

Memorandum for USUHS Ethics Official/Office of General Counsel

From: _____ Date _____

Subj: **Request for Approval of Acceptance of Travel and Related Expenses from Non-Federal Sources for Official TDY Travel**

1. The following information is provided in support of this request.

a. Traveler's Name: _____ Phone: _____

b. Traveler's Dept. and Position: _____

c. Dates and Place(s) of TDY: _____

d. Purpose of the TDY (nature of the meeting or similar function):

e. Entity Providing Non-Federal Funds: _____

f. Funding provided by non-Federal source by (check one):

(1) _____ Entire Payment by check (funds payable to USUHS)

(2) _____ Payment in Kind (goods or services provided instead of funds to USUHS by check - e.g., airline tickets)

(3) _____ Mixed (Part payment in kind and part by check)

Type of Funding provided and \$ Value (Complete appropriate blocks):

<u>Type</u>	<u>Reimbursement</u>	<u>Value In-kind</u>	<u>Dept Funds</u>
Lodging:	_____	_____	_____
Meals:	_____	_____	_____
Tickets:	_____	_____	_____
Registration:	_____	_____	_____
Taxis, etc.:	_____	_____	_____

g. Is your spouse being sponsored by the non-Federal source? _____

2. **I understand that:**

(a) All checks are to be made payable to USUHS and turned in to FMG; (b) if the non-Federal funds are insufficient to cover my authorized expenses, the difference will be charged to my department's organization; and (c) if the non-Federal source provides sufficient funds, I will be fully reimbursed for travel expenses (provided they are similar to expenses for other attendees) even if those expenses exceed the allowable rate under Volume 1 of the Joint Federal Travel Regulations (the type of expenses must be allowable under the JFTR).

3. To the best of my knowledge, **accepting these funds does not present a conflict of interest**, i.e., a reasonable person with knowledge of all of the facts would not question the integrity of USUHS programs or operations.

Name and Signature of Requestor

Name and Signature of Dept Chair/ Dean

Date

_____ Funded orders are required for any payments not reimbursed in kind.

_____ Funded orders are required as the organization will reimburse the University for travel.

Signature of Ethics Official

Date