



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, 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: Kayla Williams
2. a. Name of Accompanying Relative: _____ **OR** None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: 2/18/23 Return: 2/26/23
 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: AIEF
6. Describe Meetings and Events Attended:
 See attached for itinerary. All events and meeting were related to understanding the importance of US-Israel relationship.
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 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:

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

Signature of Traveler:  Date: 03/13/2023

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: Gregory Meeks Date: 3/13/2023

Signature of Supervising Member: 



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: February 18, 2023 Date of Return: February 26, 2023
4. Name(s) of Traveler(s): Kayla Williams

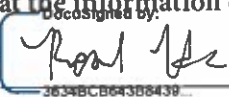
Note: You may list more than one traveler on a form only if all information is identical for each person listed.

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	\$8,788.34	\$2,187.84	\$1,024.46	\$2,840.96 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: 03/10/2023

Name: Rachel Hirsch Title: Chief Legal 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

Email: rhirsch@aiefdn.org Telephone: 2026395248

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.



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: February 18, 2023 Date of return: February 26, 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:



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:

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):

\$167

2) Provide the reason for selecting the location of the event or trip:

The trip is in Israel to educate participants 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: \$332/\$450 FRI

Reason(s) for Selecting: location and affordability

Hotel Name: Sheraton City: Tel Aviv Cost Per Night: \$311

Reason(s) for Selecting: location and affordability

Hotel Name: Gomeh City: Tiberias Cost Per Night: \$263

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.*



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	\$8,873.68	\$2,390	\$1,170
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	\$3,921.05	Please see addendum for breakdown
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 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.

DocuSigned by:
 Signature: Arne Christenson Date: 01/18/2023
 Name: Arne Christenson Title: Managing Director
 Organization: American Israel Education Foundation (AIEF)
 Address: 251 H Street NW, Washington D.C., 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:

**American Israel Education Foundation (AIEF)
Educational Seminar in Israel
Chiefs of Staff
February 18-26, 2023**

Addendum

4. List of Invitees

As Chiefs of Staff to a U.S. Representative, these invitees are 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. These issues—along with issues more broadly related to the strategic partnership between the U.S. and Israel—will be explored during the AIEF Israel Seminar, which is focused on educating congressional staff on events throughout the region by providing on-the-ground context.

- 1) Megan Bel Miller, Chief of Staff, Rep. Steve Scalise (R-LA)
- 2) Stuart Burns, Chief of Staff, Rep. Bill Posey (R-FL)
- 3) Steven Carlson, Chief of Staff, Rep. Chris Pappas (D-NH)
- 4) Kenneth Cutts, Chief of Staff, Rep. Sanford Bishop (D-GA)
- 5) Nick Hawatmeh, Chief of Staff, Rep. Lisa McClain (R-MI)
- 6) Hayden Haynes, Chief of Staff, Rep. Mike Johnson (R-LA)
- 7) Maeve Healy, Chief of Staff, Rep. Grace Meng (D-NY)
- 8) Patrick Hester, Chief of Staff, Rep. Elise Stefanik (R-NY)
- 9) Tom Moran, Chief of Staff, Rep. Maria Elvira Salazar (R-FL)
- 10) Jimmy Peacock, Chief of Staff, Rep. Ashley Hinson (R-IA)
- 11) Margaret Reynolds, Chief of Staff, Rep. Jared Golden (D-ME)
- 12) Rebecca Walldorff, Chief of Staff, Rep. Lucy McBath (D-GA)
- 13) Kayla Williams, Chief of Staff, Rep. Gregory Meeks (D-NY)
- 14) Andrew Wright, Chief of Staff, Rep. Derek Kilmer (D-WA)

18. Breakdown of other expenses

Other Cost	Cost per person
Security	\$1,210.53
Speaker Fees	\$789.47
Room Rentals and Setup (Mics)	\$526.32
Hotels for contract staff	\$368.42
Meals for contract staff and guests	\$315.79
Tour Guide / Yad Vashem Guide	\$236.84
Security / West Bank	\$184.21
Transportation for contract staff & speakers	\$105.26
Airport Assistance	\$63.16
Entrance Fees	\$47.37
Photography	\$36.84
Misc.	\$26.32
Tips	\$10.53
Total =	\$3,921.05

**American Israel Education Foundation (AIEF)
Educational Seminar in Israel
U.S. Congressional Chiefs of Staff
February 18, 2023 – February 26, 2023**

Itinerary

Saturday, February 18, 2023

3:55 PM United #84 departs Newark

Sunday, February 19, 2023

9:20 AM United #84 arrives Tel Aviv

9:20-11:45 AM Arrival at Ben-Gurion Airport
Transfer to Jerusalem

12:00-1:00 PM Check in to the Orient Hotel

1:00-1:30 PM Depart for Lunch

1:30-2:00 PM **Setting the Stage**
Welcome and Orientation
-at the Orient hotel

During the welcome and orientation, staff will lead a discussion about the objectives for the week ahead.

2:00-3:00 PM **Pulse of the Nation**
with Matti Friedman,
Author and Journalist
-at the Orient hotel

Matti Friedman is a renowned reporter with a career that has taken him from Lebanon to Morocco, Cairo, Moscow and Washington, D.C., and to conflicts in Israel in the Caucasus. Mr. Friedman is a dynamic and insightful speaker who provides a journalist's perspective on how Israel's story is told by the international media, and how that media portrayal impacts the stories taking place on the ground.

3:00-3:30 PM Depart for City of David

3:30-6:15 PM **Strategic Survey of Jerusalem – Part I:**
The Historic and Holy Basin and City of David
Guided survey of the Old City of Jerusalem:

- Robinson's Arch
- Western Wall
- Church of the Holy Sepulcher

The Old City of Jerusalem is home to the holiest shrines of the three monotheistic religions, including the Temple Mount, the Church of the Holy Sepulcher, and the Al-Aqsa Mosque. The Holy Basin is the historic

location of Jerusalem and refers to the land surrounding the Old City, including the Mount of Olives, believed to be the departure point for Jesus' final entry into Jerusalem and the cemetery where Jews have been burying their dead for 2,500 years. The Holy Basin also includes the Western Wall, Judaism's holiest site, and the Temple Mount (Haram al-Sharif), sacred ground for Jews, Muslims, and Christians. Control over these sensitive areas remains among the largest disputes in the Middle East. The professionally guided survey will walk through all these sites and others, educating trip participants on their historical impact and their role in today's political discussions.

- 6:30-7:30 PM Depart for dinner
- 7:00-8:30 PM **Dinner**
-at Hatzot
- 8:30 PM Overnight at the Orient Hotel

Monday, February 20, 2023

- 7:30-8:15 AM Breakfast on own
-at the hotel, main dining hall
- 8:15-9:15 AM **Israeli Political Primer**
Meeting with Professor Reuven Hazan
Professor of Political Science
Hebrew University of Jerusalem

It is critical for trip participants to understand the parliamentary system in Israel. Professor Hazan explains how the parliamentary party system works, how coalitions rise and fall, and how Israeli politics differ from American politics. Since the delegation will be visiting with government officials throughout the week, we believe it's important to provide this overview early in the seminar.

- 9:30-9:45 AM Depart for the President's residence
- 9:45-10:15 Security Check
- 10:15-11:45 AM **A View from the President**
Tour of the Residence
Meeting with Zvi Vapni
Senior Foreign Policy Advisor to the President of the State of Israel
- 12:00-12:45 PM **Strategic Survey of Jerusalem, Part II: Post-1967 Neighborhood**

When Jerusalem was reunified in 1967, following 19 years of division, the State of Israel extended the city's boundaries to include the strategic hills surrounding Jerusalem. These hills served as launching pads between 1948 and 1967 for sniper and mortar attacks on Israeli parts of the city by the Jordanian Army. Since 1967, these hills have become vibrant neighborhoods, fully integrated into the fabric of Jerusalem. It is vital for those discussing the issue of Jerusalem to understand these neighborhoods' strategic importance and their relationship to the areas in the immediate vicinity.

12:45-1:00 PM	Depart for Lunch
1:00-2:00 PM	Lunch at Modern
2:00-2:15 PM	Depart for Knesset
2:30 PM	Security check
3:00-5:15 PM	A View from the Knesset Meetings with Members of Knesset

Israel's parliament consists of 120 members, who reflect a wide range of parties and points of view. During this session, participants will hear from two Knesset members representing the National Unity Party and the Likud Party. They will discuss their party's priorities in the current Knesset, and where they stand on the major issues of the day.

3:00-3:45 PM	Meeting with the Honorable Gadi Eiznkot, National Unity Party -at the Knesset
3:45-4:15 PM	Meeting with the Honorable Amir Ohana, Likud Party -at the Knesset
4:30-5:15 PM	Tour of Knesset, Plenary
5:15 PM	Depart for Hotel
7:30-8:00 PM	Depart for dinner
8:00-9:30 PM	Israel's International Standing Dinner with Dr. Tal Becker Legal Advisor, Ministry of Foreign Affairs -at the hotel, Wingate hall

Since Israel's founding, the Jewish state has sought to reach a just and lasting solution to the Israeli Palestinian conflict. The United States has been closely involved in negotiations between Israel and the Palestinians. Dr. Tal Becker is a senior member of the Israeli peace negotiation team. In this position, he is on the front lines of many of Israel's most pressing diplomatic, legal and policy challenges. He is a veteran negotiator, and key behind the scenes representative, for Israel in a wide variety of contexts. During this session, he will address the prospects for peace in the current political climate. He will also discuss the complex challenges that have prevented a final status agreement thus far.

9:30 PM	Overnight at the Orient Hotel Prepare for checkout
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Tuesday, February 21, 2023

- 6:15-7:30 AM Checkout, bring bags to lobby
- 7:45-8:30 AM Breakfast on own
- at the hotel, main dining hall
- 8:30-9:00 AM Depart for Yad Vashem
- 9:00-10:45 PM **Remembering the Victims of the Holocaust**
Visit to Yad Vashem Holocaust
Memorial and Museum

One cannot understand Israel's worldview without understanding the trauma of the Holocaust. Israelis view threats to its destruction considering the events of the 1930s and 1940s, when the German government's threats to exterminate the Jewish people were not taken seriously by the international community. This museum provides an important reference point as to how Israelis interpret the threat of an Iranian nuclear program and Iranian leaders committed to Israel's destruction. Yad Vashem has become a symbol of the Jewish people and its transformation from total helplessness to self-reliance and strength. Thus, a visit to Yad Vashem provides a historical context for the Jewish state. The museum's professional docent will guide the delegation through the main exhibit hall and the children's memorial.

- 11:00 AM-12:00 PM Depart for PLO Headquarters
- 12:15-1:15 PM **A View from the Palestinian Authority**
Meeting with Osama Qawasma
Member of National Council of PLO, Official Spokesman of Fatah
- at the PLO Headquarters

During each seminar, we invite a representative of the Palestinian Authority to address the group. Osama Qawasma will present the current state of Palestinian Authority Affairs, including the Palestinian perspective on the issues of the day, as well as relations with Israel and prospects for peace.

- 1:15-1:45 PM Depart for lunch
- 1:45-2:15 PM **Lunch**
-at Hummus Yali
- 2:15-4:15 PM Depart for Tel Aviv
- 4:30-5:45 PM Check in to the Sheraton Hotel
- 5:45-6:45 PM **The Regional Threats from Iran**
Meeting with Sima Shine
Head of Iran program, Institute for National Security Studies (INSS)
- at the hotel, Gallery Hall

To understand the strategic threats facing Israel, participants must understand the unique situation facing Israel at the borders with the Gaza Strip, Lebanon, and Syria, all Iranian proxies. This briefing will provide an overview of each border, as well as the malign activity from Iran contributing to unrest in the region.

6:45-7:15 PM Depart for Dinner

7:15-9:15 PM **Israel's Humanitarian Efforts Around the World**

Dinner with:

- Danielle Abraham
Executive Director, Volcani International Partnerships
 - Inna Braverman
CEO, EcoWave Power
 - Jacob Sztokman
Founding Director, Gabriel Project Mumbai
- at Darya

One of the major tenets of Judaism is "Tikkun Olam", to "repair the world". This dinner will focus on representatives from organizations seeking to make the world a better place in various sectors. This evening will be a dinner discussion with entrepreneurs representing Israeli innovation and ingenuity that has had enormous impact both in Israel and abroad. The delegation will be meeting with innovators that are global leaders in agriculture, green energy, and humanitarian aid.

9:15 PM Overnight at the Sheraton Hotel

Wednesday, February 22, 2023

7:15-8:00 AM Breakfast on own
-at the hotel, main dining hall

8:00-9:15 AM Depart for Ashkelon

9:15-10:30 AM **Israel's Southern Threats**
Meeting with Lt. Col. (Res.) Jonathan Conricus
Former IDF International Spokesperson
-at Workplace Ashkelon

10:45-11:00 AM Depart for Moshav Netiv HaAsara

11:00 AM-12:15 PM **Israel's Southern Front: Living in the Shadow of Rockets**
Visit to the Gaza Strip border
Meeting with local resident Roni Keidar
-at Moshav Netiv HaAsara

Participants will visit the border between Israel and the Gaza Strip and learn about the unique challenges faced by this area. Since 2001, Israeli communities bordering the Gaza Strip have been living under the threat of rocket fire. Since the Israeli withdrawal from the Gaza Strip in 2005 and the Hamas takeover of the Gaza Strip in 2007, the volume, range and accuracy of the rockets has only increased. More recently, Hamas has built dozens of terror tunnels to attack Israeli civilians. The delegation will meet with locals to

better understand the reality of living kilometers from Israel's border with Gaza, and how communities have sought to cope, both physically and psychologically.

12:15-12:30 PM Session ends

12:30-1:30 PM **The IDF and Israeli Society**
Lunch with Soldiers
-at Moshav Netiv HaAsara

In Israel, military service is mandatory for everyone over the age of 18, with several exceptions. Most Israelis join the army right after high school and serve for three years. As such, the Israel Defense Force (IDF) is an integral part of the fabric of Israeli society. During this lunch, participants will have the chance to meet with several soldiers serving in the southern region and hear about their experiences in the army. They will discuss the values of the Israel Defense Forces – known as Ruach Tzahal (literally “The Spirit of the IDF”). This overarching ethical code, and the guidelines and operation resulting from it, shape the mode of action applied by all IDF soldiers and units, both in peace and at war. During basic training, every IDF soldier studies and analyzes the code of ethics together with their commanders. It is customary for a framed copy of the code to be hung in every commander’s office as a constant reminder of the IDF's values and guidelines.

1:30-2:00 PM Depart

2:00-2:45 PM **Missile Defense Cooperation: US-Israel Strategic Cooperation**
Visit Iron Dome battery
-at Ibim

More than a decade ago, Israel developed Iron Dome to protect its citizens from persistent and increasingly dangerous rockets fired by Iranian-backed terrorists. Since being deployed, Iron Dome has intercepted more than 90 percent of the rockets it has targeted—preventing war, saving countless lives, and reducing physical and psychological damage. Leaders in Congress have recognized the importance of Israel’s missile defense system and have allocated more than \$1.6 billion for this technology. Participants will have the opportunity to visit an Iron Dome site and speak with the soldiers responsible for its operation.

2:45-4:45 PM Depart for hotel

4:45-7:00 PM Break

7:00-7:30 PM Depart for dinner

7:30-10:00 PM **Creating Israeli Policy**
Dinner with parliamentary Chiefs of Staff
-at the Knesset

During this dinner the participants will have the opportunity to hear from their counterparts in Israel – staffers serving different members of the Israeli Knesset. The discussion will explore the difference between the American and Israeli political systems; the role of political staffers; and the views of the various Knesset members they serve on current issues affecting the region.

10:00 PM Overnight at the Sheraton Hotel
Prepare for checkout

Thursday, February 23, 2023

7:00-7:30 AM Checkout
Bring bags to lobby

7:00-8:00 AM Breakfast on own
- at the hotel

8:15-9:30 AM **Regional Strategic Threats**
Briefing with Brig.-Gen. (Res.) Nitzan Nuriel
Former Director of the Counter Terrorism Bureau, Prime Minister's Office
-at hotel, Studio 5

In order to understand the strategic threats facing Israel, participants must understand the unique situation facing Israel at the borders with the Gaza Strip, Lebanon, and Syria, all Iranian proxies. This briefing will provide an overview of each border, as well as the malign activity from Iran contributing to unrest in the region.

9:45-10:45 AM Depart

10:45-11:30 AM **Israel's Narrow Waistline – Strategic Concerns**
Briefing at Alfei Menashe

Alfei Menashe is a Jewish community located on the western edge of the West Bank. Less than 10 miles from the Mediterranean Sea, Alfei Menashe provides a unique vantage point to discuss Israeli settlement policy, the routing of the security barrier, as well as Israel's narrow waistline. The sliver of Israeli land west of the West Bank is often referred to as the Hadera-Gadera rectangle, with the city of Hadera denoting the northern point, and the city of Gadera the southern point. The Hadera-Gadera rectangle is home to over 50 percent of Israel's population, as well as civilian infrastructure. The area is also home to Israel's "Silicon Valley", as well as Ben Gurion international airport. The discussion at Alfei Menashe will allow participants to see firsthand the proximity of Jewish and Arab neighborhoods in both Israel and the West Bank; as well as the strategic threats faced by the Israeli population living in Israel's narrow waistline.

11:30 AM-12:30 PM Depart for lunch

12:30-2:00 PM **Minority Rights in Israel**
Lunch with Mohammad Darawshe
Director of Planning, Equality and Shared Living
Givat Haviva Educational Institute
-at the hotel, Studio 5

Approximately 22% of Israeli residents are part of the non-Jewish minority, which includes, among others, Muslims, Christians, and Druze. As a liberal, democratic state, Israel is rooted in liberty, the rule of law, free and fair elections, and full civil rights for all citizens. Our speaker, Mohammad Darawshe is currently

the director of planning, equality, and shared living at Givat Haviva Educational Institute –a non-profit organization founded in 1949 as the national education center of the Kibbutz Federation in Israel. His focus throughout his career is promoting coexistence and quality among Israel's Jewish and Arab-Palestinians citizens. He will discuss the current challenges facing minority groups in Israel, as well as ways the government of Israel and NGOs seek to address these challenges.

2:00-3:30 PM Depart for Zarit

2:30-3:30 PM En route briefing: **The Jezreel Valley and Upper Galilee**

Our tour guide will spend an hour during the drive from Israel's center to the north to provide the delegation a briefing on the Jezreel Valley and the Upper Galilee and the challenges facing these regions of the country. For thousands of years, the Jezreel Valley served as a land bridge linking Africa, Asia, and Europe, and serving as a thoroughfare for ancient caravans and, more frequently, armies. In 1948, following Israel's establishment, the combined forces of Iraq and Jordan attempted unsuccessfully to capture the valley to split the just-born Israel into two parts. In the early 20th century, after decades of neglect, Jewish pioneers drained the swamps in the valley, transforming this region into Israel's "breadbasket" known for wheat, cotton, sunflowers, and fishponds. The Jezreel Valley is also home to historical and biblical sites including Tel Megiddo and Nazareth.

Today it is an important symbol of Israel's complex and diverse political reality. The Jezreel Valley, together with the areas of the Lower and Upper Galilee, is home to the majority of Israel's Arab citizens. A survey of this area provides an opportunity to discuss and learn about Israel's Arab citizens – 20 percent of the population – each of which has full democratic, social and welfare rights, the right to vote and serve in the Knesset, and the opportunity to serve on Israel's Supreme Court.

The Upper Galilee is home to the largest variety of ethnic communities in Israel including Druze, Circassian, Arab Muslim and Arab Christian villages. The Galilee is also home to ancient Jewish and Christian holy sites that provide additional historical and political context to regional tensions. Just as in the case of the Jezreel Valley, the area illustrates the role of minorities in Israel. At the same time, the Upper Galilee is home to some of the most prominent industrial hubs.

3:30-4:15 PM **Visit to Hezbollah Terror Tunnel**
 -at Zarit

Virtually all southern Lebanon is a maze of underground bunkers, rocket-launching sites, and interconnected tunnels built by the Iranian-backed Hezbollah terrorist organization. Hezbollah is the most powerful terrorist organization in the world, stronger than most national armies. They receive around \$700 million annually from Iran, along with advanced weapons, training, and political support. During this visit, the delegation will have the opportunity to go into a Hezbollah tunnel discovered by the Israel Defense Forces (IDF), to see firsthand the threat this terrorist army poses to Israel and the region. Hezbollah has created a network of tunnels hundreds of kilometers long to enable terrorists to stage an infiltration attack on military and civilian targets in northern Israel. The IDF conducted Operation Northern Shield between December 2018 and January 2019, to locate and destroy the tunnels. In January 2020, the IDF began installing a series of underground sensors along the northern border to detect any new subterranean tunnels being dug into Israeli territory from Lebanon. Participants will hear from an IDF officer who will guide them through the opening of the tunnel and share the anti-tunneling technology Israel is using to detect new tunnels.

4:15-5:15 PM **Israel's Northern Border Concerns I: Lebanon and Hezbollah**
Briefing with Colonel (Ret.) Miri Eisen
Associate, International Institute for Counterterrorism, Reichman University
-at Zarit

Col. (Res.) Miri Eisen speaks on regional geo-politics and security related issues in the media worldwide. Col. Eisen served in the Israeli intelligence community and retired from active duty at the rank of full colonel in 2004. Over her twenty-year career in the military, she served as the deputy head of the combat intelligence corps, the personal assistant to the Director of Military intelligence and as the intelligence officer in combat units and research departments. During this session she will provide an overview of the challenges faced by Israel on their border with Lebanon, including the threat of terrorist group Hezbollah.

5:15-6:30 PM Depart for hotel

6:30-7:45 PM Check in, Gomeh hotel

8:00-8:15 PM Depart for dinner

8:15-10:00 PM **Reflections on the Week**
Dinner
- at Pagoda

We will use this dinner as an opportunity to discuss the speakers and topics we have been exposed to thus far. We have found giving our participants an opportunity to reflect on the topics and perspectives presented to them assists in their ability to understand Israel's complexities

10:00 PM Overnight at Gomeh
Prepare for checkout

Friday, February 24, 2023

7:00-8:00 AM Breakfast on own
-at the hotel, main dining hall

8:00-8:30 AM Depart

8:30-10:00 AM **Historical Significance of the Sea of Galilee**
Survey of historical and religious sites around the Sea of Galilee
▪ Mt. of Beatitudes – Sermon on the Mount
▪ Capernaum – Jesus' Village

As part of the seminar's focus on the complex religious fabric of Israeli society, the delegation will be visiting several of the most sacred sites for Christians in the Holy Land. Included is a guided survey and discussion of some of the most important events in the life of Jesus by the Sea of Galilee. Just as strategic surveys in Jerusalem focused on Jewish, Muslim, and Christian history and claims to the land, the site visits to the Christian sites help provide context for the competing religious narratives for the land of Israel. For example, we will be visiting the Mount of Beatitudes, where Jesus delivered the Sermon on the Mount,

the most studied and read speech of any religion in history. Our guide will also lead a discussion through Capernaum, the site of Jesus' ministry in the Galilee.

- 10:00-10:45 AM Depart for the Golan Heights
- 10:45 AM-12:15 PM **Israel's Northern Border Concerns II: Syria**
Strategic survey of Israel's border with Syria
With Capt. (Res.) Ilan Shulman
-at Ein Zivan

Captain (Res.) Ilan Shulman, a disabled IDF veteran, divides his time guiding geopolitical tours on the Galilee and Golan Heights, lecturing to students, giving geo-political briefings for delegations through various Israeli foreign ministry programs, and fulfilling his IDF reserve duties in the Northern Command's intelligence unit. Shulman was raised in Kibbutz Merom Golan near Israel's border with Syria, where one of his favorite jobs was herding the kibbutz cattle. Shulman served in the IDF's paratrooper's unit, rising to the position of company commander. He holds a BA in Israel and Middle East Studies. During this session he will take participants to the border between Israel and Syria and provide an overview of the Syrian civil war.

- 12:15-1:00 PM **Lunch**
-at Har Café, Maron Golan
- 1:00-4:30 PM Depart for Jerusalem
- 4:30-6:15 PM Check in to the Orient Hotel
- 6:15-7:00 PM Depart for dinner in Modi'in
- 7:00-9:30 PM **Reflections on the Sabbath**
Traditional Sabbath evening dinner
With Yossi Garr and Family
- at their home in Modi'in

Israel, the only Jewish country in the world, boasts the unique tradition of honoring the Jewish Sabbath from Friday sundown until Saturday sundown. 80 percent of the Israeli population will commemorate the Sabbath, in various forms, which typically include a family dinner and special blessings. During this dinner, participants will have the opportunity to learn about the Jewish nature of the state, and discuss the centrality of the Sabbath to Jewish identity.

- 9:30-10:00 PM Return to Jerusalem
- 10:00 PM Overnight at the Orient Hotel

Saturday, February 25, 2023

- 7:00-7:30 AM Breakfast on own
- at the hotel, Main Dining Hall

7:30-9:00 AM Depart

7:30 – 8:30 AM En route briefing: **Jericho Road and the E-1 Corridor**

Our tour guide will spend approximately one hour on the drive from Jerusalem to Masada – including Jericho Road – to discuss the strategic importance of the area east of Jerusalem. In 1948 and in 1967, the Jordanian army attacked Jerusalem from the east – the 1948 attack resulted in the city's division that lasted until 1967. Since then, Israel has established the City of Ma'ale Adumim east of Jerusalem, today home to some 40,000 residents. To the Palestinians, however, Ma'ale Adumim is the largest settlement on the West Bank. When Israel attempted to expand Ma'ale Adumim's boundary, into an area known as "E-1", the U.S. State Department stepped in and asked that no construction take place there. The issue needs to be examined with those discussing the future of Jerusalem in the context of the Israeli - Palestinian negotiations.

9:00- 10:30 AM **History and Geopolitics of the Roman Empire**
Guided survey of the National Archeological Park at Masada

Masada, which was excavated in the 1960s, is considered one of the most important archeological sites in Israel, indeed in the whole world. Masada was the site of the last stand of the Jews in Israel after the Romans destroyed Jerusalem and the Holy Temple in 70 A.D. A group of Jewish zealots fled to the Judean Desert and lived in the former mountaintop fortress of King Herod known as Masada for two years resisting the onslaught of the most powerful army in the world. Determined to break the resistance, the Romans finally scaled the mountain to capture and enslave the Jewish rebels. However, when they finally arrived, they found that all the men, women and children had killed themselves as a last act of defiance. The delegation will visit the magnificent ancient excavations; learn the narrative of Jewish resistance to the Romans backed by the archeological and historical evidence; and discuss the importance of the Masada story to the contemporary Middle East and the threats in the region

10:30-11:15 AM Depart for Dead Sea

11:15 AM-1:00 PM **Exploration of the Dead Sea Region**
-at Hod hotel

During our drive to and from the Dead Sea area, as well as during our visit to the Dead Sea, our tour guide will discuss a variety of issues integral to understanding this desert region, and relations with both the Palestinians and Jordanians. For decades, Israel has been developing the agricultural potential of the desert. While the Middle East is suffering from water shortages, Israel, through modern technology and water conservation policies, including the recycling of over 80 percent of water used for domestic purposes and transferring it to agriculture, has literally "made the desert bloom." The key regional players also face serious environmental issues in the Dead Sea region. One of the major environmental concerns is the receding of the Dead Sea and the appearance of sinkholes, which cause the earth above to collapse. Roads, fields, and buildings have collapsed due to this phenomenon, and experts are concerned the tourist infrastructure along the Jordanian and Israeli shores of the Dead Sea are in danger. This issue has led to unprecedented cooperation between Israelis, Jordanians and Palestinians and serves as a model for regional cooperation.

1:00-2:00 PM **Lunch**
-at Hod hotel

2:00-3:30 PM	Depart for Jerusalem
3:30-6:00 PM	Return to hotel Check out
6:15-7:30 PM	The U.S.-Israel Relationship: Bringing it All Together Closing dinner -at the hotel

The closing dinner provides an opportunity for participants to process the scope of the week, from the religious center of the Judeo-Christian world in Jerusalem, to the bustling economic powerhouse of Tel Aviv; from the conflict plagued northern borders with Syria and Lebanon, to the environmental and geographical wonders of the Negev desert and the Dead Sea. We will process the range of topics explored, including the U.S.-Israel strategic partnership, prospects for Arab-Israeli peace, the experience of minorities in Israel, as well as greater existential threats throughout the region. Participants will also have the opportunity to share their takeaways, and ask any lingering questions that weren't covered during the week.

7:30-8:30 PM	Depart for Ben Gurion Airport
11:25 PM	United #91 departs Tel Aviv

Saturday, February 25, 2023

4:25 AM	United #91 arrives Newark
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**American Israel Education Foundation (AIEF)
Educational Seminar in Israel
U.S. Congressional Chiefs of Staff
February 18, 2023 – February 26, 2023**

Itinerary

Saturday, February 18, 2023

3:55 PM United #84 departs Newark

Sunday, February 19, 2023

9:20 AM United #84 arrives Tel Aviv

9:20-11:45 AM Arrival at Ben-Gurion Airport
Transfer to Jerusalem

12:00-1:00 PM Check in to the Orient Hotel

1:00-2:00 PM **Setting the Stage**
Welcome and Orientation
-at the Orient hotel

2:00-3:00 PM **Pulse of the Nation**
with Matti Friedman,
Author and Journalist
-at the Orient hotel

3:00-3:30 PM Depart for City of David

3:30-6:15 PM **Strategic Survey of Jerusalem – Part I:**
The Historic and Holy Basin and City of David
Guided survey of the Old City of Jerusalem:

- Robinson's Arch
- Western Wall
- Church of the Holy Sepulcher

6:30-7:30 PM Depart for dinner

7:00-8:30 PM **Dinner**
-at Hatzot

8:30 PM Overnight at the Orient Hotel

Monday, February 20, 2023

7:30-8:15 AM Breakfast on own
-at the hotel, main dining hall

8:15-9:15 AM	Israeli Political Primer Meeting with Professor Reuven Hazan Professor of Political Science Hebrew University of Jerusalem
9:15-10:15 AM	Strategic Survey of Jerusalem, Part II: Post-1967 Neighborhood
10:15-10:45 AM	Depart for Yad Vashem
10:45 AM-12:45 PM	Remembering the Victims of the Holocaust Visit to Yad Vashem Holocaust Memorial and Museum
12:45-1:00 PM	Depart for Lunch
1:00-2:00 PM	Lunch at Modern
2:00-2:15 PM	Depart for Knesset
2:30 PM	Security check
2:45 - 5:30 PM	A View from the Knesset Meetings with Members of Knesset and Staff
2:45-3:45 PM	Meeting with Yair Zivan Former Foreign Policy Advisor to Prime Minister Yair Lapid -at the Knesset
3:45-4:15 PM	Meeting with the Honorable Merav Ben Ari Member of Knesset, Yesh Atid party -at the Knesset
4:30-5:30 PM	Tour of Knesset, Plenary
5:30-6:00 PM	Depart for Hotel
6:45-7:45 PM	Israel's International Standing Dinner with Dr. Tal Becker Legal Advisor, Ministry of Foreign Affairs -at the hotel, Wingate hall
8:00-9:30 PM	Dinner -at Lechem Basar
9:30 PM	Overnight at the Orient Hotel Prepare for checkout

Tuesday, February 21, 2023

6:15-7:30 AM Checkout, bring bags to lobby

7:45-8:30 AM Breakfast on own
- at the hotel, main dining hall

8:30-9:30 AM Depart for the President's residence

9:00-11:00 AM **A View from the President**
Tour of the Residence
Meeting with Zvi Vapni
Senior Foreign Policy Advisor to the President of the State of Israel

11:15 AM-12:15 PM **Understanding Palestinian Politics**
Conversation with Ibrahim Dalalshe
Executive Director, Horizon Center for Political Studies
-at the Van Leer Institute

12:15-1:00 PM Lunch
-at the Van Leer Institute

1:00-2:15 PM Depart for PLO Headquarters

2:15-4:00 PM **A View from the Palestinian Authority**
Meeting with Hussein Al-Sheikh
Secretary General, Executive Committee of the PLO
-at his office in Ramallah

4:30-6:00 PM Depart for Tel Aviv

6:00-6:45 PM Check in to the Sheraton Hotel

6:45-7:15 PM Depart for Dinner

7:15-9:15 PM **The Abraham Accords: Israel's Pursuit of Peace**
Dinner with Ambassador Khaled Yousef Al-Jalahma
First Bahraini Ambassador to Israel
-at Meat Kitchen

9:15 PM Overnight at the Sheraton Hotel

Wednesday, February 22, 2023

7:15-8:00 AM Breakfast on own
-at the hotel, main dining hall

8:30-9:30 AM	Israel's Southern Border Threats Meeting with Lt. Col. (Res.) Jonathan Conricus Former IDF International Spokesperson -at the hotel
9:45-11:00 AM	Depart for the South
11:00 AM-12:15 PM	Israel's Southern Front: Living in the Shadow of Rockets Visit to the Gaza Strip border Meeting with local resident Chen Abrahams -at Kibbutz Kfar Aza
12:15-12:30 PM	Session ends
12:30-1:30 PM	The IDF and Israeli Society Lunch with Soldiers -at Moshav Netiv HaAsara
1:30-2:00 PM	Depart
2:00-2:45 PM	Missile Defense Cooperation: US-Israel Strategic Cooperation Visit Iron Dome battery -at Ibim
2:45-4:45 PM	Depart for hotel
6:00-7:15 PM	Zionism and the Path to Peace Meeting with Dr. Einat Wilf -at the hotel
7:30-7:45 PM	Depart for dinner
8:00-9:45 PM	Israeli Innovation Solving Global Challenges Dinner with Danielle Abraham Executive Director, Volcani International Partnerships -at Goshen
10:00 PM	Overnight at the Sheraton Hotel Prepare for checkout

Thursday, February 23, 2023

7:00-7:30 AM	Checkout Bring bags to lobby
7:00-8:00 AM	Breakfast on own - at the hotel

8:15-9:30 AM	Regional Strategic Threats Briefing with Dr. Jonathan Spyer Analyst, Writer and Journalist -at hotel
9:30-10:15 AM	Depart
10:15-11:00 AM	Israel's Narrow Waistline – Strategic Concerns Briefing at Alfei Menashe
11:00 AM-12:00 PM	Depart for lunch
12:30-2:00 PM	Minority Rights in Israel Lunch with Mohammad Darawshe Director of Planning, Equality and Shared Living Givat Haviva Educational Institute -at Tanduka
2:00-3:30 PM	Depart for Zarit
2:30-3:30 PM	En route briefing: The Jezreel Valley and Upper Galilee
3:30-4:15 PM	Visit to Hezbollah Terror Tunnel -at Zarit
4:15-5:15 PM	Israel's Northern Border Concerns I: Lebanon and Hezbollah Briefing with Colonel (Ret.) Miri Eisen Associate, International Institute for Counterterrorism, Reichman University -at Zarit
5:15-6:30 PM	Depart for hotel
6:30-7:45 PM	Check in, Gomeh hotel
8:00-8:15 PM	Depart for dinner
8:15-10:00 PM	Reflections on the Week Dinner - at Pagoda
10:00 PM	Overnight at Gomeh Prepare for checkout
<u>Friday, February 24, 2023</u>	
7:00-8:00 AM	Breakfast on own -at the hotel, main dining hall

8:00-8:30 AM	Depart
8:30-10:00 AM	Historical Significance of the Sea of Galilee Survey of historical and religious sites around the Sea of Galilee <ul style="list-style-type: none"> ▪ Mt. of Beatitudes – Sermon on the Mount ▪ Capernaum – Jesus' Village
10:00-10:45 AM	Depart for the Golan Heights
10:45 AM-12:15 PM	Israel's Northern Border Concerns II: Syria Strategic survey of Israel's border with Syria With Capt. (Res.) Ilan Shulman -at Ein Zivan
12:15-1:00 PM	Lunch -at Har Café, Maron Golan
1:00-4:30 PM	Depart for Jerusalem
4:30-6:15 PM	Check in to the Orient Hotel
6:15-7:00 PM	Depart for dinner in Modi'in
7:00-9:30 PM	Reflections on the Sabbath Traditional Sabbath evening dinner With Yossi Garr and Family - at their home in Modi'in
9:30-10:00 PM	Return to Jerusalem
10:00 PM	Overnight at the Orient Hotel

Saturday, February 25, 2023

7:00-7:30 AM	Breakfast on own - at the hotel, Main Dining Hall
7:30-9:00 AM	Depart
7:30 – 8:30 AM	En route briefing: Jericho Road and the E-1 Corridor
9:00- 10:30 AM	History and Geopolitics of the Roman Empire Guided survey of the National Archeological Park at Masada
10:30-11:15 AM	Depart for Dead Sea
11:15 AM-1:00 PM	Exploration of the Dead Sea Region -at Hod hotel

1:00-2:00 PM	Lunch -at Hod hotel
2:00-3:30 PM	Depart for Jerusalem
3:30-6:00 PM	Return to hotel Check out
6:15-7:30 PM	The U.S.-Israel Relationship: Bringing it All Together Closing dinner -at the hotel
7:30-8:30 PM	Depart for Ben Gurion Airport
11:25 PM	United #91 departs Tel Aviv

Sunday, February 26, 2023

4:25 AM	United #91 arrives Newark
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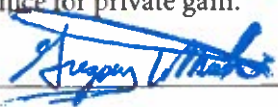


TRAVELER FORM

1. Name of Traveler: Kayla Williams
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: February 18, 2023 Date of Return: February 26, 2023
b. Yes No Will you be extending the trip at your personal expense?
If yes, list dates at personal expense: _____
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: _____
(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 Chief of Staff, I manage the Congressman's foreign affairs portfolio and oversee legislative staff on financial services. This is directly related to US - Israel relationship.
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  Date 1/19/23



U.S. House of Representatives
COMMITTEE ON ETHICS

TRAVELER FORM

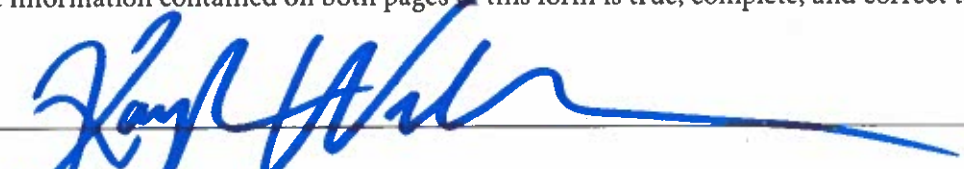
This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. This form and any attachments may be delivered to the Committee at 1015 Longworth or e-mailed to travel.requests@mail.house.gov.

Your completed request must be submitted to the Committee no less than 30 days before your proposed departure date. Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. **You must receive explicit approval from the Committee before you depart on this trip.**

Name of Traveler: Kayla Williams

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

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

Signature: 

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): Rep. Gregory W. Meeks

Office Address: 2310 Rayburn House Office Building

Telephone Number: 202-225-3461

Email Address of Contact Person: kayla.williams@mail.house.gov

Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, and these forms are being submitted to the Committee less than 30 days before the trip departure date.

NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.

KEEP A COPY OF THIS FORM. Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

If there are any questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or via e-mail: travel.requests@mail.house.gov.

ES/P1/1

Michael Guest, Mississippi
Chairman
Susan Wild, Pennsylvania
Ranking Member

Dave 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

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Staff Director and Chief Counsel

Kelle A. Strickland
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

February 9, 2023

Ms. Kayla Williams
Office of the Honorable Gregory W. Meeks
2310 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Williams:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Israel,¹ scheduled for February 18 to 26, 2023, 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 the reporting threshold from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. That reporting threshold is currently \$415 but is set to adjust in 2023. 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.

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>.

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 \$415] 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.

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