

AMSEL-LG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Payment from Non-Federal Sources for Official Travel Expenses

1. Under certain conditions non-Federal sources may pay travel and related expenses for Government officials and employees to attend meetings, conferences, symposia, or events of a similar nature.

2. The authority to accept such expenses is found in 31 U.S.C. § 1353.

a. This law provides the authority for Army personnel to accept **unsolicited** gifts of travel and related expenses from non-Federal sources when going TDY to a meeting or similar function.

b. The person receiving the gift of expenses must be in an official travel status, away from the duty station. This authority does not extend to permissive TDY, leave, or pass. Similar expenses for a spouse may be accepted **if** the Secretary of the Army has approved the spouse's travel. First class air travel is not permitted.

c. The gift approval authority is the official who normally would approve TDY travel.

d. Before approval, the deciding official must determine that acceptance under the circumstances would not cause a reasonable person with knowledge of all the facts relevant to a particular case to question the integrity of Army programs or operations. The official must take into account the source, the purpose of the meeting or similar function, the identity of other expected participants, the nature and sensitivity of any matter pending at the agency affecting the source, the significance of the traveler's role in any such matter, and the value and character of the travel benefits offered.

e. Prior to authorizing acceptance of a non-Federal source's payment of official travel costs and related expenses, travel-approving officials must obtain the written concurrence of their ethics counselor that acceptance is appropriate.

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SUBJECT: Offer of Payment from a Non-Federal Source for Official Travel Expenses

f. After travel is completed, if more than \$250 worth of benefits have been accepted, the traveler signs and sends a report concerning the travel, with a certification, through the travel approving authority (if different from the traveler) to the ethics counselor for review and forwarding to the Army Standards of Conduct Office (enclosure).

3. Point of contact for this memorandum is LTC Craig L. Reinold, Staff Judge Advocate, x24444.

Encl

KATHRYN T. HOENER  
Chief Counsel

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M, O & R

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**REPORT OF PAYMENT OF TRAVEL & RELATED EXPENSES  
ACCEPTED FROM NON-FEDERAL SOURCES  
(31 U.S.C. § 1353)**

Employee's Name: \_\_\_\_\_

Command/Organization: \_\_\_\_\_

Employee's Position: \_\_\_\_\_

Spouse's Name (if applicable): \_\_\_\_\_

**EVENT**

(for which more than \$250 in travel and related expenses were donated)

Nature/Title of Event: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Location: \_\_\_\_\_

Dates:                      From: \_\_\_\_\_ To: \_\_\_\_\_

**TYPE OF DONATION**

Donating Organization: \_\_\_\_\_

Total Amount: \_\_\_\_\_

Amount of Payments In-Kind: For Employee: \_\_\_\_\_ For Spouse: \_\_\_\_\_

(pre-paid conference fees, hotel costs, airline tickets, pre-paid meals, etc.)

Amount of Payments by Check for Employee: \_\_\_\_\_ For Spouse: \_\_\_\_\_

(Check must be made to "Department of the Army". Submit to your travel office)

*Itemized Expenses:*

Hotel: \_\_\_\_\_

Airline: \_\_\_\_\_

Meals: \_\_\_\_\_

Other: \_\_\_\_\_

"I certify that the statements on this report are true, complete, and correct to the best of my knowledge."

\_\_\_\_\_  
Signature of Traveler

\_\_\_\_\_  
Date of Signature

**SUBMIT REPORT TO YOUR ETHICS COUNSELOR WITHIN 30 DAYS OF TRAVEL**

\_\_\_\_\_  
Ethics Counselor Printed Name and Signature

\_\_\_\_\_  
Date of Signature