U.S. House of Representatives
# COMMITTEE ON ETHICS

## Employee Post-Travel Disclosure Form

☐ *Original* ☐ *Amendment*

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, 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: BRENT ROBERTSON
2. a. Name of Accompanying Relative: _____ *OR* None ☒
   b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. **Dates:** Departure: JUNE 29 Return: JULY 7
   b. Dates at Personal Expense, if any: _____ *OR* None ☒
4. Departure City: NEWARK, NJ Destination: ISRAEL Return City: D.C.
5. Sponsor(s), Who Paid for the Trip: AIEF
6. Describe Meetings and Events Attended: EDUCATIONAL & POLICY RELATED
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 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 statement is true by checking the box:*** ☒
   b. If not, explain: _____

LEGISLATIVE RESOURCE CENTER
2009 JUL 22 PM 5:08
U.S. HOUSE OF REPRESENTATIVES

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

**Signature of Traveler:** _____ **Date:** 7/22

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:** Roger W. Marshall **Date:** 7/22

**Signature of Supervising Member:** _____

Version date 12/2018 by Committee on Ethics

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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)
2. Travel Destination(s): Israel
3. Date of Departure: June 29, 2019 Date of Return: July 7, 2019
4. Name(s) of Traveler(s): Please see attached

   ***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 | $5,598.40 | $1,696 | $1,260.06 | $3,790.56 |
| 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: Rachel Hirsch Date: July 18, 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: Brent Robertson
2. Sponsor(s) who will be paying for the trip: American Israel Education Foundation (AIEF)
3. Travel Destination(s): Israel
4. a. Date of Departure: 6/29/19 Date of Return: 7/7/19
   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: _____
   (2) Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
   (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:
   _____
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 Chief of Staff for Rep. Marshall, I want to be able to provide him with the best possible information on U.S. - Israel relations. The AIEF Israel Seminar will allow me to gain a greater knowledge of issues such as refugee and immigrant issues, homeland security, and cybersecurity that I will be able to relay back to my member.
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 _____ Date 5/30/2019

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) 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 see attached
5. Is travel being offered to an accompanying family member of the House invitee(s)? ☐ Yes ☑ No
6. Date of Departure: June 29, 2019 Date of Return: July 7, 2019
7. a. City of departure: Washington, DC
   b. Destination(s): Tel Aviv, Israel
   c. City of return: Dulles Airport, Virginia
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 dinner hosted by a Jerusalem family on Shabbat.

13. ***Answer parts a and b. Answer part c if neccessary:***
    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 Congressional staff 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: $304
    Reason(s) for Selecting: location and affordability
    Hotel Name: Carlton City: Tel Aviv Cost Per Night: $289
    Reason(s) for Selecting: location and affordability
    Hotel Name: Europa City: Tiberias Cost Per Night: $219
    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:**

| ☐ Actual Amounts<br>☑ Good Faith Estimates | Total Transportation Expenses per Participant | Total Lodging Expenses per Participant | Total Meal Expenses per Participant |
|---|---|---|---|
| For each Member, Officer, or Employee | $5,516.59 | $1,861 | $1,046 |
| For each Accompanying Family Member | n/a | n/a | n/a |

| | 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 | $3,148.69 | Please see breakdown attached |
| For each Accompanying Family Member | n/a | n/a |

**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 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 Hirsch Date: May 29, 2019

Name: Rachel Hirsch

Title: In-House Counsel

Organization: American Israel Education Foundation (AIEF)

Address: 251 H Street NW, Washington DC 20001

Telephone: (202) 639-5248

Email: rhirsch@aiefdn.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

June 28, 2019

Mr. Brent Robertson
Office of the Honorable Roger Marshall
312 Cannon House Office Building
Washington, DC 20515

Dear Mr. Robertson:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Israel,[1] scheduled for June 29 to July 7, 2019, sponsored by American Israel Education Foundation.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) 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. If you are required to file an annual Financial Disclosure Statement, 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 employees 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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[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 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,

Theodore E. Deutch
Chairman

Kenny Marchant
Ranking Member

TED/KM:adw

**American Israel Education Foundation (AIEF)**
**Educational Seminar in Israel**
**Senior Congressional Staff**
**June 29 – July 7, 2019**

**Breakdown of Other Expenses**

Security: $1,218.75 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: $687.50 per person
-Honoraria for guest speakers

Tour Guide: $281.25 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): $206.25 per person

Meals for contract staff and speakers: $200 per person

Room Rentals: $187.50 per person
-The cost of renting rooms at hotels and restaurants for meetings and meals with speakers.

Hotel Commission $141.50
-We pay a 7% hotel room commission to the company that books our hotels.

Airport Assistance: $62.50
-We use a service to help participants navigate passport control and customs.

Entrance Fees: $56.25 per person
-Several sites require an entrance fee, including the southern Western Wall excavations and the holy sites around the Sea of Galilee.

Transportation for contract staff and speakers: $37.50 per person

Photography: $31.25 per person
-On each trip we take a group photo with a professional photographer

Other: $31.25 per person
-Briefing materials, miscellaneous

Tips: $7.19 per person
-Tips for hotel staff

**American Israel Education Foundation (AIEF)**
**Educational Seminar in Israel**
**Senior Congressional Staff**
**June 29 – July 7, 2019**

**List of Travelers**

1. Rob Adkerson, Chief of Staff, The Honorable Barry Loudermilk (R-GA)
2. Aaron Bonnaure, Chief of Staff, The Honorable Guy Reschenthaler (R-PA)
3. Chris Carter, Chief of Staff, The Honorable Richard Hudson, (R-NC)
4. Melissa Chandler Murphy, Chief of Staff, The Honorable David Rouzer (R-NC)
5. Jon Dewitte, Chief of Staff, The Honorable Bill Huizenga (R-MI)
6. Paige Hutchinson, Chief of Staff, The Honorable Colin Allred (D-TX)
7. Rosalyn Leighton, Chief of Staff, The Honorable Kelly Armstrong (R-ND)
8. Ven Neralla, Chief of Staff, The Honorable Andy Levin (D-MI)
9. Brent Robertson, Chief of Staff, The Honorable Roger Marshall (R-KS)
10. Aaron Schmidt, Chief of Staff, The Honorable Suzan DelBene (D-WA)

**American Israel Education Foundation (AIEF)**
**Educational Seminar in Israel**
**U.S. Senior Congressional Staff**
**June 29 – July 7, 2019**

**House Invitees and Explanations**

**Rob Adkerson, Chief of Staff, The Honorable Barry Loudermilk (R-GA)**
As a Chief of Staff for the U.S. House of Representatives, this invitee is consistently engaged in issue areas relevant to the U.S. – Israel relationship. These issues include U.S. foreign policy, U.S. appropriations, refugee and immigrant issues, homeland security, cybersecurity, and veteran's affairs. The AIEF Israel Seminar will explore these issues in depth on the trip, in order to educate the staffer and provide them on-the-ground context for events throughout the region, as well as the strategic partnership between the U.S. and Israel. AIEF strives to provide educational programming to all Congressional staff that work in relevant issue areas.

**Aaron Bonnaure, Chief of Staff, The Honorable Guy Reschenthaler (R-PA)**
As a Chief of Staff for the U.S. House of Representatives, this invitee is consistently engaged in issue areas relevant to the U.S. – Israel relationship. These issues include U.S. foreign policy, U.S. appropriations, refugee and immigrant issues, homeland security, cybersecurity, and veteran's affairs. The AIEF Israel Seminar will explore these issues in depth on the trip, in order to educate the staffer and provide them on-the-ground context for events throughout the region, as well as the strategic partnership between the U.S. and Israel. AIEF strives to provide educational programming to all Congressional staff that work in relevant issue areas. The member also serves on the relevant House Foreign Affairs Committee.

**Gideon Bragin, Executive Director, House Democratic Caucus,**
**The Honorable Hakeem Jeffries (D-NY)**
As Executive Director of the House Democratic Caucus, this invitee is consistently engaged in issue areas relevant to the U.S. – Israel relationship. These issues include U.S. foreign policy, U.S. appropriations, refugee and immigrant issues, homeland security, cybersecurity, and veteran's affairs. The AIEF Israel Seminar will explore these issues in depth on the trip, in order to educate the staffer and provide them on-the-ground context for events throughout the region, as well as the strategic partnership between the U.S. and Israel. AIEF strives to provide educational programming to all Congressional staff that work in relevant issue areas.

**Chris Carter, Chief of Staff, The Honorable Richard Hudson, (R-NC)**
As a Chief of Staff for the U.S. House of Representatives, this invitee is consistently engaged in issue areas relevant to the U.S. – Israel relationship. These issues include U.S. foreign policy, U.S. appropriations, refugee and immigrant issues, homeland security, cybersecurity, and veteran's affairs. The AIEF Israel Seminar will explore these issues in depth on the trip, in order to educate the staffer and provide them on-the-ground context for events throughout the

region, as well as the strategic partnership between the U.S. and Israel. AIEF strives to provide educational programming to all Congressional staff that work in relevant issue areas.

**Melissa Chandler Murphy, Chief of Staff, The Honorable David Rouzer (R-NC)**
As a Chief of Staff for the U.S. House of Representatives, this invitee is consistently engaged in issue areas relevant to the U.S. – Israel relationship. These issues include U.S. foreign policy, U.S. appropriations, refugee and immigrant issues, homeland security, cybersecurity, and veteran's affairs. The AIEF Israel Seminar will explore these issues in depth on the trip, in order to educate the staffer and provide them on-the-ground context for events throughout the region, as well as the strategic partnership between the U.S. and Israel. AIEF strives to provide educational programming to all Congressional staff that work in relevant issue areas.

**Jon Dewitte, Chief of Staff, The Honorable Bill Huizenga (R-MI)**
As a Chief of Staff for the U.S. House of Representatives, this invitee is consistently engaged in issue areas relevant to the U.S. – Israel relationship. These issues include U.S. foreign policy, U.S. appropriations, refugee and immigrant issues, homeland security, cybersecurity, and veteran's affairs. The AIEF Israel Seminar will explore these issues in depth on the trip, in order to educate the staffer and provide them on-the-ground context for events throughout the region, as well as the strategic partnership between the U.S. and Israel. AIEF strives to provide educational programming to all Congressional staff that work in relevant issue areas.

**Joe Dunn, Chief of Staff, The Honorable Rep. Jahana Hayes (D-CT)**
As a Chief of Staff for the U.S. House of Representatives, this invitee is consistently engaged in issue areas relevant to the U.S. – Israel relationship. These issues include U.S. foreign policy, U.S. appropriations, refugee and immigrant issues, homeland security, cybersecurity, and veteran's affairs. The AIEF Israel Seminar will explore these issues in depth on the trip, in order to educate the staffer and provide them on-the-ground context for events throughout the region, as well as the strategic partnership between the U.S. and Israel. AIEF strives to provide educational programming to all Congressional staff that work in relevant issue areas.

**Paige Hutchinson, Chief of Staff, The Honorable Colin Allred (D-TX)**
As a Chief of Staff for the U.S. House of Representatives, this invitee is consistently engaged in issue areas relevant to the U.S. – Israel relationship. These issues include U.S. foreign policy, U.S. appropriations, refugee and immigrant issues, homeland security, cybersecurity, and veteran's affairs. The AIEF Israel Seminar will explore these issues in depth on the trip, in order to educate the staffer and provide them on-the-ground context for events throughout the region, as well as the strategic partnership between the U.S. and Israel. AIEF strives to provide educational programming to all Congressional staff that work in relevant issue areas. The member also serves on the relevant House Foreign Affairs Committee.

**Asha Jones, Chief of Staff, The Honorable Steven Horsford (D-NV)**
As a Chief of Staff for the U.S. House of Representatives, this invitee is consistently engaged in issue areas relevant to the U.S. – Israel relationship. These issues include U.S. foreign policy, U.S. appropriations, refugee and immigrant issues, homeland security, cybersecurity, and

veteran's affairs. The AIEF Israel Seminar will explore these issues in depth on the trip, in order to educate the staffer and provide them on-the-ground context for events throughout the region, as well as the strategic partnership between the U.S. and Israel. AIEF strives to provide educational programming to all Congressional staff that work in relevant issue areas.

**Rosalyn Leighton, Chief of Staff, The Honorable Kelly Armstrong (R-ND)**
As a Chief of Staff for the U.S. House of Representatives, this invitee is consistently engaged in issue areas relevant to the U.S. – Israel relationship. These issues include U.S. foreign policy, U.S. appropriations, refugee and immigrant issues, homeland security, cybersecurity, and veteran's affairs. The AIEF Israel Seminar will explore these issues in depth on the trip, in order to educate the staffer and provide them on-the-ground context for events throughout the region, as well as the strategic partnership between the U.S. and Israel. AIEF strives to provide educational programming to all Congressional staff that work in relevant issue areas.

**Ven Neralla, Chief of Staff, The Honorable Andy Levin (D-MI)**
As a Chief of Staff for the U.S. House of Representatives, this invitee is consistently engaged in issue areas relevant to the U.S. – Israel relationship. These issues include U.S. foreign policy, U.S. appropriations, refugee and immigrant issues, homeland security, cybersecurity, and veteran's affairs. The AIEF Israel Seminar will explore these issues in depth on the trip, in order to educate the staffer and provide them on-the-ground context for events throughout the region, as well as the strategic partnership between the U.S. and Israel. AIEF strives to provide educational programming to all Congressional staff that work in relevant issue areas.

**Brent Robertson, Chief of Staff, The Honorable Roger Marshall (R-KS)**
As a Chief of Staff for the U.S. House of Representatives, this invitee is consistently engaged in issue areas relevant to the U.S. – Israel relationship. These issues include U.S. foreign policy, U.S. appropriations, refugee and immigrant issues, homeland security, cybersecurity, and veteran's affairs. The AIEF Israel Seminar will explore these issues in depth on the trip, in order to educate the staffer and provide them on-the-ground context for events throughout the region, as well as the strategic partnership between the U.S. and Israel. AIEF strives to provide educational programming to all Congressional staff that work in relevant issue areas.

**Aaron Schmidt, Chief of Staff, The Honorable Rep. Suzan DelBene (D-WA)**
As a Chief of Staff for the U.S. House of Representatives, this invitee is consistently engaged in issue areas relevant to the U.S. – Israel relationship. These issues include U.S. foreign policy, U.S. appropriations, refugee and immigrant issues, homeland security, cybersecurity, and veteran's affairs. The AIEF Israel Seminar will explore these issues in depth on the trip, in order to educate the staffer and provide them on-the-ground context for events throughout the region, as well as the strategic partnership between the U.S. and Israel. AIEF strives to provide educational programming to all Congressional staff that work in relevant issue areas.

**Mark Spannagel, Chief of Staff, The Honorable Doug LaMalfa (R-CA)**
As a Chief of Staff for the U.S. House of Representatives, this invitee is consistently engaged in issue areas relevant to the U.S. – Israel relationship. These issues include U.S. foreign policy,

U.S. appropriations, refugee and immigrant issues, homeland security, cybersecurity, and veteran's affairs. The AIEF Israel Seminar will explore these issues in depth on the trip, in order to educate the staffer and provide them on-the-ground context for events throughout the region, as well as the strategic partnership between the U.S. and Israel. AIEF strives to provide educational programming to all Congressional staff that work in relevant issue areas.

**American Israel Education Foundation (AIEF)**
**Educational Seminar in Israel**
**Senior Congressional Staff**
**June 29 – July 7, 2019**

**FINAL Breakdown of Other Expenses**

Security: $1,327.18 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: $951.39 per person
-Honoraria for guest speakers

Hotels for contract staff (tour guide, bus driver, security guards): $358.65 per person

Meals for contract staff and speakers: $327.66 per person

Tour Guide: $265.06 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.

Room Rentals: $214.57 per person
-The cost of renting rooms at hotels and restaurants for meetings and meals with speakers.

Hotel Commission $128
-We pay a 7% hotel room commission to the company that books our hotels.

Airport Assistance: $71.06
-We use a service to help participants navigate passport control and customs.

Entrance Fees: $48.99 per person
-Several sites require an entrance fee, including the southern Western Wall excavations and the holy sites around the Sea of Galilee.

Transportation for contract staff and speakers: $36.69 per person

Photography: $34.12 per person
-On each trip we take a group photo with a professional photographer

Other: $19.14 per person
-Briefing materials, miscellaneous

Tips: $8.05 per person
-Tips for hotel staff

**American Israel Education Foundation (AIEF)**
**Educational Seminar in Israel**
**Congressional Chiefs of Staff**
**June 29 – July 7, 2019**

**Final Itinerary**

**Saturday, June 29, 2019**

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|---|---|
| 11:55 AM | Depart Washington, DCA |
| 1:10 PM | Arrive Newark |
| 4:55 PM | Depart Newark |

**Sunday, June 30, 2019**

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|---|---|
| 10:15 AM | Arrive at Ben-Gurion Airport<br>Transfer to Jerusalem |
| 12:00 PM | Check-in to the Orient Hotel |
| 1:00-2:00 PM | *Welcome and Orientation Lunch*<br>- at the hotel, Smadar VIP Room |
| 2:00 PM | Depart for the Old City |
| 2:15-5:00 PM | *Strategic Survey of Jerusalem – Part I: The Old City and Holy Basin*<br>▪ Southern Wall Excavations<br>▪ Western Wall<br>▪ Church of the Holy Sepulchre |
| 5:00 PM | Return to hotel |
| 7:15 PM | Depart for dinner |
| 7:30-9:00 PM | *State of the Nation*<br>Dinner with David Horovitz<br>Founding Editor, The Times of Israel<br>- at Touro |
| 9:15-9:45 PM | *Shalom Jerusalem: Introduction to the History of the City* |
| 9:45 PM | Overnight at the Orient Hotel |

**Monday, July 1, 2019**

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| 8:00 AM | Breakfast is served<br>- at the hotel, Smadar VIP Room |
| 8:30–9:30 AM | *Israel's Political Map*<br>Breakfast with Tal Shalev<br>Political Analyst, Walla! News<br>- at the hotel, Smadar VIP Room |
| 9:30 AM | Session ends |
| 9:45-11:15 AM | *The Future of the West Bank Settlements*<br>Meeting with Daniel Reisner, Attorney<br>And Lia Weiner, Co-Founder, Tech-Bridge<br>- at the hotel, Wingate Hall |
| 11:15 PM | Depart |
| 11:45 AM-12:30 PM | *Strategic Survey of Jerusalem – Part II:*<br>*Post-1967 Neighborhoods & the Security Barrier* |
| 12:30 PM | Depart |
| 1:00-2:00 PM | Lunch<br>- at Anna |
| 2:00-3:30 PM | *Israeli Democracy in Action*<br>Meetings with Former Members of Knesset:<br>▪ Hilik Bar, Zionist Union Party<br>▪ Yehuda Glick, Likud Party<br>- at Anna |
| 3:00 PM | Depart |
| 3:30-5:00 PM | *Strategic Survey of Jerusalem – Part III:*<br>*The City of David and the Pilgrimage Road* |
| 5:30 PM | Return to hotel |
| 6:30 PM | Depart for dinner |

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| 7:00-8:30 PM | *The Israeli Mosaic*<br>Dinner with:<br>▪ Ofer Erez, Director, Jerusalem Open House<br>▪ Pnina Radai, Director of Training Programs, National School of Government<br>▪ Rivka Ravitz, Chief of Staff to the President of Israel<br>- at La Guta |
| 8:30-9:30 PM | *Navigating Obstacles to Peace*<br>Dinner with Dr. Tal Becker<br>Senior Legal Advisor, Ministry of Foreign Affairs<br>- at La Guta |
| 10:00 PM | Overnight at the Orient Hotel |

**Tuesday, July 2, 2019**

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| Until 8:30 AM | Check out<br>Luggage in the lobby<br>Breakfast on own<br>- at the hotel, Main Dining Hall |
| 8:45 AM | Depart for Yad Vashem |
| 9:15-11:30 AM | *Remembering the Victims of the Holocaust*<br>Guided visit to the Yad Vashem Holocaust Memorial and Museum |
| 11:30 AM | Depart |
| 12:00-1:30 PM | *A View from the Palestinian Authority*<br>Meeting with Bashar Azzeh<br>Member of the PLO Palestine National Council PLO Center Council, PPSF Party International Secretary, and Advisor to the PLO<br>- at American Colony, Pasha Hall |
| 1:30 PM | Depart |
| 2:00-3:15 PM | *A View from the Prime Minister's Office*<br>Meeting with Reuven Azar<br>Foreign Policy Advisor to the Prime Minister<br>Office of the Prime Minister<br>- at the Crown Plaza Hotel |

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| 3:15 PM | Depart for Tel Aviv |
| 4:30 PM | Check-in to the Carlton Tel Aviv Hotel |
| 7:00 PM | Depart for dinner |
| 7:30-9:30 PM | *Tikkun Olam – Israel's Contributions to the World*<br>Dinner with:<br>▪ Dr. Hinanit Koltai, Volcani Institute<br>▪ Micha Odenheimer, Tevel b'Tzedek<br>▪ Yotam Polizer, IsraAID<br>- at Deca |
| 10:00 PM | Overnight at the Carlton Tel Aviv Hotel |

**<u>Wednesday, July 3, 2019</u>**

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| 7:00 AM | Breakfast on own<br>- at the hotel, Main Dining Hall |
| 7:45 AM | Depart |
| 8:15-9:45 AM | *Save a Child's Heart – Cardiac Care for Children*<br>Visit to Wolfson Medical Center, and Children's Rehabilitation Home |
| 10:00 AM | Depart for Israel's South |
| 11:00 AM-12:00 PM | *Living in the Shadow of Rockets*<br>Visit Netiv Ha'asara and meet with Roni Keidar, local resident |
| 12:00-12:45 PM | *Israel's Southern Front*<br>Overlook into Gaza and Visit to Peace Wall<br>- at Netiv Ha'asara |
| 12:45 PM | Depart for Tel Aviv<br>Boxed lunches en route |
| 3:00-4:00 PM | *360 Birdseye View of Israel and Briefing*<br>-at the Rooftop of the Carlton hotel |
| 4:00 PM | Session ends |
| 7:00 PM | Depart for dinner |

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| 7:30-9:30 PM | *Start-Up Nation*<br>Dinner with:<br>▪ Ron Aviv, The Hybrid<br>▪ Dov Maisel, United Hatzalah<br>▪ Dr. Yonatan Wexler, OrCam<br>- at Meat Kitchen |
| 10:00 PM | Overnight at the Carlton Tel Aviv Hotel |

**<u>Thursday, July 4, 2019</u>**

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| 7:30 AM | Check out<br>Luggage in the lobby |
| 8:00 AM | Breakfast is served<br>- at the hotel, Lumina Private Room |
| 8:15-9:15 AM | *Regional Strategic Threats*<br>Breakfast with Brig.-Gen. (Res.) Nitzan Nuriel<br>Former Director of Counterterrorism, Prime Minister's Office<br>- at the hotel, Lumina Private Room |
| 9:30 AM | Depart |
| 10:30-11:15 AM | *Israel's Narrow Waistline – Strategic Concerns*<br>Briefing at Alfei Menashe |
| 11:15 AM-12:15 PM | *Settlements in Focus*<br>Panel discussion with:<br>▪ Yariv Oppenheimer, Director, Two State Coalition<br>▪ Eliana Passentin, Shilo resident<br>- at Alfei Menashe's Community Center |
| 12:15 PM | Depart |
| 1:00–1:45 PM | Lunch<br>- at Givat Haviva Dining Hall |
| 1:45-2:45 PM | *Minority Rights in Israel*<br>Meeting with Mohammad Darwashe<br>Director of Planning Equality & Shared Society<br>Givat Haviva Educational Center<br>- at Givat Haviva |

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| 2:45 PM | Depart |
| 2:45-3:45 PM | *En route briefings:*<br>▪ *The Jezreel Valley –Land Bridge connecting Africa and Asia*<br>▪ *Upper Galilee – Potential for Development* |
| 4:45-5:30 PM | *Hizballah Terror Tunnel*<br>- at Zar'it<br><br>Followed by |
| 5:30-6:15 PM | *Israel's Northern Border Concerns: Lebanon and Hizballah*<br>Strategic briefing on Israel's border with Lebanon<br>With Lt.-Col. (Res.) Sarit Zehavi<br>Director, Alma Research Center<br>- at Zar'it |
| 6:15 PM | Depart |
| 7:30 PM | Check-in to Europa Hotel |
| 7:30-8:30 PM | *Missile Defense and Israel-U.S. Cooperation*<br>Meeting with Ari Sacher<br>Rocket Scientist, Rafael<br>- at the hotel |
| 8:00 PM | Depart for dinner |
| 8:15-10:00 PM | *Reflections of the Week*<br>Dinner and discussion<br>- at Decks |
| 10:30 PM | Overnight at Europa Hotel |

**Friday, July 5, 2019**

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| 7:30 AM | Check out<br>Luggage in the lobby |
| 7:30-8:30 AM | Breakfast on own<br>- at the hotel, Main Dining Hall |
| 8:30 AM | Depart |

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| 9:00-11:00 AM | *Historical, Religious and Geopolitical Significance of the Sea of Galilee*<br>▪ Mt. of Beatitudes – Sermon on the Mount<br>▪ Primacy of Peter Church<br>▪ Capernaum – Jesus' Home |
| 11:00 AM | Depart for the Golan Heights |
| 12:00-1:00 PM | *Israel's Northern Border Concerns: Syria*<br>Strategic survey of Israel's border with Syria<br>With Cpt. (Res.) Ilan Shulman<br>- at Kibbutz Ein Zivan |
| 1:15-2:45 | *Ethics in the IDF*<br>Lunch with IDF Soldiers<br>- at HaBokrim |
| 2:45 PM | Depart for Jerusalem<br>Travel back to Jerusalem via the Jordan Valley |
| 2:45-3:45 PM | *En route briefing:*<br>*Jordan: Relations with Israel, and the Growing Refugee Crisis* |
| 5:45 PM | Check-in to the Orient Hotel |
| 7:15 PM | Depart for dinner |
| 7:30-9:30 PM | *Reflections on the Sabbath in Jerusalem*<br>Traditional Sabbath evening dinner hosted by<br>Prof. Gil Troy and Linda Adams<br>- at their home |
| 10:00 PM | Overnight at the Orient Hotel |

**Saturday, July 6, 2019**

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| 7:30 AM | Breakfast on own<br>- at the hotel, Main Dining Hall |
| 8:30 AM | Depart |
| 8:30-9:30 AM | *En route briefing:*<br>*Jericho Road and the E-1 Corridor* |

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| 10:00 AM-12:00 PM | *History and Geopolitics of the Roman Empire*<br>Guided visit to the National Archeological Park at Masada |
| 12:30-1:30 PM | *Exploration of the Dead Sea Region*<br>Followed by lunch<br>- at Herods Hotel |
| 2:30 PM | Depart for Jerusalem |
| 4:00 PM | Return to hotel<br>Prepare for departure |
| 6:30 PM | Check out<br>Luggage on the bus |
| 7:00-9:00 PM | *The U.S.-Israel Relationship: Bringing it all Together*<br>Closing dinner<br>- at the hotel, Smadar VIP Room |
| 9:00 PM | Depart for Ben-Gurion Airport |

**Sunday, July 7, 2019**

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| 12:20 AM | Depart Tel Aviv |
| 5:50 AM | Arrive Dulles, Virginia |