



United States  
**Office of Government Ethics**  
1201 New York Avenue, NW., Suite 500  
Washington, DC 20005-3917

April 25, 2007  
DO-07-012

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Joseph E. Gangloff  
Deputy Director

SUBJECT: Deadline for Reporting Payments Accepted Under 31 U.S.C. § 1353

Making information about Government accountability and transparency accessible is important to maintaining the public's trust in Government. Regulations require that agencies submit to the Office of Government Ethics semiannual reports of payments for travel, subsistence and related expenses received by employees from non-Federal sources in connection with the attendance at certain meetings or similar functions (31 U.S.C. § 1353).

The next semiannual report should be submitted to the Office of Government Ethics no later than May 31, 2007, for payments received from October 1, 2006, through March 31, 2007. If no pertinent reimbursement has been received by agency employees, agencies must submit negative reports. Timely submission of 1353 travel reports assists in promoting good governance by ensuring that public requests for information can be met in a timely manner. Establishing internal controls that ensure timely submissions is essential to this program

Agencies are strongly encouraged to submit their semiannual reports, by SF 326 or other format, via e-mail at [1353Travel@oge.gov](mailto:1353Travel@oge.gov). If you submit your reports using the SF 326 that is available on the GSA forms library, please save and submit the report as a .pdf file. (The Office of Government Ethics cannot open .xpw or .frp files.)

The General Services Administration final rule, effective June 16, 2003, establishes a uniform reporting format that generally should be used for reporting payments received on or after that date. The final rule also clarifies the role of the Office of Government Ethics: OGE is responsible for making the information provided by the agencies available to the public. It is each agency's responsibility to file the accurate and complete reports and to make the appropriate conflict of interest analysis. (See 68 Federal Register 12602-12610 published March 17, 2003.)

If you have any questions, please contact Irene Houston at (202) 482-9249 or at [1353travel@oge.gov](mailto:1353travel@oge.gov).