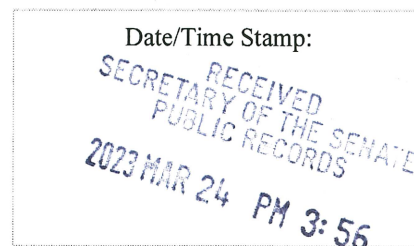


Employee Post-Travel Disclosure of Travel Expenses

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.)

American Israel Education Foundation (AIEF)

Private Sponsor(s) (list all):

Travel date(s): ~~February 18-20, 2023~~ February 18-20, 2023

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	\$7,171.34	\$2,187.84	\$1,024.46	\$2,840.96
☒ 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.): We met with key stakeholders and leaders to examine the issues facing Israel and the region including the security threats

they face, the opportunities that exist with the newly signed Abraham Accords and the prospects for peace with Palestine. (See attachment for full itinerary)

3/21/23
(Date)

Caitlyn Stephenson
(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.

3/21/23
(Date)

(Signature of Supervising Senator/Officer)

**American Israel Education Foundation (AIEF)
Educational Seminar in Israel
U.S. Congressional Chiefs of Staff
February 18, 2023 – February 26, 2023**

Itinerary

Saturday, February 18, 2023

3:55 PM United #84 departs Newark

Sunday, February 19, 2023

9:20 AM United #84 arrives Tel Aviv

9:20-11:45 AM Arrival at Ben-Gurion Airport
Transfer to Jerusalem

12:00-1:00 PM Check in to the Orient Hotel

1:00-2:00 PM **Setting the Stage**
Welcome and Orientation
-at the Orient hotel

2:00-3:00 PM **Pulse of the Nation**
with Matti Friedman,
Author and Journalist
-at the Orient hotel

3:00-3:30 PM Depart for City of David

3:30-6:15 PM **Strategic Survey of Jerusalem – Part I:**
The Historic and Holy Basin and City of David
Guided survey of the Old City of Jerusalem:

- Robinson's Arch
- Western Wall
- Church of the Holy Sepulcher

6:30-7:30 PM Depart for dinner

7:00-8:30 PM **Dinner**
-at Hatzot

8:30 PM Overnight at the Orient Hotel

Monday, February 20, 2023

7:30-8:15 AM Breakfast on own
-at the hotel, main dining hall

8:15-9:15 AM	Israeli Political Primer Meeting with Professor Reuven Hazan Professor of Political Science Hebrew University of Jerusalem
9:15-10:15 AM	Strategic Survey of Jerusalem, Part II: Post-1967 Neighborhood
10:15-10:45 AM	Depart for Yad Vashem
10:45 AM-12:45 PM	Remembering the Victims of the Holocaust Visit to Yad Vashem Holocaust Memorial and Museum
12:45-1:00 PM	Depart for Lunch
1:00-2:00 PM	Lunch at Modern
2:00-2:15 PM	Depart for Knesset
2:30 PM	Security check
2:45 - 5:30 PM	A View from the Knesset Meetings with Members of Knesset and Staff
2:45-3:45 PM	Meeting with Yair Zivan Former Foreign Policy Advisor to Prime Minister Yair Lapid -at the Knesset
3:45-4:15 PM	Meeting with the Honorable Merav Ben Ari Member of Knesset, Yesh Atid party -at the Knesset
4:30-5:30 PM	Tour of Knesset, Plenary
5:30-6:00 PM	Depart for Hotel
6:45-7:45 PM	Israel's International Standing Dinner with Dr. Tal Becker Legal Advisor, Ministry of Foreign Affairs -at the hotel, Wingate hall
8:00-9:30 PM	Dinner -at Lechem Basar
9:30 PM	Overnight at the Orient Hotel Prepare for checkout

Tuesday, February 21, 2023

6:15-7:30 AM	Checkout, bring bags to lobby
7:45-8:30 AM	Breakfast on own - at the hotel, main dining hall
8:30-9:30 AM	Depart for the President's residence
9:00-11:00 AM	A View from the President Tour of the Residence Meeting with Zvi Vapni Senior Foreign Policy Advisor to the President of the State of Israel
11:15 AM-12:15 PM	Understanding Palestinian Politics Conversation with Ibrahim Dalalshe Executive Director, Horizon Center for Political Studies -at the Van Leer Institute
12:15-1:00 PM	Lunch -at the Van Leer Institute
1:00-2:15 PM	Depart for PLO Headquarters
2:15-4:00 PM	A View from the Palestinian Authority Meeting with Hussein Al-Sheikh Secretary General, Executive Committee of the PLO -at his office in Ramallah
4:30-6:00 PM	Depart for Tel Aviv
6:00-6:45 PM	Check in to the Sheraton Hotel
6:45-7:15 PM	Depart for Dinner
7:15-9:15 PM	The Abraham Accords: Israel's Pursuit of Peace Dinner with Ambassador Khaled Yousef Al-Jalahma First Bahraini Ambassador to Israel -at Meat Kitchen
9:15 PM	Overnight at the Sheraton Hotel

Wednesday, February 22, 2023

7:15-8:00 AM	Breakfast on own -at the hotel, main dining hall
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8:30-9:30 AM	Israel's Southern Border Threats Meeting with Lt. Col. (Res.) Jonathan Conricus Former IDF International Spokesperson -at the hotel
9:45-11:00 AM	Depart for the South
11:00 AM-12:15 PM	Israel's Southern Front: Living in the Shadow of Rockets Visit to the Gaza Strip border Meeting with local resident Chen Abrahams -at Kibbutz Kfar Aza
12:15-12:30 PM	Session ends
12:30-1:30 PM	The IDF and Israeli Society Lunch with Soldiers -at Moshav Netiv HaAsara
1:30-2:00 PM	Depart
2:00-2:45 PM	Missile Defense Cooperation: US-Israel Strategic Cooperation Visit Iron Dome battery -at Ibim
2:45-4:45 PM	Depart for hotel
6:00-7:15 PM	Zionism and the Path to Peace Meeting with Dr. Einat Wilf -at the hotel
7:30-7:45 PM	Depart for dinner
8:00-9:45 PM	Israeli Innovation Solving Global Challenges Dinner with Danielle Abraham Executive Director, Volcani International Partnerships -at Goshen
10:00 PM	Overnight at the Sheraton Hotel Prepare for checkout

Thursday, February 23, 2023

7:00-7:30 AM	Checkout Bring bags to lobby
7:00-8:00 AM	Breakfast on own - at the hotel

8:15-9:30 AM	Regional Strategic Threats Briefing with Dr. Jonathan Spyer Analyst, Writer and Journalist -at hotel
9:30-10:15 AM	Depart
10:15-11:00 AM	Israel's Narrow Waistline – Strategic Concerns Briefing at Alfei Menashe
11:00 AM-12:00 PM	Depart for lunch
12:30-2:00 PM	Minority Rights in Israel Lunch with Mohammad Darawshe Director of Planning, Equality and Shared Living Givat Haviva Educational Institute -at Tanduka
2:00-3:30 PM	Depart for Zarit
2:30-3:30 PM	En route briefing: The Jezreel Valley and Upper Galilee
3:30-4:15 PM	Visit to Hezbollah Terror Tunnel -at Zarit
4:15-5:15 PM	Israel's Northern Border Concerns I: Lebanon and Hezbollah Briefing with Colonel (Ret.) Miri Eisen Associate, International Institute for Counterterrorism, Reichman University -at Zarit
5:15-6:30 PM	Depart for hotel
6:30-7:45 PM	Check in, Gomeh hotel
8:00-8:15 PM	Depart for dinner
8:15-10:00 PM	Reflections on the Week Dinner - at Pagoda
10:00 PM	Overnight at Gomeh Prepare for checkout

Friday, February 24, 2023

7:00-8:00 AM	Breakfast on own -at the hotel, main dining hall
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8:00-8:30 AM	Depart
8:30-10:00 AM	Historical Significance of the Sea of Galilee Survey of historical and religious sites around the Sea of Galilee ▪ Mt. of Beatitudes – Sermon on the Mount ▪ Capernaum – Jesus' Village
10:00-10:45 AM	Depart for the Golan Heights
10:45 AM-12:15 PM	Israel's Northern Border Concerns II: Syria Strategic survey of Israel's border with Syria With Capt. (Res.) Ilan Shulman -at Ein Zivan
12:15-1:00 PM	Lunch -at Har Café, Maron Golan
1:00-4:30 PM	Depart for Jerusalem
4:30-6:15 PM	Check in to the Orient Hotel
6:15-7:00 PM	Depart for dinner in Modi'in
7:00-9:30 PM	Reflections on the Sabbath Traditional Sabbath evening dinner With Yossi Garr and Family - at their home in Modi'in
9:30-10:00 PM	Return to Jerusalem
10:00 PM	Overnight at the Orient Hotel

Saturday, February 25, 2023

7:00-7:30 AM	Breakfast on own - at the hotel, Main Dining Hall
7:30-9:00 AM	Depart
7:30 – 8:30 AM	En route briefing: Jericho Road and the E-1 Corridor
9:00- 10:30 AM	History and Geopolitics of the Roman Empire Guided survey of the National Archeological Park at Masada
10:30-11:15 AM	Depart for Dead Sea
11:15 AM-1:00 PM	Exploration of the Dead Sea Region -at Hod hotel

1:00-2:00 PM	Lunch -at Hod hotel
2:00-3:30 PM	Depart for Jerusalem
3:30-6:00 PM	Return to hotel Check out
6:15-7:30 PM	The U.S.-Israel Relationship: Bringing it All Together Closing dinner -at the hotel
7:30-8:30 PM	Depart for Ben Gurion Airport
11:25 PM	United #91 departs Tel Aviv

Sunday, February 26, 2023

4:25 AM	United #91 arrives Newark
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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.

Date/Time Stamp:

Name of Traveler: Caitlyn StephensonEmploying Office/Committee: Office of Senator Gary PetersPrivate Sponsor(s) (list all): American Israel Education Foundation (AIEF)Travel date(s): February 18-26, 2023*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*Destination(s): Jerusalem, Tel Aviv, and Tiberias, Israel

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

The trip will be an opportunity to learn more about Israel a key national security partner as well as build relationship with fellow chief of staffs in the House and Senate.

Name of accompanying family member (if any): N/ARelationship to Employee: ☐ Spouse ☐ Child

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

1/19/23
(Date)Caitlyn Stephenson
(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, Gary Peters hereby authorize Caitlyn Stephenson
(Print Senator's/Officer's Name) (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) ☐

1/19/23
(Date)Gary Peters
(Signature of Supervising Senator/Officer)



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ISRAEL
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FOUNDATION
*The Charitable Organization
Affiliated with AIPAC*

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December 16, 2022

Caitlyn Stephenson, Chief of Staff
The Office of the Honorable Gary Peters

Dear Caitlyn,

On behalf of the American Israel Education Foundation (AIEF), we would like to invite you to participate in a bipartisan AIEF Israel Seminar for senior congressional staff. The trip will depart on Saturday afternoon, February 18, 2023, and return to the United States on Sunday morning, February 26, 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 and House ethics rules. AIEF will provide the forms required to assure your compliance with ethics requirements.

We hope you will be able to join us on what promises to be a rich, insightful, and educational trip. To RSVP, please fill out the Participant Confirmation Form. If you have any questions, please contact Julie Peretz at (240) 476-2852 or jperetz@aiefdn.org.

Sincerely,

Richard Fishman
Executive Director, AIEF

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 18-26, 2023

 4. Place of travel: Jerusalem, Tel Aviv, and Tiberias, Israel

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

 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	\$8,873.68 breakdown: \$8,500 flights \$289.47 bus \$68.42 Syrian border transport \$15.79 taxis	\$2,390 breakdown attached	\$1,170 breakdown: \$676 Jerusalem \$348 Tel Aviv \$146 Tiberias	\$3,921.05 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 Congressional chiefs of staff about the U.S.-Israel relationship.

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

Orient Jerusalem; Sheraton Tel Aviv; Gomeh 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
U.S. Congressional Chiefs of Staff
February 18, 2023 – February 26, 2023

Itinerary

Saturday, February 18, 2023

3:55 PM United #84 departs Newark

Sunday, February 19, 2023

9:20 AM United #84 arrives Tel Aviv

9:20-11:45 AM Arrival at Ben-Gurion Airport
Transfer to Jerusalem

12:00-1:00 PM Check in to the Orient Hotel

1:00-1:30 PM Depart for Lunch

1:30-2:00 PM **Setting the Stage**
Welcome and Orientation
-at the Orient hotel

During the welcome and orientation, staff will lead a discussion about the objectives for the week ahead.

2:00-3:00 PM **Pulse of the Nation**
with Matti Friedman,
Author and Journalist
-at the Orient hotel

Matti Friedman is a renowned reporter with a career that has taken him from Lebanon to Morocco, Cairo, Moscow and Washington, D.C., and to conflicts in Israel in the Caucasus. Mr. Friedman is a dynamic and insightful speaker who provides a journalist's perspective on how Israel's story is told by the international media, and how that media portrayal impacts the stories taking place on the ground.

3:00-3:30 PM Depart for City of David

3:30-6:15 PM **Strategic Survey of Jerusalem – Part I:**
The Historic and Holy Basin and City of David
Guided survey of the Old City of Jerusalem:

- Robinson's Arch
- Western Wall
- Church of the Holy Sepulcher

The Old City of Jerusalem is home to the holiest shrines of the three monotheistic religions, including the Temple Mount, the Church of the Holy Sepulcher, and the Al-Aqsa Mosque. The Holy Basin is the historic

location of Jerusalem and refers to the land surrounding the Old City, including the Mount of Olives, believed to be the departure point for Jesus' final entry into Jerusalem and the cemetery where Jews have been burying their dead for 2,500 years. The Holy Basin also includes the Western Wall, Judaism's holiest site, and the Temple Mount (Haram al-Sharif), sacred ground for Jews, Muslims, and Christians. Control over these sensitive areas remains among the largest disputes in the Middle East. The professionally guided survey will walk through all these sites and others, educating trip participants on their historical impact and their role in today's political discussions.

6:30-7:30 PM	Depart for dinner
7:00-8:30 PM	Dinner -at Hatzot
8:30 PM	Overnight at the Orient Hotel

Monday, February 20, 2023

7:30-8:15 AM	Breakfast on own -at the hotel, main dining hall
8:15-9:15 AM	Israeli Political Primer Meeting with Professor Reuven Hazan Professor of Political Science Hebrew University of Jerusalem

It is critical for trip participants to understand the parliamentary system in Israel. Professor Hazan explains how the parliamentary party system works, how coalitions rise and fall, and how Israeli politics differ from American politics. Since the delegation will be visiting with government officials throughout the week, we believe it's important to provide this overview early in the seminar.

9:30-9:45 AM	Depart for the President's residence
9:45-10:15	Security Check
10:15-11:45 AM	A View from the President Tour of the Residence Meeting with Zvi Vapni Senior Foreign Policy Advisor to the President of the State of Israel
12:00-12:45 PM	Strategic Survey of Jerusalem, Part II: Post-1967 Neighborhood

When Jerusalem was reunified in 1967, following 19 years of division, the State of Israel extended the city's boundaries to include the strategic hills surrounding Jerusalem. These hills served as launching pads between 1948 and 1967 for sniper and mortar attacks on Israeli parts of the city by the Jordanian Army. Since 1967, these hills have become vibrant neighborhoods, fully integrated into the fabric of Jerusalem. It is vital for those discussing the issue of Jerusalem to understand these neighborhoods' strategic importance and their relationship to the areas in the immediate vicinity.

12:45-1:00 PM	Depart for Lunch
1:00-2:00 PM	Lunch at Modern
2:00-2:15 PM	Depart for Knesset
2:30 PM	Security check
3:00-5:15 PM	A View from the Knesset Meetings with Members of Knesset

Israel's parliament consists of 120 members, who reflect a wide range of parties and points of view. During this session, participants will hear from two Knesset members representing the National Unity Party and the Likud Party. They will discuss their party's priorities in the current Knesset, and where they stand on the major issues of the day.

3:00-3:45 PM	Meeting with the Honorable Gadi Eiznkot, National Unity Party -at the Knesset
3:45-4:15 PM	Meeting with the Honorable Amir Ohana, Likud Party -at the Knesset
4:30-5:15 PM	Tour of Knesset, Plenary
5:15 PM	Depart for Hotel
7:30-8:00 PM	Depart for dinner
8:00-9:30 PM	Israel's International Standing Dinner with Dr. Tal Becker Legal Advisor, Ministry of Foreign Affairs -at the hotel, Wingate hall

Since Israel's founding, the Jewish state has sought to reach a just and lasting solution to the Israeli Palestinian conflict. The United States has been closely involved in negotiations between Israel and the Palestinians. Dr. Tal Becker is a senior member of the Israeli peace negotiation team. In this position, he is on the front lines of many of Israel's most pressing diplomatic, legal and policy challenges. He is a veteran negotiator, and key behind the scenes representative, for Israel in a wide variety of contexts. During this session, he will address the prospects for peace in the current political climate. He will also discuss the complex challenges that have prevented a final status agreement thus far.

9:30 PM	Overnight at the Orient Hotel Prepare for checkout
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Tuesday, February 21, 2023

6:15-7:30 AM	Checkout, bring bags to lobby
7:45-8:30 AM	Breakfast on own - at the hotel, main dining hall
8:30-9:00 AM	Depart for Yad Vashem
9:00-10:45 PM	Remembering the Victims of the Holocaust Visit to Yad Vashem Holocaust Memorial and Museum

One cannot understand Israel's worldview without understanding the trauma of the Holocaust. Israelis view threats to its destruction considering the events of the 1930s and 1940s, when the German government's threats to exterminate the Jewish people were not taken seriously by the international community. This museum provides an important reference point as to how Israelis interpret the threat of an Iranian nuclear program and Iranian leaders committed to Israel's destruction. Yad Vashem has become a symbol of the Jewish people and its transformation from total helplessness to self-reliance and strength. Thus, a visit to Yad Vashem provides a historical context for the Jewish state. The museum's professional docent will guide the delegation through the main exhibit hall and the children's memorial.

11:00 AM-12:00 PM	Depart for PLO Headquarters
12:15-1:15 PM	A View from the Palestinian Authority Meeting with Osama Qawasma Member of National Council of PLO, Official Spokesman of Fatah - at the PLO Headquarters

During each seminar, we invite a representative of the Palestinian Authority to address the group. Osama Qawasma will present the current state of Palestinian Authority Affairs, including the Palestinian perspective on the issues of the day, as well as relations with Israel and prospects for peace.

1:15-1:45 PM	Depart for lunch
1:45-2:15 PM	Lunch -at Hummus Yali
2:15-4:15 PM	Depart for Tel Aviv
4:30-5:45 PM	Check in to the Sheraton Hotel
5:45-6:45 PM	The Regional Threats from Iran Meeting with Sima Shine Head of Iran program, Institute for National Security Studies (INSS) - at the hotel, Gallery Hall

To understand the strategic threats facing Israel, participants must understand the unique situation facing Israel at the borders with the Gaza Strip, Lebanon, and Syria, all Iranian proxies. This briefing will provide an overview of each border, as well as the malign activity from Iran contributing to unrest in the region.

6:45-7:15 PM Depart for Dinner

7:15-9:15 PM **Israel's Humanitarian Efforts Around the World**

Dinner with:

- Danielle Abraham
Executive Director, Volcani International Partnerships
 - Inna Braverman
CEO, EcoWave Power
 - Jacob Sztokman
Founding Director, Gabriel Project Mumbai
- at Darya

One of the major tenet's of Judaism is "Tikkun Olam", to "repair the world". This dinner will focus on representatives from organizations seeking to make the world a better place in various sectors. This evening will be a dinner discussion with entrepreneurs representing Israeli innovation and ingenuity that has had enormous impact both in Israel and abroad. The delegation will be meeting with innovators that are global leaders in agriculture, green energy, and humanitarian aid.

9:15 PM Overnight at the Sheraton Hotel

Wednesday, February 22, 2023

7:15-8:00 AM Breakfast on own
-at the hotel, main dining hall

8:00-9:15 AM Depart for Ashkelon

9:15-10:30 AM **Israel's Southern Threats**
Meeting with Lt. Col. (Res.) Jonathan Conricus
Former IDF International Spokesperson
-at Workplace Ashkelon

10:45-11:00 AM Depart for Moshav Netiv HaAsara

11:00 AM-12:15 PM **Israel's Southern Front: Living in the Shadow of Rockets**
Visit to the Gaza Strip border
Meeting with local resident Roni Keidar
-at Moshav Netiv HaAsara

Participants will visit the border between Israel and the Gaza Strip and learn about the unique challenges faced by this area. Since 2001, Israeli communities bordering the Gaza Strip have been living under the threat of rocket fire, Since the Israeli withdrawal from the Gaza Strip in 2005 and the Hamas takeover of the Gaza Strip in 2007, the volume, range and accuracy of the rockets has only increased. More recently, Hamas has built dozens of terror tunnels to attack Israeli civilians. The delegation will meet with locals to

better understand the reality of living kilometers from Israel's border with Gaza, and how communities have sought to cope, both physically and psychologically.

12:15-12:30 PM Session ends

12:30-1:30 PM **The IDF and Israeli Society**
Lunch with Soldiers
-at Moshav Netiv HaAsara

In Israel, military service is mandatory for everyone over the age of 18, with several exceptions. Most Israelis join the army right after high school and serve for three years. As such, the Israel Defense Force (IDF) is an integral part of the fabric of Israeli society. During this lunch, participants will have the chance to meet with several soldiers serving in the southern region and hear about their experiences in the army. They will discuss the values of the Israel Defense Forces – known as Ruach Tzahal (literally “The Spirit of the IDF”). This overarching ethical code, and the guidelines and operation resulting from it, shape the mode of action applied by all IDF soldiers and units, both in peace and at war. During basic training, every IDF soldier studies and analyzes the code of ethics together with their commanders. It is customary for a framed copy of the code to be hung in every commander's office as a constant reminder of the IDF's values and guidelines.

1:30-2:00 PM Depart

2:00-2:45 PM **Missile Defense Cooperation: US-Israel Strategic Cooperation**
Visit Iron Dome battery
-at Ibim

More than a decade ago, Israel developed Iron Dome to protect its citizens from persistent and increasingly dangerous rockets fired by Iranian-backed terrorists. Since being deployed, Iron Dome has intercepted more than 90 percent of the rockets it has targeted—preventing war, saving countless lives, and reducing physical and psychological damage. Leaders in Congress have recognized the importance of Israel's missile defense system and have allocated more than \$1.6 billion for this technology. Participants will have the opportunity to visit an Iron Dome site and speak with the soldiers responsible for its operation.

2:45-4:45 PM Depart for hotel

4:45-7:00 PM Break

7:00-7:30 PM Depart for dinner

7:30-10:00 PM **Creating Israeli Policy**
Dinner with parliamentary Chiefs of Staff
-at the Knesset

During this dinner the participants will have the opportunity to hear from their counterparts in Israel – staffers serving different members of the Israeli Knesset. The discussion will explore the difference between the American and Israeli political systems; the role of political staffers; and the views of the various Knesset members they serve on current issues affecting the region.

10:00 PM Overnight at the Sheraton Hotel
Prepare for checkout

Thursday, February 23, 2023

7:00-7:30 AM Checkout
Bring bags to lobby

7:00-8:00 AM Breakfast on own
- at the hotel

8:15-9:30 AM **Regional Strategic Threats**
Briefing with Brig.-Gen. (Res.) Nitzan Nuriel
Former Director of the Counter Terrorism Bureau, Prime Minister's Office
-at hotel, Studio 5

In order to understand the strategic threats facing Israel, participants must understand the unique situation facing Israel at the borders with the Gaza Strip, Lebanon, and Syria, all Iranian proxies. This briefing will provide an overview of each border, as well as the malign activity from Iran contributing to unrest in the region.

9:45-10:45 AM Depart

10:45-11:30 AM **Israel's Narrow Waistline – Strategic Concerns**
Briefing at Alfei Menashe

Alfei Menashe is a Jewish community located on the western edge of the West Bank. Less than 10 miles from the Mediterranean Sea, Alfei Menashe provides a unique vantage point to discuss Israeli settlement policy, the routing of the security barrier, as well as Israel's narrow waistline. The sliver of Israeli land west of the West Bank is often referred to as the Hadera-Gadera rectangle, with the city of Hadera denoting the northern point, and the city of Gadera the southern point. The Hadera-Gadera rectangle is home to over 50 percent of Israel's population, as well as civilian infrastructure. The area is also home to Israel's "Silicon Valley", as well as Ben Gurion international airport. The discussion at Alfei Menashe will allow participants to see firsthand the proximity of Jewish and Arab neighborhoods in both Israel and the West Bank; as well as the strategic threats faced by the Israeli population living in Israel's narrow waistline.

11:30 AM-12:30 PM Depart for lunch

12:30-2:00 PM **Minority Rights in Israel**
Lunch with Mohammad Darawshe
Director of Planning, Equality and Shared Living
Givat Haviva Educational Institute
-at the hotel, Studio 5

Approximately 22% of Israeli residents are part of the non-Jewish minority, which includes, among others, Muslims, Christians, and Druze. As a liberal, democratic state, Israel is rooted in liberty, the rule of law, free and fair elections, and full civil rights for all citizens. Our speaker, Mohammad Darawshe is currently

the director of planning, equality, and shared living at Givat Haviva Educational Institute –a non-profit organization founded in 1949 as the national education center of the Kibbutz Federation in Israel. His focus throughout his career is promoting coexistence and quality among Israel's Jewish and Arab-Palestinians citizens. He will discuss the current challenges facing minority groups in Israel, as well as ways the government of Israel and NGOs seek to address these challenges.

2:00-3:30 PM Depart for Zarit

2:30-3:30 PM En route briefing: **The Jezreel Valley and Upper Galilee**

Our tour guide will spend an hour during the drive from Israel's center to the north to provide the delegation a briefing on the Jezreel Valley and the Upper Galilee and the challenges facing these regions of the country. For thousands of years, the Jezreel Valley served as a land bridge linking Africa, Asia, and Europe, and serving as a thoroughfare for ancient caravans and, more frequently, armies. In 1948, following Israel's establishment, the combined forces of Iraq and Jordan attempted unsuccessfully to capture the valley to split the just-born Israel into two parts. In the early 20th century, after decades of neglect, Jewish pioneers drained the swamps in the valley, transforming this region into Israel's "breadbasket" known for wheat, cotton, sunflowers, and fishponds. The Jezreel Valley is also home to historical and biblical sites including Tel Megiddo and Nazareth.

Today it is an important symbol of Israel's complex and diverse political reality. The Jezreel Valley, together with the areas of the Lower and Upper Galilee, is home to the majority of Israel's Arab citizens. A survey of this area provides an opportunity to discuss and learn about Israel's Arab citizens – 20 percent of the population – each of which has full democratic, social and welfare rights, the right to vote and serve in the Knesset, and the opportunity to serve on Israel's Supreme Court.

The Upper Galilee is home to the largest variety of ethnic communities in Israel including Druze, Circassian, Arab Muslim and Arab Christian villages. The Galilee is also home to ancient Jewish and Christian holy sites that provide additional historical and political context to regional tensions. Just as in the case of the Jezreel Valley, the area illustrates the role of minorities in Israel. At the same time, the Upper Galilee is home to some of the most prominent industrial hubs.

3:30-4:15 PM **Visit to Hezbollah Terror Tunnel**
-at Zarit

Virtually all southern Lebanon is a maze of underground bunkers, rocket-launching sites, and interconnected tunnels built by the Iranian-backed Hezbollah terrorist organization. Hezbollah is the most powerful terrorist organization in the world, stronger than most national armies. They receive around \$700 million annually from Iran, along with advanced weapons, training, and political support. During this visit, the delegation will have the opportunity to go into a Hezbollah tunnel discovered by the Israel Defense Forces (IDF), to see firsthand the threat this terrorist army poses to Israel and the region. Hezbollah has created a network of tunnels hundreds of kilometers long to enable terrorists to stage an infiltration attack on military and civilian targets in northern Israel. The IDF conducted Operation Northern Shield between December 2018 and January 2019, to locate and destroy the tunnels. In January 2020, the IDF began installing a series of underground sensors along the northern border to detect any new subterranean tunnels being dug into Israeli territory from Lebanon. Participants will hear from an IDF officer who will guide them through the opening of the tunnel and share the anti-tunneling technology Israel is using to detect new tunnels.

4:15-5:15 PM **Israel's Northern Border Concerns I: Lebanon and Hezbollah**
 Briefing with Colonel (Ret.) Miri Eisen
 Associate, International Institute for Counterterrorism, Reichman University
 -at Zarit

Col. (Res.) Miri Eisen speaks on regional geo-politics and security related issues in the media worldwide. Col. Eisen served in the Israeli intelligence community and retired from active duty at the rank of full colonel in 2004. Over her twenty-year career in the military, she served as the deputy head of the combat intelligence corps, the personal assistant to the Director of Military intelligence and as the intelligence officer in combat units and research departments. During this session she will provide an overview of the challenges faced by Israel on their border with Lebanon, including the threat of terrorist group Hezbollah.

5:15-6:30 PM Depart for hotel

6:30-7:45 PM Check in, Gomeh hotel

8:00-8:15 PM Depart for dinner

8:15-10:00 PM **Reflections on the Week**
 Dinner
 - at Pagoda

We will use this dinner as an opportunity to discuss the speakers and topics we have been exposed to thus far. We have found giving our participants an opportunity to reflect on the topics and perspectives presented to them assists in their ability to understand Israel's complexities

10:00 PM Overnight at Gomeh
 Prepare for checkout

Friday, February 24, 2023

7:00-8:00 AM Breakfast on own
 -at the hotel, main dining hall

8:00-8:30 AM Depart

8:30-10:00 AM **Historical Significance of the Sea of Galilee**
 Survey of historical and religious sites around the Sea of Galilee
 ▪ Mt. of Beatitudes – Sermon on the Mount
 ▪ Capernaum – Jesus' Village

As part of the seminar's focus on the complex religious fabric of Israeli society, the delegation will be visiting several of the most sacred sites for Christians in the Holy Land. Included is a guided survey and discussion of some of the most important events in the life of Jesus by the Sea of Galilee. Just as strategic surveys in Jerusalem focused on Jewish, Muslim, and Christian history and claims to the land, the site visits to the Christian sites help provide context for the competing religious narratives for the land of Israel. For example, we will be visiting the Mount of Beatitudes, where Jesus delivered the Sermon on the Mount,

the most studied and read speech of any religion in history. Our guide will also lead a discussion through Capernaum, the site of Jesus' ministry in the Galilee.

10:00-10:45 AM Depart for the Golan Heights

10:45 AM-12:15 PM **Israel's Northern Border Concerns II: Syria**
Strategic survey of Israel's border with Syria
With Capt. (Res.) Ilan Shulman
-at Ein Zivan

Captain (Res.) Ilan Shulman, a disabled IDF veteran, divides his time guiding geopolitical tours on the Galilee and Golan Heights, lecturing to students, giving geo-political briefings for delegations through various Israeli foreign ministry programs, and fulfilling his IDF reserve duties in the Northern Command's intelligence unit. Shulman was raised in Kibbutz Merom Golan near Israel's border with Syria, where one of his favorite jobs was herding the kibbutz cattle. Shulman served in the IDF's paratrooper's unit, rising to the position of company commander. He holds a BA in Israel and Middle East Studies. During this session he will take participants to the border between Israel and Syria and provide an overview of the Syrian civil war.

12:15-1:00 PM **Lunch**
-at Har Café, Maron Golan

1:00-4:30 PM Depart for Jerusalem

4:30-6:15 PM Check in to the Orient Hotel

6:15-7:00 PM Depart for dinner in Modi'in

7:00-9:30 PM **Reflections on the Sabbath**
Traditional Sabbath evening dinner
With Yossi Garr and Family
- at their home in Modi'in

Israel, the only Jewish country in the world, boasts the unique tradition of honoring the Jewish Sabbath from Friday sundown until Saturday sundown. 80 percent of the Israeli population will commemorate the Sabbath, in various forms, which typically include a family dinner and special blessings. During this dinner, participants will have the opportunity to learn about the Jewish nature of the state, and discuss the centrality of the Sabbath to Jewish identity.

9:30-10:00 PM Return to Jerusalem

10:00 PM Overnight at the Orient Hotel

Saturday, February 25, 2023

7:00-7:30 AM Breakfast on own
- at the hotel, Main Dining Hall

7:30-9:00 AM Depart

7:30 – 8:30 AM En route briefing: **Jericho Road and the E-1 Corridor**

Our tour guide will spend approximately one hour on the drive from Jerusalem to Masada – including Jericho Road – to discuss the strategic importance of the area east of Jerusalem. In 1948 and in 1967, the Jordanian army attacked Jerusalem from the east – the 1948 attack resulted in the city's division that lasted until 1967. Since then, Israel has established the City of Ma'ale Adumim east of Jerusalem, today home to some 40,000 residents. To the Palestinians, however, Ma'ale Adumim is the largest settlement on the West Bank. When Israel attempted to expand Ma'ale Adumim's boundary, into an area known as "E-1", the U.S. State Department stepped in and asked that no construction take place there. The issue needs to be examined with those discussing the future of Jerusalem in the context of the Israeli - Palestinian negotiations.

9:00- 10:30 AM **History and Geopolitics of the Roman Empire**
Guided survey of the National Archeological Park at Masada

Masada, which was excavated in the 1960s, is considered one of the most important archeological sites in Israel, indeed in the whole world. Masada was the site of the last stand of the Jews in Israel after the Romans destroyed Jerusalem and the Holy Temple in 70 A.D. A group of Jewish zealots fled to the Judean Desert and lived in the former mountaintop fortress of King Herod known as Masada for two years resisting the onslaught of the most powerful army in the world. Determined to break the resistance, the Romans finally scaled the mountain to capture and enslave the Jewish rebels. However, when they finally arrived, they found that all the men, women and children had killed themselves as a last act of defiance. The delegation will visit the magnificent ancient excavations; learn the narrative of Jewish resistance to the Romans backed by the archeological and historical evidence; and discuss the importance of the Masada story to the contemporary Middle East and the threats in the region

10:30-11:15 AM Depart for Dead Sea

11:15 AM-1:00 PM **Exploration of the Dead Sea Region**
-at Hod hotel

During our drive to and from the Dead Sea area, as well as during our visit to the Dead Sea, our tour guide will discuss a variety of issues integral to understanding this desert region, and relations with both the Palestinians and Jordanians. For decades, Israel has been developing the agricultural potential of the desert. While the Middle East is suffering from water shortages, Israel, through modern technology and water conservation policies, including the recycling of over 80 percent of water used for domestic purposes and transferring it to agriculture, has literally "made the desert bloom." The key regional players also face serious environmental issues in the Dead Sea region. One of the major environmental concerns is the receding of the Dead Sea and the appearance of sinkholes, which cause the earth above to collapse. Roads, fields, and buildings have collapsed due to this phenomenon, and experts are concerned the tourist infrastructure along the Jordanian and Israeli shores of the Dead Sea are in danger. This issue has led to unprecedented cooperation between Israelis, Jordanians and Palestinians and serves as a model for regional cooperation.

1:00-2:00 PM **Lunch**
-at Hod hotel

2:00-3:30 PM	Depart for Jerusalem
3:30-6:00 PM	Return to hotel Check out
6:15-7:30 PM	The U.S.-Israel Relationship: Bringing it All Together Closing dinner -at the hotel

The closing dinner provides an opportunity for participants to process the scope of the week, from the religious center of the Judeo-Christian world in Jerusalem, to the bustling economic powerhouse of Tel Aviv; from the conflict plagued northern borders with Syria and Lebanon, to the environmental and geographical wonders of the Negev desert and the Dead Sea. We will process the range of topics explored, including the U.S.-Israel strategic partnership, prospects for Arab-Israeli peace, the experience of minorities in Israel, as well as greater existential threats throughout the region. Participants will also have the opportunity to share their takeaways, and ask any lingering questions that weren't covered during the week.

7:30-8:30 PM	Depart for Ben Gurion Airport
11:25 PM	United #91 departs Tel Aviv

Saturday, February 25, 2023

4:25 AM	United #91 arrives Newark
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**American Israel Education Foundation (AIEF)
Educational Seminar in Israel
Chiefs of Staff
February 18-26, 2023**

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 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.

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.

5. Senate Invitees

- 1) Doug Davis, Chief of Staff, Sen. Cindy Hyde-Smith (R-MS)
- 2) Elizabeth Falcone, Chief of Staff, Sen. Mark Warner (D-VA)
- 3) Allison Herwitt, Chief of Staff, Sen. Christopher Murphy (D-CT)
- 4) Liz Johnson, Chief of Staff, Sen. Mitt Romney (R-UT)
- 5) Caitlyn Stephenson, Chief of Staff, Sen. Gary Peters (D-MI)

14. Sponsoring Congressional Trips

Founded in 1988, the American Israel Education Foundation (AIEF) funds Israel Seminars for members of Congress, Capitol Hill staffers, state and local officials, and other political influentials. 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 seminar with Senate staff participation was a staff trip including a Senate staff person, September 3-11, 2022.

16. Expenses**Lodging Expenses – Breakdown**

Date	Hotel	Cost per night
February 19, 2023	Orient Jerusalem early check in (group arrives at 9 am)	\$166.00
February 19, 2023	Orient Jerusalem	\$332.00
February 20, 2023	Orient Jerusalem	\$332.00
February 21, 2023	Sheraton Tel Aviv	\$311.00
February 22, 2023	Sheraton Tel Aviv	\$311.00
February 23, 2023	Gomeh Tiberias	\$263.00
February 24, 2023	Orient Jerusalem	\$450.00
February 25, 2023	Orient Jerusalem - late check out	\$225.00
	Total =	\$2,390.00

Other Expenses – Breakdown

Other Cost	Cost per person
Security	\$1,210.53
Speaker Fees	\$789.47
Room Rentals and Setup (Mics)	\$526.32
Hotels for contract staff	\$368.42
Meals for contract staff and guests	\$315.79
Tour Guide / Yad Vashem Guide	\$236.84
Security / West Bank	\$184.21
Transportation for contract staff & speakers	\$105.26
Airport Assistance	\$63.16
Entrance Fees	\$47.37
Photography	\$36.84
Misc.	\$26.32
Tips	\$10.53
Total =	\$3,921.05

21. Per Diem

The room rate is below the foreign per diem in Jerusalem, Tel Aviv and Tiberias, except for Friday night. The room rate is \$30 over the per diem in Jerusalem on Friday night only. Hotels in Jerusalem are completely booked due to the influx of visitors this year; additionally, hotels charge a premium on Friday night, which is the Jewish Sabbath. The rate also includes approximately \$30 for breakfast. Meal expenses are equal to the foreign per diem rate 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.

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

BRIAN SCHATZ, HAWAII
JEANNE SHAHEEN, NEW HAMPSHIRE

JAMES E. RISCH, IDAHO
DEB FISCHER, NEBRASKA

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United States Senate

SELECT COMMITTEE ON ETHICS

February 14, 2023

Caitlyn Stephenson
Office of Senator Gary C. Peters
United States Senate
Washington, DC 20510

Dear Ms. Stephenson:

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, Tel Aviv, and Tiberias, Israel, on February 18–26, 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 the Chief of Staff in the Office of Senator Gary C. Peters. AIEF invited you to travel to an educational seminar in Jerusalem, Tel Aviv, and Tiberias, Israel, on February 18–26, 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.