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COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

Instructions: Use this form as a cover sheet for any paperwork you may need to submit to the **Office of Public Records** in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. **Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.**

SUBMIT DIRECTLY TO THE **OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING**

Name of Traveler: Toni-Marie Higgins

Employing Office/Committee: Boozman

Private Sponsor(s) (List all): AIEF

Travel Date(s): August 12-20, 2017

Description/Title of Attached Forms: PSTCF (final version)

Purpose of Amendment (describe the reason for amending original submission): Post-travel submission must be amended with the Office of Public Records in SH-232.

10/17/17
(Date)

TMHiggins
(Signature of Traveler)

(Revised 1/3/2011)

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PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

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1. Sponsor(s) of the trip (please list all sponsors): American Israel Education Foundation (AIEF)

2. Description of the trip: Please see attached

3. Dates of travel: August 12-20, 2017

4. Place of travel: Israel

5. Name and title of Senate invitees: Please see attached

6. I *certify* that the trip fits one of the following categories:

   ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal <u>**and**</u> do not retain or employ registered lobbyists or agents of a foreign principal <u>**and**</u> no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

   – OR –

   ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) *(see question 9)*.

7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.

   – AND –

   ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.

8. I *certify* that:

   ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.

   – AND –

   ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

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9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**
I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10).*

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**
If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

AIEF is solely responsible for recruiting, coordinating, executing, and funding all aspects of this trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

AIEF is a non-profit 501(c)(3) organization with the mission of providing educational programming about the U.S.-Israel relationship.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Please see attached.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Please see attached.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
☒ Good Faith estimate ☐ Actual Amounts	$2,319.58	$1,344	$966	$2,456.14 Breakdown attached

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

b) The trip involves an event that is arranged or organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

The trip will take place in Israel in order to educate participants about the U.S.-Israel relationship.

19. Name and location of hotel or other lodging facility:

Inbal Jerusalem, Sheraton Tel Aviv, Nof Ginosar Tiberias

20. Reason(s) for selecting hotel or other lodging facility:

Location and affordability

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21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Please see attached

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Participants will fly coach class on a commercial airline.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

n/a

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: [signature]

Name and Title: Richard Fishman, Executive Director

Name of Organization: American Israel Education Foundation (AIEF)

Address: 251 H Street NW, Washington DC 20001

Telephone Number: (202) 639-5233

Fax Number: n/a

E-mail Address: rfishman@aiefdn.org

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American Israel Education Foundation (AIEF)
Educational Seminar in Israel
U.S. Congressional Staff
August 12-20

Senate Invitees

Toni-Marie Higgins, Legislative Director, Sen. John Boozman (R-AR)
Katie Waldman, Press Secretary, Sen. Steve Daines (R-MT)
Matthew Jensen, Deputy Legislative Director, Sen. Orrin Hatch (R-UT)
Blake Souter, Legislative Assistant, Sen. Tim Kaine (D-VA)
Jared Jones, Military Legislative Assistant, Sen. Shelley Moore Capito (R-WV)
William Bode, Legislative Aide, Sen. Thom Tillis (R-NC)

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American Israel Education Foundation (AIEF)
Educational Seminar in Israel
Congressional Staff
August 12-20, 2017

Addendum

2. Description of the Trip
This seminar, which will be on the ground in Israel for seven days, is specifically designed to explore foreign policy and defense issues related to the U.S.-Israel relationship. Some of the key issues to be addressed include: the status of Iranian compliance with the Joint Comprehensive Plan of Action, and Iran's continued malign regional activities; the impact of Syrian civil war along Israel's northern border; the internal political situations of both Israel and the Palestinian Authority, the status of the peace process; and the expanded cooperation between the U.S. and Israel in fighting terrorism and proliferation.

The seminar will consist of discussions with Israeli government officials, military officers, Members of the Knesset, Palestinian representatives and U.S. officials, as well as site surveys of the northern border with Lebanon and Syria, the southern border with the Gaza Strip, and the security fence. The seminar also aims to provide the political, historic, and religious context to the current conflicts and issues facing Israel and the region. It will explore the connection the three monotheistic religions have with the land and the influence this connection has on today's struggles. In addition to formal meetings and briefings, the trip provides experiential opportunities to help better understand the geographical complications, the security implications, and the historic root causes of the current conflicts.

14/15. Sponsor Information
Founded in 1990, the American Israel Education Foundation (AIEF) is the charitable organization affiliated with AIPAC, America's pro-Israel lobby. The Foundation's fundamental purpose is to maintain and further the relationship between the U.S. and Israel. AIEF works to inform the public about Israel and the importance of the U.S.-Israel relationship, to expand public awareness about issues affecting the Middle East, and to encourage participation in public affairs, especially by young people. AIEF grants support innovative and award-winning programming that educates a wide array of participants, including college students, members of Congress and their staff, and political professionals.

AIEF funds Israel Seminars for members of Congress, Capitol Hill staffers, students, political consultants, as well as religiously motivated pro-Israel Christian, Latino and African American leaders. These trips to Israel are among the most critical programs AIEF supports on behalf of the U.S.-Israel relationship. These educational seminars allow policy makers to understand the complex historical, religious and geographic context of the Arab-Israeli conflict. Participants have the opportunity to meet with Israeli government officials, military officers, members of the Knesset, U.S. government officials, Palestinian Authority officials and leading academics and journalists. For many of the participants, who make important decisions impacting Israel and the Middle East, these trips are their first, and sometimes, only exposure to the country.

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16. Other Expenses

Security: $809.52 per person
-AIEF considers the security of its trip participants as its highest priority. A security team accompanies all participants throughout the trip.

Speaker Fees: $523.81 per person
-Honoraria for guest speakers

Travel Agency Commission: $284 per person (single occupancy)
-AIEF pays an upcharge of 21% per room per night, split between our U.S. and Israeli travel vendors

Tour Guide: $214.29 per person
-As a detailed historical understanding is crucial to maximizing the educational aspect of the trip, a licensed tour guide accompanies the group throughout the trip.

Hotels for contract staff (tour guide, bus driver, security guards): $157.14 per person

Meals for contract staff and speakers: $152.38 per person

Room Rentals: $142.86 per person
-The cost of renting rooms at hotels and restaurants for meetings and meals with speakers.

Transportation for individualized tour of Syrian/Israel border: $47.62

Entrance Fees: $42.86 per person
-Several sites require an entrance fee, including the southern Western Wall excavations and the holy sites around the Sea of Galilee.

Transportation for Contract Guests and Speakers: $28.57

Other: $23.81 per person
-Briefing materials, miscellaneous

Photography: $23.81 per person
-On each trip we take a group photo with a professional photographer

Tips: 5.48 per person
-It is customary to tip the driver and tour guide that accompany trip participants.

21. Per Diem

The expenses for lodging and meals are within the international per diems for Israel. The estimate for meal expenses includes the cost for meals, snacks, and water. It does not include alcohol, as we do not pay for alcohol per Senate ethics rules.

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