

AMSEL-LG

MEMORANDUM FOR SEE DISTRIBUTION

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

1. Under certain conditions outlined in the GSA Travel Authority, 31 U.S.C. § 1353, and Government Employees Training Act, 5 U.S.C. § 4111, a DoD employee may accept payment from a non-Federal source for official travel and attendance at a meeting or training event.

2. **General Conditions.** The following guidelines cover acceptance of such payments:

a. DoD personnel may not solicit a non-Federal entity for payment of travel expenses;

b. The employee must be on official travel away from the duty station, not permissive TDY, leave, or pass;

c. The employee's travel approving authority must determine prior to the travel 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. Travel approving authorities must get written concurrence from an ethics counselor in the Legal Office.

3. **Method of Payment.** If the travel payment is made under the GSA Travel Authority for attendance at a meeting or similar function, the employee may accept only in-kind payment or checks made payable to the U.S. Army. If the travel payment is made by certain non-profit organizations under the Government Employees Training Act for attendance at a training event or similar meeting, the employee may personally accept the travel or reimbursement.

4. **Reporting Requirements.** After the travel is completed, the employee may have several important reporting requirements:

a. If the traveling employee received more than \$250 worth of in-kind benefits or payments to the U.S. Army, the employee must complete and sign a report outlining the travel and payments through their travel approving authority to an ethics counselor in the Legal Office. Attached to this memorandum is a form for employees to use for this reporting requirement.

b. If the traveling employee personally accepts payment from certain non-profit organizations under the Government Employees Training Act, the employee will have to report any amount over \$250 on his or her annual Confidential Financial Disclosure

AMSEL-LG

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

Report, OGE Form 450, Part V, or Public Financial Disclosure Report, SF 278, Schedule B, Part II.

5. If you have any questions concerning accepting or reporting travel payments from non-Federal entities, contact an ethics counselor in the Legal Office at 532-4444.

Encl

KATHRYN T. H. SZYMANSKI
Chief Counsel

DISTRIBUTION:
M, O & R

**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 accepted)**

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
