

What if an outside source, such as a contractor or professional association, offers to pay some or all of your official travel expenses (including free attendance) to some event? Can you accept them?

Perhaps. There is a statute (31 U.S.C. Sec. 1353) that authorizes the acceptance of such gifts. But, there are rules, conditions and restrictions:

Never solicit!

If an outside source offers to pay some or all of your official travel and related expenses, you may not accept unless all of the following exist:

1. You must be in an "official" travel status.
2. Your travel must be to a meeting or similar event (as opposed to mission accomplishment), such as a seminar, symposium, or training course.
3. Your travel approving authority must approve in writing your acceptance of the gift on behalf of the Army after doing a conflict of interest analysis (i.e., based on all the facts of the situation, the approving authority must be able to conclude that acceptance of the gift would not lead a reasonable person to question the integrity of Army programs or operations).
4. Your Ethics Counselor concurs in the approval.

If approved:

1. Payment in kind is preferred.
2. Never accept cash!
3. If reimbursement is by check, have it made payable to Department of the Army.
4. If value of gifts exceeds \$250, you must submit a report to your Ethics Counselor. It will be forwarded to the Office of Government Ethics where it will be made available for public inspection.

Attached is a Memorandum for Travelling HQ USAMC Employees that explains the above rules and includes a format for the travel approving authority's written approval. Note that there is a coordination line for the HQ,

USAMC Ethics Counselor. The format for the required report will be provided at the time that we coordinate on the approval document.

If you have any questions, please feel free to contact me or Alex Bailey (617-8004) at any time.

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