

RE-2 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. **This form is a public disclosure. The form and all attachments will be made publicly available.**

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Certification: In compliance with the Regulations Governing Privately Sponsored Travel, Senate Rule 35, and the Honest Leadership and Open Government Act of 2007, I certify that I accepted the following gift of privately sponsored travel:

Private Sponsor(s):

American Israel Education Foundation

Travel Dates:

February 16-22, 2023

Name of accompanying family member (if any):**Relationship to Traveler:****Total Expenses**

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
\$10,061.88	\$1,800.81	\$862.41	\$7,034.37 (see attachment)

I also certify that attached to this form are all required documents for post travel disclosure, including:

- The final **Employee Pre-Travel Authorization** (Form RE-1)
- The final **Private Sponsor Travel Certification Form** with all attachments
- The final invitation
- The final approved itinerary

Finally, I certify that all trip information reflected in the attachments above accurately reflects the travel that I accepted. If there were any changes to the trip after I received approval from the Committee, the changes are described in ATTACHMENT 1.

3/24/23

Date

Jose Juan Villalvazo

Printed Name of Traveler

Jose J. Villalvazo
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.

3/24/23

Date

Signature of Supervising Senator/Officer

ATTACHMENT 1 – CHANGES FROM APPROVED PRE-TRAVEL

Note: Material changes to a trip that occur after the Committee has issued an approval letter may invalidate the Committee's approval. Please contact the Committee with any questions regarding changes to an approved trip.

Were there any changes to the pre-approved travel expenses? (Transportation, Meals, Lodging, Other)?

☒ Yes ☐ No

Expense Change	Revised Amount	Explanation
Transportation	\$10,061.88	See attachment.
Hotels	\$1,800.81	Nominal difference
Meals	\$862.41	Nominal difference
Other costs	\$7,034.37	See attachment.

Were there any changes to the pre-approved itinerary?

☒ Yes ☐ No

Explanation:

Although specific dates and times of programming may change due to the schedules of political leaders and dignitaries, the actual components of the program did not change.

Were there any additional changes to the pre-approved trip?

☒ Yes ☐ No

Explanation:

Although specific dates and times of programming may change due to the schedules of political leaders and dignitaries, the actual components of the program did not change.

Transportation Explanation - Flights for this trip were cancelled by the airline a day before the trip was supposed to depart, so the trip sponsor had to buy last minute replacement tickets.

Other Explanation - The good faith estimate for "Other" costs was projected for 12 items not covered under transportation, lodging, and meals. The trip was originally supposed to have 2 additional participants, so the trip sponsor ended up dividing the other costs among 2 fewer participants than originally planned.

American Israel Education Foundation (AIEF)
Educational Seminar in Israel
Senator Alex Padilla (D-CA)
February 16-22, 2023

Breakdown of Other Costs

Other Cost	Cost per person
Security	\$2,727.20
Speaker Fees	\$1,460.34
Room Rentals and Setup	\$229.53
Hotels for contract staff	\$964.45
Meals for contract staff and guests	\$540.03
Tour Guide/Yad Vashem Guide	\$546.10
Airport Assistance	\$268.52
Photography	\$114.10
Transportation for contract staff & speakers	\$124.34
Misc.	\$52.96
Tips	\$6.82
Total =	\$7,034.37



January 5, 2023

Jose Villalvazo, Defense and Foreign Policy Advisor
The Office of the Honorable Alex Padilla
112 Hart Senate Office Building
Washington, DC 20510

Dear Jose,

On behalf of the American Israel Education Foundation (AIEF), we would like to invite you to participate in an AIEF Israel Seminar February 16-22, 2023.

This seminar will delve into the most exciting and vexing issues facing Israel and the region, among them: the security threats confronting Israel on its Northern and Southern borders; the threat posed by a nuclear Iran; the opportunities presented by recent peace agreements between Israel and a number of Arab states; and the current prospects for peace between Israel and the Palestinians.

Participants will hear a wide array of viewpoints, including discussions with members of the Israeli Knesset and the Palestinian Authority; U.S. government officials; military leaders; heads of non-governmental organizations; and prominent academics and journalists. The program will also include visits to historic and religious sites in Jerusalem and the Galilee.

All trip-related expenses will be paid for by AIEF, and all aspects of the trip will be in full conformity with Senate Ethics rules. AIEF will provide additional information to assure your compliance with ethics rules.

We hope you will be able to join us on what promises to be a rich, insightful, and educational trip. To RSVP, or if you have any questions, please contact our Israel Seminars Director Julie Peretz at (240) 476-2852 or jperetz@aiefdn.org.

Sincerely,

Richard Fishman
Executive Director, AIEF

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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.

1. Sponsor(s) of the trip (please list all sponsors):
American Israel Education Foundation (AIEF)
2. Description of the trip:
Please see addendum
3. Dates of travel: February 16-22, 2023
4. Place of travel: Jerusalem and Tiberias, Israel
5. Name and title of Senate invitees: Sen. Alex Padilla; David Montes, COS; Jose Villalvazo, Policy Advisor
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*).

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. The delegation will have the opportunity to meet with a diverse group of Israelis and see first-hand the outcome of U.S.-Israel strategic cooperation in the region.

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

Please see addendum

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

AIEF grants sponsor innovative programming to educate a wide audience, including college students,

members of Congress and their staff, and political professionals. In addition to educational seminars, AIEF

sponsors leadership trainings and briefings on the Middle East and the U.S.-Israel relationship.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
☒ Good Faith estimate ☐ Actual Amounts	\$7,385.72 breakdown: \$7,000 flight \$342.86 bus \$42.86 taxis	\$1,790 breakdown attached	\$822 breakdown: \$676 Jerusalem \$146 Tiberias	\$4,414.29 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 the Senator and his staff about the U.S.-Israel relationship.

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

Orient (Emek Refaim Street 3, Jerusalem); Gomeh (Migdal Junction, Tiberias)

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

We chose these hotels due to their location and affordability.

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 addendum

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:

round-trip, business class on a commercial airline, chartered bus in Israel

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:

none

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:

Arne Christenson

Name and Title: Arne Christenson, Managing Director

Name of Organization: American Israel Education Foundation (AIEF)

Address: 251 H Street NW, Washington DC, 20001

Telephone Number: (202) 639-5266

Fax Number: n/a

E-mail Address: achristenson@aiefdn.org

**American Israel Education Foundation (AIEF)
Educational Seminar in Israel
Senator Alex Padilla (D-CA)
February 16, 2023 – February 22, 2023**

Final Itinerary

Thursday, February 16, 2023

1:55 PM Train departs Washington, D.C.

4:47 PM Train arrives Newark

8:00 PM El Al #26 departs Newark

Friday, February 17, 2023

PM 1:20 PM El Al #26 arrives at Ben-Gurion Airport
Transfer to Jerusalem
Check in to Orient Hotel

7:45-8:00 PM Depart

8:00-10:00 PM **Pulse of the Nation**
Sabbath dinner with Yaakov Katz
Editor, The Jerusalem Post
-at his home in Jerusalem

10:00 PM Overnight at the Orient Hotel, Jerusalem

Saturday, February 18, 2023

7:15 AM Depart

7:30-9:15 AM **Strategic Survey of Jerusalem Part I: The Holy Basin**

9:15-9:30 AM Return to the hotel

9:30- 10:00 AM Breakfast on own

10:00-11:00 AM **Strategic Regional Overview**
Briefing by Brig. Gen. (Res.) Nitzan Nuriel
Former Director, Counter-Terrorism Bureau at Prime Minister's Office
-at the Orient Hotel

11:00 AM-12:30 PM Depart for Alfei Menashe

En route briefings: *The Jezreel Valley and Upper Galilee*

12:30-1:00 PM **Israel's Narrow Waistline: The Quest for Defensible Borders**
Strategic briefing at Alfei Menashe Overlook

1:00-2:45 PM Depart for lunch

2:45-4:00 PM **An Arab Israeli Perspective**
Lunch with Mohammad Darawshe
Director of Planning, Equality and Shared Society
Givat Haviva Educational Center
-at his home in Iksal

4:00 PM Depart for Merom Golan

6:00- 7:00 PM **Israel's Northern Border Concerns, Part I: Iran Next Door**
Strategic Briefing on the Border with Syria
Cpt. (Res.) Ilan Shulman
Northern Border Expert
- at Merom Golan

7:00-8:00 PM Depart for dinner

8:15-10:00 PM **Activism: A Bridge to Peace**
Dinner with:
▪ Adnan Jaber, Board Member, Tech2Peace
▪ Batsheva Moshe, General Manager, Wix
-at Decks

10:00 PM Overnight at the Gomeh Hotel, Tiberias

Sunday, February 19, 2023

Luggage in the lobby
Check out

7:15-7:45 AM Breakfast on own

8:00-8:30 AM Depart

8:30-9:00 AM **Historic and Religious Significance of the Galilee Region**
Visit to Primacy of Peter

9:00-10:30 AM	Depart for Zarit
10:30-10:55 AM	Northern Border Concerns, Part II: Hezbollah Next Door Strategic Briefing on the border with Lebanon Lt. Col. Sarit Zehavi IDF Intelligence Officer Northern Border -at Zarit
10:55-11:45 AM	Hezbollah Terror Tunnel Briefing by Col. Ittai Bar-Ilan Head of Land System Department, Directorate of Defense Research & Development, Ministry of Defense -at Zarit
11:45 -1:15 PM	Depart for Leshem <i>En route briefings: Jordan: Relations with Israel, and Syrian Refugee Crisis</i>
1:15-3:00 PM	U. S – Israel Missile Defense Cooperation Lunch and discussion with Gidi Weiss Vice President for International Business Development, Rafael -at Leshem
3:00-4:30 PM	Depart to Glilot
4:45 PM	Security check
5:00-6:00 PM	Intelligence Briefing: The Iranian Nuclear and Terror Threat Meeting with David Barnea, Director, Mossad -Mossad Headquarters, Glilot
6:00-7:30 PM	Depart for the Orient Hotel
8:00 PM	Depart for dinner
8:15-10:00 PM	The Abraham Accords: A Changing Middle East Dinner with His Excellency Mohamed Al Khaja United Arab Emirates Ambassador to Israel -at Touro
10:00 PM	Overnight at the Orient Hotel, Jerusalem

Monday, February 20, 2023

8:00-8:30 AM	Breakfast on own
9:00-11:00 AM	The Significance of the Holocaust in Israeli Society Tour Yad Vashem: The World Holocaust Remembrance Center
11:40- 12:40 PM	Understanding the Peace Process Meeting with Dr. Tal Becker Senior Legal Adviser, Ministry of Foreign Affairs -at the Orient Hotel, Wingate Hall
1:15-2:30 PM	The US – Israel Relationship Lunch briefing with the Honorable Thomas Nides U.S. Ambassador to Israel -at the King David hotel
2:50 PM	Depart for Ramallah
5:00-6:00 PM	A View from the Palestinian Authority Meeting with Ziad Abu Amr Deputy Prime Minister/ President's Advisor PLO Executive Committee Member -at his office in Ramallah
6:00 – 7:30 PM	Depart for Jerusalem
7:30- 8:30 PM	A View from the Opposition Meeting with The Honorable Yair Lapid Head of the Opposition, Yesh Atid party -at the Knesset
8:30-9:00 PM	Depart for dinner
9:00-9:45 PM	Reflections on the week Dinner and discussion -at Kinor Bakikar
10:15-11:15 PM	Strategic Survey of Jerusalem Part II: City of David
11:15 PM	Overnight at the Orient Hotel, Jerusalem

Tuesday, February 21, 2023

7:30 AM	Breakfast on own -at the Orient Hotel
8:30-10:15 AM	Depart for the south
10:15-11:30 AM	Israel's Southern Border Concerns: Hamas Next Door Briefing with Colonel (Ret.) Miri Eisin Associate, International Institute for Counterterrorism, Reichman University -at Kibbutz Kfar Azza
11:30-12:15 PM	Life in the Gaza Envelope Meeting with Chen Abrahams Kfar Azza resident -at Kibbutz Kfar Azza
12:15-1:00 PM	The IDF and Israeli Society Lunch with soldiers -at kibbutz dining hall
1:00-2:30 PM	Depart for Jerusalem
3:30-4:00 PM	Depart for Prime Minister's office
4:00- 5:15 PM	A View from the Prime Minister's Office Meeting with the Honorable Benjamin Netanyahu Prime Minister of Israel -at the Prime Minister's Office
5:15 -6:00 PM	Depart for President's Residence
6:15- 7:00 PM	Israeli Democracy in Action Meeting with the Honorable Isaac Herzog President of the State of Israel -at the President's Residence
7:00 PM	Depart for Hotel
7:00-7:30	Luggage in lobby Check out
7:30-7:45 PM	Depart

7:45-9:00 PM **Reflections on the Week**
Closing dinner
-at 1868

9:00 – 9:55 PM Depart for airport

Wednesday, February 22, 2023

12:05 AM El Al #25 departs Tel Aviv

5:05 AM El Al #25 arrives Newark

8:32 AM Train departs Newark

11:33 AM Train arrives Washington, D.C.

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United States Senate

SELECT COMMITTEE ON ETHICS

February 10, 2023

Jose Villalvazo
Office of Senator Alex Padilla
United States Senate
Washington, DC 20510

Dear Mr. Villalvazo:

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 an educational seminar in Jerusalem and Tiberias, Israel, on February 16–22, 2023, sponsored by the American Israel Education Foundation (AIEF). Provided that you adhere to the guidance set forth below, it appears that it is permissible for you to accept necessary expenses from AIEF 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 foreign policy advisor in the Office of Senator Alex Padilla. AIEF invited you to travel to an educational seminar in Jerusalem and Tiberias, Israel, on February 16–22, 2023. AIEF 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. AIEF 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

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

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.

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, AIEF 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 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.**

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).

Consistent with these standards and Committee precedent, AIEF's factual representations, it appears that it is permissible for you to accept necessary expenses from AIEF 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).⁸ 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 individual⁹ on their 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 5 U.S.C. § 7342.

⁹ A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$141,022 for CY 2023) or is a political fund designee and is required to file financial disclosure reports.