

# 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](mailto: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.**

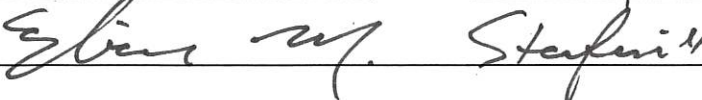
- Name of Traveler: Patrick Stewart-Hester
- a. Name of Accompanying Relative: \_\_\_\_\_ **OR**  None  
b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
- a. Dates: Departure: May 17, 2024 Return: May 20, 2024  
b. Dates at Personal Expense, if any: Did not accept return travel **OR**  None
- Departure City: Washington Destination: Israel Return City: Washington
- Sponsor(s), Who Paid for the Trip: The Jewish Policy Center
- Describe Meetings and Events Attended: Israeli government officials, hostage families, victims of Hamas terror attacks.  
Also visited sites of the terror attacks.
- Attached to this form are **each** of the following, *signify that each item is attached by checking the corresponding box*:
  - a completed *Sponsor Post-Travel Disclosure Form*;
  - the *Primary Trip Sponsor Form* completed by the trip sponsor **prior** to the trip, **including all** attachments **and** the *Additional Sponsor Form(s)*;
  - page 2 of the completed *Traveler Form* submitted by the employee; **and**
  - the letter from the Committee on Ethics approving my participation on this trip.
- 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: 5/30/2024

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: Rep. Elise Stefanik Date: 5/30/2024

Signature of Supervising Member: 

# 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: The Jewish Policy Center

2. Travel Destination(s): Israel

3. Date of Departure: 05/17/2024 Date of Return: 05/20/2024

4. Name(s) of Traveler(s): Elise Stefanik / Patrick Hester

**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<br>Elise Stefanik<br>Patrick Hester | \$18544.00 - Airfare<br>\$1095.00 - Ground transportation | \$3307.00              | \$389.00            | \$544.00<br>Photographer                                      |
| Accompanying Family Member                   |   |                        |                     |   |

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: Matthew Brooks Digitally signed by Matthew Brooks  
Date: 2024.05.28 16:02:54 -04'00' Date: 05/28/2024

Name: Matthew Brooks Title: Chief Executive Officer

Organization: Jewish Policy Center

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

Address: 50 F St NW, Suite 100, Washington, DC 20001

Telephone: 202-638-6688 Email: mbrooks@rjchq.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.



# COMMITTEE ON ETHICS

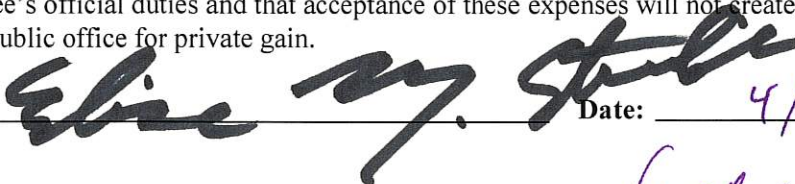
## TRAVELER FORM

1. Name of Traveler: Patrick Stewart-Hester
2. Sponsor(s) who will be paying or providing in-kind support for the trip: The Jewish Policy Center
3. City and State **OR** Foreign Country of Travel: Israel
4. a. Date of Departure: May 17, 2024 Date of Return: May 20, 2024  
b. Yes  No  Will you be extending the trip at your personal expense?  
If yes, list dates at personal expense: Not accepting return travel
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 Chairwoman Stefanik's Chief of Staff I am directly involved in her work on the Armed Services, Intelligence, and Education and Workforce Committees. This work is directly related to combatting antisemitism and strengthening the US/Israel military partnership.
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: \_\_\_\_\_



Date: \_\_\_\_\_

4/29/24

(updated submission)

# 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](http://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:  
The Jewish Policy Center
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): Congresswoman Elise Stefanik and Patrick Hester (CoS), we are hosting to inform and educate on issues related to Israel/Gaza/Middle East
5. Yes  No  Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of Departure: May 17, 2024 Date of Return: May 20 2024
7. a. City of departure: Newark, NJ  
b. Destination(s): Israel  
c. City of return: No return transportation provided
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:

We are organizing and hosting this trip to inform and educate on issues related to Israel, Gaza and the Middle East

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): \$50 breakfast, \$100 lunch, \$200 dinner (\$350 per day)

2) Provide the reason for selecting the location of the event or trip: Israel / Hamas War

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel Name: Kempinski City: Tel Aviv Cost Per Night: \$500  
Reason(s) for Selecting: Location / proximity to meetings

Hotel Name: David Citadel City: Jerusalem Cost Per Night: \$500  
Reason(s) for Selecting: Location / proximity to meetings

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:**

| <input type="checkbox"/> Actual Amounts<br><input checked="" type="checkbox"/> Good Faith Estimates | Total <b>Transportation</b> Expenses per Participant | Total <b>Lodging</b> Expenses per Participant | Total <b>Meal</b> Expenses per Participant |
|---|--|---|--|
| For each Member, Officer, or Employee   | \$16,000<br>(Includes air/ground)                    | \$2000  | \$1000                                     |
| For each Accompanying Family Member   |  |   |  |


|                                       | <b>Other</b> Expenses (dollar amount per item) | Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.) |
|---------------------------------------|--|--|
| For each Member, Officer, or Employee | \$2000   | Photographer / Videographer  |
| 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:  Date: 3/25/24  
 Name: Matthew Brooks Title: Chief Executive Officer  
 Organization: The Jewish Policy Center  
 Address: 50 F St NW, Suite 100, Washington, DC 20001  
 Email: mbrooks@rjchq.org Telephone: 571-205-4265

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

# Jewish Policy Center Trip

## Tel Aviv and

## Jerusalem, Israel

**May 17 – 20, 2024**

**MISSION GOALS:** This trip is designed to significantly enhance Congresswoman Stefanik's understanding of the complex situation in Israel and Gaza, thereby equipping her with the necessary knowledge to contribute to the ongoing discussions and decisions effectively.

**LOCATION:** The purpose of travel to Israel is to meet with IDF Southern Command, tour sites of the October 7<sup>th</sup> terror attacks, and meet with Israeli government officials.

### Itinerary – May 2024

#### May 17

- Depart EWR at 10:45 p.m. on UA 90 enroute TLV
- Transfer to hotel: Kempinski Hotel Tel Aviv
- 5:30 p.m. – 7:30 p.m. Executive Time
- 7:30 p.m. – 9:00 p.m. Informal Dinner
- 9:00 p.m.: Dinner Concludes
- Location: Kempinski Hotel – Tel Aviv

#### May 19

- 9:00 a.m.                      Travel to Gaza Border
- 10:00 – 1:30 p.m.
  - Tour / Briefings by IDF Southern Command
  - Visit / Tour Kfar Aza
  - Tour Nova Music Festival Site
- 1:30 – 2:30 p.m.              Lunch

- 2:30 – 3:30 p.m. Travel to Tel Aviv
- 3:30 – 6:00 p.m. Government Meetings
  - Prime Minister Netanyahu
  - Minister Benny Gantz
  - Defense Minister Gallant
  - Minister Ron Dermer
- 6:30 – 8:00 p.m. Dinner
- Location: Kempinski Hotel

May 20

- Congresswoman Stefanik - OFFICIAL DUTIES



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

May 14, 2024

Mr. Patrick Stewart-Hester  
Office of the Honorable Elise Stefanik  
547 Cannon House Office Building  
Washington, DC 20515

Dear Mr. Stewart-Hester:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Israel,<sup>1</sup> scheduled for May 17 to 20, 2024, sponsored by the Jewish Policy Center. We note that you are not accepting return transportation from the trip sponsor.

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.

---

<sup>1</sup> 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](mailto:ohsstaff@mail.house.gov). House travelers should also register for the U.S. State Department's Smart Traveler Enrollment Program at <https://step.state.gov>.

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

Sincerely,

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

Michael Guest  
Chairman

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

Susan Wild  
Ranking Member

MG/SW:kjf