

**Acceptance of Payment from a Non-Federal Source
For Travel Expenses While in Official Capacity**

Section 1353 of title 31, United States Code, permits non-Federal sources, such as organizations, associations, or businesses, to pay the Government for travel, subsistence, and related expenses incurred by Government personnel while in their official capacities to attend meetings, conferences, seminars, symposia, and other similar functions.

The law has been implemented by the General Services Administration (Federal Travel Regulation, 41 C.F.R. Section 304-1(b)). This regulation prohibits the solicitation of payment for expenses.

Before travel payments are accepted from a non-Federal source, prior approval must be granted from the travel approving authority (HRC, ATTN: AHRC-OFF-L), who must make the following determinations:

- Payment is for attendance at a meeting, conference, seminar, speaking engagement, symposium, training course, or receipt of an award or honorary degree related to official duties. This authority does not permit acceptance of payments for promotional vendor training or other events in which the primary purpose is marketing the non-Federal source's products or services, or events required to carry out an agency's statutory and regulatory functions, such as inspections, audits, site visits, or negotiations. In addition, the event need not be a "widely attended gathering".
- Payment is for travel related to the employee's official duties, and the employee must be in a travel status. Payments or benefits offered by a non-Federal source may be limited by qualifying acceptance to attend only a portion of the function that is deemed to be in the Government's interest.
- Payment may be accepted only from a non-Federal source that is not disqualified because of a conflict of interest. A "conflicting source" of payments is a non-Federal organization that "has interests that may be substantially affected by the performance or nonperformance of the employee's duties." The approving authority must consider the circumstances to determine that acceptance would not cause a reasonable person with knowledge of all the relevant facts to question the integrity of the Government's programs or operations.
- Approval of payments from a non-Federal source should take into consideration the identity of other expected participants.
- Travel is primarily for the benefit of the Government and not the organization paying for it.

Procedures:

1. The acceptance of travel benefits must be approved by HRC (AHRC-OFF-L) ninety (90) days prior to travel. Submit the required memorandum, subject: Travel Paid by Non-Federal Source Request for TDY to HRC (AHRC-OFF-L) (Mr. Strout) via fax number (703) 325-3242 or email it to Joel.Strout@Hoffman.Army.Mil for consideration. This request will be submitted to an Ethics Counselor for recommendation. You will be notified as soon as a decision is made. Once a decision is made, and if it is approved, HRC will type your DD Form 1610, a copy will be submitted to the Student Detachment.
2. Benefits must be paid in kind (e.g., plane tickets, prepaid hotel reservations, etc). **Cash may not be accepted by DoD employees.** If approved, you will be considered in a TDY status and require an approved DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) prior to travel.
3. After travel you **must** file a written report of the payments received **if** the total value of the travel payments received in connection with an event exceeds \$250.00. Standard Form 326 can be used to make this report. This form is available at <http://www.gsa.gov/Portal/home.jsp>. This form will be submitted to HRC, ATTN: AHRC-OFF-L (Mr. Strout), which will submit it to the HRC Ethics Counselor.

Travel Paid by Non-Federal Source
Request for TDY

- (1) Name
- (2) SSN
- (3) Grade
- (4) Name of Program (TWI/ACS, etc)
- (5) Duty Location (Univ/Industry Name & City & State):
- (6) Phone Number
- (7) Approx # of TDY days
- (8) Estimated Cost of Airfare
- (9) What will the industry pay for (e.g. travel, lodging, etc)
- (10) What won't the industry pay for (e.g. travel, lodging, meals) and are you requesting Army funds
- (11) Sponsor of Event
- (12) Place of Departure (City & State & ZIP Code)
- (13) Airport flying out of
- (14) Proceed Date
- (15) Destination(s) (City & State & ZIP Code)
- (16) Airport flying into
- (17) Mode of Transportation (e.g. FLY; Driving, etc.)
- (18) If you fly, how will you purchase your ticket? (Use DD Form 1610 Fund Cite or Government Credit Card).
- (19) Purpose of TDY (fully explain purpose of TDY and relevance to your program)
- (20) Rental (Yes/No) (if yes, fully provide justification & estimated distance)
- (21) Complete email address
- (22) Do you have a Government Credit Card (Yes) or (No) (check one)
- (23) Is there a Conference/Registration Fee? If so, how much
- (24) Are you requesting leave in conjunction with this TDY? If so, what are the dates
- (25) Remarks (if any)
- (26) I have read and understand the following statement

"Payment of trip by non-Federal source is for attendance at a meeting, conference, seminar, speaking engagement, symposium, training course, or receipt of an award or honorary degree related to official duties. This authority does not permit acceptance of payments for promotional vendor training or other events in which the primary purpose is marketing the non-Federal source's products or services, or events required to carry out an agency's statutory and regulatory functions, such as inspections, audits, site visits, or negotiations. In addition, the event need not be a widely attended gathering. Payment is for travel related to training/education. Payment of travel is in kind (e.g. plane tickets, prepaid hotel reservations). Travel is primarily for the benefit of the Government and not the organization paying for it. I further understand that 41 C.F.R. Section 304-1(b) prohibits solicitation of payment for these expenses".

(Typed name of student)

(Signature of student/date)