

TRAVEL GIFT QUESTIONNAIRE (OTHER THAN NOAA)

Please provide the following information and any written correspondence with the donor.

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

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

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

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):

8. Dates of travel: _____
9. Describe how your participation in the event supports your agency.

10. Has your supervisor determined that attendance at this event furthers the agency's mission (including that the travel dates are reasonable and necessary)? Yes ☐ No ☐
11. Does the donor have any contracts with your specific agency? Yes ☐ No ☐
You may find this information on www.usaspending.gov. To use the site:
 - under "Award Search" click on "Advanced Search"
 - under "Time Period" check off "FY 2018" and "FY2017"
 - scroll down to agency and type "Department of Commerce" into "Awarding Agency"
 - select DOC when it populates to make agency selection
 - scroll down to "Recipient," type name of recipient into the box, and either press enter or click on the search button located directly next to the text box
 - scroll down to the bottom of the list and click "Submit Search."
12. Does the donor have any grants with your agency? Yes ☐ No ☐
Follow the instructions in question 11 above, except under "Basic Criteria", click "Grants"
13. Does the donor have interests in controversial matters before your agency?
Yes ☐ No ☐
14. Describe any other special circumstances that may cause concern with the gift.
