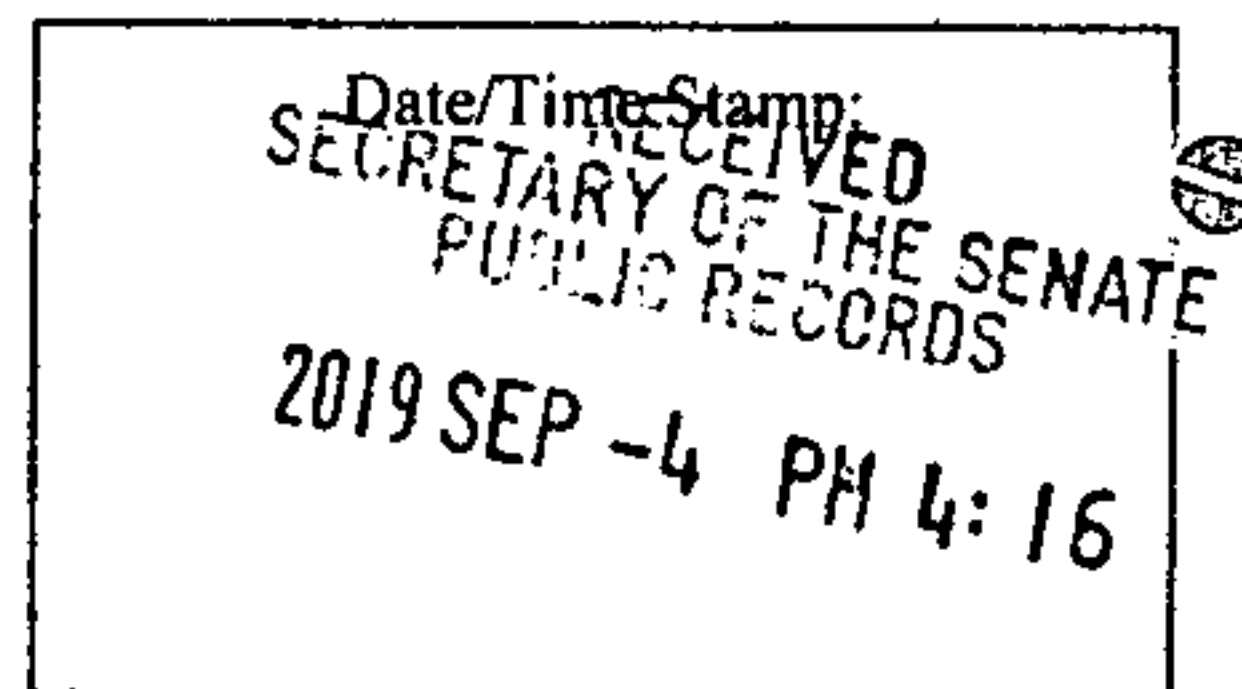


# Employee Post-Travel Disclosure of Travel Expenses



**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

Travel date(s): 27 July-4 August

Name of accompanying family member (if any): none

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)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	2,547.87	1,628.31	1,306.65	3,216.65

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

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> 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 itinerary

4 Sept 2019  
(Date)

Robert W Jones  
(Printed name of traveler)

[Signature]  
(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.

4 Sept 2019  
(Date)

[Signature]  
(Signature of Supervising Senator/Officer)

**American Israel Education Foundation (AIEF)  
Educational Seminar in Israel  
United States Congressional Staff  
July 27 – August 4, 2019**

**Itinerary**

**Saturday, July 27, 2019**

5:20 PM	Depart Union Station Amtrak #192
8:25 PM	Arrive at Newark International Airport
10:50 PM	Depart Newark International Airport United Flight #90

**Sunday, July 28, 2019**

4:20 PM	Arrive at Ben-Gurion Airport Transfer to Jerusalem
6:00 PM	Check-in to the Inbal Hotel
7:00 PM	Depart for dinner
7:15-8:00 PM	<i>Setting the Stage</i> Welcome and Orientation - at Touro Restaurant
8:00-10:00 PM	<i>Pulse of The Nation</i> Dinner with Yossi Klein Halevi Senior Fellow, Shalom Hartman Institute in Jerusalem - at Touro Restaurant
10:00-10:30 PM	<i>Shalom Jerusalem</i> Introduction to the history of the city Brief walking survey
10:30 PM	Overnight at the Inbal Hotel

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**Monday, July 29, 2019**

7:45 AM	Breakfast is served -at the hotel
8:00-9:00 AM	<i>Israel in The Media</i> Matti Friedman
9:15 AM	Depart for Strategic Survey of Jerusalem
9:45 AM-12:30 PM	<i>Strategic Survey of Jerusalem, Part I:</i> <i>The Historic and Holy Basin and City of David</i> Guided Survey of the Old City of Jerusalem
12:30 PM	Depart for lunch
1:00-2:00 PM	<i>Israel's Political Map</i> Lunch with Tal Shalev Political Correspondent, <i>Walla!</i> News -at Olive and Fish
2:15-3:15 PM	<i>The Palestinian Street</i> Meeting with Shimrit Meir Founding Editor, Al-Masdar -at Notre Dame Hotel
3:30 PM	Depart
3:45-5:15 PM	<i>Start-Up Nation</i> Meeting with: <ul style="list-style-type: none"><li>• Miriam Ballin, United Hatzalah</li><li>• Aryeh Katz, 6 Degrees</li><li>• Cathy Sebag, MobileODT</li><li>• Ofer Tzadik, Tyoto Care</li></ul> - at the hotel
7:00 PM	Depart for dinner
7:45-9:30 PM	Dinner -at Tali's Atelier, Mahane Yehuda Market
9:45 PM	Overnight at the Inbal Hotel

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7:00-8:45 PM      *The Israeli Mosaic*

- Ofer Erez, Jerusalem Open House
- Galit Sasson, Mekorot: Israel's National Water Company
- Racheli Yaso-Ngatuo, Yemin Orde Youth Village

- at Eat With

9:00 PM              Overnight at the Sheraton Tel Aviv

**Thursday, August 1, 2019**

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

8:00-8:45 AM      *Settlements in Focus, Part I:*  
Lia Weiner, Research Associate, Washington Institute for Near East Policy  
- at the hotel

9:00-10:00 AM    *Settlements in Focus, Part II:*  
• Yariv Oppenheimer, Former CEO, Peace Now  
• Oded Revivi, Mayor, Efrat  
- at the hotel

10:15 AM           Depart

11:30 AM-12:15 PM *Israel's Narrow Waistline*  
Briefing at Alfei Menashe

12:15 PM           Depart

1:00-2:00 PM      *Minority Rights in Israel*  
Lunch with Mohammad Darawshe  
Director of Planning Equality & Shared Society  
Givat Haviva Educational Center  
-At Ramada Hotel, Netanya

2:15 PM              Depart

2:30-4:45 PM      En route briefings:  
• *The Jezreel Valley – Strategic Land Bridge Between Africa and Asia*  
• *Upper Galilee – Potential for Development*

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**Sunday, August 4, 2019**

12:20 AM            Depart Tel Aviv  
                         United Flight #73

5:50 AM            Arrive Dulles

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## EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

Original Submitted  
6/27/2019 @ 4:27 PM EDT

ETHIC JUL16'19PM 5:28

**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](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: ROBERT WAYNE JONES

Employing Office/Committee: SENATOR ROB PORTMAN

Private Sponsor(s) (list all): AMERICAN ISRAEL EDUCATION FOUNDATION

Travel date(s): 27 JULY-4 AUGUST, 2019

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

Destination(s): JERUSALEM, TEL AVIV, TIBERIAS ISRAEL

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

As Senator Portman's National Security Advisor I am responsible for providing him with strategic advice regarding legislation and policy formulation. The Middle East, in particular, Israel, is of great importance. This trip will provide me with the background and information that I would need to better prepare him to engage in National Security discussions regarding Israel and the greater Middle East.

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:

16 July 2019  
(Date)

[Signature]  
(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, Rob Portman  
(Print Senator's/Officer's Name)

hereby authorize Robert Wayne Jones  
(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) ☐

16 July 2019  
(Date)

(Revised 10/19/15)

[Signature]  
(Signature of Supervising Senator/Officer)

Form RE-1

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**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.**

- Private Sponsor Certification - Page 1 of 4

**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:

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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. The delegation will have the opportunity to meet with a diverse group of**

**Israelis and Palestinians, and see first-hand the outcome of U.S.-Israel strategic cooperation in the region.**

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

Please see addendum

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

**Please see addendum**

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

Please see addendum

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$2,555.09	\$1,501	\$1,046	\$3,120.19
<input type="checkbox"/> Actual Amounts	air = 2,011.84 bus = \$350 Amtrak = \$112 Syrian border transport = \$62.50 taxi = \$18.75	JLM = \$735 TLV = \$498 TIB = \$268	JLM = \$560 TLV = \$340 TIB = \$146	Please see 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 and organized specifically with regard to congressional participation.

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

During the trip, participants will visit many cities and regions in Israel, to explore the strategic nature of the U.S.-Israel relationship.

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

Inbal (Ze'ev Jabotinsky St 3, Jerusalem); Sheraton (HaYarkon St 115, Tel Aviv-Yafo);

Europa (HaPalmach Street 3, Tiberias)

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

We chose these hotels due to their location and affordability.



## Addendum

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.

Founded in 1990, the American Israel Education Foundation (AIEF) funds Israel Seminars for members of Congress, Capitol Hill staffers, students, political consultants, as well as Christian, Latino, African American, Progressive, and Veteran 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 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. The most recent Senate trip (for congressional staff) was in June, 2019.

**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.**



## **16. Other Expenses**

**Security: \$1218.75 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: \$687.50 per person**

-Honoraria for guest speakers

**Tour Guide: \$281.25 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): \$206.25 per person**

**Meals for contract staff and speakers: \$200 per person**

**Room Rentals: \$187.50 per person**

-The cost of renting rooms at hotels and restaurants for meetings and meals with speakers.

**Hotel Commission \$113**

-We pay a 7% hotel room commission to the company that books our hotels.

**Airport Assistance: \$62.50**

-We use a service to help participants navigate passport control and customs.

**Entrance Fees: \$56.25 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 staff and speakers: \$37.50 per person**

**Other: \$31.25 per person**

-Briefing materials, miscellaneous

**Photography: \$31.25 per person**

-On each trip we take a group photo with a professional photographer

**Tips: \$7.19 per person**

-Tips for hotel staff

## **21. Per Diem**

Meal expenses are equal to the per diem rate for Jerusalem, Tel Aviv, and Tiberias. Lodging expenses are less than the per diem for Jerusalem, Tel Aviv, and Tiberias. Meal expenses include the cost for meals, snacks, and water on the bus. It does not include alcohol, as we do not pay for alcohol per Senate ethics rules.

**American Israel Education Foundation (AIEF)**  
**Educational Seminar in Israel**  
**U.S. Congressional Staff**  
**July 27 – August 4, 2019**

**Senate Invitees**

1. Sean Coit, Communications Director, Senator Chris Coons (D-DE)
2. Wayne Jones, National Security Advisor, Senator Rob Portman (R-OH)

## **Jones, Wayne (Portman)**

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**From:** Lauren Anderson <landerson@aiefdn.org>  
**Sent:** Wednesday, September 4, 2019 3:19 PM  
**To:** Jones, Wayne (Portman)  
**Cc:** Julie Peretz; Lauren Anderson  
**Subject:** AIEF Israel Post-Trip Senate Ethics, Foreign Policy Staff July 27 - August 4, 2019

Good afternoon,

Thank you for participating in the AIEF Educational Seminar in Israel, July 27 - August 4, 2019. Post-trip ethics are due to the Committee 30 calendar days after the date of return.

Each traveler must submit:

- 1) Employee Post-Travel Disclosure Form:  
[https://www.ethics.senate.gov/public/index.cfm/files/serve?File\\_id=bb007b7b-f626-4871-9846-cd22c00d72c3](https://www.ethics.senate.gov/public/index.cfm/files/serve?File_id=bb007b7b-f626-4871-9846-cd22c00d72c3)
- 2) Final Itinerary: <https://aiefdn.box.com/s/nbultulkqh8qo6zyap58lpza54g6g0hj>
- 3) The original Employee Pre-Travel Authorization (Form RE-1), AND
- 4) A copy of the Private Sponsor Travel Certification Form with all attachments (itinerary, invitee list, etc.)

**Here are the final costs for your trip:**

Transportation: \$2,547.87

Lodging: \$1,628.31

Meals: \$1,306.69

Other: \$3,216.65

**Breakdown of "other" expenses:**

Security: \$1,227.07 per person

Speaker Fees: \$690.55 per person

Hotels for contract staff (tour guide, bus driver, security guards): \$313.88 per person

Tour Guide: \$256.75 per person

Meals for contract staff and speakers: \$290.87 per person

Room Rentals: \$150.41 per person

Other: \$31.06 per person

Airport Assistance: \$76.47 per person

Transportation for contract staff and speakers: \$86.04 per person

Entrance Fees: \$48.88 per person

Photography: \$37.07 per person

Tips: \$7.60 per person

Feel free to contact me if you have any questions.

Thank you,