

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM **18 SEP -5 PM 4:39**

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. 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: Briana Marticorena
2. a. Name of accompanying relative: _____ *or* None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates of departure and return: Departure: August 10, 2018 Return: August 18, 2018
 b. Dates at personal expense (if any): _____ *or* None
4. Departure city: Washington, DC Destination: Tel Aviv, Israel Return city: Washington, DC
5. Sponsor(s) (who paid for the trip): J Street Education Fund
6. Describe meetings and events attended: We met with government officials, the United Nations, civil society organizations, and civil society members to learn about the conflict.
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 employee; *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 that statement is true by checking box*):
 b. If not, explain: _____

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

SIGNATURE OF TRAVELER:  DATE: 9/5/2018

I authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel Disclosure form 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: Keith Ellison DATE: 9/5/2018

SIGNATURE OF SUPERVISING MEMBER: 

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**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 on 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): J Street Education Fund
2. Travel Destination(s): Tel Aviv, Jerusalem
3. Date of Departure: Aug. 10, 2018 Date of Return: Aug. 18, 2018
4. Name(s) of Traveler(s): Please see addendum A.
(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:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)
Traveler	\$1,911.84	\$2,025.69	\$750.00	\$851.46 (details in addendum B)
Accompanying Relative				

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: Jeremy Ba-Ami Title: President
 Organization: J Street Education Fund

I am an officer of the above-named organization (signify statement is true by checking box):
 Address: P.O. Box 66073
Washington, DC, 20035
 Telephone number: 202-448-1607
 Email Address: madeleine@jstreet.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.

Addendum A

- Betsy Dudley, office of Rep. Steve Cohen
- Briana Marticorena, office of Rep. Ellison
- Erica DiCio, office of Rep. John Yarmuth
- James Huddleston, office of Rep. Peter DeFazio
- Joe Minges, office of Rep. Ed Perlmutter
- Josh Conolly, office of Rep. Jackie Speier
- Leslie Zelenko, office of Rep. Mark Pocan
- Cindy Buhl, office of Rep. Jim McGovern
- Emma Mehrabi, office of Rep. Barbara Lee
- Jonathan Martinez, office of Rep. Nydia Velazquez
- Samantha Schifrin, office of Rep. David Price

Addendum B (Other Expenses)

Other Expenses	\$851.46
hostess	\$184.21
Hotel portorage, water, snacks on bus	\$50.00
Tour Guide (Old City)	\$21.41
Private meeting rooms	\$131.58
guests at meals	\$110.53
Danny Seidemann East Jerusalem Tour Fee	\$26.32
Ron Shatzberg Security Barrier Tour Fee	\$32.63
Independence Trail	\$18.42
Oslo Diaries Film Screening Fee	\$26.32
Rabin Center tour and entrance fee	\$28.47
Machane Yehuda Tour	\$44.74
Printing	\$13.68
Tips for guides and bus driver	\$105.26
Security + expenses	\$57.89