.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, D.C. 20515

Phone: 202-225-7103 General Fax: 202-225-7392

Theodore E. Deutch, Florida  
*Chairman*  
Kenny Marchant, Texas  
*Ranking Member*

Grace Meng, New York  
Susan Wild, Pennsylvania  
Dean Phillips, Minnesota  
Anthony Brown, Maryland

John Ratcliffe, Texas  
George Holding, North Carolina  
Jackie Walorski, Indiana  
Michael Guest, Mississippi



ONE HUNDRED SIXTEENTH CONGRESS

## U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust  
*Staff Director and Chief Counsel*

David W. Arrojo  
*Counsel to the Chairman*

Christopher A. Donesa  
*Counsel to the Ranking Member*

1015 Longworth House Office Building  
Washington, D.C. 20515-6328  
Telephone: (202) 225-7103  
Facsimile: (202) 225-7392

July 25, 2019

The Honorable Kendra Horn  
U.S. House of Representatives  
415 Cannon 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 sibling's proposed trip to Israel,<sup>1</sup> scheduled for August 4 to 12, 2019, sponsored by American Israel Education Foundation.

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 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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<sup>1</sup> Please be aware that the Committee's review of the proposed trip does not extend to either the security situation in the destination country or security related to foreign travel in general. We recommend you contact the Sergeant at Arms (SAA) for a safety and security briefing prior to your departure. SAA may be reached at (202) 226-2044 or ohsstaff@mail.house.gov. House travelers should also register for the U.S. State Department's Smart Traveler Enrollment Program at <https://step.state.gov>.

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

Sincerely,

Handwritten signature of Theodore E. Deutch in blue ink.

Theodore E. Deutch  
Chairman

Handwritten signature of Kenny Marchant in blue ink.

Kenny Marchant  
Ranking Member

TED/KM:adw



**American Israel Education Foundation (AIEF)  
Educational Seminar in Israel  
Democratic Members of Congress  
August 4-12, 2019**

**FINAL Breakdown of Other Expenses**

**Room Rentals: \$486.14 per person**

-The cost of renting rooms at hotels and restaurants for meetings and meals with speakers.

**Security: \$446.64 per person**

-AIEF considers the security of its trip participants as its highest priority. A security team accompanies all participants throughout the trip.

**Speaker Fees: \$290.41 per person**

-Honoraria for guest speakers

**Other: \$187.34 per person**

-Briefing materials, miscellaneous

**Hotels for contract staff (tour guide, bus driver, security guards): \$154.81 per person**

**Meals for contract staff and speakers: \$133.60 per person**

**Tour Guide: \$124.59 per person**

-As a detailed historical understanding is crucial to maximizing the educational aspect of the trip, a licensed tour guide accompanies the group throughout the trip.

**Airport Assistance: \$63.75**

-We use a service to help participants navigate passport control and customs.

**Transportation for contract staff and speakers: \$48.96 per person**

**Entrance Fees: \$39.77 per person**

-Several sites require an entrance fee, including the southern Western Wall excavations and the holy sites around the Sea of Galilee.

**Photography: \$14.79 per person**

-On each trip we take a group photo with a professional photographer

**Tips: \$9.44 per person**

-Tips for hotel staff, and hostesses

**American Israel Education Foundation (AIEF)  
Educational Seminar in Israel  
Democratic Members of Congress  
August 4-12, 2019**

**Invitees**

Founded in 1990, the American Israel Education Foundation (AIEF) funds Israel Seminars for members of Congress, and other political leaders. These educational seminars allow policy makers to understand the complex historical, religious and geopolitical context of the U.S.-Israel strategic partnership, and the Arab-Israeli conflict. Participants meet with Israeli government officials, military officers, members of the Knesset, U.S. government officials, Palestinian Authority officials and leading academics and journalists. For many of the participants, who make important decisions impacting Israel and the Middle East, these trips are their first, and sometimes, only exposure to the country.

<b>RANK</b>	<b>TITLE</b>	<b>MOC_FIRST</b>	<b>MOC_LAST</b>	<b>P</b>	<b>ST</b>
freshman	Rep.	Ed	Case	D	HI
freshman	Rep.	Sean	Casten	D	IL
freshman	Rep.	Gil	Cisneros	D	CA
freshman	Rep.	Sharice	Davids	D	KS
freshman	Rep.	Madeleine	Dean	D	PA
freshman	Rep.	Antonio	Delgado	D	NY
6th term	Rep.	Ted	Deutch	D	FL
freshman	Rep.	Veronica	Escobar	D	TX
sophomore	Rep.	Adriano	Espallat	D	NY
3rd term	Rep.	John	Garamendi	D	CA
freshman	Rep.	Sylvia	Garcia	D	TX
freshman	Rep.	Jared	Golden	D	ME
sophomore	Rep.	Jimmy	Gomez	D	CA
sophomore	Rep.	Vicente	Gonzalez	D	TX
freshman	Rep.	Deb	Haaland	D	NM
freshman	Rep.	Jahana	Hayes	D	CT
freshman	Rep.	Katie	Hill	D	CA
freshman	Rep.	Kendra	Horn	D	OK
freshman	Rep.	Steve	Horsford	D	NV
freshman	Rep.	Chrissy	Houlahan	D	PA
Majority Leader	Majority Leader	Steny	Hoyer	D	MD
4th term	Rep.	Hakeem	Jeffries	D	NY
freshman	Rep.	Andy	Kim	D	NJ
12th term	Rep.	Ron	Kind	D	WI



freshman	Rep.	Mike	Levin	D	CA
freshman	Rep.	Ben	McAdams	D	UT
freshman	Rep.	Lucy	McBath	D	GA
freshman	Rep.	Joe	Morelle	D	NY
freshman	Rep.	Joe	Neguse	D	CO
freshman	Rep.	Lizzie	Pannill Fletcher	D	TX
freshman	Rep.	Chris	Pappas	D	NH
sophomore	Rep.	Jamie	Raskin	D	MD
freshman	Rep.	Max	Rose	D	NY
freshman	Rep.	Harley	Rouda	D	CA
sophomore	Rep.	Brad	Schneider	D	IL
freshman	Rep.	Kim	Schrier Gowing	D	WA
freshman	Rep.	Donna	Shalala	D	FL
freshman	Rep.	Greg	Stanton	D	AZ
freshman	Rep.	Haley	Stevens	D	MI
freshman	Rep.	Xochitl	Torres-Small	D	NM
freshman	Rep.	Lori	Trahan	D	MA
freshman	Rep.	David	Trone	D	MD
freshman	Rep.	Susan	Wild	D	PA
Hoyer staff	Communications Director, The Office of the Honorable Steny Hoyer	Katie	Grant	D	MD
Hoyer staff	National Security Advisor, The Office of the Honorable Steny Hoyer	Daniel	Silverberg	D	MD
Hoyer staff	Deputy Chief of Staff, The Office of the Honorable Steny Hoyer	Brian	Romick	D	MD

**American Israel Education Foundation (AIEF)  
Educational Seminar in Israel  
Democratic Members of Congress  
August 4-12, 2019**

**Breakdown of Other Expenses**

**Room Rentals: \$616.75 per person**

-The cost of renting rooms at hotels and restaurants for meetings and meals with speakers.

**Security: \$405 per person**

-AIEF considers the security of its trip participants as its highest priority. A security team accompanies all participants throughout the trip.

**Hotel Commission \$186.50 per person for single room; \$102.50 per person for double room**

-We pay a 7% hotel room commission to the company that books our hotels.

**Speaker Fees: \$150 per person**

-Honoraria for guest speakers

**Meals for contract staff and speakers: \$150 per person**

**Other: \$140 per person**

-Briefing materials, miscellaneous

**Tour Guide: \$135 per person**

-As a detailed historical understanding is crucial to maximizing the educational aspect of the trip, a licensed tour guide accompanies the group throughout the trip.

**Hotels for contract staff (tour guide, bus driver, security guards): \$100 per person**

**Tips: \$50 per person**

-Tips for hotel staff, and hostesses

**Airport Assistance: \$45**

-We use a service to help participants navigate passport control and customs.

**Entrance Fees: \$35 per person**

-Several sites require an entrance fee, including the southern Western Wall excavations and the holy sites around the Sea of Galilee.

**Photography: \$20 per person**

-On each trip we take a group photo with a professional photographer

**Transportation for contract staff and speakers: \$15 per person**