Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
17 MAY 31 PM 1:32

Post-Travel Filing Instructions: Complete this form within **30 days** of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

☐ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☐ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): American Israel Education Foundation (AIEF)

Travel date(s): May 6-14, 2017

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☐ Good Faith Estimate ☒ Actual Amount	6,722.75	1,971.00	890.90	Security: 1,135.88 Speaker fees: 598.99 Travel Agency Commission: 419.00 Tour Guide: 194.75 Meals for contract staff and speakers: 159.78 Hotels for contract staff: 154.33 Room rentals: 188.11 Transportation for tour of Syrian border: 54.22 Entrance fees: 33.90 Photography: 33.90 Transportation for guests:13.83 Tips and other: 19.44

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☐ Good Faith Estimate ☐ Actual Amount				

Provide a description of all meetings and events attended. *See* Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See attached final itinerary.

5/31/17 (Date) CHRISTOPHER W. LYNCH (Printed name of traveler) (Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

5/31/17 (Date) Ben Cardin (Signature of Supervising Senator/Officer)

(Revised 1/3/11) **Form RE-2**

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Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics** in **SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

17 APR -6 PM 12:01

Name of Traveler: Christopher W. Lynch

Employing Office/Committee: Senator Ben Cardin

Private Sponsor(s) (list all): American Israel Education Foundation (AIEF)

Travel date(s): May 6-14, 2017

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Israel

Explain how this trip is specifically connected to the traveler's official or representational duties:

Senator Cardin serves as the Ranking Member of the Senate Foreign Relations Committee. As his Chief of Staff I am regularly directly engaged in Israel related issues before the Committee and of concern to many Marylanders. This trip will better inform the advice I provide to Senator Cardin on the many issues related to Israel.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

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

April 6, 2017
(Date)

(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Ben Cardin *(Print Senator's/Officer's Name)* hereby authorize Christopher Lynch *(Print Traveler's Name)*

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. *(signify "yes" by checking box)* [ ]

April 6, 2017
(Date)

(Signature of Supervising Senator/Officer)

(Revised 10/19/15)

Form RE-1

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ISRAEL
EDUCATION
FOUNDATION
The Charitable Organization Affiliated with AIPAC

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WASHINGTON, DC 20001
TEL 202.639.5180
FAX 202.347.5232

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February 15, 2017

Christopher Lynch
Office of the Honorable Ben Cardin
509 Hart Senate Office Building
Washington, DC 20510

Dear Christopher,

We would like to invite you to join us for an educational seminar in Israel for senior congressional staff sponsored by the American Israel Education Foundation (AIEF). This trip will depart on Saturday, May 6 and return on Sunday, May 14.

The trip will explore critical foreign policy and national security challenges facing both Israel and the United States and how the two countries are cooperating in dealing with these issues. The program will include discussions with Israeli government officials, military officers, members of the Knesset, U.S. officials, Palestinian representatives and leading academics and journalists. The program will also include:

- Briefings on the status of Iranian compliance with the Joint Comprehensive Plan of Action, and Iran's continued malign regional activities;
- In-depth discussions on the Israeli and Palestinian political climate and prospects for peace, as well as the political changes taking place in the region;
  A visit to Israel's southern border and briefings on the threat posed by the terrorist organization Hamas which maintains control over the Gaza strip;
- A strategic survey of Israel's northern border;
  Visits to historic and religious sites in Jerusalem and the Galilee.

No later than 30 days prior to departure, participants are responsible for submitting two forms, as well as a copy of this invitation to the Senate Select Committee on Ethics. AIEF will provide you with a copy of the "Private Sponsor Travel Certification Form." You must also submit a completed and

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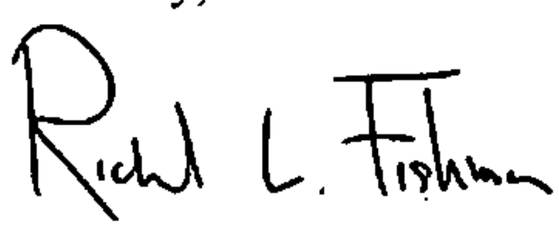
signed "Employee Pre-Travel Authorization Form" to the Committee. AIEF is committed to ensuring that every aspect of the trip complies with the Senate travel rules. If you have any specific questions about the rules, please contact the Senate Select Committee on Ethics.

We hope that you will be able to join us on what promises to be a rich, insightful and educational trip. If you have any questions, or to confirm your participation, contact Aubrey López at (202) 330-4422 or by email at alopez@aiefdn.org.

Sincerely,



Richard Fishman
Executive Director, AIEF

AIEF is a non-profit 501(c)(3) organization with the mission of providing educational programming about the U.S.-Israel relationship. AIEF strives to provide qualitative and balanced educational symposia for members of Congress and congressional staff, leaders in the fields of politics and business and students. Established in 1990, AIEF has earned a reputation for producing informative and thought-provoking educational seminars in Israel.

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.

---

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: May 6-14, 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 **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** 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:

n/a

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

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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	$6,811	$1,986	$847.22	$2,775.69 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:

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 congressional staff about the U.S.-Israel relationship.

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

Mamilla Jerusalem, Sheraton Tel Aviv, Galei Kinneret Tiberias

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

We chose these hotels due to their 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 business 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. Senior Congressional Staff
May 6 – 14, 2017

FINAL Itinerary

Saturday, May 6, 2017

5:00 PM Depart DCA

6:27 PM Arrive JFK

10:31 PM Depart JFK

Sunday, May 7, 2017

4:15 PM Arrive at Ben-Gurion Airport
Transfer to Jerusalem
Check into the Mamilla Hotel

7:00 PM Depart hotel

En route:
Shalom Jerusalem: Introduction to the History of the City

7:45 PM *Setting the Stage*
Welcome and orientation
- at Touro

8:15 PM *State of the Nation*
Dinner with David Horovitz
Founding Editor, The Times of Israel
- at Touro

10:15 PM Overnight at the Mamilla Hotel

Monday, May 8, 2017

7:45 AM Breakfast is served
- at the hotel, Meeting Room AB

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8:00 AM *Israel's Political Map*
Breakfast with Prof. Reuven Hazan
Department of Political Science
The Hebrew University of Jerusalem
- at the hotel, Meeting Room AB

9:15 AM Depart for Strategic Survey of Jerusalem

9:30 AM *Strategic Survey of Jerusalem, Part I: The Old City and Holy Basin*

12:30 PM Depart for Knesset

1:00 PM Security Check

1:15 PM *Israeli Democracy in Action*
Lunch and meeting with Members of Knesset
- The Honorable Yehiel Bar, Zionist Union Party
- The Honorable Anat Berko, Likud Party

- at the Knesset

2:45 PM Depart

3:15 PM *Strategic Survey of Jerusalem, Part II:*
Post-1967 Neighborhoods and the Security Barrier

4:30 PM Depart

5:00 PM *Israel-Palestinian Authority Relations: An Update*
Meeting with Dr. Tal Becker
Acting Legal Adviser
Ministry of Foreign Affairs
- at the hotel, Meeting Room AB

7:30 PM Depart for dinner

7:45 PM *The Israeli Mosaic*
Dinner with:
- Tziona Koenig-Yair, Former National Commissioner, Equal Employment Opportunities Commission
  Sally Oren, Goodwill Ambassador, IsraAID
- Kalman Samuels, Director, Shalva Children's Center
- Dan Slyper, LGBT Caucus, Yesh Atid Party

- at La Guta

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9:45 PM Overnight at the Mamilla Hotel

Tuesday, May 9, 2017

7:30 AM Breakfast is served

7:45 AM *Minority Rights in Israel*
Breakfast with Ghaida Rinawi-Zoabi
General Director, INJAZ – Center for Professional Arab Local Governance
- at the hotel, Meeting Room AB

8:45 AM Depart for Ramallah

10:00 AM *A View from the Palestinian Authority*
Meeting with:
- Dr. Saeb Erekat, Head of Negotiation Affairs Department, Palestinian Authority
- Javier Obied, Legal Advisor, Palestinian Authority

- at PLO-NSU Headquarters

11:00 AM Depart for Yad Vashem

12:00 PM Lunch at Yad Vashem

12:45 PM *Remembering the Victims of the Holocaust*
Visit to Yad Vashem Holocaust Memorial and Museum

3:00 PM Depart

3:15 PM *A View from the Prime Minister's Office*
Meeting with David Keyes
Communications Advisor and Foreign Press Liaison, Prime Minister's Office
- at the Crowne Plaza Hotel, Kerem Carmit Hall

4:15 PM Depart for Tel Aviv

5:30 PM Check into the Sheraton Tel Aviv

7:00 PM Depart for dinner

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7:30 PM *Start-Up Nation*
Dinner with:

- Karin Kloosterman, Founder, Eddy
- Dov Maisel, Chief Operating Officer, United Hatzalah
- Alon Metrikin-Gold, Director of Education, MobileOD
- Udi Remer, Director of Business Development, Mobileye

- at Spoons

10:30 PM Overnight at the Sheraton Tel Aviv Hotel

Wednesday, May 10, 2017

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

7:45 AM Depart for Israel's South

8:30 AM *Save a Child's Heart – Cardiac Care for Children*
Visit to Wolfson Medical Center followed by a visit to the Children's Rehabilitation Home

10:30 AM Depart

11:30 AM *The Desalination Era*
Visit to Granot Desalination Plant
Briefing with Dr. Sarit Bason
Desalination Unit

12:30 PM Depart

1:00 PM Lunch
- at Netachim

1:45 PM Depart

2:00 PM *Israel's Southern Front*
Briefing at Overlook into the Gaza Strip
- at Kibbutz Nir-Am

3:00 PM *Living in the Shadow of Rockets*
Visit to Kibbutz Kfar Aza with Chen Kotler-Abrahams, local resident

4:00 PM Depart

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4:30 PM *Israel's Missile Defense System*
Visit to an Iron Dome Battery

5:00 PM Depart for Tel Aviv

6:15 PM *360° Bird's Eye View of Israel*
Briefing at the Azrieli Center Rooftop

6:45 PM Depart, return to hotel

8:00 PM Depart for Dinner

8:15 PM *Regional Strategic Briefing: Syria and Iraq*
Dinner with Dr. Jonathan Spyer
Director, Rubin Center, IDC Herzliya
- at Lumina

10:15 PM Overnight at the Sheraton Tel Aviv Hotel

Thursday, May 11, 2017

7:45 AM Breakfast is served
- at the hotel, Topaz Hall

8:00 AM *Regional Threat Assessment*
Breakfast with Brig.-Gen. (Res.) Nitzan Nuriel
Immediate Past Director, Counter Terrorism Unit, Prime Minister's Office
- at the hotel, Topaz Hall

9:30 AM Depart

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

11:30 AM Depart

En route:

- *The Jezreel Valley – the Strategic Land Bridge Between Asia and Africa*
- *Upper Galilee – Potential for Development*

1:30 PM Lunch
- at Hummus Eliyahu, Rosh Pina

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2:30 PM	*Treating the Victims of Syria's Civil War* Visit to Ziv Medical Center, Tsfat
3:45 PM	Depart
4:15 PM	*Northern Exposure, Part I: Hezbollah Next Door* Briefing with Lt.-Col. (Res.) Sarit Zehavi Intelligence Officer, Northern Command - at Mt. Adir
5:15 PM	Depart
6:00 PM	Check into Galei Kinneret Hotel, Tiberias
7:15 PM	Depart for dinner
7:30 PM	*Reflections on the Week* Dinner and Discussion - at Decks
9:30 PM	Overnight at Galei Kinneret Hotel

Friday, May 12, 2017

7:45 AM	Breakfast on own - at the hotel, Main Dining Hall
8:30 AM	Depart hotel
9:00 AM	*Historical Significance of the Sea of Galilee* Visit to historical and religious sites around the Sea of Galilee ▪ Mt. of Beatitudes ▪ St. Peter's Church ▪ Capernaum
11:00 AM	Depart, travel up the Golan Heights
12:00 PM	*Northern Exposure, Part II: Strategic Survey of Israel's border with Syria* Briefing with Cpt. (Res.) Ilan Schulman - at Kibbutz Ein Zivan
1:30 PM	Lunch - at Habokrim

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2:45 PM Depart
Travel back to Jerusalem via the Jordan Valley

En route:
Israel's Relations with the Hashemite Kingdom of Jordan

6:00 PM Check into the Mamilla Hotel

7:15 PM Depart for dinner

7:30 PM *Reflections on the Sabbath in Jerusalem*
Traditional Sabbath dinner hosted by Professor Gil Troy and his family
- at their home in Jerusalem

9:30 PM Overnight at the Mamilla Hotel

Saturday, May 13, 2017

8:00 AM Breakfast on own
- at the hotel, Main Dining Hall

8:30 AM Depart

En route:
- *The Dead Sea Region – Environmental Concerns*
- *Jericho Road and the E-1 Corridor – Strategic Concerns*

10:00 AM *History and Geopolitics of the Roman Empire*
Survey of Masada National Park

12:00 PM Depart

12:30 PM *Exploration of the Dead Sea Region*
Lunch
- at Hod Hotel

2:30 PM Depart for Jerusalem

4:00 PM Return to hotel and pack for departure
Luggage in the lobby
Check out

5:45 PM Depart for closing dinner

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6:00 PM *The U.S-Israel Relationship: Bringing it all Together*
- at Cielo

8:00 PM Depart for the airport

Sunday, May 14, 2017

12:15 AM Depart Tel Aviv

5:13 AM Arrive JFK

8:50 AM Depart JFK

10:23 AM Arrive DCA (Christina Gleason returns Wilmington, DE)

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American Israel Education Foundation (AIEF)
Educational Seminar in Israel
U.S. Senior Congressional Staff
May 6 – 14, 2017

Senate Invitees

1. Allyson Bell, Chief of Staff, Sen. Mike Lee (R-UT)
2. Brennen Britton, Chief of Staff, Sen. Jerry Moran (R-KS)
3. John Connell, Chief of Staff, Sen. Todd Young (R-IN)
4. Christine Gleason, Senior Strategist, Sen. Chris Coons (D-DE)
5. Chris Lynch, Chief of Staff, Sen. Benjamin Cardin (D-MD)
6. Helen Tolar, Chief of Staff, Sen. John Boozman (R-AR)

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American Israel Education Foundation (AIEF)
Educational Seminar in Israel
Senior Congressional Staff
May 6-14, 2017, 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: $888.89 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: $500 per person
-Honoraria for guest speakers

Travel Agency Commission: $419 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: $212.22 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): $205.56 per person

Meals for contract staff and speakers: $177.78 per person

Room Rentals: $166.67 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: $66.67

Other: $61.12 per person
-Briefing materials, miscellaneous

Entrance Fees: $55.56 per person
-Several sites require an entrance fee, including the southern Western Wall excavations and the holy sites around the Sea of Galilee.

Tips: $22.22 per person
-It is customary to tip the driver and tour guide that accompany trip participants.

21. Per Diem

The three hotel rates 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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