

## TRAVEL GIFT QUESTIONNAIRE

Please provide the following information.

1. Traveler's name, title, and office:

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2. Name of the event: \_\_\_\_\_

3. Name of donor (i.e., the person, company, or organization offering travel expenses):

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4. Type of travel gift: airfare  lodging  meals  registration fee waiver  other

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5. Value of the gift, if known: \_\_\_\_\_

6. Did you ask the donor to pay for your travel? Yes  No

7. Location of event (and departure city, if not traveling from the Washington, DC area):

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8. Dates of travel: \_\_\_\_\_

9. An explanation of how your participation in the event supports your agency's mission.

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10. Has your supervisor determined that your attendance/participation in this event furthers your agency's mission (including a determination that the entire dates of travel are reasonable and necessary to further your agency's mission)? Yes  No

11. Does the donor have any contracts with your specific agency (or, for NOAA, your specific line office, e.g., NMFS, NWS) (you may contact Yancey Stern for this information at (202) 482-5781 or [ystern@doc.gov](mailto:ystern@doc.gov))? Yes  No

12. Does the donor have any grants with your agency, or for NOAA your specific line office? Yes  No

You may contact Greg Coss for this information at (202) 482-3134 (or [gcoss1@doc.gov](mailto:gcoss1@doc.gov)). (For NOAA, this information can be found online at: <https://grantsonline.rdc.noaa.gov/flows/publicSearch/begin.do>. Enter the name of the donor under "Recipient Name" and select your line office.)

13. Does the donor have any controversial matters before your agency? Yes  No

14. Are there any other special circumstances that may cause concern with the gift?

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