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 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: Nanette Alvarado

2. a. Name of Accompanying Relative: _____ *OR* ☐ None
   b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____

3. a. Dates: Departure: 3/31/24 Return: 4/02/24
   b. Dates at Personal Expense, if any: _____ *OR* ☐ None

4. Departure City: Queens, NY Destination: Tel Aviv, Israel Return City: Queens, NY

5. Sponsor(s), Who Paid for the Trip: United Jewish Appeal-Federation of Jewish Philanthropies of New York, Inc. (UJA)

6. Describe Meetings and Events Attended: During the meetings we had with key leaders in Israel, we sought to deepen our understanding of the strong bilateral relationship between the US and Israel while adddressing pressing regional issues

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: Nanette Alvarado **Date:** 4/19/24

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: Congressman Ritchie Torres **Date:** 4/19/24

Signature of Supervising Member: Ritchie Torres

last updated 7/2023

COMMITTEE ON ETHICS

SPONSOR POST-TRAVEL DISCLOSURE FORM

☒ *Original* ☐ *Amendment*

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. **A completed copy of the form must be provided to each House Member, officer, or employee who participated in the trip *within 10 days of their return.*** You must answer all questions, and check all boxes, on this form for your submission to comply with House Rules and the Committee's Travel Regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

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

1. Sponsor(s) who paid or provided in-kind support for the trip: United Jewish Appeal- Federation of Jewish Philanthropies of New York, Inc. (UJA-Federation of New York)
2. Travel Destination(s): Tel Aviv, Israel
3. Date of Departure: March 30, 2024 Date of Return: April 2, 2024
4. Name(s) of Traveler(s): Congressman Ritchie Torres, District Outreach Director Nanette Alvarado

   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	Congressman Torres $9,970 (business class airfare)	$1,030.00	$390	See attachment
~~Accompanying Family Member~~	District Outreach Director Nanette Alvarado $2,065.00 (coach class)	$1,030.00	$390	See attachment

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: Luz Liebeskind **Date:** 4/16/24

Name: Luz Liebeskind **Title:** Chief Financal Officer

Organization: United Jewish Appeal- Federation of Jewish Philnathropies of New York Inc.

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

Address: 130 East 59th Street New York, New York 10022

Telephone: 212-836-1699 **Email:** liebeskindl@ujafedny.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.

last updated 7/2023

Sponsor Post Travel Disculosure Form UJA-Federation

Attachment to Question 5-Other Expenses

Congressman Ritchie Torres-

Security- $285
Nova Speaker- $24.50
Tour Guide- $107.00
Ground Transportation/Bus- $177.85
Taxi to Presidents house- $33.75
Taxi to Ambassador's residence- $37.50
Fattal VIP Terminal Services- $655.00
Total- 1,605.60

District Outreach Direct Nanette Alvarado-

Security- $285
Nova Speaker- $24.50
Tour Guide- $107.00
Ground Transportation/Bus- $177.85
Fattal VIP Terminal Services- $655.00
Total- 1,543.35

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's website (ethics.house.gov) provides detailed instructions for filling out the form. The Committee will notify the House invitees directly of its decision and will not notify the trip sponsors.

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. Signatures must comply with section 104(bb) of the Travel Regulations.

1. Sponsor who will be paying for the trip:
   United Jewish Appeal-Federation of Jewish Philanthropies of New York, Inc. (UJA-Federation of N.Y.)
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, services, or in-kind assistance 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):
   See Attachment 1 for explanation.
5. Yes ☐ No ☒ Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of Departure: March 31, 2024 Date of Return: April 2, 2024
7. a. City of departure: Queens, New York
   b. Destination(s): Tel Aviv, Israel
   c. City of return: Queens, New York
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 the statement is true by clicking the 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:
   UJA-Federation has been working to provide support to the people of Israel, to address emergency needs, including trauma support, supporting victims of terror, and helping to supply and equip hospitals. The trip is organized to provide the House member and other members of the Bronx delegation with a first-hand look at the devastation, and the immense needs of the people of Israel. UJA-Federation is uniquely positioned to arrange a visit of learning opportunities because of its intense continuing work in Israel in this time of crisis.

13. ***Answer parts a and b. Answer part c if necessary***:
   a. Mode of travel: Air ☒ Rail ☐ Bus ☐ Car ☐ Other ☐ (specify:_____)
   b. Class of travel: Coach ☐ Business ☒ First ☐ Charter ☐ Other ☐ (specify:_____)
   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 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): _____
      _____
      2) Provide the reason for selecting the location of the event or trip: _____
      _____

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
   Hotel Name: David Citadel City: Jerusalem Cost Per Night: $430/night
   Reason(s) for Selecting: The hotel is accustomed to hosting higher-level delegations, and providing higher level security for guests, strategic location of hotel to help avoid traffic.
   Hotel Name: _____ City: _____ Cost Per Night: _____
   Reason(s) for Selecting: _____
   Hotel Name: _____ City: _____ Cost Per Night: _____
   Reason(s) for Selecting: _____

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:**

☐ Actual Amounts ☒ Good Faith Estimates	Total **Transportation** Expenses per Participant	Total **Lodging** Expenses per Participant	Total **Meal** Expenses per Participant
For each Member, Officer, or Employee	Congressman Torres: $9,970.05 (business class airfare) Employee: $2,065.05	$860	$445
~~For each Accompanying Family Member~~			

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	$1,657	security, guest speakers, tour guide, programming
~~For each Accompanying Family Member~~		

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

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

Signature: Liz Liebeskind Date: 2/23/24

Name: Luz Liebeskind Title: Chief Financial Officer

Organization: United Jewish Appeal-Federation of Jewish Philanthropies of New York, Inc.

Address: 130 East 59th Street New York, New York 10022

Email: liebeskindl@ujafedny.org Telephone: 212 836 1699

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

Attachment 1

Primary Trip Sponsor Form- 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):

1) **Rep. Ritchie Torres**
2) **Nanette Alverado, District Outreach Director**

The members of the Bronx delegation traveling to Israel are all constituents of the Congressman Representative Ritchie Torres, and it is anticipated that the members of this Bronx delegation will have an educational, impactful and meaningful experience traveling with one of their elected officials. The participation of a member of Congress on this trip will enhance the overall experience in Israel for the entire delegation, particularly with respect to meetings with Israeli government officials, the citizens and families impacted by the atrocities of October 7th, and the visits to historic sites in this country.

Nanette Alverado is the District Outreach Director for Congressman Ritchie Torres and is the primary liason to the Jewish Community and interfaith communities in the Bronx. As the District Outreach Director, Nanette works exclusively with all parties attending the trip and her participation will be vital as she will be the point of contact for all parties attending the trip moving forward. Its important to the community that she attend the trip to help further understand the importance of her role bridging the gap between interfaith communities in a post October 7th world.

Primary Trip Sponsor Form- Agenda of the activities of House invitees
Bronx Leader (Rep. Ritchie Torres) Visit to Israel

Saturday 3/30

23:50- Depart New York JFK Airport (Flight LY008)

Sunday 3/31

17:20pm- Arrive at Tel Aviv Ben Gurion Airport
18:15-19:40-Hostage Square and Hostage Forum-meeting with families/survivors. We will visit the public display in Hostage Square in Tel Aviv, then meet privately with family members of hostages still held in Gaza. **This event will better inform the Congressman of the importance to the United States and the international community of arranging and effectuating the release of the hostages.**
20:00-22:00-Dinner with non-profit/business Leaders. we will have dinner and guest speakers will include Israeli business leaders who have pivoted their work to help respond to the 10/07 crisis. **The meeting with these Israeli business leaders will inform and educate the Congressman about the ways in which business leaders can respond to crises, and how government can assist.**

Monday 1/4

The South

09:00-10:00- Meeting with Security Minister Gallant (in Kirya). **The Congressman will receive a briefing on the current security threats facing Israel; this information will more thoroughly inform the Congressman on foreign policy implications.**
11:30-12:40-Meeting with leadership of Nir Oz and tour of the Kibbutz. **Meeting with members of the community directly impacted by the 10/7 attack by Hamas will inform the Congressman and help him understand the deep impact the events of 10/7 have had on the citizens of Israel. The Congressman can then more thoroughly communicate the scope of the crisis and its impacts to his constituents.**
13:00-14:00 -Visit Nova Site Memorial in Reim (meeting with Nova survivors). **We will visit the site of the 10/7 Nova massacre where nearly 400 people were killed. This will allow the Congressman to better understand the deep impact of 10/7 on Israelis and he can more thoroughly communicate the implications of that crisis to his constituents.**
15:30-16:30 - Ashkelon Municipal Operation Room (meeting with Mayor of Ashkelon). **We will visit the center that manages Israel's emergency response to the barrage of rockets from Gaza and the security threats facing Israel, to more thoroughly inform the Congressman on foreign policy implications.**

Jerusalem

18:30-19:30- Meeting with Knesset Member Mansour Abbas (confirmed). **We will meet with the member of the Israeli parliament, Mansour Abbas, who represents the largest Arab party in Israel's parliament. This will more thoroughly educate the Congressman of Israel's diverse and complicated domestic politics, which leads to governmental policy decisions.**
19:30-22:00- Dinner at Hotel with NGO leaders at the forefront of the civilian response to the war + future of Israel (guests TBD). **We will meet with Israeli non-profit leaders and learn how they pivoted to address the multifaceted conflict arising from the devastating events of 10/7. This session will inform the Congressman about the ways in which local non-profits can respond to crisis and how government can assist them.**

Tuesday 2/4

10:30-11:30-Meeting with evacuees. **We will meet with evacuees who have been staying in hotels since the 10/7 massacre - they cannot return home due to the war or because their homes were destroyed in the 10/7 attack. The Congressman will see first-hand the deep impact 10/7 has had on Israel; and he can more thoroughly communicate the humanitarian crisis to his constituents.**
12:00-12:30- Head to Western Wall, Holy Sepulcher. **We will visit religious sites in Jerusalem of three major religions, to reinforce the importance of Israel's security to people of many faiths.**
12:30-13:30- Western Wall Tour
13:30-14:00- Lunch
14:00-14:30- Shopping at Mahane Yehuda Market. **Mahane Yehuda is a famous market representing the rich cultural diversity of Israel and what each culture has to offer. This will educate the Congressman about Israel's importance to middle eastern cultural development and why a secure Israel is crucial to the Jewish people.**
16:55- Depart Tel Aviv Ben Gurion (Flight LY011)
21:35- Arrive at New York JFK Airport

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Nanette Alvarado

2. Sponsor(s) who will be paying or providing in-kind support for the trip:
United Jewish Appeal-Federation of Jewish Philanthropies of New York, Inc. (UJA-Federation of N.Y

3. City and State **OR** Foreign Country of Travel: Israel

4. a. Date of Departure: 03/31/24 Date of Return: 04/02/24

   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, invitation, 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 District Director for Rep. Torres, my responsibilities include building relationships with our constituents and relaying ~~their concerns to the Congressman and our legislative team. Traveling with the Congressman and a contingent of our~~ constituents will allow me to exercise my responsibilities in real time. I will be on site to address any issues and ~~available to followup on all concerns upon returning to the district.~~

9. **Yes ☐ No ■ Is the traveler aware of any registered federal lobbyists or foreign agents involved in 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: Ritchie Torres **Date:** 03/07/24

Michael Guest, Mississippi
Chairman
Susan Wild, Pennsylvania
Ranking Member

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

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

ONE HUNDRED EIGHTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

Keelie Broom
Counsel to the Chairman

David Arrojo
Counsel to the Ranking Member

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

March 28, 2024

Ms. Nanette Alvarado
Office of the Honorable Ritchie Torres
1414 Longworth House Office Building
Washington, DC 20515

Dear Ms. Alvarado:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Israel,[1] scheduled for March 30 to April 2, 2024, sponsored by United Jewish Appeal - Federation of Jewish Philanthropies of New York, Inc.

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 $480 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

Because the trip may involve meetings with foreign government representatives, we note that House employees may accept, under the Foreign Gifts and Decorations Act (FGDA), gifts "of minimal value [currently $480] tendered as a souvenir or mark of courtesy" by a foreign government. Any tangible gifts valued in excess of minimal value received from a foreign government must, within 60 days of acceptance, be disclosed on a Form for Disclosing Gifts from Foreign Governments and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

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

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

Sincerely,

Michael Guest
Chairman

Susan Wild
Ranking Member

MG/SW:mc