

Original  Amendment

U.S. House of Representatives  
Committee on Ethics

LEGISLATIVE RESOURCE CENTER  
2013 AUG 30 AM 11:23  
OFFICE OF THE CLERK  
U.S. HOUSE OF REPRESENTATIVES

MEMBER / OFFICER POST-TRAVEL DISCLOSURE FORM

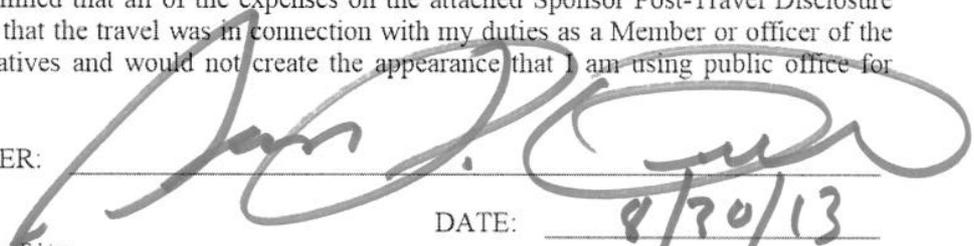
This form is for disclosing the receipt of travel expenses from a private source for travel taken in connection with a Member or officer's official duties. This form does not eliminate the need to report privately-funded travel on the Member or officer's annual Financial Disclosure Statement. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, B-106 Cannon House Office Building, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: Sean P. Duffy
2. a. Name of accompanying relative: Rachel Duffy *or* None   
 b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates of departure and return: Departure: 8/5/13 Return: 8/12/13  
 b. Dates at personal expense: \_\_\_\_\_ *or* None
4. Departure city: MSP Destination: Israel Return city: MSP
5. Sponsor(s) (who paid for the trip): Jewish Community Relations Council
6. Describe meetings and events attended (attach additional pages if necessary):  
Itinerary attached.
7. Attached to this form are EACH of the following (signify that each item is attached by checking the corresponding box):
  - a.  a completed Sponsor Post-Travel Disclosure Form;
  - b.  the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms;
  - c.  page 2 of the completed Traveler Form submitted by the Member or officer; *and*
  - d.  the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the sponsor's agenda. (Signify that statement is true by checking box):   
 b. If not, explain: \_\_\_\_\_

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge. I have determined that all of the expenses on the attached Sponsor Post-Travel Disclosure Form were necessary and that the travel was in connection with my duties as a Member or officer of the U.S. House of Representatives and would not create the appearance that I am using public office for private gain.

SIGNATURE OF MEMBER:



DATE: 8/30/13

Version date 2/2013 by Committee on Ethics

**U.S. House of Representatives  
Committee on Ethics**

**SPONSOR POST-TRAVEL DISCLOSURE FORM**

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. *A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return.* You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

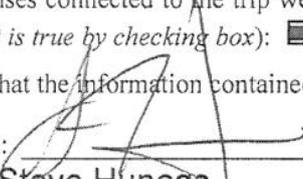
**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

1. Sponsor(s) (who paid for the trip): Jewish Community Relations Council of Minnesota and the Dakotas
2. Travel Destination(s): Israel
3. Date of Departure: 8/5/13 Date of Return: 8/12/13
4. Name(s) of Traveler(s): Rep. Sean Duffy  
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)
5. **Actual amount** of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)
Traveler	4903.97	2400	1066.66	200 - Speaker fees
Accompanying Relative	4903.97	-	1066.66	200 - Speaker Fees

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. (Signify statement is true by checking box):

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

Signature: 

Name: Steve Hunegs Title: JCRC Executive Director

Organization: JCRC of Minnesota & the Dakotas

I am an officer of the above-named organization (signify statement is true by checking box):

Address: 12 N. 12th Street Suite 480

Minneapolis, MN 55403

Telephone number: 612-3387816

Email Address: steve@minndakjrc.org

*Committee staff may contact the above-named individual if additional information is required.*

If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7103.



U.S. House of Representatives  
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Sean P. Duffy
2. Sponsor(s) (who will be paying for the trip): The Jewish Community Relations Council of Minnesota + the Dakotas.
3. Travel destination(s): Tel Aviv, Israel
4. a. Date of departure 8/5/13 Date of return: 8/12/13  
b. Will you be extending the trip at your personal expense?  Yes  No  
If yes, dates at personal expense: \_\_\_\_\_
5. a. Will you be accompanied by a relative at the sponsor's expense?  Yes  No  
b. If yes:  
(1) Name of accompanying relative: Rachel Campos-Duffy  
(2) Relationship to traveler:  Spouse  Child  Other (specify): \_\_\_\_\_  
(3) Accompanying relative is at least 18 years of age:  Yes  No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)?  Yes  No  
b. If yes, explain why the second night of lodging is warranted:  
\_\_\_\_\_  
\_\_\_\_\_

7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms:  Yes  No  
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.

8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.

One of the roles of the JCRJ is Israel advocacy. There is no place where one can experience & understand Israel, better than Israel.

9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip?  Yes  No

10. FOR STAFF TRAVELERS:

TO BE COMPLETED BY YOUR EMPLOYING MEMBER:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Employing Member

U.S. House of Representatives  
Committee on Ethics

PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site ([ethics.house.gov](http://ethics.house.gov)) provides detailed instructions for filling out the form.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.**

1. Sponsor (who will be paying for the trip): \_\_\_\_\_  
The Jewish Community Relations Council of Minnesota and the Dakotas (JCRC)
2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (signify that the statement is true by checking box):
3. Check only one: I represent that:
  - a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip  or
  - b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds  or.
  - c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.   
If "c" is checked, list the names of the additional sponsors: \_\_\_\_\_
4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):  
See Addendum
5. Is travel being offered to an accompanying relative of the House invitee(s)?  Yes  No
6. Date of departure: 8/5/13 Date of return: 8/12/13
7. a. City of departure: Washington DC  
b. Destination(s): Tel Aviv, Israel  
c. City of return: Washington DC
8. I represent that (check one of the following):
  - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965:  or
  - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent:  or
  - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.
9. Check one of the following:
  - a. I checked 8(a) or (b) above:
  - b. I checked 8(c) above but am not offering any lodging:
  - c. I checked 8(c) above and am offering lodging and meals for one night:  or
  - d. I checked 8(c) above and am offering lodging and meals for two nights:   
If "d" is checked, explain why the second night of lodging is warranted: \_\_\_\_\_

10. Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees) (indicate agenda is attached by checking box):
11. Check one:
- a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify that the statement is true by checking box):  *or*
- b. N/A – trip sponsor is a U.S. institution of higher education.
12. For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:
- Daniel N. Rosen (Attorney at Parker Rosen Law Firm and former JCRC board member) will be participating on the trip and has assisted in the planning of the trip.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

13. Answer parts a and b. Answer part c if necessary.
- a. Mode of travel: Air  Rail  Bus  Car  Other  (Specify: \_\_\_\_\_)
- b. Class of travel: Coach  Business  First  Charter  Other  (Specify: \_\_\_\_\_)
- c. If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:
- \_\_\_\_\_
- \_\_\_\_\_

14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (signify that the statement is true by checking box):

15. I represent that either (check one of the following):
- a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees:  *or*
- b. The trip involves events that are arranged specifically *with regard* to congressional participation:
- If "b" is checked:
- 1) Detail the cost per day of meals (approximate cost may be provided): \_\_\_\_\_
- \$100.00
- 2) Provide reason for selecting the location of the event or trip: \_\_\_\_\_
- One of the roles of the JCRC is Israel advocacy. There is no place where one can experience and understand Israel better than in Israel.
- \_\_\_\_\_
- \_\_\_\_\_

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel name: King David Hotel City: Jerusalem Cost per night: 300.00
- Reason(s) for selecting: The King David Hotel is often used by visiting diplomats and other government officials in Israel. It provides a convenient location in Jerusalem.
- Hotel name: \_\_\_\_\_ City: \_\_\_\_\_ Cost per night: \_\_\_\_\_
- Reason(s) for selecting: \_\_\_\_\_
- Hotel name: \_\_\_\_\_ City: \_\_\_\_\_ Cost per night: \_\_\_\_\_
- Reason(s) for selecting: \_\_\_\_\_

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box):

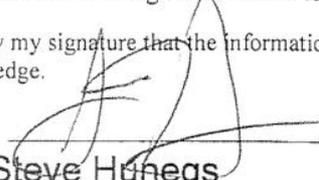
18. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	\$3000	2400	800
For each accompanying relative	\$3000	2400	800

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee		
For each accompanying relative		

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

19. Check one:  
 a. I certify that I am an officer of the organization listed below.  *or*  
 b. N/A – sponsor is an individual or a U.S. institution of higher education.
20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.
21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature:   
 Name: Steve Hinegs  
 Title: Executive Director  
 Organization: Jewish Community Relations Council of Minnesota and the Dakotas  
 Address: 12 N. 12th St. Minneapolis, MN 55403  
 Telephone number: 612-338-7816  
 Email address: steve@minndakjrc.org

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics  
 U.S. House of Representatives  
 1015 Longworth House Office Building  
 Washington, DC 20515  
 (202) 225-7103 (phone)  
 (202) 225-7392 (general fax)

US House of Representatives Committee on Ethics  
Primary Trip Sponsor Form  
**Addendum**

**Question 4.** Rep. Sean Duffy, Rep. Kristi Noem and Rep. Jim Sensenbrenner. There is great community interest in taking a trip to Israel with Representatives Duffy, Noem and Sensenbrenner in an effort to better understand the Israeli economy, security situation and US – Israel Relations.

K. Michael Conaway, Texas  
*Chairman*  
Linda T. Sánchez, California  
*Ranking Member*

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ONE HUNDRED THIRTEENTH CONGRESS

## U.S. House of Representatives

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*Counsel to the Ranking Member*

1015 Longworth House Office Building  
Washington, D.C. 20515-6328  
Telephone: (202) 225-7103  
Facsimile: (202) 225-7392

July 23, 2013

The Honorable Sean P. Duffy  
U.S. House of Representatives  
1208 Longworth House Office Building  
Washington, DC 20515

Dear Colleague:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your and your spouse's proposed trip to Israel, scheduled for August 5 to 12, 2013, sponsored by the Jewish Community Relations Council of Minnesota and the Dakotas, and the Minneapolis Jewish Federation Jewish Community Foundation.

Committee travel regulations require that, for any trip leaving on or after April 1, 2013, you submit your complete pre-trip approval request to the Committee at least 30 days before the commencement of the trip or it will not be granted. Despite your failure to do so in this instance, given the newness of the rule, we are approving your current request. However, any future requests should adhere to the 30-day requirement.

Because the trip will involve meetings with foreign government representatives, we note that House Members may accept, under the Foreign Gifts and Decorations Act, gifts "of minimal value [currently \$350] tendered as a souvenir or mark of courtesy" by a foreign government. Any tangible gifts valued in excess of \$350 received from a foreign government must, within 60 days of acceptance, be disclosed on a Form for Disclosing Gifts from Foreign Governments and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

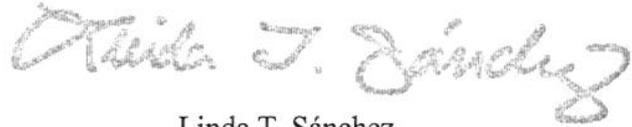
You must complete a Member/Officer Post-Travel Disclosure Form and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. You must also report all travel expenses totaling more than \$350 from a single source on Schedule VII of your annual Financial Disclosure Statement.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

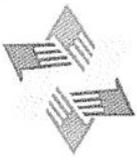
Handwritten signature of K. Michael Conaway in cursive, with the initials "M.C." written below it.

K. Michael Conaway  
Chairman

Handwritten signature of Linda T. Sanchez in cursive.

Linda T. Sanchez  
Ranking Member

KMC/LTS:wfs



JEWISH COMMUNITY  
RELATIONS COUNCIL  
MINNESOTA & THE DAKOTAS

12 North 12th St., Suite 480  
Minneapolis, MN 55403  
Tel: 612.338.7816  
Fax: 612.349.6569  
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JEWISH COMMUNITY RELATIONS COUNCIL  
OF MINNESOTA AND THE DAKOTAS  
2013 CONGRESSIONAL ISRAEL EDUCATION PROGRAM IN ISRAEL

ITINERARY

(This itinerary is subject to change)

Monday, August 5, 2013:	DEPART United States (each participant from his or her home city)
Tuesday, August 6:	Arrive Ben-Gurion International Airport in late-afternoon Transfer to King David Hotel, Jerusalem Time for individual participants to rest, refresh and prepare for evening programming Presentation on general history of Jerusalem at King David Hotel Dinner, with speaker on history of Jerusalem, at Jerusalem restaurant Free evening in Jerusalem
Wednesday, August 7:	Breakfast at hotel Speaker on current political issues facing Israel (hotel conference room) Tour of Old City of Jerusalem Jewish Quarter Western Wall Underground Western Wall excavations Southern Wall excavations City of David excavations Lunch at Old City cafe Meetings with Members of Knesset (at Knesset) Meeting with senior Israeli Government minister Dinner in Jerusalem with Israeli science/technology expert Free evening in Jerusalem
Thursday, August 8:	Breakfast at hotel

	<p>Speaker on Israel's operation to rescue Ethiopian Jewish Community</p> <p>Strategic tour of Jerusalem, its environs and the "settlements"</p> <p>Lunch during tour</p> <p>Meeting with Palestinian leader</p> <p>Dinner in Jerusalem with Israeli newspaper editor</p> <p>Tour Rachel's Tomb</p>
Friday, August 9	<p>Breakfast in hotel</p> <p>Travel by bus to view Israeli agri-tech industry</p> <p>Travel by bus to view Israeli defense systems (e.g., "Iron Dome")</p> <p>Lunch en route</p> <p>Tour Jerusalem's Machane Yehuda market</p> <p>Sabbath Dinner at King David Hotel</p>
Saturday, August 10	<p>Tour of Christian religious and historical sites in Jerusalem, Nazareth, Sea of Gallilee by bus</p> <p>Lunch en route</p> <p>Dinner in either Jerusalem or Tel Aviv with Americans residing in Israel</p>
Sunday, August 11	<p>Breakfast at hotel</p> <p>View from air (by helicopter) of (a) Israeli borders with Gaza, Syria, and Lebanon, (b) 1949-1967 Jordanian armistice lines, and (c) geographical dimensions of Israeli boundaries that cannot be viewed from the ground, with explanations of strategic issues related thereto from former spokesperson for IDF and prime minister; including stops with strategic views from the ground. Lunch en route.</p> <p>Dinner at Tel Aviv restaurant</p> <p>Refresh and prepare at Dan Tel Aviv hotel for overnight flight</p> <p>Depart for Ben Gurion Airport</p>
Monday, August 12	<p>Early morning (1:00 a.m.) departure from Ben Gurion Airport for return to USA</p>