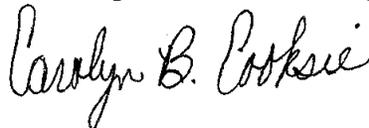


For: FSA Employees, **Except** Non-Federal County Office Employees

Accepting Travel Expenses From Non-Federal Sources

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

Federal Travel Regulation, Chapter 304, Part 1, incorporates authority under 31 U.S.C. 1353, under which Agencies may accept payments from a non-Federal source, or authorize an employee to accept such payments on behalf of the Agency in connection with the attendance of its employee, and/or the accompanying spouse of such employee, when applicable, at a meeting or similar function.

On September 29, 1999, the Secretary of Agriculture directed the Office of Ethics (OE), in consultation with the Chief Financial Officer and OGC, to do the following:

- establish a USDA-wide administrative process for handling unsolicited offers of travel expenses from non-Federal sources
- delegate authority to approve accepting payments at a high level among Agencies and staff offices
- prescribe a standard form for reporting each instance in which approval authority is used.

B Purpose

This notice:

- advises employees of the policies, procedures, and requirements governing approval to accept non-Federal funds for travel
- introduces the USDA, OE-Farm, Conservation, and Rural Programs Branch, "Acceptance of Payment for Travel Expenses From a Non-Federal Source AD-1101 Approval Procedure and Instructions" Package (Exhibits 1 through 3)

Disposal Date	Distribution
April 1, 2013	All FSA employees, except non-Federal County Office employees, State Offices relay to County Offices

1 Overview (Continued)

B Purpose (Continued)

- provides guidance and instructions to employees, management, and ethics contacts about their responsibilities
- provides instructions for completing and processing AD-1101.

C Who Should Complete and Submit AD-1101

All Federal employees who are both of the following should complete and submit AD-1101:

- offered payment for travel expenses from a private source for expenses incurred in carrying out their official duties
- seeking approval for FSA accepting the offered payment for travel expenses.

Note: Filers of OGE Form 278 **must** contact OE, National Office for instructions and with questions about accepting non-Federal funds for travel policy and processes, by either of the following:

- e-mail to daeo.ethics@dm.usda.gov
- telephone at 202-720-2251.

D Online Training for Designated Employees

OE has created an online course, “Acceptance of Payment from a Non-Federal Source for Travel Expenses”, to assist employees with understanding the 31 U.S.C. 1353:

- authority to accept travel expenses
- requirement that employees obtain approval.

To access the course:

- go to www.usda-ethics.net
- CLICK “**Training Modules**”
- scroll down to view descriptions of available training modules
- CLICK “**Acceptance of Payment from a Non-Federal Source for Travel Expenses**”.

This web site also provides additional training modules that may be helpful and other information about Federal ethics laws and regulations.

1 Overview (Continued)

E Contacts

Ethics contacts servicing administrative offices seeking ethics guidance about the criteria for whether an employee should submit AD-1101 or the process for request and approval shall direct questions according to the following.

IF ethics contact is located in...	THEN contact...
<ul style="list-style-type: none"> • APFO • Kansas City or St. Louis, Missouri • State or County Office • Washington, DC, area 	Office of Ethics, Farm, Conservation, and Rural Programs Branch by either of the following: <ul style="list-style-type: none"> • e-mail to tonya.willis@dm.usda.gov • telephone at 202-720-0055.

Employees shall direct questions about AD-1101 according to the following.

IF...	THEN direct questions to...
<ul style="list-style-type: none"> • APFO, management operations manager • executive officers, administrative officer, administrative specialist located in the State Office • in Washington, DC, area employee 	Tonya Willis, FSA National Ethics Program Manager, by either of the following: <ul style="list-style-type: none"> • e-mail to tonya.willis@dm.usda.gov • telephone at 202-720-0055.
APFO employee	APFO management operations officer.
Kansas City or St. Louis, Missouri, employee	the servicing human resources specialist in HRD, ELRS at 816-926-6643.
State or County Office employee	State Office administrative officer.

2 Accepting Payment for Travel, AD-1101, and Approval Procedure and Instructions

A Accessing AD-1101

To obtain a fillable version of AD-1101, go to either of the following:

- www.usda-ethics.net, CLICK “Forms”, scroll down to AD-1101, CLICK “PDF” link for an electronically fillable PDF version of “Office of Ethics – Farm, Conservation, and Rural Programs Branch Acceptance of Payment for Travel Expenses From a Non-Federal Source” Package (Exhibits 1 through 3)
- the FFAS Employee Forms/Publications Online Website at <http://fsaintranet.sc.egov.usda.gov/dam/ffasforms/forms.html>.

Notice PM-2857

2 Accepting Payment for Travel, AD-1101, and Approval Procedure and Instructions (Continued)

A Accessing AD-1101 (Continued)

It is **critical** that employees do the following:

- **read** through the entire AD-1101 Instruction Page (Exhibit 1)
- **complete, sign, and submit** AD-1101 (Exhibit 1), according to subparagraphs B and 3 A.

B AD-1101 Completion, Review, and Submission

HRD, executive officers, administrative officers, and administrative/ethics contacts shall complete, review, and submit AD-1101 according to the following.

Step	Action
1	Employee completes AD-1101 (Exhibit 1).
2	Employee reviews AD-1101 for completeness and accuracy and signs, dates, and attaches invitation from offering non-Federal organization.
3	Employee submits AD-1101 to immediate supervisor.
4	Immediate supervisor reviews AD-1101.
5	Immediate supervisor drafts acceptance letter (Exhibit 2).
6	Immediate supervisor submits AD-1101, invitation, and draft acceptance letter to national ethics program manager for submission to approving Agency official.
7	Approving agency official reviews, approves/disapproves, signs, and dates AD-1101.
8	Approving agency official returns AD-1101 to national ethics program manager.

3 Responsibilities

A Employee Responsibilities

All employees wanting to obtain AD-1101 approval shall do all of the following:

- read entire “Acceptance of Payment for Travel Expenses From a Non-Federal Source AD-1101 Approval Procedure and Instructions” Package (Exhibits 1 through 3) thoroughly and ensure that the travel requires this approval
- complete fillable AD-1101 and attach responses to “Conflict of Interest Analysis Under 41 CFR 304-1.5”, Part 1, questions 1 through 6
- sign and date AD-1101
- attach copy of the invitation
- submit completed AD-1101 and supporting documents to employee’s supervisor.

3 Responsibilities (Continued)

B Supervisor Responsibilities

All supervisors shall do all of the following:

- read entire “Acceptance of Payment for Travel Expenses From a Non-Federal Source AD-1101 Approval Procedure and Instructions” Package (Exhibits 1 through 3) thoroughly
- review submitted AD-1101 to confirm that the:
 - travel payment is being offered to FSA for attendance by employee for a meeting or similar function that is nonmission essential
 - employee has been authorized to attend in their official capacity
- draft an acceptance letter (Exhibit 2) containing the following information:
 - an explanation of how the event is related to the employee’s official duties
 - the amounts and types of travel expenses being paid; for example, lodging - \$299 (in-kind), transportation - \$500 (reimbursed to FSA)
 - dates and name of the meeting or similar event
 - language prohibiting the employee from accepting honorarium or direct reimbursement
- submit completed AD-1101 and accompanying documentation to national ethics program manager.

C Approving Agency Official Responsibilities

The FSA Administrator, or designee, serves as the approving Agency official for all AD-1101’s. The approving Agency official shall do the following:

- read entire “Office of Ethics – Farm, Conservation, and Rural Programs Branch Acceptance of Payment for Travel Expenses From a Non-Federal Source” package (Exhibits 1 through 3) thoroughly and ensure that the criteria for approval has been satisfied
- review conflict of interest analysis and AD-1101, Part 2, Ethics Official recommendation **before** approving the request
- return AD-1101 to national ethics program manager.

4 Financial Disclosure and Penalties

A Financial Disclosure

Employees designated to file OGE Form 450's are **not** required to report payments made to or on behalf of FSA as gifts on their annual report.

B Penalties

Without exception, employees must **never** directly accept reimbursement (cash, check, etc.). A violation of these regulations may cause the employee to:

- pay the general fund of the Treasury an amount equal to any payment accepted
- forfeit any reimbursement from the Government for their travel expenses that the payment was intended to cover
- be subject to appropriate disciplinary action.

Example AD-1101

 USDA Office of Ethics -Farm, Conservation, and Rural Programs Branch 
Room 6840 - South Bldg. Stop Code 2120 1400 Independence Ave., S.W., Washington, D.C. 20250-2120
Acceptance of Payment for Travel Expenses From a Non-Federal Source
<u>Form AD-1101 – Approval Procedure and Instructions</u>

Employee Responsibilities:

1. Obtain a copy of the invitation (email invitations accepted).
2. Complete "Approval and Report of Travel Funds Received from Non-Federal Source" (Form AD-1101), including questions 1-6, Part F, Page 2.
3. Submit the completed Form AD-1101 with copy of invitation to your supervisor.
4. When completing the GovTrip authorization, indicate in the comments section that the travel expenses are being reimbursed by a non-Federal source.

Supervisor Responsibilities:

1. Review Form AD-1101 for the following:
 - a. The travel is being provided to the Agency.
 - b. Attendance is for a meeting or similar function that is not mission essential.
 - c. The employee has been authorized to attend in his or her official capacity.
2. If attendance satisfies the criteria above, draft acceptance letter. The letter should include:
 - a. An explanation of how the event is related to the employee's official duties,
 - b. The amounts and types of travel expenses being paid (ex. Lodging- \$299 (in-kind), Transportation-\$500 (reimbursed to Agency),
 - c. The dates and name of the meeting or similar event, and
 - d. Language prohibiting the employee from accepting honorarium or direct reimbursement (ex. "Since Dr. Jones will participate in this activity as a Federal employee, she may not receive honorarium. In addition, Dr. Jones may not accept any travel reimbursement personally or directly.).
3. Submit complete Form AD-1101, invitation, and draft acceptance letter to the National Ethics Program Manager (electronic or hard copy submissions accepted), who will submit Form AD-1101 to the Approving Agency Official.

Approving Agency Official Responsibilities:

1. Review conflicts analysis and approve or disapprove.
2. Return completed form to the National Ethics Program Manager.

(Please open the attached PDF documents for additional guidance)

Example AD-1101 (Continued)

**USDA OFFICE OF ETHICS
APPROVAL AND REPORT OF TRAVEL FUNDS RECEIVED FROM NON-FEDERAL SOURCES**

This form must be completed in its entirety or it will be returned. 31 U.S.C. 1353, subsequently printed in Chapter 304, Part 1, of the Federal Travel Regulations, governs the acceptance of payment for travel, subsistence, and related expenses from a non-Federal source in connection with the attendance of an employee and/or accompanying spouse, at certain meetings or similar functions. Agencies are also required to submit semiannual reports of payments which total more than \$250 per event, and which have been accepted under this authority. The report is based on when payment is received rather than when travel is performed. All offices must maintain form OGE-1353 and submit these forms to the USDA Office of Ethics for the periods of October 1 through March 31 (due May 15th) and April 1 through September 30 (due November 15th). Offices must maintain records for six years. **All requests should include: 1) letter of invitation (email invitation permitted); 2) conflict of interest analysis and 3) draft letter of acceptance.**

PART A –EMPLOYEE INFORMATION

1. Name	2. Position Title	3. Agency/Duty Station/Location
4. Email Address	5. Telephone Number (Including Area Code)	6A. Beginning Date of Travel
		6B. Ending Date of Travel

PART B –SPOUSE INFORMATION (If Applicable)

1. Name	2. Reason for Spouse's Travel	3A. Beginning Date of Travel
		3B. Ending Date of Travel

PART C – EVENT INFORMATION (Check Applicable boxes)

1. <input type="checkbox"/> Meeting <input type="checkbox"/> Speaking Engagement <input type="checkbox"/> Conference <input type="checkbox"/> Seminar		
2. Location of Event (City, State and Country, Include Zip Code)	3. Title of Event	
	4. Date(s) of Event	
5. Name of Event Sponsor	6. Sponsor's Address (City, State and Include Zip Code)	

PART D – ACCEPTANCE INFORMATION

1. What expenses are being paid for by the non-Federal source? Common Carrier Lodging Meals Other (Itemize)

2. Value (in U.S. Dollars) received from non-Federal source: In-Kind \$ _____ Paid to Agency \$ _____
 Other (Explain) _____ \$ _____

3. Non-Federal Source Assisting with Travel (Include Address)

PART E - CERTIFICATION

1. Traveler and Approving Agency Official: I certify that the information provided on this form and all attached documents are true, complete, correct, and comply with the guidelines of 41 CFR Part 304-1, Federal Travel Regulations, Acceptance of Payment From a Non-Federal Source, for travel expenses, to the best of my knowledge.

1A. Traveler's Signature	1B. Date Signed	
2. Agency official: I certify that I approved acceptance of the above travel, subsistence and related expenses from the non-federal source in advance of the proposed travel being accomplished by the employee and after having reviewed the conflict of interest analysis on the Page 2 of this form.		
2A. Approving Agency Official's Signature	2B. Approving Agency Official's Title	2C. Date Signed
3. Printed Name	4. E-mail Address	5. Phone Number (Include Area Code)

Example AD-1101 (Continued)

PART F – CONFLICT OF INTEREST ANALYSIS UNDER 41 C.F.R. § 304-1.5

ACCEPTANCE OF PAYMENT FROM A NON-FEDERAL SOURCE FOR TRAVEL EXPENSES requires in all cases that a conflict of interest analysis be performed by an authorized agency official. The "authorized official" is a designated Agency Ethics Advisor. To ease administration of the requirement for a conflict of interest analysis, this outline tracks the elements of the regulation. The analysis should be accomplished on this page. A letter of acceptance may not be signed/dated until the conflict of interest analysis is complete.

IMPORTANT: Payment from a non-Federal source will not be accepted if the authorized agency official determines that acceptance under the circumstances would cause a reasonable person with knowledge of all the facts relevant to a particular case to question the integrity of agency programs or operations.

THE TRAVELER MUST PROVIDE INFORMATION FOR ITEMS 1 – 6 and Analysis/explanation section. Additional sheets may be attached, if needed. In making this determination, an authorized agency ethics official shall be guided by all relevant considerations, including, but not limited to:

1. The identity of the non-Federal source:

2. The purpose of the meeting or similar function:

3. The identity of other expected participants:

4. The nature and sensitivity of any matter pending at the agency affecting the interests of the non- Federal source:

5. The significance of the employee's role in any such matter specified in Item 4 above:

6. The monetary value and character of the travel offered by the non-Federal source:

7A. Analysis: Would acceptance of the travel cause a reasonable person, with knowledge of all the facts relevant to a particular case, to question the integrity of agency programs or operations? YES NO

7B. Explain your response to the above question:

Example AD-1101 (Continued)

Page 3 of 3		
PART G – TO BE COMPLETED BY THE USDA OFFICE OF ETHICS OFFICIAL		
<p>1. Recommendation of Ethics Advisor: <input type="checkbox"/> Accept <input type="checkbox"/> Do Not Accept</p> <p>NOTE: The authorized USDA Office of Ethics Official may find that, while acceptance from the non-Federal source is permissible, it is in the interest of the agency to qualify acceptance of the offered payment by, for example, authorizing attendance at only a portion of the event of limiting the type or character of benefits that may be accepted.</p> <p>2. The qualifications on acceptance, if any, are:</p>		
3. Signature	4. Title	5. Date
FORM AD-1101		
April 2012		

Example of Draft Letter of Acceptance

(To be prepared on Agency letterhead with the signature block of the traveler's supervisor.

Note: *This letter may not be signed or dated and sent to the sponsor of travel until the Conflict of Analysis has been completed by an Agency Ethics official.)*

Dr. I. M. Smith
Chairman, Organizing Committee
Williamsport, Pennsylvania 17707

Dear Dr. Smith:

I am pleased to learn the work of Dr. Jones has been found to be of a level of significance and quality to warrant your invitation to *(must specify reason for attendance)* at the 5th National Symposium on Plant Soil Interactions at Low pH to be held in South Williamsport, Pennsylvania, August 21 - 23, 2011.

I understand that your organization has had significant findings in the pH balance levels required for a variety of plant growth which would complement our recent Agency studies in soil and plant sciences. I'm confident that you will find Dr. Jones' research in pH balance quite beneficial to your ongoing work. In view of the mutual benefits to be gained from this meeting, the Agency accepts your invitation on behalf of Dr. Jones.

Thank you for your offer to finance the registration fee, hotel costs, round trip travel, and per diem for Dr. Jones' participation. The Agency will finance Dr. Jones' salary while participating in the symposium. Please understand that as a Federal employee Dr. Jones must adhere to certain administrative procedures related to the travel arrangements and attendance at the symposium. I would like to communicate several of those procedures as follows:

- Since Dr. Jones will participate in the activity as a Federal employee, no honoraria may be accepted. Dr. Jones may not accept any form of direct payment (cash or check) to defray the cost of travel and trip expenses.
- You may provide "in kind" assistance, whereby you furnish airline tickets or pay vendors directly for lodging, meals, local transportation, etc.
- If "in-kind" assistance cannot be provided, Dr. Jones will travel on the Agency funds and upon completion of his/her travel; the Agency will submit receipts for travel expenses incurred directly to your organization for reimbursement. Should you have any questions regarding these arrangements, please contact XXX – *(provide administrative contact at your location)*.

Please contact *(Name, title, and address of the Agency Budget Contact)*, on *(telephone number)* for questions pertaining to financing arrangements.

Sincerely,

Approving Official's Name, Title
(The traveler's supervisor would be the approving official)

“Approval and Report of Travel Funds Received from Non-Federal Sources Policy”

APPROVAL AND REPORT OF TRAVEL FUNDS RECEIVED FROM NON-FEDERAL SOURCES

AUTHORITY

The authority (*31 U.S.C. 1353 and 5 U.S.C. 5707*) to accept travel expenses from non-Federal sources permits Federal agencies to accept the gift of financial support for travel of its employees to attend meetings or similar functions that employees have been authorized to attend in an official capacity, provided the value to the agency offsets any possible appearance problem that may attach to the acceptance. The approving official must be able to justify the need for participation in an event and the benefit gained by the agency. The agency official may find that, while acceptance from the non-Federal source is permissible, it is in the interest of the agency to qualify acceptance of the offered payment by, for example, authorizing attendance at only a portion of the event. **Employees may not directly accept reimbursement.**

Acceptance of travel funds under this authority should not be utilized in connection with an event required to carry out an agency’s statutory and regulatory functions. This is intended to minimize the perception that programs and services mandated as part of an agency’s mission would be made available only to those who could afford to pay. The term “statutory or regulatory functions” is intended to encompass a broader variety of essential functions than those specific only to an agency with regulatory responsibilities. While the purpose of the trip must be related to the official duties of the employee, the trip must not be for the purpose of performing one’s line responsibilities.

Under this authority, you may accept payment of travel expenses from a non-Federal source **on behalf of your agency**, but **not on behalf of yourself**, when specifically authorized to do so by your agency and only for official travel to a meeting or similar function. Your agency must authorize acceptance of such payments in advance of your travel. Employees may not solicit payment for travel expenses but may inform the non-Federal source of the agency’s authority to accept payment for travel expenses.

In order to accept travel funds under this authority, the event must meet the definition of a “meeting or similar function.”

Meeting or similar function means a conference, seminar, speaking engagement, symposium, training course, or similar event that takes place away from the employee’s official station. **“Meeting or similar function” does not include** a meeting or other event required to carry out an agency’s statutory or regulatory functions (i.e., a function that is essential to an agency’s mission) such as investigations, inspections, audits, site visits, collection of research data, negotiations or litigation. **“Meeting” also does not include** promotional vendor training or other meetings held for the primary purpose of marketing the non-Federal sources products or services, or long term TDY or training travel. **Also excludes** travel for which specific provisions are made within cooperative agreements and temporary duty assignments such as details, fellowships and Intergovernmental Personnel Act (IPA) agreements.

A meeting or similar function includes but is not limited to the following:

- An event where the employee will participate as a speaker or panel participant focusing on his/her official duties or on the policies, programs or operations of the agency;
- A conference, convention, seminar, symposium or similar event where the primary purpose is to receive training other than promotional vendor training, or to present or exchange substantive information of mutual interest to a number of parties;
- An event where the employee will receive an award or honorary degree, which is in recognition of meritorious public service that is related to the employee’s official duties, and which may be accepted by the employee consistent with the applicable standards of conduct regulations.

Non-Federal source means any person or entity other than the Government of the United States. The term includes any individual, private or commercial entity, nonprofit organization or association, international or multinational organization, or foreign, State or local government.

Payment means a monetary payment from a non-Federal source to a Federal agency for travel, subsistence, related expenses by check or other monetary instrument payable to the Federal agency or payment in-kind.

Payment in kind means transportation, food, lodging or other travel-related services provided by a non-Federal source instead of monetary payments to the Federal agency for these services. Payment in kind also includes waiver of any fees that a non-Federal source normally collects from meeting attendees (e.g., registration fees).

“Approval and Report of Travel Funds Received from Non-Federal Sources Policy” (Continued)

Travel, subsistence, and related expenses means the same types of expenses payable under the Joint Travel Regulations (JTR) and Foreign Affairs Manual (FAM).

Your request should support how your participation relates to the mission of USDA. You must provide additional information if any of the following apply:

- The sponsoring organization is using Federal funds to defray the costs of this trip (i.e., Federal grant or contract funds);
- You serve as an officer, director, trustee, partner or an employee of the sponsoring organization;
- The sponsor is offering to pay amounts which are in excess of those ordinarily allowed by applicable Federal Travel Regulations;
- This request for acceptance of payment includes travel expenses of a spouse.

PENALTIES

Employees must never directly accept reimbursement (cash, check, etc.) there are no exceptions. If an employee accepts payment from a non-Federal source in violation of these regulations, the employee may be required, in addition to any other penalty provided by law and applicable regulation, to pay the general fund of the Treasury, an amount equal to any payment accepted. If you violate these regulations, you may not be entitled to any reimbursement from the Government for your travel expenses that the payment was intended to cover. Employees may also be subject to appropriate disciplinary action.

ACCEPTANCE OF ADDITIONAL IN-KIND EXPENSES

An offer to pay additional travel expenses while in travel status may occasionally occur; guidance should be sought from your Agency/Area Ethics advisor. Prior approval for acceptance of travel expenses in kind is standard policy for USDA agencies. If your agency has already authorized acceptance of payment for some of your travel expenses for a meeting or similar function from a non-Federal source, then you may accept on behalf of your agency, payment for any of your additional travel expenses from the same non-Federal source as long as:

- The expenses paid or provided are comparable in value to those offered to or purchased by other similarly situated meeting attendees; and
- Your agency did not decline to accept payment for those particular expenses in advance of your travel.

If your agency did not authorize acceptance of any payment from a non-Federal source prior to your travel, then:

- You may accept, on behalf of your agency only the types of travel expenses that are authorized by your travel authorization (i.e., meals, lodging, transportation, but not recreation or other personal expenses); and
- Only travel expenses that are within the maximum allowances stated on your travel authorization (e.g., if your travel authorization states that you are authorized to incur lodging expenses up to \$100 per night, you may not accept payment from the non-Federal source for a \$200 per night hotel room).

IMPORTANT: You must then request your agency’s authorization for acceptance from the non-Federal source within 7 working days after your trip ends and if your agency does not authorize acceptance from the non-Federal source, your agency must either:

- Reimburse the non-Federal source for the reasonable approximation of the market value of the benefit provided, not to exceed the maximum allowance stated on your travel authorization; or
- Require you to reimburse the non-Federal source that amount and allow you to claim that amount on your travel claim for the trip.

“Approval and Report of Travel Funds Received from Non-Federal Sources Policy” (Continued)

If you accept payment from a non-Federal source for travel expenses in violation of these regulations, you will be subject to the penalties mentioned above.

NOTE: The criminal conflict of interest statute, 18 U.S.C. § 208, Acts affecting a personal financial interest, requires that an employee refrain from participating personally and substantially in an official capacity in any particular matter that will have a direct and predictable effect on the financial interests of any organization in which the individual serves as an officer, director, trustee, or employee. If you serve as an officer or employee of an organization the interests of that organization are likely assigned to you and thus prohibit you from taking any official action that would impact the interests of that same organization.

For purposes deemed official matters to which 18 U.S.C. § 208(a) would apply, such actions may include: (1) requesting that official travel funds be spent; accepting travel funds in kind or approving other Government resources be utilized for conducting or participating in the affairs of the organization; (2) signing a training or travel authorization to use appropriated funds to pay for yourself or a subordinate to attend a conference or other meeting of the organization; (3) speaking as an official duty activity, or directing a subordinate to speak, at any conference or other meeting of the organization where attendance fees are charged. While the financial impact may be insignificant, under well settled precedent, Section 208(a) has no *de minimis* aspect.

FINANCIAL DISCLOSURE

As long as payments you receive from a non-Federal source are made to or on behalf of your agency, you are not required to report them as gifts on any confidential or public disclosure report.

OTHER AUTHORITIES

You may also be able to accept payment of travel expenses from a non-Federal source under the following authorities, please contact your Agency Ethics Advisor for additional guidance:

- (a) Under 5 U.S.C. 4111 for acceptance of contributions, awards, and other payments from tax-exempt entities for non-Government sponsored training or meetings;
- (b) Under the Foreign Gifts and Decorations Act (5 U.S.C. 7342) for travel taking place entirely outside of the United States which is paid by a foreign government, where acceptance is permitted by your agency.