

**SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE**

Form Approval: 0416-GSA-SA

This report implements 31 U.S.C. 1353. It does not supersede other reports that may have to be filled when travel expenses are accepted under other authority. For definition and policies, see 41 CFR part 304-1.

REPORTING DEPARTMENT OR AGENCY <b>DDO / NEA JERUSALEM</b>	REPORTING PERIOD OCTOBER 1 - MARCH 31 (Year) <b>2018</b>	NEGATIVE REPORT
TRAVELER (Name/Title) <b>John Smith Secretary</b>	APRIL 1 - SEPTEMBER 30 (Year)	

NAME	TITLE	TRAVELER (Name/Title)	EVENT DESCRIPTION/SPONSOR/ DATES	LOCATION AND TRAVEL DATES	SOURCE	BENEFITS ACCEPTED			
						DESCRIPTION	CHECK	IN-KIND	AMOUNT
John Smith	Secretary	John Smith Secretary	Conference on Asia-Pacific Relations sponsored by Asia-Pacific Forum.	San Francisco, CA 8/11-13/93	Asia-Pacific Forum Pacific Rim Assoc.	Hotel	X	X	\$280
Joyce Smith	Spouse of Secretary	Joyce Smith Spouse of Secretary	Conference on Asia-Pacific Relations sponsored by Asia-Pacific Forum.	San Francisco, CA 8/11-13/93	Asia-Pacific Forum Pacific Rim Assoc.	Air Transportation Meals	X	X	\$825
Samuel Rothenberg	Deputy Economic Chief, Consulate General Jerusalem	Samuel Rothenberg, Deputy Economic Chief, Consulate General Jerusalem	Study tour on negotiation techniques, sponsored by the Harvard Negotiation Project	Sweden, 4/22-27/18	SHADES (Negotiation seminar), sponsored by the Harvard Negotiation Project	Airfare		X	405.00
			SPONSOR	DATES		Transportation		X	200.00
			DATES			Meals		X	200.00
			DESCRIPTION	LOCATION		Lodging			278.00
			SPONSOR	DATES		TOTAL for Sweden Trip			1,083.00
			DATES						
			DESCRIPTION	LOCATION					
			SPONSOR	DATES					
			DATES						
			DESCRIPTION	LOCATION					
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TRAVELER (Name/Title)	EVENT		LOCATION AND TRAVEL DATES	BENEFITS ACCEPTED		
	DESCRIPTION/SPONSOR/DATES	DESCRIPTION/SPONSOR/DATES		DESCRIPTION	CHECK	IN-KIND
NAME	DESCRIPTION	DESCRIPTION	LOCATION			
TITLE	SPONSOR	SPONSOR	DATES			
NAME	DATES:	DATES:	LOCATION			
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NAME	DATES:	DATES:	LOCATION			
TITLE	DESCRIPTION	DESCRIPTION	DATES			
NAME	SPONSOR	SPONSOR	LOCATION			
TITLE	DATES:	DATES:	DATES			

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UNCLASSIFIED  
Official

**Clarisse, Yehudit**

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**From:** Rothenberg, Samuel F  
**Sent:** Tuesday, April 17, 2018 9:07 PM  
**To:** Rothenberg, Samuel F  
**Subject:** FW: Invitational Travel Request Has Been Approved  
**Attachments:** Request for Approving Invitational Travel Form - rothenberg-other.html

**Official**  
**UNCLASSIFIED**

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**From:** Travel <do\_not\_reply\_SP2010@state.gov>  
**Sent:** Tuesday, April 17, 2018 6:43 PM  
**To:** Rothenberg, Samuel F <RothenbergSF@state.gov>  
**Cc:** NEA-EX-Travel-Validate <NEA-EX-Travel-Validate@state.gov>; NEA-SCA/EX\_FM\_Travel-Approvers-DL <NEA-SCA/EX\_FM\_Travel-Approvers-DL@state.gov>  
**Subject:** Invitational Travel Request Has Been Approved

Greetings,

Your Invitational Travel request has been approved. Please make a PDF or TIFF of the approved form, plus all supporting documentation, and attach it to your E2 Travel request as per STATE 065713. Your travel request cannot be processed until this approved form is attached to your E2 Travel request.

To convert the form to a TIFF, open the link below, choose "File, Print," then select "Microsoft Office Document Image Writer" as the printer, and select "Print." Next, you will be asked to "Name" the file, and "Save" it (default location is "My Documents"). Click "Save" and attach the TIFF file to your email. If further assistance is required creating the attachment, contact [NEA-EX-Travel-Validate@state.gov](mailto:NEA-EX-Travel-Validate@state.gov).

Your approved request form can be found [Rothenberg-Other](#).

Thank you.

Bureaus of Near Eastern Affairs and South and Central Asian Affairs  
Executive Office (NEA-SCA/EX)

request for approval of invitational travel

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This form is used to request approval of invitational travel. It is submitted to the Executive Director.

Please consult [REF: 2 FAM 962.1- Gifts of Invitational Travel](#) in advance to determine if the offer meets Department of State guidelines for possible acceptance.

To: NEA-SCA/EX Executive Director

From: (person submitting the request) Last Name:  First Name:  Middle:

Agency/Office:  Post:

*Intended recipient if other than above:*

Name:   
Agency/Office:  Post:

The invitation must accompany this request. Please attach a copy of the invitation here:

Getting Ready to Sweden - Workshop with Prof. Dan Shapiro.msg  
201.5 KB

Also, please attach documentation showing that the initial travel has been approved:

Rothenberg\_Sweden\_TA.pdf  
12.75 KB

Acceptance Letter .pdf  
485.67 KB

Attach additional documentation here, i.e. emails, etc. :

I request approval to accept an offer of invitational travel that has been proffered by (Select the appropriate entity below and indicate the exact source):

Proffered By:  Source:

By submitting this request, I certify that the proposed travel represents a priority use of the recipient's time. Following are pertinent details regarding this offer -

1. Background (briefly state the terms of the offer and include the dates of the proposed travel below):

2. How does this travel relate to the employee's duties? (briefly explain below):

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SHADES is a large gr

3. Is the employee speaking in a public forum, and if so, has the employee cleared the engagement through PA/PL (Office of Public Liaison & Intergovernmental Affairs; email clearance request to "PA Clearances Mailbox.")?

no

4. Is the employee traveling for the minimum time necessary to carry out USG business?

Yes

5. Does the donor have any business pending before the Department?

(e.g., no, to the best of my knowledge): no

6. Would acceptance of the travel create real or apparent conflict of interest? In other words, would a reasonable person believe that the traveling official or the Department would lose objectivity as a result of accepting the travel donation? (No - explain briefly why not below):

No. I am posted to

7. Does your office have funding to pay for this trip?

(e.g., no, our office does not have the funding for this trip): yes

8. If your office had sufficient funding to pay for this trip, would you do so?

yes, but the required lodg

9. Value of the travel: \$1,828

Ticket(s)\* \$1,150

Mode of travel airplane

Hotel \$278

Meals \$200

Other\* \$200 estimated transport

[\* as applicable, and please identify "other" as well as the value.]

Submit

Official Use Only Reviewer Section:

Review Status: Review Approved

Reviewer Submit

Reviewer's Comments:

Final Approval Section:

Travel Approved - the offer appears to meet the requirements of 2 FAM 962

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Travel Denied - the offer does not meet the requirements of [2 FAM 962](#)

Approver's Comments:

Signature of Authorizing Official:

Office:  Date:

NEA-SCA/EX Form to Request for Approval of Invitational Travel 20100603

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# E2 Travel Voucher

Fri Nov 02 01:50:03 CDT 2018

PRIVACY ACT NOTICE: The following information is provided to comply with the Privacy Act of 1974(P.S. 93-579). The information requested on the form is required under the provisions of 5 U.S.C. Chapter 57(as amended), Executive Orders 11609 of July 22, 1971, and 1102 of March 27, 1962, for the purpose of facilitating authorization action and the request for advance of funds for travel and other expenses to be incurred under administrative. The information contained in this form will be used by the Federal agency officers and employees who have a need for such information in the performance of their duties. Information will be transferred to appropriate Federal, State, local, or foreign agencies when relevant to civil, criminal or regulatory investigations, or prosecutions. Failure to provide the information required will result in delay or suspension of the processing of this form.

## Voucher Information

Document Number	Trip Status	Trip Id	Submit Date	Approve Date
43518T000392	Closed Voucher	9185661	2018-05-08	2018-05-17

Traveler	Official Duty Station	Title	Final Voucher Flag
SAMUEL F ROTHENBERG	Jerusalem, JE	ConGen Jerusalem	Yes

Mailing Address	Office Phone	Home Phone
18 - 20 Agron Road Jerusalem 91002, Jerusalem JER	972-2-622 7245	N/A

CONUS/OCONUS	Travel Purpose	Agency Travel	Travel Charge Card Holder
OCONUS	Rothenberg Stockholm 22 April	TDY	No

Estimated Dates of Travel
2018-04-22 thru 2018-04-27

## Itinerary

Cabin Class Coach (Air)

Arrive	Depart	Time	Location	Car	Hotel	Mode	Notes
2018-04-22	2018-04-22	N/A	Jerusalem, JER	NONE	No	CP	
2018-04-22	2018-04-27	N/A	Stockholm, SWE	NONE	No	CP	Temporary Duty, LDG \$232, M & IE \$171
2018-04-27	2018-04-27	N/A	Jerusalem, JER	NONE	No	NONE	

PA-C = Government auto available and committed  
 PA-NA = Government auto not available  
 PA-NC = Government auto available and not committed

## Voucher Expense Totals

Transport	Lodging	Meals & Incidentals	Car Rental	Local Transport	POV	Misc	Grand Total
0.00	0.00	409.50	0.00	53.97	0.00	15.10	478.57

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### Voucher Accounting Information

Accounting String	Object Code	CBA Amount	Travel Charge Card	Traveler Amount	Voucher Amount
Segment Names: Agency/Bureau/Begin Budget Fiscal Yr/Appropriation/Bureau/Allotment/Operating Allowance/Function/Object/Project/Property/Organization/Reporting Category/Obligation Number		0.00	0.00	0.00	0.00
1900/2018/19____801130002/NEA/4435/443500/1100/2163/NA/NA/NA/NA/44358T0226		15.10	0.00	463.47	478.57
		15.10	0.00	463.47	478.57

### Traveler Payment Summary

Total Traveler	Less Liquidated Advance Amount	Total Amount to Traveler
463.47	0.00	463.47

### Traveler Payment Details

Document Number	Currency Code	Payment Amount (LCU)	Payment Type	Bank Name	Exchange Rate	Payment Amount (USE)
43518T000392	001 US Dollar	463.47	EFT	FEDERAL SAVINGS BANK	1	463.47

### Voucher Expense Summary

Location	Expense Category	Expense Type	Amount	Expense Reimbursement
Jerusalem, JER	Misc	Voucher Transaction Fee	15.10	
Stockholm, SWE	Local Transport	Taxi	53.97	
Stockholm, SWE	Lodging	Lodging	0.00	Perdiem
Stockholm, SWE	Meals & Incidentals	Meals Perdiem	409.50	Perdiem
Stockholm, SWE	Transport	Airfare	0.00	

### Voucher Expense Lines

Line #	Date	Location	Expense Category	Expense Type	Claim Amt	Expense Reimbursement	Approved	Reason
1	2018-04-22	Stockholm, SWE	Transport	Airfare	0.00	none	0.00	TLV/STO/SU V/STO/TLV

Line #	Date	Location	Expense Category	Expense Type	Claim Amt	Expense Reimbursement	Approved	Reason
2	2018-04-22	Stockholm, SWE	Lodging	Lodging	0.00	Per diem	0.00	none
3	2018-04-22	Stockholm, SWE	Meals & Incidentals	Meals Per diem	128.25	Per diem	128.25	none
4	2018-04-22	Stockholm, SWE	Local Transport	Taxi	53.97	none	53.97	hotel to airport
5	2018-04-23	Stockholm, SWE	Lodging	Lodging	0.00	Per diem	0.00	none
6	2018-04-23	Stockholm, SWE	Meals & Incidentals	Meals Per diem	34.00	Per diem	34.00	none
7	2018-04-24	Stockholm, SWE	Lodging	Lodging	0.00	Per diem	0.00	none
8	2018-04-24	Stockholm, SWE	Meals & Incidentals	Meals Per diem	34.00	Per diem	34.00	none
9	2018-04-25	Stockholm, SWE	Lodging	Lodging	0.00	Per diem	0.00	none
10	2018-04-25	Stockholm, SWE	Meals & Incidentals	Meals Per diem	34.00	Per diem	34.00	none
11	2018-04-26	Stockholm, SWE	Lodging	Lodging	0.00	Per diem	0.00	none
12	2018-04-26	Stockholm, SWE	Meals & Incidentals	Meals Per diem	77.00	Per diem	77.00	none
13	2018-04-27	Stockholm, SWE	Lodging	Lodging	0.00	Per diem	0.00	none
14	2018-04-27	Stockholm, SWE	Meals & Incidentals	Meals Per diem	102.25	Per diem	102.25	none
15	2018-04-27	Jerusalem, JER	Misc	Voucher Transaction Fee	15.10	none	15.10	Voucher Transaction Fee

## Voucher Remarks

### Remark Details

Authorization Remarks - Trip ID: 9185661

Arranger - KIRREH, SALIM F

April 17, 2018 at 07:33 AM

Invitational travel is hereby authorized from Jerusalem to Stockholm, Sweden o/a 22 April 2018 on to Sundsvall, Sweden back to Stockholm and return to Jerusalem o/a 27 April 2018, to attend SHADE training program.

SHADE covers all travel, lodging and most of the meals.

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Remark Details

This trip is part of an invitational training program run by an Israeli Palestinian NGO called SHADES. SHADES works with the Harvard Law School Program on Negotiation to run separate and joint negotiation training sessions for 10 Palestinians, 10 Israelis, and 10 foreign diplomats who are stakeholders in resolving the Israeli-Palestinian conflict. The program helps participants become more effective negotiators, provides them a forum to exchange ideas, and helps them develop the long-term relationships necessary to cement a lasting peace.

Voucher Remarks - Voucher ID: 9185661(1)

Traveler - ROTHENBERG, SAMUEL F May 08, 2018 at 04:47 AM

Attaching NEA-SCA/EX approval for invitational travel. All airfare and lodging, and most meals, were covered by the training organizers.

Traveler - ROTHENBERG, SAMUEL F May 08, 2018 at 04:57 AM

I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (41CFR 101-41.203-2). I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me.

Approver - ALEKSANDROVA, SILVIYA S May 15, 2018 at 02:00 AM

Voucher checked.

Audit/Approver Information

Action	Official	Date / Time
Approved [S43504 JERUSALEM ECONOMIC]	TURNERJJ@STATE.GOV [TURNER, JAMES]	2018-05-08
Approved [S00000 JERUSALEM PSU VOUC]	ALEKSANDROVASS@STATE.GOV [ALEKSANDROVA, SILVIYA]	2018-05-15
Approved [S00000 PSU CERTIFYING OFF]	PALARCALD@STATE.GOV [PALARCA, LEILANI]	2018-05-17

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# History

Date	Action
17APR18 Tue 07:04AM	Current status New Authorization
17APR18 Tue 07:04AM	Created by SALIM F KIRREH for SAMUEL F ROTHENBERG
17APR18 Tue 07:04AM	Created for Minor Customer: Jerusalem - Economic Section (S43504)
17APR18 Tue 07:36AM	Current status: Pending Authorization Approval
17APR18 Tue 07:36AM	Trip ID 9185661 submitted to S43504 JERUSALEM ECONOMIC Approver by KIRREH, SALIM F
17APR18 Tue 07:36AM	Justification code submitted by KIRREH, SALIM F - Justification for CABINCLASS - Coach: Within policy
17APR18 Tue 07:41AM	TURNER, JAMES J locked document for Approval.
17APR18 Tue 07:42AM	Trip ID 9185661 Approved By S43504 JERUSALEM ECONOMIC Approver TURNER, JAMES J
17APR18 Tue 07:42AM	Trip ID 9185661 Submitted to S43500 JERUSALEM GSO by System
17APR18 Tue 08:34AM	KANIA, JAMES J locked document for Approval.
17APR18 Tue 08:34AM	Trip ID 9185661 Approved By S43500 JERUSALEM GSO Approver KANIA, JAMES J
17APR18 Tue 08:34AM	Trip ID 9185661 Submitted to S43500 JERUSALEM ACCOUNTING by System
17APR18 Tue 09:34AM	ATTIAS, RUTH G locked document for Approval.
17APR18 Tue 09:37AM	Trip ID 9185661 Approved By S43500 JERUSALEM ACCOUNTING Approver ATTIAS, RUTH G
17APR18 Tue 09:37AM	Trip ID 9185661 Submitted to S43500 JERUSALEM CERTIFYING OFFICERS by System
17APR18 Tue 09:39AM	LLORET, FRANCISCO L locked document for Approval.
17APR18 Tue 09:39AM	Current status: Authorization Approved
17APR18 Tue 09:39AM	Trip ID 9185661 Approved By S43500 JERUSALEM CERTIFYING OFFICERS Approver LLORET, FRANCISCO L
17APR18 Tue 09:39AM	Agency successfully notified of event: TripAuthorizationApproved for trip 9185661
17APR18 Tue 09:39AM	Obligation Request Approved by DOS for Trip Id: 9185661
08MAY18 Tue 04:41AM	Voucher 1 created by SAMUEL F ROTHENBERG
08MAY18 Tue 04:41AM	Created for Minor Customer: Jerusalem - Economic Section (S43504)
08MAY18 Tue 04:48AM	Attachment Stockholm cabi.pdf added by SAMUEL F ROTHENBERG
08MAY18 Tue 04:48AM	Attachment Return Stockholm Tel Aviv 27April.pdf added by SAMUEL F ROTHENBERG
08MAY18 Tue 04:48AM	Attachment Stockholm Sundsvall 22Apr.pdf added by SAMUEL F ROTHENBERG

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Date	Action
08MAY18 Tue 04:48AM	Attachment Sundsvall Stockholm 26Apr.pdf added by SAMUEL F ROTHENBERG
08MAY18 Tue 04:54AM	Attachment NEA-SCAEX Invitational Travel Approval.pdf added by SAMUEL F ROTHENBERG
08MAY18 Tue 04:57AM	Trip 9185661 Voucher 1 current status: Pending Voucher Approval
08MAY18 Tue 04:57AM	Voucher ID 1 submitted to S43504 JERUSALEM ECONOMIC Approver by ROTHENBERG, SAMUEL F
08MAY18 Tue 05:15AM	TURNER, JAMES J locked Voucher(1) for Approval.
08MAY18 Tue 05:15AM	Voucher 1 approved by S43504 JERUSALEM ECONOMIC Approver TURNER, JAMES J
08MAY18 Tue 05:15AM	Voucher 1 submitted to S00000 JERUSALEM PSU VOUCHER EXAMINERS Approver by System
14MAY18 Mon 08:25AM	ALEKSANDROVA, SILVIYA S locked Voucher(1) for Approval.
15MAY18 Tue 02:00AM	Voucher 1 approved by S00000 JERUSALEM PSU VOUCHER EXAMINERS Approver ALEKSANDROVA, SILVIYA S
15MAY18 Tue 02:00AM	Voucher 1 submitted to S00000 PSU CERTIFYING OFFICER - VOUCHER ONLY Approver by System
17MAY18 Thu 12:13AM	PALARCA, LEILANI D locked Voucher(1) for Approval.
17MAY18 Thu 12:13AM	Trip 9185661 Voucher 1 current status: Voucher Awaiting Payment
17MAY18 Thu 12:13AM	Voucher 1 approved by S00000 PSU CERTIFYING OFFICER - VOUCHER ONLY final Approver PALARCA, LEILANI D
17MAY18 Thu 12:13AM	Agency successfully notified of event: TripVoucherApproved for trip 9185661, voucher 1
17MAY18 Thu 12:13AM	Trip 9185661 Voucher 1 current status: Closed Voucher
17MAY18 Thu 12:13AM	Current status: Closed Voucher
17MAY18 Thu 12:13AM	Voucher Request Approved by DOS for Trip Id: 9185661, Voucher:1