

TRAVEL GIFT QUESTIONNAIRE (OTHER THAN NOAA)

Please provide the following information and any 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 participation in the event supports the agency. _____

10. Has a management official 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 or grants with your specific agency (operating unit or bureau)? 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" mark boxes for "FY 2018" and "FY2017"
 - under "Award Type" mark boxes for "Contracts" and "Grants"
 - scroll down to agency and type your agency's name into "Awarding Agency"
 - select DOC when it populates to make agency selection
 - scroll down to "Recipient," type name of recipient into the box
 - scroll down to the bottom of the list and click "Submit Search."
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.

*Prepared by the Ethics Law and Programs Division, Office of the General Counsel,
United States Department of Commerce – August 16, 2018*