

EXAMPLES OF POSSIBLE EXPENDITURES

	Types of Expenditures	Likely result under Pub. L.	Notes
1	“Informational and educational items”	Acceptable	See examples in 301 FW 7. Others include: NWRS passport books, refuge cancellation stamps, bumper stickers and window clings with real information and educational value.
2	“Promotional items and services”	Acceptable	See examples in 301 FW 7. Follow general principles in this Order. These items may require documentation as to how they will promote the Act
3	Food and refreshments	Acceptable	Use in moderation. No alcohol. For public events only, not for internal meetings, etc.
4	Contest prizes	Acceptable	Use in moderation and for lasting effect.
5	Entertainment (singers, dancers, actors, poets, etc.)	Acceptable	Use in moderation.
6	Publicity experts	Acceptable with guidance	See Mar. 14, 2003, opinion from SOL. Also see 5 U.S.C. 3107 and discussion in GAO’s Principles of Federal Appropriation Law at pp. 4-189 – 4-191.
7	Advertising our events	Acceptable	See 44 U.S.C. 3702, 205 DM 5.1, and 033 FW 1.2. Use in moderation. See 120 FW 3 on exhibits and displays, and consult External Affairs.
8	Use of FWS name, logo, etc.	Acceptable but controlled	See 040 FW 2. Use will be approved by the NWRS when applicable. All uses by other entities require a partnership agreement. Not to be used on items with no lasting effect.
9	Printing/copying	Acceptable but controlled	GPO waiver 99005. Consult Printing and Publications Coordinators.
10	Honoraria to speakers, etc.	Acceptable	Use invitational travel orders (or contracts for services if other fees are charged).
11	Presentation plaques	Acceptable	Use in moderation
12	Travel and transport for non-Govt speakers and others who provide direct services to approved events	Acceptable	See 31 USC 1345. Invitational travel orders (or purchase orders) may be issued for speakers and others who provide direct services at program events. (See Financial Administration Memorandum No 98-014 (ii.G.1.) However, for ordinary guests, no payment of travel and transportation expenses is allowed, not even the use of rented school buses and golf carts. May need to find partners to donate these (but check for liability insurance coverage, drivers with commercial licenses, etc.)
13	Temporary help	Acceptable within limits	See 5 CFR 300.501 -.507 for requirements.
14	Space rentals	Acceptable within limits	Controlled by GSA. See 41 CFR 101-17 thru -21; 370 FW 1-3.
15	Button-making machines	<u>Not</u> acceptable	See Mar. 14, 2003, SOL opinion.