

New Travel Gift Procedures

To advise on whether this travel gift may be accepted, we need the following information.

1. Traveler's name, title, and office.
 2. Name of donor.
 3. Nature of the gift that the donor is providing (e.g., airfare, lodging, meals).
 4. Value of the gift, if known.
 5. Whether the donor made an offer to cover the travel without being asked.
 6. Location of event (and departure city, if not traveling from the Washington, DC area).
 7. Dates of travel.
 8. Name of the event.
 9. An explanation of how your participation in the event supports the agency's mission.
 10. Whether your supervisor has determined that your attendance/participation in this event furthers the agency's mission (including a determination that the entire dates of travel are reasonable and necessary to further the agency's mission).
 11. Whether the donor has any contracts or grants with your specific agency (or, for NOAA employees, the NOAA component—i.e., NWS, NESDIS, NOS, NMFS, OAR). In order to obtain this information, please contact your grants and contracts office. We suggest you obtain this information as soon as possible so that we may provide advice in the most timely manner possible. If this information for contracts is not readily available you may contact Yancey Stern at (202) 482-5781 (ystern@doc.gov).
- For NOAA only:** For information on grants with NOAA, please visit the following website: <https://grantsonline.rdc.noaa.gov/flows/publicSearch/begin.do> . Enter the name of the travel gift donor under "Recipient Name", and enter the name of your component under "Line Office."
12. Whether the donor has any controversial matters pending before the agency or whether any hot-button topics currently involve the donor.
 13. Whether there are any other special circumstances not mentioned above that may create an appearance problem for the agency to accept a gift from this donor.