



Department of Veterans Affairs

Financial Policy

Volume XIV

Travel

Chapter 9

Non-Source Federal Travel

(Donated Travel)

Approved:

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0901 Overview

This chapter establishes the Department of Veterans Affairs’ (VA) financial policies relating to donated travel from non-federal funding sources. Section 41, Code of Federal Regulations (41 C.F.R.), Chapters 300 through 304, and Federal Travel Regulation (FTR) Chapters 300 through 304, implement the statutory requirements and Executive Branch policies for travel by federal civilian employees and others authorized to travel at Government expense. These policies apply equally to both domestic and international travel.

Key points covered in this chapter:

- VA may accept non-federal sourced donated funds for travel, subsistence, and other expenses incident to attendance at meetings per 5 U.S.C. § 4111 and 31 U.S.C. § 1353;
- Employees may be penalized for accepting payments from non-federal sources in violation of applicable laws;
- Authorization to accept non-federal source funded travel requires advance approval via VA Form 0893, Advance Review of Offer to Donate Support for Official Travel;
- Approved non-federal source funded travel still requires the creation and approval of a travel authorization (TA) and completion of Travel Claim in VA’s travel system;
- Manual TAs will not be used for non-federal source travel;
- Non-federal source funded travel may not be accepted for attendance at meetings or other events that are required to carry out a function that is essential to the Agency’s statutory or regulatory duties;
- VA employees will not solicit non-federal source funded travel for themselves; and
- The Executive Director, Financial Services Center (FSC) is responsible for the 31 U.S.C. § 1353 requirement to submit semi-annual reports to the United States Office of Government Ethics (OGE).

0902 Revisions

Section	Revision	Office	Reason for Change	Effective Date
0901 Overview	Changed key points to reflect the Executive Director, FSC is responsible for the 31 U.S.C. § 1353 reporting requirements.	OFP (047G)	Secretary of Veterans Affairs (SECVA) Memorandum, “Delegation of Authority for Travel and Conferences”.	October 2021

Section	Revision	Office	Reason for Change	Effective Date
0904 Roles and Responsibilities	Updated to establish delegation of authority roles and responsibilities for reporting requirements to the Office of General Ethics (OGE) on acceptance of non-Federal funds.	OFP (047G)	SECVA Memorandum, "Delegation of Authority for Travel and Conferences".	October 2021
090507 Reporting Requirements	Updated to reflect Executive Director, FSC delegated authority to submit semi-annual reports to OGE.	OFP (047G)	SECVA Memorandum, "Delegation of Authority for Travel and Conferences".	October 2021
0907 Rescissions	Rescinded VA Financial Policy Volume XIV Chapter 9, January 2021	OFP (047G)	SECVA Memorandum, "Delegation of Authority for Travel and Conferences".	October 2021
Various	Reformatted to new policy format and completed a five-year update.	OFP (047G)	Reorganized chapter layout. Full review of all material. Rewritten as necessary.	January 2021
Policies	All Policies updated, reviewed, and confirmed validity in context with applicable legal codes. Reorganized all sections for added clarity, thoroughness, and simplicity.	OFP (047G)	Reviewed and updated throughout.	January 2021

Section	Revision	Office	Reason for Change	Effective Date
Appendices	Appendices have been added for A, B, and C. Appendix A has an example of VA Form 0893. Appendix B has an example of OGE Form 1353. Appendix C has Instructions Valuation Gift in Kind.	OFP (047G)	Moved procedural text to the appropriate appendix.	January 2021

0903 Definitions

Actual Expense – The cost paid for lodging or meals incurred.

Approving Official (AO) – A VA employee designated the authority to approve travel requests.

Donor – Reference definition of Non-Federal Source.

Conference – A meeting, retreat, seminar, symposium, or event involving travel for attendees either locally or on Temporary Duty (TDY) travel. The term “conference” also applies to training activities that are considered to be conferences under FTR Part 300-3, § 300-3.1. See VA Financial Policy Volume XIV Chapter 10, Conference Planning, Oversight, and Reporting for more detail.

Federal Travel Regulation (FTR) – FTR Chapter 304 are the regulations for non-federal sourced travel contained in 31 U.S.C § 1353 and 5 U.S.C § 5707 that implement statutory requirements and Executive branch policies for travel by federal civilian employees.

Non-Federal Source – Any person or entity other than the Government of the United States.

Official Station – An area defined by VA as the employee’s official duty station (as established in an employee’s SF 50) which is the location where the employee regularly performs his or her duties, or an invitational traveler’s home or regular place of business (FTR Part 300-3, § 300-3.1). Reference VA Financial Policy Volume XIV Chapter 7, Local Travel, for local area guidance.

Official Travel – Travel under an official Travel Authorization (TA) to and from an employee’s official station or other authorized points of departure and a temporary duty

location, travel between two temporary duty locations, or relocation at the direction of a Federal agency.

Payment In-Kind – Transportation, food, lodging, or other travel-related services provided by a non-federal source instead of monetary payments to the Federal Agency for these goods and services. “In-kind” payment also includes a waiver of any fees that a non-federal source normally collects from meeting attendees (e.g., registration fees) but does not include waivers or discounts of an employee's fees on the day(s) they are participating in the meeting or similar function as a speaker, panelist, or presenter.

Per Diem Allowance – A subsistence allowance for lodging, meals, and related incidental expenses incurred while on authorized (TDY), when eligible (FTR Part 300-3, § 300-3.1). Subsistence expenses are generally reimbursed using the Lodgings-Plus method, but a Reduced Per Diem or Actual Expense method may be authorized when warranted. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. In foreign area locations, lodging taxes are part of the per diem allowance and are not a miscellaneous expense. Maximum per diem rates for temporary duty travel locations are established by GSA, and available at the GSA Per Diem Rates website.

Temporary Duty Travel (TDY) – Travel by an employee on official business to a designated location(s) away from their local area, as authorized by an employee's AO through a TA.

Travel Authorization (TA) – A written or electronic authorization to incur expenses while on authorized official business for the Government, and is required to include specific purpose, itinerary, and estimated costs (FTR Part 300-3, § 300-3.1).

0904 Roles and Responsibilities

The Assistant Secretary for Management and Chief Financial Officer (ASM/CFO) has been delegated the authority to submit to the Director of Office of General Ethics (OGE) a semi-annual report on payments received from non-Federal sources that are more than \$250 per event for an employee and accompanying spouse, with authority to re-delegate.

The ASM/CFO re-delegates this authority to the Executive Director, FSC, with no further re-delegation authority.

Approving Officials (AO) have the authority to approve TAs and claims associated with TDY and local travel and are responsible for:

- Being knowledgeable of the employee's travel plans;
- Ensuring all travel is approved consistent with FTR, VA travel policy, and any other Department-specific guidance (e.g., travel notices);

- Ensuring non-federally sourced donated travel is not approved without proper documentation;
- Ensuring split disbursement is utilized when the traveler has a travel card; and
- Monitoring timely processing of travel claims;

Travelers will be knowledgeable of FTR, VA travel policy, and any other agency-specific guidance (e.g., travel notices); minimize costs; arrange travel using VA's travel system; ensure travel is approved in advance; comply with VA's travel charge card program guidance; ensure the balance owed of undisputed charges on their travel card is split for payment to the extent reimbursable funds are available; submit all travel claims timely; and de-obligate invalid travel documents. Travelers will complete their travel training requirements.

VA Financial Services Center (FSC) is responsible for TDY Travel Service Division operations and will initiate a data call semi-annually to VA organizations for reporting non-federal sourced donated travel. The Executive Director, FSC has been designated with the responsibility to submit to the Director of OGE a semi-annual report on payments received from non-Federal sources that are more than \$250 per event for an employee and accompanying spouse.

VA Office of General Counsel (OGC) Deputy Ethics Officials will review VA Form 0893, Advance Review of Offer to Donate Support for Official Travel, to determine under the facts presented, whether accepting the offered travel support complies with ethics laws, VA travel policies, and gift acceptance authorities.

0905 Policies

090501 Acceptance of Non-Federal Funding for Travel

- A. VA employees will not solicit non-federal source funds.
- B. The following statutory authorities allow VA, under certain conditions, to accept donations from non-federal sources for travel:
 - Accepting non-federal funds for travel per 5 U.S.C. § 4111 authorizes employees to accept payment of travel, subsistence, and other expenses incident to attendance at meetings. The acceptance of payments under section 4111 is contingent upon the recognition of the donor as a 501(c)(3) tax-exempt organization by the Secretary of Treasury; and
 - Accepting travel per 31 U.S.C. § 1353 authorizes federal agencies to accept, on behalf of their employees, payments associated with training, meetings, or similar functions that an employee may attend in an official duty status.

- C. In addition to 5 U.S.C. § 4111 and 31 U.S.C. § 1353, rules and policies for non-federal sourced donated travel are also found in FTR Chapter 304-1 through 304-9, Payment of Travel Expenses from a Non-Federal Source.
- D. Non-federal source travel funding offered directly to an employee, may be accepted per 5 U.S.C. § 4111 provided the following conditions are met:
- Approval is required to be obtained in advance on a VA Form 0893 for an employee to accept the funding under this authority;
 - The cost of travel, subsistence, or other expense payable by the government for the employee's event will be reduced by the amount of the contribution/gift which is made by the private organization. As required by 5 U.S.C. § 4111(b), the employee is required to disclose all that was donated;
 - If it is a training event it must qualify under the authority of the Government Employees Training Act (5 U.S.C., Chapter 41 § 4104 – 4121, and 5 U.S.C. § 4111); and
 - The donating organization is private/non-profit as described in 26 U.S.C. § 501(c)(3) and obtained tax-exempt status under 26 U.S.C. § 501. They may pay the travel expenses (i.e., travel and subsistence) associated with non-government sponsored training or attendance at meetings.
- E. Per, 5 C.F.R. § 2635.201, in general, VA employees may not accept personal gifts from outside sources. However, non-federal source travel funding is permissible under 31 U.S.C. § 1353, as it authorizes federal agencies to accept gifts/donations in support of official travel.
- F. VA Form 0893, Advance Review of Offer to Donate Support for Official Travel will be used to authorize, in advance of the travel episode, the acceptance of non-federal funds to pay for travel expenses (FTR Part 304–6, § 304-3.3).
- G. VA may accept payments from multiple non-federal sources including non-profit VA Research and Education entities.
- H. Non-federal funds must be in check form as accepting cash is forbidden (FTR Part 304–6, § 304-6.1).
- I. If VA accepts the payment rather than the traveler, the approved donated funding will be credited to the appropriation applicable to such expenses, except as specifically provided for by law.
- J. Payments from non-federal sources will be by check or similar instrument made payable to "Department of Veterans Affairs". Payments that are "in-kind" (services or other benefits for travel provided directly by non-federal sources, for example, meals, lodging, transportation, or event tickets.) will be given directly to the employee (FTR Part 304–4, § 304-3.10).

- K. VA (or the traveler on behalf of VA) may accept payment from non-federal sources for accompanying spouses when it is determined that the presence of spouses at the meeting or similar function is in the interest of VA. A spouse's presence at an event may be determined to be in the interest of VA if the spouse will:
- Support the mission of VA or substantially assist the VA employee in carrying out his/her official duties;
 - Attend a ceremony at which the employee will receive an award or honorary degree;
 - Due to medical necessity serve as an attendant to the VA employee;
 - Participate in substantive programs related to VA programs or operations, per FTR Part 304–4, § 304-3.14; and/or
 - Non-federal funds must be in check form and accepting cash is forbidden) (FTR Part 304–6, § 304-6.1).

The accompanying spouse's travel will be processed as an invitational traveler eligible for payment of travel, subsistence, and related expenses.

- L. VA employees will not accept non-federal source funds for attendance at meetings or other events that are required to carry out a function that is essential to the Agency's statutory or regulatory duties, such as an inspection, a hearing, or a negotiation.
- M. VA employees will not accept non-federal source funds in connection with promotional vendor training or other meetings held for the primary purpose of marketing the non-federal source's products or services.
- N. In situations where travel is provided by a vendor under contract and the full cost of the travel was included in the contract (e.g., travel for audiologists to learn fitting techniques for the vendor hearing aid brand), VA OGC Ethics Specialty Team review on VA Form 0893 is not required.

090502 Review and Approval of Donated Travel

- A. Travelers should submit VA Form 0893, Advance Review of Offer to Donate Support for Official Travel to the OGC Ethics Specialty Team (GovernmentEthics@va.gov) at least two weeks in advance of the travel episode. This form will be utilized to obtain and document approval of the acceptance of non-federal source travel funding.
- B. AO's will ensure VA Form 0893 (signed by OGC Ethics Specialty Team) is uploaded into the travel system prior to approving travel.
- C. The Office of General Counsel Ethics Specialty Team will review VA Form 0893. Incomplete forms and untimely forms will be returned for corrections. If approved, they will return the signed form to the traveler to be uploaded into the travel system. All travel arrangements will be completed early and well in advance of the travel

date. The traveler should maintain contact with the travel clerk and/or AO throughout the process.

- D. Per 5 C.F.R § 2635, VA will ensure ethical standards have been followed and consider the below factors in determining whether to accept the gift from the non-federal source for travel expenses:
- The non-federal source being considered;
 - Purpose of the meeting;
 - Other participants being considered;
 - Nature and sensitivity of other matters pending at the Agency that may affect the non-federal source;
 - Significance of the employee's role in any such matter;
 - Amount and nature of the travel benefits offered;
 - Acceptance of the payment under the circumstances would not cause a reasonable person with knowledge of all the facts to question the integrity of VA programs or operations; and/or
 - The travel is in the best interest of the Government and relates to an employee's official duties.

After considering these items, VA may accept or decline the offered payment or may qualify its acceptance by limiting the extent of the employee's participation or the type of benefits that may be accepted.

- E. VA may accept or authorize employees to accept payments from non-federal sources for official travel to a meeting, or other similar functions only when:
- The traveler is in an official duty status (Authorized Absence is not an official duty status) on a domestic or foreign travel trip;
 - The TA is established in VA's travel system before the travel begins; and
 - A VA OGC Deputy Ethics Official has reviewed VA Form 0893, determined acceptance of the gift of travel to be lawful, and has signed the form and returned it to the employee.
- F. If it is determined in advance of the employee's travel that payment from the non-federal source will cover some but not all of the employee's allowable transportation and per diem expenses, the employee's TA will state that the employee will receive reimbursement for the difference between the authorized travel allowances and the payment received from a non-federal source.

090503 Post Travel Acceptance or Modification of Funding

- A. If a non-federal source offers to pay for travel expenses after travel has begun, an employee may accept payment (either check or payment in kind for a nonprofit but never cash) on behalf of VA for donated travel expenses as follows:
1. In a case where VA approval was obtained on a VA Form 0893 to accept non-federal funding from an entity prior to commencing travel and the same entity has offered additional funding for travel expenses occurring after travel has commenced, then the traveler may accept the payment on behalf of VA if the offer is in accordance with FTR Part 304–4, § 304-3.13(a). Upon completion of the travel, the employee has seven (7) business days to update VA Form 0893 with the new amount and route for approval. An amended TA is required with appropriate comments explaining the reason for the amendment; the recently accepted donated expenses will be adjusted accordingly.
 2. In a case where VA did not authorize acceptance of any payment from a non-federal source before the employee commencing travel, an employee may accept on behalf of VA the payment from the non-federal source if the offer is in accordance with FTR Part 304–4, § 304-3.13(b).
- B. If the additional or modified funds offered on a VA Form 0893 are accepted, an amended TA is required with appropriate comments explaining the reason for the amendment; the “Type Code” (in the drop-down menu) is required to be changed from “Regular TDY” to “Sponsored – Non-Fed”; the post-travel accepted donated expenses will be adjusted accordingly, and the approved VA Form 0893 will be attached for the approving official (AO) to authorize the amended TA.
- C. If VA does not subsequently authorize acceptance of any or all payment(s) from a non-federal source on the post-travel VA Form 0893, and the employee accepted the offered payment during their travel, the resolution will be consistent with FTR Part 304–4, § 304-3.13(b)(3). The funding will need to be returned to the non-federal donor and the TA will need to be amended in accordance with the resolution as applicable.

090504 Disciplinary Actions and Penalties

- A. If an employee improperly accepts non-federal source travel funds, VA may require the employee to pay an amount equal to the amount of the payment accepted, to the General Fund of the Treasury. In addition, the employee will not be entitled to any reimbursement from the Government for travel expenses that the non-federal source payment was intended to cover.
- B. The most common mistakes made when accepting funds from non-federal sources are:

- Not getting approval prior to accepting non-federal source funds; and/or
- Employees receiving checks directly from donors who are not 501(c)(3) non-profit organizations.

090505 Reimbursement for Official Travel

- A. All approved non-federal sponsored travel (i.e., temporary duty and local travel) requires the entry and approval of a TA in VA's travel system. When entering the TA into VA's travel system a dropdown menu will appear and "SPONSORED – NON-FED" should be selected from the available choices. Refer to the FSC Direct – Sponsor/Non-Fed Sponsor (Donated) Travel guide. Approved VA Form 0893 must be attached to the TA.
- B. Employees may not use manual VA Form 3036, Travel Authority for Temporary Duty Travel, when non-federal source funds are used to pay for employee travel expenses.
- C. Employees (and the accompanying spouse or attendant, when applicable) will submit a travel claim in VA's travel system within five (5) business days after the completion of official travel for all travel expense reimbursement claims which were not paid "in-kind" by non-federal sources.
- D. Employees may not claim reimbursement for travel expenses that were provided in-kind by a non-federal source whether given to the Agency or directly to the employee. For example, if the non-federal source provided a meal, the employee's travel reimbursement will be decreased by the amount that would otherwise be payable for the meal. Employees are not required to submit receipts for any travel expenses provided in-kind by the non-federal source; however, the expenses will be reported on VA Form 0893 (FTR Part 304–4, § 304-3.16).

090506 Valuation Gifts In-kind

- A. FTR Part 304–6, Subpart B, § 304-6.6, describes how VA will value travel gifts in kind (other than a check).
- B. VA will use the guidelines established in Appendix C when determining the value of payments "in-kind" for reporting on OGE Form-1353, Report of Payments Accepted from a Non-Federal Source.

090507 Reporting Requirements

- A. Per 31 U.S.C § 1353, the head of each agency of the executive branch shall submit reports of payments of more than \$250 accepted with respect to employees of the

agency to the Director of OGE. The Director shall make these reports available to the public.

The SECVA has delegated to the ASM/CFO the authority to report semi-annually on payments received from non-Federal sources that are more than \$250 per event for an employee and accompanying spouse to the Director of OGE. The Executive Director, FSC is designated with the authority for submitting the OGE Form-1353, Report of Payments Accepted from a Non-Federal Source to the Director of OGE. Refer to VA Financial Policy Volume XIV Chapter 1, Travel Administration, for the Secretary of Veterans Affairs (SECVA) Memorandum, “Delegation of Authority for Travel and Conferences”.

- B. The FSC TDY Travel Services Division submits a data call to VA Travel organizations and provides a form to complete and submit back to FSC. FSC then collects the data from all VA Organizations and combines the individual items more than \$250 per event, per 31 U.S.C. § 1353, and enters them into the OGE Form 1353, Semiannual Report of Payments Accepted From a Non-Federal Source.
- C. Negative responses are required and indicate there are no donated travel items to report.
- D. Reports are based on the actual date the travel is performed per 31 U.S.C. § 1353.
- E. The Executive Director, FSC is required to submit the OGE Form 1353 report on a semi-annual basis to the Director of OGE by May 31st and November 30th. The May 31st report contains non-federal source travel funding received from October 1 through March 31, and the November 30th report contains non-federal source travel funding received from April 1 through September 30.

The FSC will send the OGE Form 1353 to the Director of OGE via email to 1353Travel@OGE.gov.

0906 Authorities and References

[5 C.F.R. Part 2635, Standards of Ethical Conduct for Employees of the Executive Branch](#)

[5 U.S.C., Chapter 41 § 4104 – 4121 GETA Training Activities](#)

[5 U.S.C. § 4111, Acceptance of Contributions, Awards, and Other Payments](#)

[26 U.S.C. § 501\(c\)\(3\), Exemption from Tax on Corporations, Certain Trusts, etc.](#)

[31 U.S.C. § 1353, Acceptance of Travel and Related Expenses from Non- Federal Sources](#)

FTR Part 300 through 304 Federal Travel Regulation System

FTR Part 300-3, Glossary of Terms, § 300-3.1, Conference

FTR Part 300-3, Glossary of Terms, § 300-3.1, Official Station

FTR Part 300-3, Glossary of Terms, § 300-3.1, Per Diem Allowance

FTR Part 300-3, Glossary of Terms, § 300-3.1, Travel Authorization

FTR Part 304–4, Payment of Travel Expenses from a Non Federal Source, § 304-3.13(a), After I begin travel to a meeting, what should I do if a non-Federal source offers to pay for one or more of my travel expenses without my or my agency's prior knowledge?

FTR Part 304–4, Payment of Travel Expenses from a Non Federal Source, § 304-3.13(b), After I begin travel to a meeting, what should I do if a non-Federal source offers to pay for one or more of my travel expenses without my or my agency's prior knowledge?

FTR Part 304–4, Payment of Travel Expenses from a Non Federal Source, § 304-3.14, May a non-Federal source pay for my spouse to accompany me to a meeting?

FTR Part 304–6, Payment of Travel Expenses from a Non Federal Source, § 304-3.3, May my agency or I accept payment for travel expenses to a meeting from a non-Federal source?

FTR Part 304–6, Payment of Travel Expenses from a Non Federal Source, § 304-6.1, May we accept a monetary payment in the form of cash from a non-Federal source?

FTR Part 304–6, Subpart B, Payment of Travel Expenses from a Non Federal Source, § 304-6.4 -6.9, Accepting and Reporting Travel Gifts In-Kind

FTR Part 304–4, Payment of Travel Expenses from a Non Federal Source, § 304-3.10, Is my agency's acceptance of a waived or discounted registration fee from a non-Federal sponsor of a meeting or similar function considered a payment in kind for the day(s) I am participating as a speaker, panelist, or presenter at the event?

FTR Part 304–4, Payment of Travel Expenses from a Non Federal Source, § 304-3.16, What must I submit to my agency for reimbursement when a non-Federal source pays all or part of my travel expenses to attend a meeting?

Ethics Specialty Team

FSC Direct – Sponsor/Non-Fed Sponsor (Donated) Travel Guide

GSA Per Diem Rates

OGC Memorandum dated October 26, 2016, “Conference Clarification”

OGE Form 1353 and Instructions

The United States Office of Government Ethics

USOGE Form 1353 Available to the Public

VA Form 0893, Advance Review of Offer to Donate Support for Official Travel

VA Financial Policy Volume XIV Chapter 6, International Travel

VA Financial Policy Volume XIV Chapter 7, Local Travel

VA Financial Policy Volume XVI Chapter 2, Government Travel Charge Card Program

0907 Rescissions

VA Financial Policy Volume XIV Chapter 9, Non-Federal Source Funding (Donated Travel), dated January 2021.

0908 Questions

Questions concerning these financial policies and procedures should be via email to:

VHA

VBA

NCA

OIT

All Others

VAFSCtravelpolicy@va.gov

TRAVEL.VBACO@va.gov

NCABudgetService@va.gov

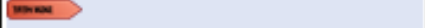



VACOITTravel@va.gov

VAFSCtravelpolicy@va.gov

Appendix A: VA Form 0893 Advance Review of Donated Travel

VA U.S. Department of Veterans Affairs					
ADVANCE REVIEW OF OFFER TO DONATE SUPPORT FOR OFFICIAL TRAVEL					
<p>NOTE: This VA Form 0893 is to be used to accept a gift of travel from a non-federal source under 31 U.S.C. §1353 or 5 U.S.C. §4111 and does NOT replace a travel authorization. An APPROVED VA Form 0893 MUST BE INCLUDED with a travel authorization in VA's electronic travel system. This form is not used for personal capacity travel or when travel is provided under a contract.</p> <p>INSTRUCTIONS: Complete and have the traveler's office head review and sign electronically on page 2. Forward to the appropriate OGC Ethics Specialty Team (EST) mailbox (which can be found at this link: https://www.va.gov/DCG/foia/EthicsVA_Ethics_Officials_Connects.pdf), as determined by the traveler's official duty station. Include a copy of the invitation and agenda. An EST deputy ethics official will review and return the form to you. You must then provide the form to one of the officials with gift acceptance authority listed on the bottom of page 2. Upon obtaining all signatures, this form must be included with the travel authorization for approval in VA's electronic travel system. All approvals must be complete BEFORE travel begins.</p>					
INFORMATION ABOUT VA EMPLOYEE (Traveler)					
NAME OF VA EMPLOYEE		POSITION TITLE		E-MAIL ADDRESS	
PHONE NUMBER		ADMINISTRATION/OFFICE		DUTY STATION (Facility Name and City)	
INFORMATION ABOUT DONOR AND/OR HOST ORGANIZATION					
NAME OF ORGANIZATION HOSTING THE EVENT			NAME OF DONOR ORGANIZATION (if different from Host)		
HOST ORGANIZATION POINT OF CONTACT (POC)			DONOR ORGANIZATION POINT OF CONTACT (POC)		
HOST POINT OF CONTACT E-MAIL ADDRESS			DONOR POINT OF CONTACT E-MAIL ADDRESS		
HOST POINT OF CONTACT DAYTIME PHONE NUMBER			DONOR POINT OF CONTACT DAYTIME PHONE NUMBER		
EXT:			EXT:		
INFORMATION ABOUT MEETING OR EVENT SPONSORED BY (DONOR) HOST ORGANIZATION					
FULL NAME (no abbreviations) AND ADDRESS OF EVENT (including City, State, Country)				START DATE OF EVENT	END DATE OF EVENT
				START DATE OF TRAVEL (foreign travelers only)	END DATE OF TRAVEL (foreign travelers only)
PURPOSE OF EVENT (include 1. How this event will further VA's interests, and 2. how this event is part of your official duties.)					
1. _____					
2. _____					
OTHER ENTITIES ATTENDING OR PARTICIPATING			ROLE OF EMPLOYEE-TRAVELER (e.g. attendee, speaker, trainer, etc.)		
DID DONOR OFFER TO PAY SIMILAR AMOUNTS FOR OTHER ATTENDEES SIMILARLY SITUATED (e.g. if you are going to be a speaker, did donor offer similar travel gifts to all speakers at the event?) <input type="checkbox"/> YES <input type="checkbox"/> NO					
IS FEDERAL GOVERNMENT PAYING FOR ANY PORTION OF LODGING/MEALS? <input type="checkbox"/> YES <input type="checkbox"/> NO					
INSTRUCTIONS: Fill out dollar amount and appropriate Gift Code for each applicable category. Include amounts for spouse if donor has offered to support spouse travel. If accepting gift for spouse travel, supervisor must confirm that acceptance complies with 41 C.F.R. 304-3.14.					
	GIFT CODE	NO. OF NIGHTS	COST PER NIGHT		**APPROVED PER DIEM LODGING/MEALS
LODGING			\$		TOTAL LODGING \$
MEALS			SELF	SPOUSE	TOTAL MEALS \$
TRAVEL FARES			COACH PREMIUM	COACH PREMIUM	TOTAL FARES \$
GROUND TRANSPORTATION			1st CLASS \$	1st CLASS \$	TOTAL GROUND TRANSPORTATION \$
EVENT FEES			\$	\$	TOTAL FEES \$
OTHER EXPENSES (Describe in the REMARKS section below)			\$	\$	TOTAL OTHER EXPENSES \$
GIFT CURRENCY					GRAND TOTAL \$
1 - In-Kind - e.g. donor provides airline ticket					
2 - Check/other monetary instrument payable to VA					
3 - Check/other monetary instrument payable to employee*					
4 - Cash to employee*					
*VA employees may only receive cash or check payable to employee if donor is a tax-exempt 501(c)(3) corporation. Note that not every non-profit corporation is classified as a 501(c)(3).					
**GSA per diem rates for CONUS travel, DoD per diem rates for OCONUS travel, Department of State per diem rates for foreign travel.					

VA FORM 0893
 APR 2020

IS THE DONOR A TAX-EXEMPT 501(c)(3) CORPORATION? <input type="checkbox"/> NO <input type="checkbox"/> YES		
DID YOU RENDER SERVICE TO THE DONOR OR HOST PRIOR TO THIS TRAVEL? (This includes serving on University Staff in any capacity.) <input type="checkbox"/> NO <input type="checkbox"/> YES (If "yes," provide details in REMARKS section below.)		
TO YOUR KNOWLEDGE, ARE THERE ANY PENDING CONTRACTS, PROPOGALS, REQUESTS FOR PROPOSALS, AFFILIATION AGREEMENTS, OR OTHER DECISIONS OR MATTERS INVOLVING VA AND DONOR? <input type="checkbox"/> NO <input type="checkbox"/> YES (If "YES," describe the pending matter in the REMARKS section below.)		
DOES VA EMPLOYEE HAVE A ROLE IN VA ACTION ON ANY OF THE PENDING MATTERS? <input type="checkbox"/> NO <input type="checkbox"/> YES (If "YES," describe the VA Employee's role in the REMARKS section below.)		
REMARKS 		
TRAVEL AUTHORIZATION NUMBER (Required field) <input style="border: 1px solid red;" type="text"/>		
NOTE: Travelers must provide a VA Travel System Travel Authorization Number before this 0893 may be certified. A 0893 may not be certified without a travel authorization number. Travel Authorization numbers are obtained in VA's electronic travel system.		
CERTIFICATION: I certify that I am traveling in official duty status and representing the Department of Veterans Affairs. I certify that the answers above are truthful and correct. I further certify that if I directly receive a cash or check payment from the donor, I will use these funds only for the listed travel expenses and I will refund any unused portion of these funds to the donor.	SIGNATURE OF EMPLOYEE (Traveler) 	DATE SIGNED
CERTIFICATION OF HEAD OF EMPLOYEE-TRAVELER'S OFFICE		
CERTIFICATION: I certify that the employee will have authorized official travel orders in VA's electronic travel system, and that the travel is in furtherance of the Agency's mission. I have determined that the requested lodging and meal rates are equal to or below GSA, DoD, or Department of State approved per diem rates. If rates are above the previously stated rates for domestic and foreign travel, I certify that VA approval for the required actual expenses will be obtained. I have determined: 1) the portion of travel costs non-federal source has paid or will pay; 2) the amount is comparable to the values offered to or purchased by other attendees; and 3) acceptance of payment will be approved prior to travel. To the best of my knowledge, the answers above are true and correct.	SIGNATURE OF REQUESTING OFFICE HEAD OR NEXT HIGHER OFFICIAL IF REQUESTING HEAD IS TRAVELER (Print name and title) 	DATE SIGNED
GENERAL COUNSEL REVIEW		
REVIEW FINDINGS: Program is responsible for compliance with VA conference policy. OGC review is limited to gift acceptance. Traveler must be on official duty and have a travel authorization. Authorized Absence (AA) is not an official duty status. Based upon facts above, VA could lawfully determine that accepting the gift of travel would be proper.	SIGNATURE OF OGC DEPUTY ETHICS OFFICIAL 	DATE SIGNED
ACCEPTANCE OF GIFT BY AUTHORIZED OFFICIAL		
I approve acceptance of the gift of travel support based on the facts provided above. I determine that the employee is attending this event in official duty capacity, that the travel is in furtherance of the Agency's mission, and that the gift is not a reward for services to the donor prior to the event. I further determine that acceptance of the offered travel support would not cause a reasonable person with knowledge of all the relevant facts to question the integrity of VA's programs, operations, or employee's. I have considered any impact the performance or nonperformance of the traveling employee's official duties might have on the donor.		
LIST OF OFFICIALS AUTHORIZED TO MAKE DETERMINATION Secretary; Deputy Secretary, VA COS, VA Deputy COS, Under Secretary, Deputy Under Secretary, Assistant Deputy Under Secretary, Executive Assistant to the Under Secretary, Assistant Secretary, Deputy Assistant Secretary, Key Central Office Official and Deputy; VISN Director and Deputy Director, VHA Area Director and Deputy Director, OGC Chief Counsel, NCA District Director and Deputy Director, Field Facility Director and their Associate and Assistant Directors (and Medical Center COS if authorized by Medical Center Director).	SIGNATURE OF APPROVING OFFICIAL (Print name and title) 	DATE SIGNED
THIS COMPLETED FORM INCLUDING THE INVITATION AND AGENDA MUST BE INCLUDED IN THE TRAVEL AUTHORIZATION FOR APPROVAL IN VA'S ELECTRONIC TRAVEL SYSTEM.		

Appendix B: OGE Form 1353 Semiannual Report of Payments Accepted from a Non-Federal Source

SF-326 and OGE-Approved Alternative form SF-326 (Form 1353) are acceptable forms for reporting donated travel. A link can be found in the Authorities and References pointing to the website where the forms can be found.

1353 Travel Report for [REPLACE WITH REPORTING AGENCY NAME], [REPLACE WITH SUB-AGENCY NAME] for the reporting period [MARK REPORTING PERIOD]										
SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE							PAGE	OF PAGES	YEAR	
This report implements 31 U.S.C. § 1353. It does not supersede other reports that may have to be filed when travel expenses are accepted under other authority. For definitions and policies, see 41 CFR part 304-1.									2019	
[REPLACE WITH REPORTING AGENCY NAME] [REPLACE WITH SUB-AGENCY NAME]				REPORTING PERIOD: OCTOBER 1, 2018- MARCH 31, 2019	REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2019		NEGATIVE REPORT			
Agency Contact: [Replace with Agency Contact Name]		[Replace with Agency Contact Email]								
No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT	
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE					
	John Smith	Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA	Asia Pacific Forum Pacific Rim Foundation	Hotel		X		\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X			\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011		Meals		X		\$120
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE					
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE					
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)						

Instructions for § 1353 Travel Report

The United States Office of Government Ethics (OGE) is required by 31 U.S.C. § 1353 to collect and make publicly available the information submitted in the semiannual § 1353 travel reports. OGE's acceptance of this information does not constitute a determination that the information is adequate or concurrence with the submitting agency's conflict of interest analysis. (See 41 CFR §304-6.9).

Starting with the October 1, 2010-March 31, 2011 reporting period, OGE will only accept § 1353 Travel Reports that are submitted electronically in this OGE-approved electronic form (OGE Form-1353) or on the SF-326. To the extent possible, agencies are strongly encouraged to submit their semiannual reports using the OGE Form-1353. All submissions must be made via email to 1353Travel@oge.gov in XLS, XLSX, or PDF format.

If your agency has not accepted payments under 31 U.S.C. § 1353 for the applicable reporting period, your agency must still submit a negative report. Negative reports are indicated by an electronic submission of the OGE Form-1353 (in excel format) or the SF-326 (in PDF Format).

Completing the OGE Form-1353

Saving the Workbook

Name the Workbook using your agency acronym and the reporting period using this convention:

1353Report_[AgencyAcronym]_[Reporting Period].xls, for example 1353Report_OGE_OctMarch2011.xls.

- Select the Microsoft Button and choose "Save As" Excel Workbook from the menu. When typing the file name, use the naming convention: 1353Report_[AgencyAcronym]_[Reporting Period].xls
- Use OctMarch[Year] for the October 1- March 31st reporting cycle and AprSept[Year] for the April 1-September 30th reporting cycle.
- Note that your agency acronym can be found on the worksheet titled "Agency Acronym" (tab located at the bottom of the workbook).

Preparing Blank Report Forms for Each Sub-Agency (if applicable)

For each individual sub-agency report, copy the "RENAME BLANK FORM" spreadsheet (tab located at the bottom of the workbook) and rename it to describe the sub-agency.

- Ensure use of standardized acronyms where applicable.
- Spreadsheets can easily be copied by right-clicking on the sheet tab for the sheet you wish to copy. After you right click, select "Move or Copy", which will open a dialogue box. When the dialogue box appears, click the "Create a Copy" checkbox at the bottom of the dialogue box. To determine the placement of the new sheet within your workbook, left click the name of an existing sheet in the "Before Sheet" area; your new sheet will be placed before the sheet selected. Select "OK". A new sheet will appear (e.g. "RENAME BLANK FORM (2)") that you can rename.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Completing the General Information

Fill in the applicable information. Note that information to be completed by the agency always appears in white-colored cells. Information located in the colored cells should not be manipulated. The worksheet has been protected so that you can tab between the fillable cells.

Renaming the Spreadsheet Tabs

- Rename the spreadsheet tab with your agency name, using standardized acronyms where applicable.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Filling in Page, Of Pages and Year

- Fill in the white-colored cells found below Page, Of Pages, and Year.
- Page refers to the numerical position of the current sheet relative to the other sheets in the workbook and Of Pages refer to the total number of report pages in the entire workbook.

- For example, if the Department of Example 1353 Travel Report had submissions from its only two sub-agencies: Department ABC and Department XYZ, there would be 2 total reports (2 worksheets). On the Department ABC worksheet/report, the agency would enter 1 for Page-- referring to the Department ABC's position in the workbook-- and 2 for Of Pages-- referring to the total number of worksheets/reports. The Department XYZ report would read 2 for Page-- referring to its order as the second report-- and 2 for Of Pages-- referring to the total number of sheets in the workbook.

Filling in Agency Name, Sub-Component Name, and Contact Information

- In the fillable cells below the Title, replace [Replace with Reporting Agency Name], [Replace with Sub-Agency Name], [Replace with Agency Contact Name], and [Replace with Agency Contact Email] with the appropriate information. If there is no sub-agency, then delete [Sub-Agency] from that cell.
- Once the identifying information is completed correctly, the report title should automatically read correctly at the top of the spreadsheet.

Indicating Reporting Period

- Indicate the reporting period by placing an X in the white cell to left of the correct reporting period.

Filling in Travel Specific Information

Indicating a Negative Report

- If there is no information to report for this reporting period, indicate the negative report by placing an X in the white cell to the left of negative report.

Indicating 1353 Travel

- Fill in the applicable information in the report in the same method as illustrated by the example. You must enter the information in the cell below the description of the type of information. For example, type "John Smith" in the cell below "Name."

Submitting the Report to OGE

Ensure the file is saved using the naming convention discussed in the instruction for saving the workbook, and email the excel file as an attachment to 1353Travel@oge.gov.

Printing Reports for Internal Agency Use and Record Keeping

While reports must be submitted electronically, your agency may find it useful to print its 1353 Travel Reports for record-keeping purposes. The following instructions provide guidance for printing in Excel 2003 and Excel 2007.

In Excel 2007

- Highlight the portion of the report on each spreadsheet you would like to print. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted. Click on the Page Layout Tab on the Microsoft Excel Ribbon.
- With the printing area highlighted, click the "Print Area" button, which should provide a drop-down menu including the option to "Set Print Area". Select "Set Print Area".
- On the Page Layout Tab, locate the "Scale to Fit" option. Use the drop-down menu to restrict the width to "1 page".
- To verify the margins are correct on your printing job, use the Print Preview option. Click on the Microsoft button in the upper right-hand corner and hover over Print. Select "Print Preview" from the right-hand menu.
- You can select Print from the Print Preview view or Print as you traditionally would.

In Excel 2003

- Highlight the desired print area. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted.
- Access the print properties menu. Scroll to the "File" tab on the command bar and select "Print Area."
- Set the print area. A submenu will open. Scroll to "Set Print Area" and left-click to set the print area. The print area will be outlined with a dashed border inside of the spreadsheet.
- Check the print area in the preview screen. Scroll to the "File" tab on the command bar and select "Print Preview" to see how the file will look when it is printed.
- Adjust the print area. To make any changes, just hover the mouse over a corner of the dashed border surrounding the print area. When the cursor turns to a cross-sectioned arrow, left-click and hold. Drag the print area to the desired size.

List of Sub Agencies and Acronyms: See Below

Agency/Sub-Agency Name

Administrative Conference of the United States	ACUS
Advisory Council on Historic Preservation	ACHP
African Development Foundation	AFDF
Agency for International Development	AID
American Battle Monuments Commission	ABMC
Appalachian Regional Commission	ARC
Appraisal Subcommittee	ASC
Arctic Research Commission	ARTIC
Armed Forces Retirement Home (Soldiers' & Airmen's Home)	AFRH
Armed Services Board of Contract Appeals-- Department of Defense	ASBCA
Barry Goldwater Scholarship Foundation	BGSF
Broadcasting Board of Governors	BBG
Central Intelligence Agency	CIA
Chemical Safety & Hazard Investigation Board	CSHIB
Christopher Columbus Fellowship Foundation	CCFF
Commission on Civil Rights	CCR
Commission of the Fine Arts	CFA
Commission for Purchase from the Blind & Severely Disabled	CPBSD
Commission for the Preservation of America's Heritage Abroad	CPAHA
Commodity Futures Trading Commission	CFTC
Consumer Product Safety Commission	CPSC
Corporation for National & Community Service	CNCS
Council of Economic Advisors-- Executive Office of the President	CEA
Council on Environmental Quality-- Executive Office of the President	CEQ
Court Services & Offender Supervision Agency for DC	CSOSA
Defense Commissary Agency-- Department of Defense	DCA
Defense Contract Audit Agency-- Department of Defense	DCAA
Defense Finance & Accounting Service-- Department of Defense	DFAS
Defense Information Systems Agency-- Department of Defense	DISA
Defense Intelligence Agency-- Department of Defense	DIA

Defense Logistics Agency-- Department of Defense	DLA
Defense Nuclear Facilities Safety Board	DNFSB
Defense Security Service-- Department of Defense	DSS
Defense Threat Reduction Agency-- Department of Defense	DTRA
Department of Agriculture	USDA
Department of Commerce	DOC
Department of Defense	DOD
Department of Education	DOED
Department of Energy	DOE
Department of Health & Human Services	HHS
Department of Homeland Security	DHS
Department of Housing & Urban Development	HUD
Department of Justice	DOJ
Department of Labor	DOL
Department of State	STATE
Department of the Air Force-- Department of Defense	DAF
Department of the Army-- Department of Defense	ARMY
Department of the Interior	DOI
Department of the Navy-- Department of Defense	NAVY
Department of Transportation	DOT
Department of Treasury	TREASURY
Department of Veterans Affairs	VA
Semiannual Report of Payment Accepted	
Election Assistance Commission	EAC
Environmental Protection Agency	EPA
Equal Employment Opportunity Commission	EEOC
Executive Office of the President	EOP
Export-Import Bank	EX-IM BANK
Farm Credit Administration & Farm Systems Insurance Corporation	FCA
Federal Communications Commission	FCC
Federal Deposit Insurance Corporation	FDIC
Federal Election Commission	FEC
Federal Energy Regulation Commission	FERC
Federal Housing Finance Board	FHFB
Federal Labor Relations Authority	FLRA
Federal Maritime Commission	FMC

Federal Mediation & Conciliation Service	FMCS
Federal Mine Safety & Health Review Commission	MSHRC
Federal Reserve System	FRS
Federal Retirement Thrift Investment Board	FRTIB
Federal Trade Commission	FTC
General Services Administration	GSA
Government Accountability Office	GAO
Harry S. Truman Scholarship the Truman Foundation	HTS
Institute of Museum & Library Services	IMLS
Inter-American Foundation	IAF
International Boundary & Water Commission	IBWC
International Joint Commission	IJC
International Trade Commission	ITC
James Madison Memorial Fellowship Foundation	JMM
Japan/US Friendship Commission	JFC
Marine Mammal Commission	MMC
Merit System Protection Board	MSPB
Millennium Challenge Corporation	MCC
Morris K. Udall Foundation	MUF
National Aeronautics & Space Administration	NASA
National Archives & Records Administration	NARA
National Capital Planning Commission	NCPC
National Credit Union Administration	NCUA
National Endowment for the Arts	NEA
National Endowment for the Humanities	NEH
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense	DMA
National Intelligence, Office of the Director	DNI
National Labor Relations Board	NLRB
National Mediation Board	NMB
National Science Foundation	NSF
National Security Agency-- Department of Defense	NSA
National Security Council-- Executive Office of the President	NSC
National Transportation Safety Board	NTSB
Nuclear Regulatory Commission	NRC
Nuclear Waste Technical Review Board	NWTRB
Occupational Safety & Health Review Commission	OSHRC

Office of Administration-- Executive Office of the President	OA
Office of Government Ethics	OGE
Office of Management and Budget-- Executive Office of the President	OMB
Office of National Drug Control Policy	ONDCP
Office of Navajo & Hopi Indian Relocation	ONHIR
Office of Personnel Management	OPM
Office of Science & Technology Policy-- Executive Office of the President	OSTP
Office of Special Counsel	OSC
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project	ANGTP
Office of the Inspector General-- Department of Defense	OIG(DOD)
Office of the Inspector General for Afghanistan Reconstruction	SIGAR
Office of the Secretary-- Department of Defense	OS(DOD)
Office of the Vice President-- Executive Office of the President	OVP
Office of US Trade Representative-- Executive Office of the President	USTR
Overseas Private Investment Corporation	OPIC
Peace Corps	PEACE
Pension Benefit Guaranty Corporation	PBGC
Postal Rate Commission	PRC
Railroad Retirement Board	RRB
Recovery Accountability & Transparency Board	RAT BOARD
Securities & Exchange Commission	SEC
Selective Service System	SSS
Small Business Administration	SBA
Social Security Administration	SSA
Special Inspector General for Iraq Reconstruction	SIGIR
Surface Transportation Board	STB
Tennessee Valley Authority	TVA
The President's Council on Bioethics	PCB
The Presidio Trust	PRESIDIO
The White House Office-- Executive Office of the President	WH
Uniformed Services University of the Health Science-- Department of Defense	USUHS

US Access Board	ACCESS
US Trade & Development Agency	USTDA

If your agency is not listed here, please contact OGE at 1353travel@oge.gov.

Appendix C: Instructions on Valuation of Gift In-Kind

VA uses the following guidelines when determining the value of payments “in-kind” for reporting on OGE FORM-1353:

1. For a conference, training, or similar fees waived or paid by a non-federal source, the employee reports the amount charged to other participants.
2. For transportation or lodging, the employee reports the cost that the non-federal source paid or usually would have been charged for such an event (using GSA and VA travel system rates).
3. For meals or other benefits that are not provided as part of the transportation, lodging, or a conference, training, or similar fee, the employee reports the cost to the non-federal source or provides a reasonable approximation of the market value of the benefit on OGE Form 1353.
4. For chartered, corporate, or other private aircraft:
 - When common carrier is available, the employee reports the first-class rate that would have been charged by a commercial air carrier at the time the event took place; or
 - When a common carrier is not available, the employee reports the cost of chartering a similar aircraft using a commercially available service.
5. Where no commercial rate is available for lodging, the employee reports the maximum lodging rate as established by GSA for the Continental United States (CONUS), by the Department of Defense for non-foreign areas, and by the Secretary of the Department of State for foreign areas.