

Gift of Travel SOP

Ref: NAVPGSCOLINST 4650.4 series

- Enclosures: (1) Gift of Travel Information - Fact Sheet
(2) Gift of Travel Expenses to the U.S. Government from Non-Federal Sources Form (Gift of Travel Form)
(3) Memorandum of Approval

BACKGROUND:

Gift of travel benefits, including in-kind subsistence or accommodations, and payments or reimbursement of travel-related expenses may be accepted by the government from a Non-Federal Source to provide in whole or in part, for travel, by an NPS employee related to official duties.

A non-federal source is any person or entity other than the US government. This includes individuals, private or commercial entities; not-for-profit organizations; associations; international or multi-national organizations; and local, state or foreign governments.

POLICY: See enclosure (1), the Gift of Travel Fact Sheet, for allowable purposes and situations.

Travelers and travel arrangers can consult Chapters 1-4 of the Joint Federal Travel Regulations/Joint Travel Regulations, the Foreign Clearance Guide, and NPS Security guidelines for policies governing travel.

PROCEDURES:

1. When an NPS employee (traveler) is offered travel benefits by a non-federal source to support official capacity participation in an event sponsored by a non-federal source, the traveler should complete the Gift of Travel Form, enclosure (2). The pre-travel statements will identify type of travel benefit, in-kind or cash, and estimated expenses in paragraphs 11 and 12, as shown below; and, post-travel, will indicate type of travel benefit and actual expenses in paragraphs 15 and 16. (Leave paragraphs 15, 16 and 17 blank until return and post-travel reporting.) The original completed pre-travel report form should be delivered to the Ethics Official for approval. (If hard-copy delivery is not possible, an electronic form with traveler's digital signature may be emailed to the Paralegal or the Ethics Official.) The Ethics Official will write a Memo of Approval, enclosure (3), and return it to the Traveler with the signed Gift of Travel Form.

11. ESTIMATED Travel Expenses: **Notes: Acceptance of Cash is strictly prohibited; Checks must be made out to the US Treasury; In-kind means the sponsor directly pays the airline, hotel, conference fee, etc.**

Nature of Travel Expense:	Check (to US Treasury)	In-kind	Estimated Amount
Airfare	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 1218.00
Hotel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 350.00
Meals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 89.00
Other	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
12. Total Estimated Amount:	Check \$ _____	+ In-kind \$ 1657.00	= TOTAL \$ 1657.00

2. **Preparation of Travel Authorization.** After the Gift of Travel Form has been approved, the traveler or travel administrator should create a travel authorization in the Defense Travel System (DTS). The following paragraphs describe this process in detail for each type of trip.

NOTE: The government travel credit card (GTCC) may not be used to pay for any expenses that will be funded by a non-federal source. The reservation module of

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DTS may not be used to obtain airline tickets that will be paid for by the non-federal source, nor may government airline rates be used. The preferred method is for the traveler to be furnished airline tickets in-kind by the non-federal source. If the non-federal source is paying for the airline tickets by check to the U.S. Treasury, then the traveler must purchase the tickets, using private funding, from an outside travel agency or airline as directed by the non-federal source.

There are several alternatives for preparation of travel documents depending on whether the NFS is paying in-kind (i.e., it is paying these expenses directly to the airline, lodging and/or dining facility,) or by check payable to the U.S. Treasury or both; and whether the non-federal source is funding the entire amount or the government and the non-federal source are sharing the cost.

If the non-federal source is funding the entire trip in-kind, go to paragraph 3. If the non-federal source is funding the entire trip by check, go to paragraph 4. If the non-federal source is funding the entire trip partly in-kind and partly by check, go to paragraph 5. If the non-federal source is funding part of the trip and the government is funding the rest, go to paragraph 6.

3. **Entire trip funded in-kind by the non-federal source.** If the non-federal source is paying all expenses in-kind, (i.e., it is paying these expenses directly to the airline, lodging and/or dining facility,) then create a permissive travel authorization as described below.

a. Create a permissive (no cost) travel authorization. In Part A of the Itinerary, select **C-PERMISSIVE** as the **Trip Type**, select the appropriate **Trip Purpose**, then enter the **Trip Description**, including the fact that it is a Gift of Travel trip where the non-federal source is providing all of the funding in-kind.

*Trip Type: *Trip Purpose:

Trip Description:

b. In Part B of the Itinerary, select **Other** for the method of transportation to the destination, then click on the desired departure **Time**. (Departure times are always required in the itinerary.)

B I will be traveling to my TDY location by - (Select from the list below)

Commercial
Air Rail Rental Car **Other** Time:

c. In Part D of the Itinerary, leave the **Rental Car** and **Lodging** boxes unchecked.

D At this location I will need - (Select all that apply from the list below)

Rental Car Lodging

Select **Other** for the method of transportation for the return trip, and enter a departure **Time** for returning to the permanent duty station.

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D I will be returning from my TDY by - (Select from the list below)

Commercial Air Rail Rental Car **Other** Time: 09:00 AM

 [v]

d. For a permissive authorization, it is not possible to select **Accounting**. No Line of Accounting is allowed in a permissive document.

e. Proceed to **Expenses/Substantiating Documents**, and attach a copy of the Gift of Travel Form and the Memorandum of Understanding from the Ethics Counselor.

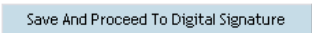
f. Proceed to **Other Authorizations**, which will automatically include an entry for **Non-Gov't Funded Permissive TDY** as shown below.

Other Authorizations		
	Other Authorization	Remarks
1	Non-Govt Funded Permissive TDY	a) Attendance is in the DOD's interest, but travel is at no expense to the Government and no per diem or other reimbursement is authorized. b) Travel is at the employee's request and no accounting information is placed on the travel authorization, and c) The employee may choose not to perform the travel without penalty.

g. Click on **Save and Proceed to Pre-Audit**.



After reviewing the Pre-Audits, click on **Save And Proceed To Digital Signature**.



Click **Submit Completed Document** to apply the **SIGNED** stamp under the preparer's digital signature. This forwards the authorization to the entries on the traveler's Routing List for review and approval. The resulting Travel Authorization should be printed and furnished to the traveler as authorization to proceed on the trip.

h. Upon return from the trip, no travel voucher need be submitted in DTS, but the traveler must submit the completed Gift of Travel Form to the Ethics Official, showing the actual cost of each expense category and the total amount furnished In-kind as shown below, along with the Memorandum of Approval signed by the Ethics Official.

15. **ACTUAL** Travel Expenses: (to be completed after travel)

Nature of Travel Expense:	Check (to US Treasury)	In-kind	Actual Cost
Airfare	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 1218.00
Hotel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 366.45
Meals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 106.50
Other	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____

16. Total **Actual** Amount: Check \$ _____ + In-kind \$ 1690.95 = TOTAL \$ 1690.95

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4. **Entire trip funded by non-federal source by check payable to U.S. Treasury.** If the non-federal source is paying all expenses by check to the U.S. Treasury, then create a no cost travel authorization as described below.

a. Create a permissive (no cost) travel authorization. In Part A of the Itinerary, select **C-PERMISSIVE** as the **Trip Type**, select the appropriate **Trip Purpose**, then enter the **Trip Description**, including the fact that it is a Gift of Travel trip where the non-federal source is providing all of the funding by check.

*Trip Type: *Trip Purpose:

Trip Description:

b. Complete the remainder of the travel authorization as shown in paragraphs 3.b. through 3.h. above.

c. Upon return from the trip, no travel voucher need be submitted in DTS, but the traveler must submit the completed Gift of Travel Form to the Ethics Official showing the actual cost of each expense category and the total amount furnished by check as shown below.

15. ACTUAL Travel Expenses: (to be completed after travel)

Nature of Travel Expense:	Check (to US Treasury)	In-kind	Actual Cost
Airfare	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 845.00
Hotel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 440.00
Meals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 210.00
Other	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
16. Total <u>Actual</u> Amount:	Check \$ 1495.00	+ In-kind \$ _____	= TOTAL \$ 1495.00

d. Once the check to the U.S. Treasury is received from the non-federal source, perform the steps in paragraph 7 below to receive reimbursement of this check.

5. **Entire trip funded by non-federal source, partly in kind and partly by check payable to U.S. Treasury.** If the funding activity is paying part in kind and part by check, then create a no cost travel authorization as described below.

a. Create a permissive (no cost) travel authorization. In Part A of the Itinerary, select **C-PERMISSIVE** as the **Trip Type**, select the appropriate **Trip Purpose**, then enter the **Trip Description**, including the fact that it is a Gift of Travel trip where the funding activity is providing all of the funding partly in kind and partly by check.

*Trip Type: *Trip Purpose:

Trip Description:

b. Complete the remainder of the travel authorization as shown in paragraphs 3.b. through 3.f. above.

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c. Upon return from the trip, no travel voucher need be submitted in DTS, but the traveler must submit the completed Gift of Travel Form with the bottom section completed, to the Ethics Official showing the **actual** (final) costs broken down to amounts paid by Check and/or In-kind and Totaled as shown below. If reimbursement is by check, the traveler needs to provide a copy of the check along with the completed Gift of Travel Form to the Ethics Official.

15. ACTUAL Travel Expenses: (to be completed after travel)

Nature of Travel Expense:	Check (to US Treasury)	In-kind	Actual Cost
Airfare	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 845.00
Hotel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 440.00
Meals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 210.00
Other	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____

16. Total Actual Amount: Check \$ 845.00 + In-kind \$ 650 = TOTAL \$ 1495.00

d. Once the check to the U.S. Treasury is received from the non-federal source, perform the steps in paragraph 7 below to receive reimbursement of this check.

6. **Trip funded partly by the government and partly by the non-federal source.** If the government is paying part of the expenses and the non-federal source is paying part, then create a routine travel authorization as described below.

a. Create a routine travel authorization. In Part A of the Itinerary, select **AA-ROUTINE TDY/TAD** as the **Trip Type**, select the appropriate **Trip Purpose**, then enter the **Trip Description**, including the fact that the travel expenses are furnished partly by Gift of Travel (either in kind, by check, or both.)

*Trip Type: *Trip Purpose:

Trip Description:

b. In the authorization, skip over any reservations (air, rental car and/or lodging) that the non-federal source is funding. If the non-federal source is funding any of the lodging, change the lodging amount in per diem entitlements to zero for those days.

c. Select **Accounting**, and then select the **Line of Accounting** (job order) that is paying for the government's part of the trip.

d. Select **Other Authorizations**, select **Add Additional Authorizations For This Trip**, and then select **OTHER (see remarks below)**. Enter justification that alternate means, such as Secure Video Teleconference (SVTC) or other web-based communication are not sufficiently able to accomplish travel objectives.

e. Complete and sign the travel authorization.

f. Within five days of return from the trip, submit a normal travel voucher to be reimbursed for only the government's part of the trip. If any part of this trip is funded by check, then create a Local Voucher as described in paragraph 7 below to receive

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reimbursement of this check.

7. Preparation of Local Voucher to receive reimbursement of funds from check payable to U.S. Treasury. In all cases above where payment by the non-federal source is made by check payable to the U.S. Treasury, proceed as directed in subparagraphs a. through e. below. A separate Local Voucher is used **even in those cases when a regular voucher has been submitted to receive reimbursement for those expenses funded by the government.** This is done to prevent delay of payment of the government's part of the reimbursement to the traveler and the GOVCC contractor.

a. Once the check payable to the U.S. Treasury has been received, the following documentation must be submitted to the Ethics Official, who will sign the Gift of Travel Form, make a copy of these documents, and then return them to the traveler.

- 1) **Check** (or Xerox copy of check) payable to the U.S. Treasury,
- 2) **Memorandum of Approval** signed by the Ethics Official,
- 3) **Gift of Travel Form** (enclosure 2.) If the reimbursement check is over \$250, this form must be updated to show actual expenses and have the Ethics Official's signature for final approval, and
- 4) A **printed copy** of the **DTS travel authorization.**

The traveler should make and retain a copy of these documents and then deliver them, including the original check payable to the U. S. Treasury, to the Budget Department Head in the Comptroller's office.

b. The Budget Department staff will set up a line of accounting (reimbursable account) and issue a Funding Authorization Memorandum.

1) If the travel is in conjunction with a research project, the staff will forward this Memorandum to the office of the Dean of Research, who will create a draft budget page and return it to the Budget Department Head. Once approved by the comptroller, the staff will enter the budget page into STARS, then create a Line of Accounting in DTS.

2) If the travel is not in conjunction with a research project, the Budget staff will submit the Funding Authorization Memorandum to the comptroller for approval. Once approved, the staff will then enter the job order into STARS and enter the associated Line of Accounting into DTS.

c. Once the department has received the above notification, the traveler or the ODTA should create a Local Voucher in DTS as a means of transmitting the funds received from the non-federal source to the traveler's bank account. As shown below, in this Local Voucher, create a **Non-Mileage Expense**, enter **Gift of Travel Check** next to **-OR-** in the **Select Expense Type:** field, enter **Reimbursement to traveler** in the **Event Purpose** field, enter the amount of the check in the **Cost** field, and select **Personal** in the **Method of Reimbursement:** field.

Non-Mileage Expense #1	
* Select Expense Type: <input type="text" value=""/>	* Cost: \$472.95 + currency calculator
- OR - <input type="text" value="Gift of Travel Check"/>	* Date: <input type="text" value="03/03/2008"/>
* Event Purpose: <input type="text" value="Reimbursement to traveler"/>	(mm/dd/yyyy)
	* Method of Reimbursement: <input type="text" value="Personal"/>

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The Local Voucher preparer should fax or scan copies of 1) through 3) below into the **Substantiating Records** section of **Expenses**:

- 1) A copy of the check payable to the U.S. Treasury
- 2) Memorandum of Approval signed by the Ethics Official
- 3) Gift of Travel Form signed by the Ethics Official

The preparer should also fax or scan receipts for **all** expenses claimed from funds provided by the funding activity into the **Substantiating Records** section of **Expenses**.

The preparer should proceed to **Comments** under **Additional Options**, and then enter a comment to the effect that this local voucher is created to transmit Gift of Travel funds received by check made out to the U.S. Treasury to the traveler.

Comments for Local Voucher

Add comments below to the Approving Official.

Comments for Local Voucher:

This local voucher is created to transmit Gift of Travel funds received by check to the U.S. Treasury to the traveler.

[+1 Use Preset Comments](#)

The **Preview** screen for this local voucher will appear as follows.

Comments to Approving Official

Comments: [Edit](#)

This local voucher is created to transmit Gift of Travel funds received by check to the U.S. Treasury to the traveler.

Expenses

Non-Mileage:

	Date	Expense Type	Event Purpose	Actual Cost	Allowed Cost	Method of Reimbursement
Edit	03/03/08	Gift of Travel Check	Reimbursement to traveler	\$472.95	\$472.95	Personal
Total:					\$472.95	

e. The traveler must sign this Local Voucher. Once the traveler's Authorizing Official approves the Local Voucher, the funds from the check will be sent to the bank account listed in the traveler's DTS profile, normally within three days.

GIFT OF TRAVEL INFORMATION

FACT SHEET

Acceptance of Payment from a Non-Federal Source for Travel Expenses While In Official Capacity

Section 1353 of title 31, *United States Code*, permits non-Federal sources, such as organizations, associations, or businesses, to pay the Government for the expenses of transportation, accommodations, and meals for Government officials and employees in their official capacities to attend meetings and similar functions such as conferences and symposia.

The law has been implemented by the General Services Administration (Federal Travel Regulation, 41 CFR Part 304-1), and DoD (The Joint Travel Regulation (JTR) for civilians and the Joint Federal Travel Regulation (JFTR) for members of the uniformed services). The requirements are summarized below:

Before payments for travel may be accepted from a non-Federal source, the travel approving authority must make the following determinations:

- ! Payment is for attendance at a **meeting or similar function**. Travel to serve on selection boards or review panels or to grade exams does not qualify. This regulation excludes events required to carry out an agency's statutory and regulatory functions, such as inspections, audits, site visits, or negotiations. It also excludes promotional vendor training or other meetings for the primary purpose of marketing the non-Federal source's products or services. The event need not be "widely attended."
- ! Payment is for travel related to the employee's official duties. (The employee must be in a travel status.)
- ! Payment is from a non-Federal source that is not disqualified on conflict of interest grounds. A "conflicting source" of payments is a non-Federal organization that "has interests that may be substantially affected by the performance or nonperformance of the employee's duties." In this case, the official must determine that "the agency's interest in the employee's ... attendance at or participation in the event outweighs concern that acceptance of the payment may or may reasonably appear to influence improperly the employee in the performance of his/her official duties."
- ! The travel is primarily for the benefit of the Government, not the organization paying for it.

These determinations must be made in writing. An example is attached. The acceptance of travel benefits must be approved by the employee's travel approving authority in advance.

Benefits in-kind (e.g., plane tickets, prepaid hotel reservations) are preferred. Cash may not be accepted by DoD employees. If benefits are provided by reimbursement of expenses, checks must be made out by the non-Federal source to the U.S. Treasury, not to the employee.

Reports:

Prior to acceptance of the benefits, the travel approving authority must approve the acceptance of the travel benefits. A sample memorandum is included as enclosure (3.) Please note that Ethics Official concurrence is required when the employee's official duties could affect the interests of the non-Federal source.

After the travel has been completed, if the value of the travel benefits exceeds \$250, a report (Gift of Travel Form, enclosure (2)) must be forwarded to the Ethics Official for inclusion in the semi-annual report to the Office of Government Ethics.

Since these travel benefits are provided to the Government, they should not be listed as gifts on the financial disclosure report (SF 278 or OGE Form 450) of the affected Government employee.

Enclosure (1)

**NAVAL POSTGRADUATE SCHOOL
OFFICE OF STAFF ETHICS OFFICIAL**
273 Stone Road
Monterey, CA 93943-5011

In reply refer to: 5890
Ser 00C/

MEMORANDUM

From: Command Ethics Official
To: Research Assistant Professor Thomas Richardson

Subj: GIFT OF TRAVEL

Ref: (a) Gift of travel from non-Federal source form, received 7 January 2011
(b) 31U.S.C. § 1353 (c) DoD 5500.7-R, Joint Ethics Regulations

End: (1) **Gift of travel form, to be submitted following completion of travel**

1. I have reviewed reference (a), your request for an ethics opinion regarding whether you may accept a Gift of Travel from the State University of New York-Stonybrook, to attend a seminar. You will be traveling from Monterey, California to Stonybrook, Long Island, New York from February 1st - February 3rd, 2011. Your request for acceptance of a gift of travel in the estimated amount of \$750.00 pursuant to reference (b), is legally unobjectionable and is therefore approved. Your Authorizing Official may accept the gift of official travel benefits from the non-Federal source by approving your travel authorization.

2. Be aware, however, that you may accept payment from the non-Federal source for Airfare and Hotel expenses with respect to your attending the conference only by a check made payable to the U.S. Treasury, or by payment in kind. **You may not accept payment by cash or by a check made payable to you personally as reimbursement for your expenses. If a check is made out to the U.S. Treasury, it must be payable in U.S. Dollars, drawn on a bank in the United States, you then must file a travel claim for reimbursement. The reimbursement you receive may be more than the per diem rate of the government as long as it is not unreasonable.**

3. I have attached enclosure (1) which you **MUST** complete after you return from the trip to New York in order that you may list the actual expenses incurred. **Completing the form is required by reference (c), section 4-302**, since the amount of the gift of travel and related expenses is estimated to be over \$250.00.

4. If you have any questions, please call me at (831) 656-3610.

CDR (JAGC), USN
Ethics Official

Enclosure (3)