

USDA OFFICE OF ETHICS – SCIENCE ETHICS BRANCH
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, but not from a prohibited source, in connection with the attendance of an employee and/or accompanying spouse when applicable, at certain meetings and 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 SF-326 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; 2) conflict of interest analysis and 3) draft letter of acceptance.**

EMPLOYEE

Name: E-mail:	Position Title:	Agency/Duty Station/Location:
Telephone #:	Beginning Date of Travel:	Ending Date of Travel:

SPOUSE (if applicable)

Name:	Reason for Spouse's Travel:
Beginning Date of Travel:	Ending Date of Travel:

EVENT INFORMATION

<input type="checkbox"/> Meeting <input type="checkbox"/> Speaking Engagement <input type="checkbox"/> Conference <input type="checkbox"/> Seminar			
Location of Event (City/State & Country):		Title of Event:	
		Date(s) of Event:	
Name of Event Sponsor:		Sponsor's Address:	

ACCEPTANCE INFORMATION

What expenses are being paid for by the non-Federal source? <input type="checkbox"/> Common Carrier <input type="checkbox"/> Lodging <input type="checkbox"/> Meals <input type="checkbox"/> Other (Itemize)
Value (in U.S. Dollars) received from non-Federal source: <input type="checkbox"/> In-Kind \$ _____ <input type="checkbox"/> Paid to Agency \$ _____ <input type="checkbox"/> Other (Explain) \$ _____
Non-Federal Source Assisting with Travel (include address):

CERTIFICATION

(Original signatures are required)

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.

Traveler's Signature _____ Date _____

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 reverse of this sheet.

Approving Official's Signature _____ Date _____

Traveler's Name: _____

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.

PART I: TO BE COMPLETED BY THE TRAVELER

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 (4) above:
- (6) The monetary value and character of the travel benefits offered by the non-Federal source:

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**

Explain your response to the above question:

PART 2: TO BE COMPLETED BY THE AGENCY ETHICS OFFICIAL

NOTE: The authorized agency 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 or limiting the type or character of benefits that may be accepted.

The qualifications on acceptance, if any, are:

Recommendation of Agency Ethics Official: **Accept** **Do Not Accept** **Signature/Date:** _____