

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 by email at gifttravelreports@mail.house.gov, 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: Doug Lamborn
2. a. Name of Accompanying Relative: Jeanie Lamborn **OR** ☐ None
b. Relationship to Traveler: ☒ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: June 23, 2023 Return: July 5, 2023
b. Dates at Personal Expense, if any: June 30 - July 3 **OR** ☐ None
4. Departure City: Washington, DC Destination: Israel Return City: Denver, CO
5. Sponsor(s), Who Paid for the Trip: American Israel Education Foundation
6. Describe Meetings and Events Attended (attach additional pages if necessary): As Chairman of the House Armed Services Strategic Forces Subcommittee, this trip helped Congressman Lamborn and his colleagues strengthen the ties of the US and Israel. It provided insights into ongoing work regarding collaborations on missile defense and advanced technologies.
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 *Additional Sponsor Form(s)*;
 - 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: _____

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: Doug Lamborn

Date: 7/14/23

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 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 or provided in-kind support for the trip: American Israel Education Foundation Inc. (AIEF)

2. Travel Destination(s): Israel

3. Date of Departure: June 23, 2023 Date of Return: June 30, 2023

4. Name(s) of Traveler(s): Rep. Doug Lamborn

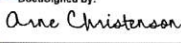
Note: You may list more than one traveler on a form only if *all* information is *identical* for each person listed.

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	\$10,524.92	\$1,166.30	\$895.19	\$2,714.51
Accompanying Family Member	\$10,524.92	\$1,166.30	\$895.19	\$2,714.51

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: 7/14/2023 | 07:48 PDT

Name: Arne Christenson Title: Managing Director

Organization: American Israel Education Foundation Inc. (AIEF)

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

Address: 251 H Street NW, Washington, D.C. 20001

Telephone: 2026395266 Email: achristenson@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: Doug Lamborn
2. Sponsor(s) who will be paying or providing in-kind support for the trip:
American Israel Education Foundation
3. City and State **OR** Foreign Country of Travel: Israel
4. a. Date of Departure: June 23, 2023 Date of Return: July 5, 2023
b. Yes ☒ No ☐ Will you be extending the trip at your personal expense?
If yes, list dates at personal expense: June 30 - July 3, 2023
5. a. Yes ☒ No ☐ Will you be accompanied by a family member at the sponsor's expense? If yes:
(1) Name of Accompanying Family Member: Jeanie Lamborn
(2) Relationship to Traveler: ☒ Spouse ☐ Child ☐ Other (specify): _____
(3) Yes ☒ No ☐ Accompanying Family Member is at least 18 years of age:
6. a. Yes ☐ No ☒ 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)?
b. If yes, and you are requesting lodging for two nights, explain why the second night is warranted:
7. Yes ☒ No ☐ *Primary Trip Sponsor Form* is attached, including agenda, invitee list, and any other attachments and Additional Sponsor Forms.

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 Chairman of the House Armed Services Strategic Forces Subcommittee and co-chair of multiple Israel caucuses, this trip to Israel focused on defense activities directly relates to Congressman Lamborn's official duties and responsibilities and will provide useful insights into his ongoing work regarding collaboration on missile defense, advanced technologies, and other areas between the US and Israel.
9. Yes ☐ No ☒ Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip?
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

Doug Lamborn

Date 5/24/2023



U.S. House of Representatives

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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) 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):

Please find attached

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

6. Date of departure: June 23, 2023 Date of return: June 30, 2023

7. a. City of departure: Washington, D.C.

b. Destination(s): Israel

c. City of return: Washington, D.C.

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; **OR**
- b. ☐ I checked 8(c) above but am not offering any lodging; **OR**
- 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

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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.
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 the 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):
\$165
- 2) Provide the reason for selecting the location of the event or trip:
The trip is in Israel in order to educate members about the U.S.-Israel relationship.
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Orient City: Jerusalem Cost Per Night: \$407
Reason(s) for Selecting: location and affordability
- Hotel Name: Botanica City: Haifa Cost Per Night: \$364
Reason(s) for Selecting: location and affordability
- Hotel Name: Herods City: Herzliya Cost Per Night: \$282
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 the box.*



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18. Total Expenses for each Participant:

☐ Actual Amounts	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
☒ Good Faith Estimates			
For each Member, Officer, or Employee	\$9,971.44	\$2,274 double room	\$987
For each Accompanying Family Member	\$9,971.44	n/a	\$987

	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	\$4,966.67	Please see addendum for breakdown
For each Accompanying Family Member	\$4,966.67	Please see addendum for breakdown

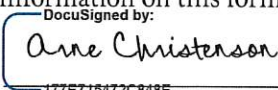
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

19. Check only one:

- a. ☒ I certify that I am an officer of the organization listed below; **OR**
b. ☐ Not Applicable. Trip sponsor is an individual or a U.S. institution of higher education.

20. I certify by my signature that

- a. I read and understand the Committee's Travel Regulations;
b. I am not a registered federal lobbyist or registered foreign agent; and
c. The information on this form is true, complete, and correct to the best of my knowledge.

Signature:  Date: 05/22/2023
Name: Arne Christenson Title: Managing Director
Organization: American Israel Education Foundation (AIEF)
Address: 251 H Street NW, Washington DC 20001
Email: achristenson@aiefdn.org Telephone: (202) 639-5266

INSTRUCTIONS

Complete the *Primary Trip Sponsor Form* and submit the agenda, invitation list, any attachments, and any *Additional Trip Sponsor Forms* directly to the Travelers.

Written approval from the Committee on Ethics is required before traveling on this trip. The Committee on Ethics will notify the House invitees directly and will not notify the trip sponsors.

Willful or knowing misrepresentation on this form may be subject to criminal prosecution under 18 U.S.C. § 1001. Signatures must comply with section 104(bb) of the Travel Regulations.

For questions, please contact the Committee on Ethics at:

1015 Longworth House Office Building
Washington, D.C. 20515

ethicscommittee@mail.house.gov | 202-225-7103
More information and forms available at ethics.house.gov

**American Israel Education Foundation (AIEF)
U.S. Members of Congress
Educational Seminar in Israel
June 23, 2023 – June 30, 2023**

Final Itinerary

Friday, June 23, 2023

10:50 PM United #72 departs Dulles

Saturday, June 24, 2023

4:40 PM United #72 arrives at Ben-Gurion

5:40-6:40 PM Transfer to Jerusalem

6:40-8:00 PM Check in to the Orient Hotel

8:00-9:00 PM **Setting the Stage**
Welcome and Orientation with:
▪ Phil Friedman, General Counsel and Director of Political Operations
▪ Yossi Garr, Educational Seminar Leader
-at the Orient Hotel

9:00-10:00 PM **Pulse of the Nation**
Dinner with Ya'akov Katz
Author and Former Editor of *The Jerusalem Post*
-at the Orient Hotel

10:00 PM Overnight at the Orient Hotel, Jerusalem

Sunday, June 25, 2023

7:00-8:00 AM Breakfast on own

8:00 – 9:30 AM Depart for Ministry of Defense
Security check

10:00 – 11:00 AM **Israel's Multiple Fronts**
Meeting with Lt. General Hertzi Halevi
Chief of Staff, Israel Defense Forces (IDF)
-at the Ministry of Defense

11:15 AM–12:15 PM **Strategic Survey: A 360 View of Israel**
-at Azrieli rooftop

12:15 PM Depart for Jerusalem

1:00 – 2:45 PM **Strategic Regional Overview**
Lunch and briefing with Brig. Gen. (Res.) Nitzan Nuriel
Former Director, Counter-Terrorism Bureau at Prime Minister's Office

2:45 PM Depart

3:15-4:15 PM **Security in the Holy Basin**
Briefing with Superintendent Micky Rosenfeld
Police Command, Control, and Intelligence Center
-at Kishle Police Station

4:15 – 6:00 PM **Strategic Survey of Jerusalem**

- Tower of David
- Church of the Holy Sepulchre

7:30 PM Depart for dinner

7:45-9:30 PM **Israeli Innovation and Resilience**
Dinner with:

- Prof. Yoel Har Even, Director of the International Division and Resource Development, Sheba Hospital
- Boaz Hochstein, Operations and Marketing Manager, Makers for Heroes

-at Andalucia

9:30 PM Overnight at the Orient Hotel, Jerusalem

Monday, June 26, 2023

7:00-8:00 AM Breakfast on own

8:00-8:30 AM Depart for Yad Vashem

8:30-10:15 AM **The Significance of the Holocaust in Israeli Society**
Visit to Yad Vashem: The World Holocaust Remembrance Center

10:30 AM Depart for Ramallah

11:45 AM–12:45 PM **A View from the Palestinian Authority**
Meeting with Nabil Abu Rudaineh
Deputy Prime Minister, Palestinian Authority
-at his office

12:45 PM Depart for lunch

2:10 – 2:45 PM Lunch`
-at Vert Hotel

2:45 – 3:45 PM **Israel in the International Community**
Meeting with Dr. Tal Becker
Senior Legal Adviser, Ministry of Foreign Affairs
-at Vert Hotel

4:00 – 4:45 PM **The U.S. – Israel Relationship**
Meeting with the Honorable Thomas Nides
U.S. Ambassador to Israel
-at Vert Hotel

4:45 PM Depart for Mt. Herzl Military Cemetery

5:00 – 5:45 PM **Paying Tribute to Israel's Fallen Heroes**
Visit to Mt. Herzl Military Cemetery

5:45 PM Depart for hotel

7:00 – 8:00 PM **Confronting Israel Security Challenges**
Meeting with the Honorable Yoav Galant
Minister of Defense
-at the Orient Hotel

8:00 PM Depart for dinner

8:15 – 9:45 PM Dinner
-at Hatzot

9:45 PM Overnight at the Orient Hotel, Jerusalem

Tuesday, June 27, 2023

7:30-8:30 AM Breakfast on own

9:00 – 10:00 AM	Depart for Prime Minister's office Security check
10:00 – 11:00 AM	Meeting with the Honorable Benjamin Netanyahu Prime Minister of Israel -at the Prime Minister's Office
11:00 AM	Depart for Palmachim Base
12:00 – 1:45 PM	Israel's Defensive Abilities: Arrow, Iron Dome, and David's Sling Briefing with Major Neta Blum, Head of Iron Dome International Project -at Palmachim Base
1:45 PM	Depart
2:00 – 2:30	Lunch -at Eureka
2:30 PM	Depart for Sderot
3:30 – 4:00 PM	Gaza Border Briefing Briefing with Lt. Col. (Res.) Jonathan Conricus Former International Spokesperson of the Israel Defense Forces -at Black Arrow overlook
4:00 – 5:00 PM	Israel: A Nation of Resilience Visit to Animal Resilience Center and Conversation with ▪ Yael Donana, Resident of Kibbutz Nir Yitchak ▪ Alon Davidi, Mayor of Sderot ▪ Ayelet Shmuel, Director, Sderot International Resilience Center -at Sderot Animal Resilience Center
5:00 PM	Depart for Jerusalem
7:30 PM	Depart for Old City
7:45 – 8:15 PM	Visit to the Western Wall
8:30 – 9:30 PM	Dinner -at City of David
9:30-10:30 PM	Night Survey of City of David

10:30 PM Overnight at the Orient Hotel, Jerusalem

Wednesday, June 28, 2023

7:30-9:00 AM Breakfast on own
-at the Orient Hotel

9:30 – 10:15 AM Depart for Knesset
Security check

10:15 – 11:15 AM Tour of the Knesset and Plenary Hall

11:15 AM-12:00 PM **A View from the Knesset**
Meeting with The Honorable Amir Ohana
Speaker of the Knesset
-at the Knesset

12:00 – 12:30 PM **A View from the Opposition**
Meeting with The Honorable Yair Lapid
Head of the Opposition
-at the Knesset

12:30 – 1:30 PM Lunch
-at the Knesset

1:30 PM Depart for Haifa

4:30 – 5:30 PM **The Navel Front**
Briefing with Brig. Gen. Tal Politis
Commanding Officer at Naval Base
-at Haifa Navy Base

5:30 PM Depart for Hotel

6:00 PM Check in to Botanica Hotel, Haifa

7:30-9:15 PM **Northern Border Concerns: Hezbollah Next Door**
Strategic Briefing on the Lebanon and Syria
Dinner with Col. (Res) Miri Eisin
Associate International Institute for Counterterrorism IDC Herzliya
-at the Botanica hotel

9:15 PM Overnight at Botanica Hotel, Haifa

Thursday, June 29, 2023

7:00-7:45 AM	Breakfast on own -at the hotel
7:45 AM	Depart for Rafael David Institute
8:00-10:30 AM	U. S – Israel Defense Cooperation Briefing with Gidi Weiss, Vice President for International Business Development -at Rafael Advanced Defense Systems
10:30 AM	Depart for Zarit
11:30 AM-1:00 PM	Hezbollah Terror Tunnel: Anti-Tunnel Technology Briefing with Lt. Col. Shai Sisso Integrated Systems Branch Commander for Directorate of Defense, Research, and Development (DDR&D), Ministry of Defense -at Xarit
1:15 – 2:00 PM	Life Next to Hezbollah Lunch with residents of the North -at Shtula
2:00 PM	Depart for Mossad
4:00 PM	Security check
4:15-5:15 PM	Intelligence Briefing Meeting with Director of Mossad -Mossad Headquarters
5:15 PM	Depart for Herod's Hotel, Herzliya
5:45-6:45 PM	Dayrooms Prepare for flight -at Herod's Hotel, Herzliya
7:00 – 9:00 PM	Reflections on the Week Closing dinner -at Bistro 56
9:00 PM	Depart for airport

Friday, June 30, 2023

12:20 AM United #73 departs Ben-Gurion

5:25 AM United #73 arrives Dulles

1. The Honorable Jimmy Panetta (D-CA)
2. The Honorable Doug Lamborn (R-CO)
3. The Honorable Jim Baird (R-IN)
4. The Honorable Ami Bera (D-CA)
5. The Honorable Jake Ellzey (R-TX)
6. The Honorable Jared Golden (D-ME)
7. The Honorable Barry Moore (R-AL)

American Israel Education Foundation (AIEF)
Educational Seminar in Israel
Members of Congress
June 23-30, 2023

5. Breakdown of Other Expenses

Item	Cost per person
Security	\$1,290.85
Hotels contract staff and guests	\$302.19
Speaker fees	\$293.97
Tour Guide	\$240.77
Airport Assistance	\$174.52
Room Rentals	\$163.49
Meals contract staff and guests	\$160.51
Miscellaneous	\$26.82
Transportation Guests	\$26.76
Photography	\$26.66
Entrance fees	\$7.98
TOTAL =	\$2,714.51

Michael Guest, Mississippi
Chairman
Susan Wild, Pennsylvania
Ranking Member

David P. Joyce, Ohio
John H. Rutherford, Florida
Andrew R. Garbarino, New York
Michelle Fischbach, Minnesota

Veronica Escobar, Texas
Mark DeSaulnier, California
Deborah K. Ross, North Carolina
Glenn F. Ivey, Maryland



ONE HUNDRED EIGHTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

Keelie Broom
Counsel to the Chairman

David Arrojo
Counsel to the Ranking Member

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

June 2, 2023

The Honorable Doug Lamborn
U.S. House of Representatives
2371 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 spouse's proposed trip to Israel,¹ scheduled for June 23 to July 5, 2023, sponsored by American Israel Education Foundation. We note that this trip includes four days at your personal expense.

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 \$480 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 \$480] 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.

¹ 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 Office of House Security (OHS) for a safety and security briefing prior to your departure. OHS 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,

A handwritten signature in blue ink that reads "Michael Guest". The signature is written in a cursive style with a large initial "M".

Michael Guest
Chairman

A handwritten signature in blue ink that reads "Susan Wild". The signature is written in a cursive style with a large initial "S".

Susan Wild
Ranking Member

MG/SW:rp