

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
 RECEIVED
 SECRETARY OF THE SENATE
 PUBLIC RECORDS

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.** 2022 SEP -6 PM 3:16

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.)

The Jewish Institute for National Security of America (JINSA)

Private Sponsor(s) (list all):

Travel date(s): August 12-20, 2022

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	\$1,800 (\$1,100 for round trip coach air travel, \$700 for bus transportation to and from the airport and between sites in Israel)	\$2,670 (\$1,900 in Herzliya, \$770 in Jerusalem)	\$1,228 (\$918 in Herzliya, \$310 in Jerusalem)	\$700 (guides, entrance fees)
☒ Actual Amount				

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

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

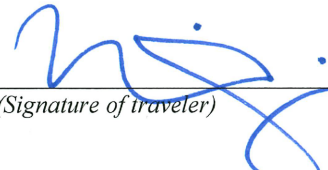
Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See attached Tab A

09/06/2022

(Date)

Emily Manning

(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.

09/06/2022

(Date)



(Signature of Supervising Senator/Officer)



**The Jewish Institute for National Security of America
2022 Congressional National Security Program to Israel
August 12–20, 2022**

TRAVEL: Friday, August 12th

22:45 Departure from Dulles International Airport, Washington, D.C., USA.

TRAVEL: Saturday, August 13th

17:40 Arrival at Ben Gurion Airport, Tel Aviv, Israel.

18:20-19:00 Transfer to the Ritz-Carlton Hotel, 4 Hashunit Street, Herzliya, 4655504, Israel.

19:00-20:00 Dinner at the Ritz-Carlton Hotel, Herzliya (no speakers).

Overnight: Ritz-Carlton Hotel, Herzliya

Day 1: Sunday, August 14th

Grand Strategy and Regional Perspective, Israel's Policy and Defense Strategy Day

06:30 Breakfast Available

0800-12:30 Executive Time

12:30-13:30 Lunch at Meat and Eat, Herzliya, 2 HaShunit Street, Herzliya (no speakers).

13:30-14:50 Briefing by **MG Amidror**, former National Security Advisor to the Prime Minister of Israel at the Ritz-Carlton complex, 4 HaShunit Street, Herzliya.
Topic: "Israel - 2,000 Years of Dreams," an overview of the history of Israel touching on the destruction of Jerusalem by the Romans in 70 CE, the rise of Zionism in the 19th century, the Balfour Declaration issued by Great Britain during WWI to establish a Jewish homeland, and the declaration of Israeli independence in 1948 in the aftermath of WWII, followed by a broad strategic overview of the U.S. / Israel defense cooperation relationship from 1948 through the present.

14:50-15:20 Depart to **Israel Aerospace Industries (IAI) Innovation Center** at Ramat Gan, Tel Aviv.

15:20-17:00 Tour and briefing by IAI officials at the **Israel Aerospace Industries Innovation Center**, Zabotinsky 2 Ramat Gan, Tel Aviv.

Topic: Overview of the startup high-tech ecosystem of Israel, how it acts as an accelerator speeding up the development of advanced technologies, and how this strengthens Israel's defense industrial base.

17:00-17:30 Drive back to the Ritz-Carlton Hotel, Herzliya.

17:30-17:45 Executive Time

17:45-19:00 Briefing by **MG Yaacov Ayish**, Former Israel Defense Forces (IDF) Defense Attaché to the U.S. and Canada and JINSA's Senior Vice President for Israeli Affairs at the Ritz-Carlton Hotel, Herzliya.

Topic: "The State of Israel," a strategic overview of Israel including a discussion of population concentrations, key strategic infrastructure, and current security threats. Discussion of how the mil-to-mil partnership between the United States and Israel strengthens the ability of both nations to address shared security concerns.

19:00-20:00 Briefing by **MG Yaakov Banjo**, IDF Planning Directorate.

Topic: "The World in Motion," an in-depth discussion of Israel's view of the global strategic competition between the U.S., China, and Russia and how this impacts the strategic environment in the Middle East, particularly with respect to Iran.

20:00-20:15 Executive Time

20:15-21:30 **JINSA Delegation Welcome Dinner with MG Ayish** at the Ritz-Carlton Hotel, Herzliya.

Topic: Review and summary of key points from the day's briefings; open conversation, debate, and dialogue on issues like China's role in the Middle East and an update on the impact of the Abraham Accords on regional security developments; and previewed upcoming events later in the week.

Overnight: Ritz-Carlton Hotel, Herzliya

Total Hours of Programming: 6.5

Day 2: Monday, August 15th

Northern Command Day- Syria-Lebanon-Hezbollah

06:30 Breakfast Available

07:30-09:00 Depart Hotel for War Reserves Stockpile Allies-Israel (WRSA-I). Brief by **MG Ayish** on bus.

Topic: Israel's lack of strategic depth in the north, highlighting economically important strategic sites including Haifa Port and off-shore natural gas platforms.

- 09:00-09:30 Briefing by **MG Ayish** on the War Reserves Stockpile Allies-Israel (WRSA-I), one of the United States' largest collections of warfighting material pre-positioned to be used in wartime at a WRSA-I observation point.
Topic: How WRSA-I functions and serves as an example of U.S. / Israel security cooperation.
- 09:30-09:45 Travel to Israel's Northern Command in Safed.
- 09:45-10:30 Briefing by **Israel Defense Forces (IDF) 91st Division at Northern Command** in Safed.
Topic: The strategic threat Israel faces on its northern border facing Lebanon from Hezbollah (and Iran).
- 10:30-11:00 Drive to Hezbollah Terror Tunnel near Metula. Briefing by **MG Ayish** on bus.
Topic: How Hezbollah planned to use the tunnels from Lebanon to invade Israel and conduct raids against Israeli civilians and infrastructure.
- 11:00-12:00 **IDF 91st Division briefing and tour of the Remia Hezbollah Terror Tunnel** near Metula.
Topic: Discussion of how Hezbollah spent years carving tunnels out of hard rock, at a cost of millions of dollars, designed to enable them to launch surprise attacks against Israel and how these efforts were thwarted. Tour of physical tunnel to enable participants to see first-hand the extent of the tunnels and the level of effort employed to develop them.
- 12:45-13:15 Drive to lunch in Ramot, Golan Heights.
- 13:15-14:00 Lunch at The Cabin, Nof Kinneret St, Ramot (no speakers).
- 14:00-15:00 Drive to IDF 210th Division Base Isaac (along the Syrian border). Briefing by **MG Ayish** on the bus.
Topic: Overview of the contentious history between Israel and Syria, who have technically been at war since 1948, and have fought each other in three major wars: the 1948 Arab Israeli War, the 1967 Six-Day War, and the 1973 Yom Kippur War.
- 15:00-16:00 Briefing by **IDF 210th Division on the Syrian Border** at an observation point overlooking the border.
Topic: Briefing on the tank battles between Israel and Syrian forces during the Six-Day War in 1967 and Yom Kippur War in 1973 on the Golan Heights. Further discussion of the evolving threat Israel faces from Syria today, particularly in light of the Syrian Civil War that began in 2011, and violent incidents in recent years that have strained relations between the two nations. Discussion of Israeli humanitarian aid to Syrians during the civil war.

- 16:00-16:30 Drive to Kibbutz Ortal, Northern Golan Heights.
- 16:30-17:00 Briefing by MG Ayish at Kibbutz Ortal on the history and continuing use of Israel's Kibbutz economic system, the role it played in the history of Zionism and helping Israel to settle and secure its northern border region.
- 17:00-19:00 Drive to Caesarea.
- 19:00-21:00 Dinner at Hazalbanim Restaurant (or Crusaders Restaurant), Caesarea Port Caesarea. **MG Ayish** led roundtable discussion.
Topic: Summary of the key points from the day's briefings and site visits in the north, open conversation and dialogue on topics including the Hezbollah terror tunnel system and the role of Caesarea as the principal port in the Roman-era and how this compares to the Haifa Port complex of today. Guidance and preview the next day's events provided.
- 21:00 Return to hotel
- Overnight: Ritz-Carlton Hotel, Herzliya* *Total Hours of Programming: 8.5*

Day 3 Tuesday, August 16th

Israel's Parliament and Innovation Ecosystem

- 08:00-09:30 Depart to the **Israeli Knesset** (Parliament), Kiryat Ben-Gurion, Jerusalem.
- 09:30-10:30 Tour of the Knesset (Parliament)
Topic: The role of the Knesset in the Israeli system of government and the role it plays in the development and execution of Israeli national security policy.
- 10:30-11:30 Briefing by **Asaf Friedman**, Director for the Foreign Affairs and Defense Committee at the Knesset in Jerusalem.
Topic: Brief on how the 120 members are elected, and the role the Knesset plays in developing and executing Israeli national security policy. Similarities and differences with the U.S. Congress were discussed and highlighted.
- 11:30-12:30 Briefing by **Asaf Wiss**, Chief of Staff to the House Speaker at the Knesset in Jerusalem.
Topic: Discussion of how the legislative process operates in Israel, challenges in designing and executing policy within the Israel system of government, and discussion of similarities and differences to how the U.S. Congress operates. Further discussion regarding the composition of the current governing coalition and potential impact of the upcoming elections later this year on national security policy.
- 12:30-13:00 Depart for lunch in Jerusalem.

- 13:00-14:00 Lunch in Jerusalem at Abu Gosh Restaurant, 11 Hagoren Abu Ghosh (no speakers).
- 14:00-15:00 Depart to Sheba Hospital, Tel Aviv, established in 1948 as Israel's first military hospital, and now a leading medical center in the Middle East and an internationally recognized healthcare facility. Brief by **MG Ayish** on the bus.
Topic: Israeli-American medical innovation partnership and its relation to supporting each nations respective war-fighters and veterans.
- 15:00-16:00 Tour of **Sheba Hospital** in Derech Sheba, Ramat Gan, Tel Aviv. Demonstration of Israeli-American revolutionary innovation that can destroy deep tissue in the body without the need for incisions at Insight-Tech, of direct relevance to caring for warfighters and veterans.
- 16:00-17:00 Drive to the Peres Innovation Center in Tel Aviv.
- 17:00-18:30 Tour of the **Peres Innovation Center**, 132 Kedem St., Tel Aviv-Jaffa.
Topic: Explore how Israeli non-governmental organizations share Israeli knowledge and best practices with their Palestinian neighbors via medical training programs and utilize social networking platforms to bring together young men and women from across the Middle East and North Africa region, as examples of ongoing efforts to decrease support for radical groups in the Middle East.
- 18:30-19:30 Departure back to the Ritz-Carlton Hotel, Herzliya.
- 19:30-21:00 Briefing and dinner with **Dr. Eyal Hulata**, the National Security Advisor and the Head of the Israeli National Security Council at the Ritz-Carlton Hotel, Herzliya.
Topic: In-depth discussion of topics such as the U.S. / Israel security relationship, the aftermath of President Biden's recent trip to the Middle East, emergent opportunities to improve regional air defense systems and expand the Abraham Accords, and how best to respond to Iranian malign activity in the region.

Overnight: Ritz -Carlton Hotel, Herzliya

Total Hours of Programming: 7

Day 4: Wednesday, August 17th

Intelligence Day & U.S.-Israel cooperation

- 06:30 Breakfast Available
- 07:30-08:30 Depart to Israel Aerospace Industries (IAI) in International Airport Ben Gurion.
- 08:30-09:30 Visit to IAI and brief by **IAI senior executive** in Lod.

Topic: History of Israel Aerospace Industries and background of collaboration with the U.S. defense industrial base.

09:30-10:15 Briefing by **IAI project manager** on the F35 wing production line at IAI, Lod.
Topic: Gain insight into how collaboration between U.S. and Israeli defense industries contribute to the defense of both nations in the air domain.

10:15-11:00 Briefing by **IAI project manager** on the drone laboratory weapons line at IAI, Lod.
Topic: Gain insight into how collaboration between U.S. and Israeli industry contributes to Intelligence, Surveillance, and Reconnaissance (ISR) capabilities of both nations.

11:00-11:45 Briefing by **IAI project manager** on the loitering weapons line at IAI, Lod.
Topic: Gain insight into how collaboration between U.S. and Israeli industry contributes to the defense capabilities of both nations.

11:45-12:30 Briefing by **IAI project manager** on the Israeli satellite industry at IAI, Lod.
Topic: Gain insight into how collaboration between U.S. and Israeli industry contributes to space capabilities of both nations.

12:30-13:45 Lunch at Airport Café, Ben Gurion Airport City in Tel Aviv.

13:45-15:30 Drive to Israeli Air-Force (IAF) Base Ramon, southwest of Beersheba. Brief by **Yaniv Menachim**, JINSA Middle East Operations Manager on the bus.
Topic: Overview of the Israeli Air-Force and base structure.

15:30-16:00 F16 training demonstration by 201 Squadron at Ramon Air Force Base.

16:00-16:30 Briefing by **IAF 201 Squadron** at Ramon Air Force Base.
Topic: Discussion of day-to-day base operations and the squadron's role in operations like Operation Guardian of the Walls in 2021 and Operation Breaking Dawn in 2022.

16:30-17:30 Base tour of Ramon Air Force Base.

17:30-19:30 Drive to Dinner, Concierge, Dizengoff 95, Tel Aviv.

19:30-21:00 Dinner at Concierge, Tel Aviv (no speakers).

21:00 Return to Ritz-Carlton

Overnight: Ritz-Carlton Hotel, Herzliya

Total Hours of Programming: 6+

Day 5: Thursday, August 18th

Southern Command and the Gaza Strip + Middle East Policy and Israel's National Security Day

- 06:30 Breakfast Available
- 08:00-9:30 Depart to the Gaza border. Brief by **MG Ayish** on bus.
Topic: Israel's lack of strategic depth in the south and discussion of economically important strategic sites such as the Ashkelon Desalination Plant in this region.
- 09:30-10:30 IDF briefing at the Kerem Shalom crossing into the Gaza Strip at the end of Road 232.
Topic: Israeli Humanitarian aid to the Gaza Strip and how it operates on a day-to-day basis.
- 10:30-10:40 Depart to the IDF experimental Terror Tunnel at the IDF Gaza Division by bus.
- 10:40-12:20 Briefing by the **IDF Head of the Subterranean Warfare branch** at the Gaza Division near Kibbutz Kissufim, under the jurisdiction of Eshkol Regional Council.
Topic: How Hamas and Hezbollah employ subterranean warfare capabilities, how the IDF trains to counter these capabilities, and examples of the sorts of technological solutions employed to do so.
- 12:20-12:40 Drive to the Bells Hills Observation Point.
- 12:40-13:00 **IDF briefing at Bells Hills Observation Point** overlooking Gaza from Israel.
Topic: Overview of the strategic landscape faced by Israel during the 11-day Gaza conflict in 2021, where Hamas and Palestinian Islamic Jihad fired more than 4,455 total munitions at Israel. Roughly 90 percent of projectiles targeting civilian populated areas were intercepted by Iron Dome, while over 600 rockets fired from Gaza landed in Gaza itself. Discussion of what a future conflict with Hamas might look like.
- 13:00-14:00 Lunch at food truck at Black Arrow Monument near Bells Hills (no speakers).
- 14:00-14:20 Depart to Kibbutz Eivim. Brief by **MG Ayish**
Topic: The role played by Iron Dome missile defense system in the 2021 Gaza conflict in protecting Israeli and Arab civilians.
- 14:20-15:00 Briefing at the **Iron Dome** missile defense battery site by **Major Amoz Man**, the Defense Ministry's Administration for the Development of Weapons and Technological Infrastructure (MAFAT), near Kibbutz Eivim.
Topic: The value of this critically important joint-U.S. / Israeli produced system in protecting civilian life and infrastructure.

- 15:00-16:30 Depart to Jerusalem, the Israeli Ministry of Foreign Affairs, Yitzhak Rabin Boulevard, Kiryat HaLeom, Jerusalem.
- 16:30-17:30 Meeting with **Mr. David Roth**, Deputy North America branch at the Israeli Ministry of Foreign Affairs at Kiryat HaLeom, Jerusalem.
Topic: Briefing on U.S. / Israel foreign relations in the aftermath of President Biden's recent visit to the region.
- 17:30-18:00 Depart Ministry of Foreign Affairs
- 18:00-18:30 Check-in to the David Citadel Hotel, King David St 7, Jerusalem
- 18:30-21:00 Executive Time

Overnight: David Citadel, Jerusalem

Total Hours of Programming: 6.5

Day 6: Friday, August 19th

Israel's Roots, Heritage, and the Impact on National Security

- 06:30 Breakfast Available
- 08:30-09:00 Depart Hotel for Yad Vashem, Israel's Holocaust Memorial Museum
- 09:00-11:00 Visit to **Yad Vashem, Israel's Holocaust Memorial Museum, Jerusalem**
Background: By 1945, the Nazi's Third Reich had killed the majority of Europe's Jewish population, destroying a civilization that had flourished for centuries. Yad Vashem encapsulates and memorializes this tragic history. The visit will provide participants with an unparalleled opportunity to learn about the Holocaust, how it is perceived and understood through the eyes of Israelis, and how it significantly impacts Israel's national defense posture and diplomatic relationships today.
- 11:00-11:30 Depart for the City of David, Jerusalem
- 11:30-14:00 Tour of the **City of David, Jerusalem**
Background: The United States Embassy in Jerusalem, together with the United States Commission for the Preservation of America's Heritage Abroad, have recognized the City of David as a testament to America's Judeo-Christian heritage and founding principles. The archeological discoveries at the City of David bring Biblical Jerusalem back to life and reaffirm the prophetic messages of freedom, justice and peace that inspired America's founders. The City of David is an archaeological excavation of the city of ancient Jerusalem, prior to the Jewish-Roman wars and the destruction and the Second Temple in 70 CE. Participants will learn how Israelis, from diverse ethnic and religious backgrounds, perceive their history and connection to the land of Israel. A key

focus will be how this history and the interpretation of it strongly manifests itself in the political and religious challenges that Israeli experiences today in the modern world and how this impacts Israel's national defense posture.

14:00-15:00 Lunch at Panoramic Golden City, Old City, Jerusalem. Briefing by **Khaled Abu Toameh**, Israeli-Arab Journalist for the Washington Post and Jerusalem Post. Topic: Perspective on how the Arab world, (including Palestinian Arabs, Jordanians, Egyptians and others), understands and perceives Israel, how perceptions and misperceptions impact public opinion and government decision-making, and how this in turn impacts the regional security environment.

15:00-17:00 Visit to the Old City, Jerusalem
Background: Participants will be exposed to Jerusalem as city of continuing vital importance to three of the world's great faiths. The walk through of the Old City will include an overview of government administration of the West Bank and a discussion of the current political dynamics in the West Bank, specifically the relationship between the Israeli Government and the Palestinian Authority and the ongoing security challenges that affect Israelis and Palestinians, and how this impacts the broader security environment in the Middle East.

They will start with a visit to the **Jewish Quarter** of the Old City and learn about the layers of Judaism from the time of the First Temple until the present day, including the **Cardo**, the main thoroughfare of Roman Jerusalem. Participants will then continue to the traditional **Via Dolorosa**, the Way of the Cross, to the **Church of the Holy Sepulchre**, to gain a greater appreciation of the importance of Jerusalem to the Christian world.

17:00-18:00 Return to David Citadel Hotel, King David St 7, Jerusalem.

18:00-19:30 Voluntary review of trip by participants at the David Citadel Hotel.

19:30-23:00 Shabbat Dinner at the Scala Restaurant, David Citadel Hotel, King David St 7, Jerusalem
Background: Shabbat is a day of rest that lasts from sundown on Friday evening through nightfall on Saturday night. Friday night dinner consists of a traditional meal and guests are considered an integral part of the weekly ritual. The Shabbat ceremony will consist of hymns, recitations, blessings, and eating, and provide participants with a unique window into modern Israeli cultural practices. Participation is an opportunity to strengthen ties with American foreign policy partners in Israel on a personal basis and gain a deeper understanding of each nation's rich heritage through participation in a shared communal experience.

Overnight: David Citadel, Jerusalem

Total Hours of Programming: 7+

Day 7: Saturday, August 20th**Day of Departure / Israel's Roots & Heritage, the Impact on National Security**

- 06:30 Breakfast Available
- 08:00-10:30 Drive to the city **Tiberias**, founded in the year 20 CE and named after the Roman Emperor Tiberius.
Topics: Briefing on the importance Christians have placed on the Holy Land over the centuries and how this has impacted military and political decision making from diverse groups including Jewish revolutionaries in the Roman Era, Crusaders in the Middle Ages, and Great Britain in World War I.
- 10:30-12:30 Exploration of the Sea of Galilee region by visiting Christian holy sites including the **Tabgha**, site of the Multiplication of the Loaves and Fish, and **Capernaum**, one of the first villages where Jesus taught to gain a fuller understanding of the importance of the Holy Land to the Christian world, the security implications of the religious importance of the region, and how this impacts the global political landscape.
- 12:30-13:30 Participants will gain a fuller understanding of the importance of the Holy Land to Christians and Jews today and how this impacts the global political landscape, by visiting the **Magdala Home** of Mary Magdalen and recently uncovered 2,000 year-old city which provides a window into the world of Jesus and his disciples in Magdala, Galilee. Magdala is a unique Holy Land site with a first century city where the Jewish residents gathered in a synagogue where Jesus visited and taught. Discussion will also provide an overview of the vibrant Christian community in Israel, the only place in the Middle East with a growing Christian population.
- 13:30-15:00 Lunch, Magdalena Restaurant, Migdal Junction, Magala Center Migdal (no speakers).
- 15:00-16:00 Tour of the **Kinneret**, also known as the Sea of Galilee.
Topic: Briefing on the importance of the Sea of Galilee and the Jordan River as both a border and a key water source for Israel and Jordan and the impact this plays in Israeli national security strategy. Discussion of the sea's historic importance, including to Christians for its connection to Jesus, who spent much of his life on or near it, and to late 19th century Zionists, who's dream of settling the Land of Israel became reality as pioneers and their families returned to the land and created a new form of agricultural settlement, the kibbutz.
- 16:00 Return to David Citadel Hotel, King David St 7, Jerusalem.

END OF OFFICIAL PROGRAM

20:15 Depart to Ben Gurion Airport, Tel Aviv.

No overnight

Total Hours of Programming: 6+

TRAVEL: Sunday, August 21st

00:20 Departure from Ben Gurion Airport, Tel Aviv, Israel.

05:30 Arrival at Dulles International Airport, Washington, D.C.

CHRISTOPHER A. COONS, DELAWARE, CHAIRMAN
JAMES LANKFORD, OKLAHOMA, VICE CHAIRMAN

BRIAN SCHATZ, HAWAII
JEANNE SHAHEEN, NEW HAMPSHIRE

JAMES E. RISCH, IDAHO
DEB FISCHER, NEBRASKA

SHANNON HAMILTON KOPPLIN, CHIEF COUNSEL AND STAFF DIRECTOR
WILLIAM B. CABLE, CHIEF CLERK

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United States Senate

SELECT COMMITTEE ON ETHICS

August 11, 2022

Emily Manning
Office of Senator Marsha Blackburn
United States Senate
Washington, DC 20510

Dear Ms. Manning:

This responds to your recent correspondence requesting approval from the Select Committee on Ethics (the Committee) to accept an invitation you received to travel to the 2022 *National Security Program* in Herzliya, Safed, Metula, Caesarea, Jerusalem Rehovot, Lod, Kibbutz Eivim, Tiberias, and Capernaum, Israel, on August 12–20, 2022, sponsored by the Jewish Institute for National Security of America (JINSA). Provided that you adhere to the guidance set forth below, it appears that it is permissible for you to accept necessary expenses from JINSA in connection with this trip.

Background

Based on your communication with the Committee, the background in this matter is as follows.¹ You are employed as a national security advisor in the Office of Senator Marsha Blackburn. JINSA invited you to travel to the 2022 *National Security Program* in Israel, on August 12–20, 2022. JINSA certified to the Committee that it will pay the necessary expenses² related to the travel and that it is neither a lobbyist, lobbying firm, agent of a foreign principal, or otherwise acting as a representative or agent of a foreign government. JINSA has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist or agent of a foreign principal will accompany you at any point throughout your trip.³

Additionally, you inform the Committee that you plan to extend your trip for a personal purpose. Based on the information you submitted, the Committee understands that, for a personal purpose, you intend to extend your trip in Tel Aviv, Israel for less than 24 hours after the conclusion of officially related events. You must personally pay the cost of any additional expenses incurred as a result of extending your trip.

¹ If this letter does not correctly recite the facts, contact the Committee immediately.

² The term “necessary expenses” has a specific definition. See *Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

³ The term “any point throughout your trip” has a specific definition. See *Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2.

Discussion

Privately-sponsored travel includes any gift of travel and travel-related expenses for travel outside the Senate duty station, including transportation, lodging, food and refreshments, and conference fees and materials, whether paid for directly, reimbursed, or provided directly, from a private individual or entity, in connection with a Member's, officer's, or employee's official Senate duties. Incorporating reforms from the Honest Leadership and Open Government Act of 2007 (HLOGA), Pub. L. 110-81 (2007), Senate Rule 35.2 permits Members, officers, and employees to accept privately-sponsored travel only with the prior written approval of the Committee.

The Committee's approval process is governed by the *Regulations and Guidelines for Privately-Sponsored Travel and Glossary of Terms* (collectively, *Travel Regulations*). The *Travel Regulations* contain detailed requirements regarding who may sponsor travel; time limits for trips; and the type and amount of expenses that can be reimbursed.

Entities that do not retain or employ a lobbyist or foreign agent and all non-profit organizations designated as tax-exempt organizations under § 501(c)(3) of the Internal Revenue Code of 1986, regardless of whether they retain or employ a lobbyist or foreign agent, may sponsor foreign trips for up to seven days. The seven-day limitation means seven 24-hour periods, calculated from the time of arrival in the trip location to the time of departure from the trip location. For such trips, neither lobbyists nor foreign agents may accompany a Senate invitee at any point throughout the trip, other than in a *de minimis* way.⁴ This means that neither lobbyists nor foreign agents may accompany Senate invitees at any point to and from the event, at the event itself, or at the location being visited.⁵

The Committee has determined that § 501(c)(3) non-profit organizations that are classified as private foundations, as opposed to public charities, may not pay for transportation from the United States to a foreign country.⁶ However, JINSA represented to the Committee that it is a § 501(c)(3) public charity, as opposed to a private foundation, pursuant to the Internal Revenue Code.⁷

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of*

⁴ The term "*de minimis*" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 3.

⁵ See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel* at 5; see also *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2-3.

⁶ See 26 U.S.C. § 4941 et seq. Section 501(c)(3) of the Internal Revenue Code broadly defines non-profit, charitable, tax-exempt organizations. These § 501(c)(3) organizations are then further defined or designated as "public charities" and "private foundations."

⁷ 26 U.S.C. § 501(c)(3).

Travel Expenses (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel**.⁸

Consistent with these standards and Committee precedent, JINSA's factual representations, and the guidance contained in this letter regarding extending your trip for a personal purpose, it appears that it is permissible for you to accept necessary expenses from JINSA in connection with this trip, provided that the actual travel and travel-related expenses conform to the information and materials you provided, and the travel and all required documents are disclosed to the Secretary of the Senate (Office of Public Records).

Please be advised that the United States Constitution prohibits the acceptance of any gift, including a meal, from a foreign government without the consent of Congress. In the Foreign Gifts and Decorations Act (FGDA), Congress consented to the acceptance by federal government officials of: (1) gifts of minimal value and (2) travel or the expenses for travel taking place entirely outside the United States, from a foreign government (which includes those acting as a representative or agent of a foreign government).⁹ The Senate has defined minimal value as \$100 or less. Further, pursuant to FGDA, there are certain reporting and procedural requirements that are imposed upon Members, officers, and employees who accept gifts from a foreign government. Please review the Committee's "Dear Colleague" letter of January 11, 2019, setting forth the items to be included in filing that report.

Finally, Senate Rule 34 requires a reporting individual¹⁰ on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$415 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report. I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,



Shannon Hamilton Kopplin
Chief Counsel and Staff Director

Enclosure: Travel Checklist

⁸ Trip extensions for any purpose do not extend this deadline.

⁹ 5 U.S.C. § 7342.

¹⁰ A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$135,468 for CY 2022) or is a political fund designee and is required to file Financial Disclosure Reports.

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United States Senate

SELECT COMMITTEE ON ETHICS

Employee Privately-Sponsored Travel Checklist

Employees must submit their completed Pre-Travel Authorization Package to the Select Committee on Ethics (the Committee) **at least 30 days** prior to the travel departure date. Incomplete Pre-Travel Authorization Packages and Packages submitted later than 30 days prior to the travel departure date will not be considered or approved. All of the forms and materials listed below are available as fillable PDFs on the Committee's website at <http://www.ethics.senate.gov>.

Pre-Travel Authorization

Prior to Submitting a Pre-Travel Authorization Package to the Committee

- ☒ Review Senate Rules and the Committee's Privately-Sponsored Travel Guidelines on the Committee's website.
 - ☒ Ensure your supervising Senator or Officer (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain) has determined the expenses for the trip are necessary and reasonable.
 - ☒ Ensure your supervising Senator or Officer has certified the proposed travel is connected to your official duties and will not create any appearance of a public office being used for private gain.

At Least 30 Days Prior to Travel: Submit Completed Pre-Travel Authorization Package

File with the Select Committee on Ethics in SH-220

- ☒ Complete Employee Pre-Travel Authorization Form (Form RE-1)
 - ☒ Ensure this form is typed and that all of the fields are completed.
 - ☒ Ensure your supervising Senator or Officer has signed this form.
 - ☒ Personally sign this form.
- ☒ Ensure Pre-Travel Authorization Package is complete. A complete Package includes:
 - ☒ Form RE-1
 - ☒ Private sponsor invitation (the formal invitation, letter or e-mail you received from the private sponsor).
 - ☒ Completed and signed Private Sponsor Travel Certification Form (4 page form that includes detailed information about the trip).
 - ☒ All attachments to the Private Sponsor Travel Certification Form
 - ☒ Complete and final itinerary
 - ☒ List of Senate invitees
 - ☒ Any other necessary attachments
- ☒ Retain a copy of your complete Pre-Travel Authorization Package for inclusion in your required post-travel disclosure.

Prior to Traveling: Receive a Letter of Approval from the Committee

- ☒ Obtain a letter from the Committee. You may only accept the trip after receiving a letter from the Committee specifically authorizing your participation in the privately-sponsored travel.

Post-Travel Disclosure

Within 30 Days of Conclusion of Privately-Sponsored Travel: Submit Completed Post-Travel Disclosure Package

File with the Office of Public Records in SH-232

- ☒ Ensure submission of Post-Travel Disclosure Package is timely.
 - ☒ Post-Travel Disclosure Packages must be submitted to the Office of Public Records within 30 days of completion of Privately-Sponsored Travel. Trip extensions for any purpose do not extend this deadline.
- ☒ Complete Employee Post-Travel Disclosure of Expenses Form (Form RE-2)
 - ☒ Ensure this form is typed and that all of the fields are completed.
 - ☒ Ensure your supervising Senator or Officer has signed the form after determining the actual trip expenses were necessary under Senate Rules and the Committee's Privately-Sponsored Travel Guidelines.
 - ☒ Personally sign this form.
- ☐ Ensure Post-Travel Disclosure Package is complete. A complete Package includes:
 - ☒ Form RE-1
 - ☒ Form RE-2
 - ☐ Private sponsor invitation (the formal invitation, letter or e-mail you received from the private sponsor).
 - ☐ Completed and signed Private Sponsor Travel Certification Form (verify with the private sponsor that you have the correct and final version of the form).
 - ☐ All attachments to the Private Sponsor Travel Certification Form
 - ☐ Complete and final itinerary
 - ☐ List of Senate invitees
 - ☐ Any other necessary attachments

Please contact the Committee if you have any questions.

Phone: (202)-224-2981

Fax: (202)-224-7416