

**REPORT OF PAYMENTS ACCEPTED FROM NON-FEDERAL  
SOURCES UNDER 31 U.S.C. § 1353  
U.S. DEPARTMENT OF THE INTERIOR**

For Period Beginning October 1, 200\_\_ and Ending March 31, 200\_\_  
For Period Beginning April 1, 200\_\_ and Ending September 30, 200\_\_

This report implements 31 U.S.C. § 1353. It does not supersede other reports that may have to be filed when travel or travel expenses are accepted under other authority. For definitions and policies, see 41 CFR Part 304-1.

1. Bureau/Office

2. For Report of this Event  
Page \_\_\_ of \_\_\_

3. Event (*Identify meeting or similar function for which payment was accepted under 31 U.S.C. § 1353. Forms documenting payments of \$250 or more per employee and/or accompanying spouse must be sent to the Department Ethics Office.*)

4. Sponsor of the Event

5. Location of Event

6. Dates of Event

From: \_\_\_\_\_, 200\_\_ To: \_\_\_\_\_, 200\_\_

7. Nature of Event

8. Employee

Name: \_\_\_\_\_  
Official Title: \_\_\_\_\_  
Office: \_\_\_\_\_  
Travel Dates: \_\_\_\_\_  
From: \_\_\_\_\_ To \_\_\_\_\_

9. Accompanying Spouse (*If Applicable*)

Name: \_\_\_\_\_  
Employee: \_\_\_\_\_  
Government Position: \_\_\_\_\_  
Travel Dates: \_\_\_\_\_  
From: \_\_\_\_\_ To \_\_\_\_\_

10. Non-Federal Sources of Payment (*Identify all non-Federal sources from which payment was accepted under 31 U.S.C. § 1353 for this employee and/or accompanying spouse in connection with this event.*)

A. \_\_\_\_\_ C. \_\_\_\_\_

B. \_\_\_\_\_ D. \_\_\_\_\_

11. Nature of Payments (*Itemize on back of form.*)

12. Nature of Payments (*Indicate total amount of payments accepted under 31 U.S.C. § 1353 for this employee and/or accompanying spouse in connection with this event.*)

Total of Payments to Agency by Check \$ \_\_\_\_\_ Total of payments Provided in Kind \$ \_\_\_\_\_

13. Certification. The statements in this report are true, complete, and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

14. I have determined that this travel situation complies with the ethics conditions for acceptance of travel payments under 41 CFR 304-1.4.

\_\_\_\_\_  
Ethics Review (By Ethics Official)

\_\_\_\_\_  
Date

15. Approval.

\_\_\_\_\_  
Supervisor's (or Authorizing Official's) Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

11. Nature of Payments. For each payment accepted, identify (a) nature of benefit; (b) mode of payment; (c) individual for whom provided; (d) non-Federal source; and (e) amount of payment. When describing mode of payment, use "C" for check or "K" for in kind. Use "E" for employee or "S" for spouse when identifying individual for whom payment was provided, and use applicable letter from question 10 to identify non-Federal source. To value benefits provided in kind, use cost to other participants for waiver of conference or training fee. For transportation or lodging, use cost to donor or consult rate for similar benefit in effect at time benefit provided. For travel on private or chartered aircraft, determine value by computing total constructive cost of transportation using premium class air fare. For meals and other benefits, use cost to donor or reasonable approximation.

(a) Nature of Benefit	(b) C (check) or K (in kind)	(c) E (employee ) or S (spouse)	(d) A,B,C, or D	(e) Amount of Payment

United States Department of the Interior  
Office of the Secretary

**ETHICS AND CONDUCT  
INFORMATION BULLETIN**

Bulletin No. 02-1  
May 2002

Department Ethics Office  
Washington, D.C.

## Accepting Official Travel Payments from Non-Federal Sources

This Bulletin contains important guidance for employees who plan to travel for the Department at the expense of a non-Federal source.

As a rule, whenever you are on official travel for the Department, the Department or another Federal agency should pay for your travel expenses. Sometimes, however, a private sector organization may express its generosity by offering to pay for all or part of the official travel expenses incurred by an employee. When this occurs, the statutory provisions of 31 U.S.C. § 1353 may be used to authorize the Department to accept the employee's travel related expenses. Regulations implementing this statute are contained in 41 CFR § 304-1. In order to use the travel acceptance authority under 31 U.S.C. § 1353, certain conditions and procedures must be satisfied.

### ***Conditions and Procedures for Acceptance of Travel Payments Under 31 U.S.C. § 1353:***

Federal regulations require that the travel authority under 31 U.S.C. § 1353 must be used, where appropriate, before any other travel acceptance authority is considered. An agency may accept payment for an employee and/or the employee's spouse's travel from a non-Federal source when proper consideration is given to the conflict of interest criteria and a written authorization to accept payment is issued **in advance** of the travel event. Written authorization is accomplished by

completing Form DI-2000. This form may be obtained from your servicing ethics counselor or downloaded from the internet at: [www.doi.gov/ethics](http://www.doi.gov/ethics). The Authorized Approving Official documents on this form his or her determination that the non-Federal travel payment is:

- I. For travel relating to an employee's official duties (including attendance because the employee's presence at the meeting is necessary to permit participation in the meeting by another employee or because a spouse's presence at the meeting or similar function is in the interest of the agency) under an official travel authorization issued to the employee, and to an accompanying spouse when applicable;
- II. For attendance at a meeting or similar function relating to the official duties of the employee; and
- III. From a non-Federal source that is not disqualified on conflict of interest grounds.

*Please Note -- payment may not be accepted under this authority for a meeting or other event required to carry out an agency's statutory or regulatory functions. For example, a statutory or regulatory function essential to an agency's mission, such as an investigation, inspection, audit, site visit, or program evaluation.*

In making this determination, the Authorized Approving 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; and
6. The monetary value and character of the travel benefits offered by the non-Federal source.

**Authorized Approving Official:**

For purposes of this policy, the term, "Authorized Approving Official" means that Department official who has been delegated the authority to approve the usual travel authorizations of the employee who will benefit from the non-Federal travel payment.

The following procedures must be satisfied before the employee begins his or her travel:

1. Each employee (and/or the accompanying spouse) must have an approved travel authorization. Each travel authorization must contain a statement indicating that: (a) all or part of the employee's travel expenses will be paid for by (name of the non-Federal source); (b) The authority to accept the travel related payment is 31 U.S.C. § 1353; and (c) and the planned travel situation complies with the ethics conditions for acceptance under 41CFR § 304-1.

2. A Form DI-2000 must also be completed and signed by the employee and approved by the Authorized Approving Official after receiving concurrence by a servicing ethics official.

3. Payment from a non-Federal source to cover the travel related expenses of an employee may be made in the form of a check or similar instrument made payable to the agency. Employees may also accept payments-in-kind (i.e., an airline ticket) on behalf of the Department and other payments when authorized to do so. Employees may not accept cash.

A copy of each completed Form DI-2000 must be filed with the Bureau or Office Deputy Ethics Counselor. These forms are collected by the Department Ethics Office and used as part of the required reports to the U.S. Office of Government Ethics.

Any questions regarding the use of the non-Federal travel acceptance authority under 31 U.S.C. § 1353, should be addressed to your servicing ethics counselor or the Department Ethics Office staff.



Shayla Freeman Simmons  
Designated Agency Ethics Official