

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: _____
2. a. Name of Accompanying Relative: _____ **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: _____ Return: _____
b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: _____ Destination: _____ Return City: _____
5. Sponsor(s), Who Paid for the Trip: _____
6. Describe Meetings and Events Attended: _____

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: _____

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: _____ Date: _____

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: American Israel Education Foundation, Inc. (AIEF)

2. Travel Destination(s): Israel

3. Date of Departure: August 6, 2025 Date of Return: August 23, 2025

4. Name(s) of Traveler(s): Manya-Jean Gitter

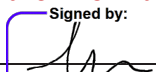
Note: You may list more than one traveler on a form only if **all** information is **identical** for each person listed.

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	\$7,940.57	\$2,834.71	\$1,724.40	\$5,005.64
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: 8/26/2025 | 16:44 EDT

Name: Rachel Hirsch Title: Chief Legal Counsel

Organization: _____

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

Address: 251 H Street, NW, Washington, D.C. 20001

Telephone: (202) 246-0519 Email: rhirsch@aiefdn.org

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.

**American Israel Education Foundation (AIEF)
Educational Seminar in Israel
Democratic Members of Congress
August 6-14, 2025**

Addendum

4. List of Invitees

1. The Honorable Pete Aguilar (D-CA)
2. The Honorable Steny Hoyer (D-MD)
3. The Honorable Brad Schneider (D-IL)
4. The Honorable Wesley Bell (D-MO)
5. The Honorable Gil Cisneros (D-CA)
6. The Honorable Herb Conaway (D-NJ)
7. The Honorable Laura Gillen (D-NY)
8. The Honorable Tim Kennedy (D-NY)
9. The Honorable Greg Landsman (D-OH)
10. The Honorable George Latimer (D-NY)
11. The Honorable Johnny Olszewski (D-MD)
12. The Honorable Nellie Pou (D-NJ)
13. The Honorable Josh Riley (D-NY)
14. The Honorable Luz Rivas (D-CA)
15. The Honorable Eugene Vindman (D-VA)
16. Boris Medzhibovsky, Chief of Staff, Office of the Honorable Pete Aguilar (D-CA)
17. Victoria Rivas, National Security Advisor, Office of the Honorable Pete Aguilar (D-CA)
18. Hadar Arazi, Director of Operations, Office of the Honorable Pete Aguilar (D-CA)
19. Many-Jean Gitter, National Security Advisor, Office of the Honorable Steny Hoyer (D-MD)
20. Margaret Mulkerrin, Deputy Chief of Staff/Communications Director, Office of the Honorable Steny Hoyer (D-MD)

8. Breakdown of other expenses

Other Cost	Cost per participant
Room rentals	\$1,768.25
Security	\$1,120.32
Speaker Fees	\$414.76
Meals for contract staff and guests	\$413.97
Hotels for contract staff and guests	\$380.33
Miscellaneous	\$325.40
Tour Guide	\$307.23
Airport Assistance	\$178.24
Transportation for contract staff and speakers	\$33.97
Photography	\$33.22
Entrance Fees	\$29.95
Total per participant	\$5,005.64

**American Israel Education Foundation (AIEF)
Educational Seminar in Israel
Democratic Members of Congress
August 6 – 14, 2025**

Itinerary

Wednesday, August 6, 2025

All day Flights depart the United States

Thursday, August 7, 2025

All day Flights arrive Tel Aviv

6:15 – 7:30 PM **Welcome and Orientation Dinner**

7:45 – 8:45 PM **Overcoming Obstacles to Peace**
Opening Conversation with Dr. Tal Becker
Former Senior Legal Advisor, Ministry of Foreign Affairs
– at the King David Hotel, Jerusalem

9:00 PM Depart for City of David

9:30 – 10:30 PM **Late-Night Visit: The City of David**

10:45 PM Overnight at The King David Hotel, Jerusalem

Friday, August 8, 2025 – Bipartisan Day

7:00 – 8:00 AM Breakfast
– at the King David Hotel, Jerusalem

8:15 – 9:00 AM **October 7 Overview**
Briefing with Yossi Garr, Director of Education
– at the King David Hotel, Jerusalem

9:15 AM Depart for Gaza Envelope

9:30 – 10:30 AM **En route briefing – History of Gaza and Israel**

11:00 – 11:30 AM **Overlook into Gaza – Status Update**
Briefing with Yossi Garr, Director of Education
– at Kobi outlook, Sderot

11:45 AM	Depart
12:00 – 1:15 PM	October 7 Ground Zero – at Kibbutz Nir Oz, Kibbutz Be’eri, and Kibbutz Kfar Aza
1:15 PM	Depart
1:30 – 2:15 PM	Lunch – at Kibbutz Alumim
2:30 PM	Depart
2:45 – 3:45 PM	Re’im: Site of the Nova Festival Massacre – at Re’im Forest
4:00 PM	Depart for Jerusalem
6:30 PM	Return to the King David Hotel, Jerusalem
7:45 PM	Depart for local host families
8:00 – 10:00 PM	Reflections on the Sabbath in Jerusalem Traditional Sabbath Eve dinner hosted by Jerusalem families
10:00 PM	Overnight at The King David Hotel, Jerusalem

Saturday, August 9, 2025

7:45 – 8:45 AM	Breakfast – at the King David Hotel, Jerusalem
8:45 AM	Depart for the YMCA, Jerusalem
9:00 – 10:00 AM	Israeli Politics 101 Briefing with Cameron Brown Director, AIEF Jerusalem – at the YMCA, Jerusalem
10:15 AM	Depart for the Old City

- 10:30 AM – 1:00 PM **Strategic Survey of Jerusalem: The Holy Basin**
- Old City of Jerusalem
 - Davidson Center
 - Western Wall
 - Church of the Holy Sepulchre
- 1:15 – 2:00 PM Lunch
– at Golden Panoramic restaurant
- 2:30 PM Return to the King David Hotel, Jerusalem
- 4:00 PM Depart
- 4:15 – 5:30 PM **Strategic Regional Overview**
Briefing by Brig. Gen. (Res.) Nitzan Nuriel
Former Director, Counter-Terrorism Bureau, Prime Minister's Office
– at the YMCA, Jerusalem
- 6:00 – 7:00 PM **Bring them Home**
Meeting with Ilay David, Brother of hostage Evyatar David
– at the YMCA, Jerusalem
- 7:00 PM Return to the King David Hotel, Jerusalem
- 7:15 – 8:00 PM **Bipartisan Dinner**
– at the King David Hotel, Jerusalem
- 8:00 PM Depart
- 8:00 – 8:30 PM Dessert
– at the YMCA, Jerusalem
- 8:30 PM Group Photo
– at the YMCA, Jerusalem
- 8:45 – 9:45 PM **The Sound of Resilience**
with October 7 Survivor Daniel Wais, Resident of Kibbutz Be'eri
Moderated by Yoni Leviatan, Educational Seminar Leader
-at the YMCA, Jerusalem
- 9:45 PM Depart for the King David Hotel, Jerusalem
- 10:00 PM Overnight at The King David Hotel, Jerusalem

Sunday, August 10, 2025

- 7:00 – 8:00 AM Breakfast
– at the King David Hotel, Jerusalem
- 8:15 AM Depart
- 9:45 – 10:30 AM **Israel’s Air Defensive Abilities**
Tour of Arrow
Briefing by Col Rom Unger, Head of Upper Tier Division
- 10:45 AM Depart for Ramallah
- 12:45 AM–1:45 PM **Meeting with the Honorable Mohammad Mustafa**
Prime Minister, Palestinian National Authority
– Ramallah
- 1:45 PM Depart for Jerusalem
Lunch en route
- 3:00 – 4:15 PM **Humanitarian Aid Update**
Briefing with Brig. Gen. Elad Goren,
Head of Humanitarian – Civilian Effort in Gaza,
Coordinator of Government Affairs in the Territories (COGAT)
Moderated by Marilyn Rosenthal
– at the Museum of Tolerance, Jerusalem
- 4:15 PM Depart
- 4:45 PM – 6:15 PM **The Significance of the Holocaust in Israeli Society**
Visit to the Yad Vashem Holocaust Museum
- 6:30 PM Depart for dinner
- 7:00 – 8:45 PM **The Israel-Iran War 46 Years and 12 Days**
Dinner and Panel discussion with:
▪ Dr. Tamar Eilam Gindin, Iran Specialist at the Ezri Center,
University of Haifa
▪ Maj. General Tamir Hayman, Former Head of IDF Military
Intelligence and Head of INSS
Moderated by Phil Friedman
– at Modern restaurant
- 9:00 PM Overnight at The King David Hotel, Jerusalem

Monday, August 11, 2025

7:00 – 8:00 AM	Breakfast – at the King David Hotel, Jerusalem
8:15 AM	Depart
9:15 – 10:15 AM	Meeting with The Honorable Isaac Herzog President of the State of Israel – at the President’s Residence
10:30 AM	Depart
12:00 – 1:45 PM	Distributing Humanitarian Aid Visit to World Food Program (WFP) storage facility Briefing with local staff – Ashdod
1:45 PM	Depart
2:30 – 3:30 PM	Lunch – at Air Café
3:30 PM	Depart
3:15 – 4:45 PM	En Route Briefing: History of Lebanon and Israel
5:30 – 7:15 PM	U.S.-Israel Defense Cooperation Visit to Rafael Advanced Defense Systems Briefing with Gideon Weiss, Vice President for International Business Development, Rafael – at Rafael David Institute, Haifa
7:15 PM	Depart
8:00 – 9:30 PM	Dinner and Reflections – at Magdalena restaurant
9:45 PM	Check-in to Magdala hotel, Tiberias
9:45 AM	Overnight at the Magdala Hotel, Tiberias

Tuesday, August 12, 2025

- 7:00 – 8:15 AM Breakfast
 – at the Magdala Hotel, Tiberias
- 8:30 AM Depart
- 9:00 – 10:15 AM **Historical Significance of the Sea of Galilee**
 ▪ Mount of Beatitudes
 ▪ Capernaum
- 10:15 AM Depart for the Golan Hights
- 11:00 – 11:45 AM **Strategic Briefing on the Syrian Border**
 Briefing with Maj. Ilan Shulman
 Local resident, geopolitical expert
 – at the Mt. Bental outlook
- 11:45 AM Depart for Kibbutz Merom Golan
- 12:15 – 1:15 PM **Northern Border Concerns: The Changing Landscape of Syria**
 Briefing with Maj. (res) Ilan Shulman
 Kibbutz Merom Golan resident and geopolitical expert
 – at Kibbutz Merom Golan
- 1:15 – 2:15 PM **Ethics in the IDF**
 Lunch with IDF soldiers
 – at Habokrim, Kibbutz Merom Golan
- 2:30 PM Depart for Jerusalem
- 6:00 – 7:00 PM **Understanding the Gaza Humanitarian Foundation**
 Meeting with Chapin Fay
 Spokesperson, Gaza Humanitarian Foundation
 Moderated by Marilyn Rosenthal
 – at Mamilla auditorium, Jerusalem
- 7:30 – 9:30 PM **Grassroots Political Activism: Engaging with Israeli Civil Society**
 Dinner and evening program
 ▪ Yoav Adomi, Miluimnikim (reservist) Movement
 ▪ Ella Ringel, CEO, Fourth Quarter
 ▪ Reuven Taub, Co-Founder and CEO, Aleinu
 Moderated by Tova Serkin
 – at Rooftop Mamilla, Jerusalem

10:00 PM Overnight at The King David Hotel, Jerusalem

Wednesday, August 13, 2025

7:30 – 8:30 AM Breakfast on own
– at the King David Hotel, Jerusalem

8:30 – 9:30 AM **Meeting with the Honorable Mike Huckabee**
U.S. Ambassador to Israel
– at the King David Hotel, Jerusalem

9:45 – 10:45 AM **A Shared Society in Time of Crisis**
Meeting with
▪ Ibrahaim Abu Ahmed, Activist and Writer
Moderated by Cameron Brown
– at the King David Hotel, Jerusalem

10:45 PM Depart

12:00 – 1:00 PM **Meeting with The Prime Minister**
The Honorable Benjamin Netanyahu
Prime Minister of the State of Israel
-at the Prime Minister’s Office, Jerusalem

2:00 – 2:45 PM Lunch
– at HaAgam restaurant

3:15 – 4:15 PM **Meeting with The Leader of the Opposition**
The Honorable Yair Lapid*
Leader of the Opposition and Chairman, Yesh Atid Party
-at the King David Hotel, Jerusalem

4:15 – 6:15 PM Prepare for departure

6:15 – 8:15 PM **Reflections on the Week**
Closing Dinner
– at the King David Hotel, Jerusalem

9:00 PM Depart for Ben-Gurion International Airport

Thursday, August 14, 2025

All day Flights depart Tel Aviv

All day Flights arrive in the United States

**August 2025 Democratic Freshmen
Flights to Israel**

Name	Departure	Arrival
Rep. Pete Aguilar	August 6 departs Los Angeles at 2:00 PM	August 7 arrives Tel Aviv at 1:55 PM
Rep. Steny Hoyer	August 6 departs Washington, D.C. at 10:10 AM August 6 departs Newark at 3:30 PM	August 6 arrives Newark at 11:30 AM August 7 arrives Tel Aviv at 8:55 AM
Rep. Brad Schneider	August 6 departs Chicago at 9:29 AM August 6 departs JFK at 5:30 PM	August 6 arrives JFK at 12:59 PM August 7 arrives Tel Aviv at 10:50 AM
Rep. Greg Landsman	August 6 departs Cincinnati at 11:00 AM August 6 departs JFK at 5:30 PM	August 6 arrives JFK at 1:13 PM August 7 arrives Tel Aviv at 10:50 AM
Rep. Tim Kennedy	August 6 departs Buffalo at 11:40 AM August 6 departs JFK at 5:30 PM	August 6 arrives JFK at 1:08 PM August 7 arrives Tel Aviv at 10:50 AM
Rep. Gil Cisneros	August 6 departs Los Angeles at 2:00 PM	August 7 arrives Tel Aviv at 1:55 PM
Rep. Wesley Bell	August 6 departs St. Louis at 6:00 AM August 6 departs Newark at 1:30 PM	August 6 arrives Newark at 9:35 AM August 7 arrives Tel Aviv at 6:55 AM
Rep. Herb Conaway	August 8 departs Newark at 3:30 PM	August 9 arrives Tel Aviv at 8:55 AM
Rep. Laura Gillen	August 6 departs JFK at 5:30 PM	August 7 arrives Tel Aviv at 10:50 AM
Rep. George Latimer	August 6 departs Westchester at 9:00 AM August 6 departs JFK at 1:29 PM	August 6 arrives JFK at 10:00 AM August 7 arrives Tel Aviv at 6:50 AM
Rep. Johnny Olszewski	August 6 departs Baltimore at 2:43 PM August 6 departs Newark at 9:00 PM	August 6 arrives Newark at 4:57 PM August 7 arrives Tel Aviv at 2:25 PM
Rep. Nellie Pou	August 6 departs Newark at 9:00 PM	August 7 arrives Tel Aviv at 2:25 PM
Rep. Josh Riley	August 7 departs Ithaca at 5:36 AM August 7 departs JFK at 10:30 AM	August 7 arrives JFK at 6:59 AM August 8 arrives Tel Aviv at 3:50 AM
Rep. Luz Rivas	August 6 departs Los Angeles at 2:00 PM	August 7 arrives Tel Aviv at 1:55 PM
Rep. Eugene Vindman	August 7 departs Washington, D.C. at 11:10 AM August 7 departs Newark at 3:30 PM	August 7 arrives Newark at 12:29 PM August 8 arrives Tel Aviv at 8:55 AM
Boris Medzhibovsky	August 6 departs San Diego at 9:59 AM August 6 departs Los Angeles at 2:00 PM	August 6 arrives Los Angeles at 11:09 AM August 7 arrives Tel Aviv at 1:55 PM

August 2025 Democratic Freshmen

Flights to Israel

Hadar Arazi	August 6 departs Washington, D.C. at 6:05 AM August 6 departs JFK at 1:29 PM	August 6 arrives JFK at 7:29 AM August 7 arrives Tel Aviv at 6:50 AM
Victoria Rivas	August 6 departs Washington, D.C. at 6:05 AM August 6 departs JFK at 1:29 PM	August 6 arrives JFK at 7:29 AM August 7 arrives Tel Aviv at 6:50 AM
Margaret Mulkerrin	August 6 departs Washington, D.C. at 10:10 AM August 6 departs Newark at 3:30 PM	August 6 arrives Newark at 11:30 AM August 7 arrives Tel Aviv at 8:55 AM
Manya-Jean Gitter	August 6 departs Washington, D.C. at 10:10 AM August 6 departs Newark at 3:30 PM	August 6 arrives Newark at 11:30 AM August 7 arrives Tel Aviv at 8:55 AM

**August 2025 Democratic Freshmen
Flights to the United States**

Name	Departure	Arrival
Rep. Pete Aguilar	August 14 departs Tel Aviv at 1:05 AM	August 14 arrives Los Angeles at 6:00 AM
Rep. Steny Hoyer	August 13 departs Tel Aviv at 11:25 PM August 14 departs Newark at 7:00 AM	August 14 arrives Newark at 4:10 AM August 14 arrives Washington, D.C. at 8:22 AM
Rep. Brad Schneider	Booked travel home on personal account	Booked travel home on personal account
Rep. Greg Landsman	August 14 departs Tel Aviv at 1:00 AM August 14 departs JFK at 8:00 AM	August 14 arrives JFK at 5:50 AM August 14 arrives Cincinnati at 10:12 AM
Rep. Tim Kennedy	August 14 departs Tel Aviv at 1:00 AM August 14 departs JFK at 8:45 AM	August 14 arrives JFK at 5:50 AM August 14 arrives Buffalo at 10:20 AM
Rep. Gil Cisneros	August 14 departs Tel Aviv at 1:05 AM	August 14 arrives Los Angeles at 6:00 AM
Rep. Wesley Bell	August 14 departs Tel Aviv at 12:30 AM August 14 departs Newark at 9:00 AM	August 14 arrives Newark at 5:15 AM August 14 arrives St. Louis at 10:43 AM
Rep. Herb Conaway	August 13 departs Tel Aviv at 11:25 AM	August 14 arrives Newark at 4:10 AM
Rep. Laura Gillen	August 14 departs Tel Aviv at 12:05 AM	August 14 arrives JFK at 4:55 AM
Rep. George Latimer	August 14 departs Tel Aviv at 1:00 AM August 14 departs JFK at 6:30 AM	August 14 arrives JFK at 5:50 AM August 14 arrives Westchester 7:30 AM
Rep. Johnny Olszewski	August 14 departs Tel Aviv at 12:30 AM August 14 departs Newark at 6:41 AM	August 14 arrives Newark at 5:15 AM August 14 arrives Baltimore at 8:50 AM
Rep. Nellie Pou	August 14 departs Tel Aviv at 12:30 AM	August 14 arrives Newark at 5:15 AM
Rep. Josh Riley	August 12 departs Tel Aviv at 1:00 AM August 12 departs JFK at 9:04 AM	August 12 arrives JFK at 5:50 AM August 12 arrives Syracuse at 10:36 AM
Rep. Luz Rivas	August 14 departs Tel Aviv at 1:05 AM	August 14 arrives Los Angeles at 6:00 AM
Rep. Eugene Vindman	August 13 departs Tel Aviv at 11:25 PM August 14 departs Newark at 7:00 AM	August 14 arrives Newark at 4:10 AM August 14 arrives Washington, D.C. at 8:22 AM
Boris Medzhibovsky	August 14 departs Tel Aviv at 1:05 AM August 14 departs Los Angeles at 8:20 AM	August 14 arrives Los Angeles at 6:00 AM August 14 arrives San Diego at 9:18 AM
Hadar Arazi	August 14 departs Tel Aviv at 1:00 AM August 14 departs JFK at 8:35 AM	August 14 arrives JFK at 5:50 AM August 14 arrives Washington, D.C. at 10:14 AM

**August 2025 Democratic Freshmen
Flights to the United States**

Victoria Rivas	August 14 departs Tel Aviv at 1:00 AM August 14 departs JFK at 8:35 AM	August 14 arrives JFK at 5:50 AM August 14 arrives Washington, D.C. at 10:14 AM
Margaret Mulkerrin	August 13 departs Tel Aviv at 11:25 PM August 14 departs Newark at 7:00 AM	August 14 arrives Newark at 4:10 AM August 14 arrives Washington, D.C. at 8:22 AM
Manya-Jean Gitter	Booked travel home on personal account	Booked travel home on personal account

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: American Israel Education Foundation, Inc. (AIEF)

2. Travel Destination(s): Israel

3. Date of Departure: August 6, 2025 Date of Return: August 23, 2025

4. Name(s) of Traveler(s): Manya-Jean Gitter


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	\$7,940.57	\$2,834.71	\$1,724.40	\$5,005.64
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: 8/26/2025 | 16:44 EDT

Name: Rachel Hirsch Title: Chief Legal Counsel

Organization: _____

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

Address: 251 H Street, NW, Washington, D.C. 20001

Telephone: (202) 246-0519 Email: rhirsch@aiefdn.org

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.

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 submitted at 1015 Longworth House Office Building or 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: Manya-Jean Gitter

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): Congressman Steny Hoyer

Office Address: Longworth 1705

Telephone Number: 202-836-2490

Email Address of Contact Person: Emma.Campbell@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 email: travel.requests@mail.house.gov.

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Manya-Jean Gitter
2. Sponsor(s) who will be paying or providing in-kind support for the trip: _____
3. City and State **OR** Foreign Country of Travel: Israel
4. a. Date of Departure: August 6 Date of Return: August 23
b. Yes No Will you be extending the trip at your personal expense?
If yes, list dates at personal expense: August 14 - 23. August 16 - 23 will be with N7 delegation.
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 Mr. Hoyer's national security and senior foreign policy advisor, I am responsible for counseling his positions and leaderships on all substantive issues related to Israel and the wider region.
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: July 7, 2025

Michael Guest, Mississippi
Chairman
Mark DeSaulnier, California
Ranking Member

John H. Rutherford, Florida
Andrew R. Garbarino, New York
Ashley Hinson, Iowa
Nathaniel Moran, Texas

Deborah K. Ross, North Carolina
Glenn F. Ivey, Maryland
Sylvia R. Garcia, Texas
Suhas Subramanyam, Virginia



ONE HUNDRED NINETEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

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August 5, 2025

Ms. Manya-Jean Gitter
Office of the Honorable Steny S. Hoyer
1705 Longworth House Office Building
Washington, DC 20515

Dear Ms. Gitter:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Israel,¹ scheduled for August 6 to 14, 2025, sponsored by American Israel Education Foundation. We note you are not accepting return transportation expenses from the 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.

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



Mark DeSaulnier
Ranking Member

MG/MD:rp