GIFTS OF TRAVEL FROM NON-FEDERAL SOURCES WORKSHEET

(31 U.S.C. SECTION 1353)

**** Use this form to request acceptance of gifts of travel, lodging, and expenses to attend a meeting or similar function outside the local area in an official capacity (on official orders). Gifts must be accepted before travel occurs. Submit form to the Assistant for Legal and Legislative Matters (N09D) in Pentagon 5E486.**

1. Acceptance Official (Name and Title):	2. Name/Title/Position of DoD Employee:
3. Accompany Spouse (If Applicable): **(Note: Spouse must be an Official Participant)**	4. Date(s) of Travel (Indicate date of spouse's travel if different):
5. Name of Non-Federal Source Providing Travel/Lodging and/or Expenses:	6. Location of Meeting/Function:

7. Nature of Meeting/Function and Date(s):

8. Itemization of Gifts:

	In Kind	Check/Similar Instrument	Amount
Transportation:	☐	☐	
Lodging:	☐	☐	
Meals:	☐	☐	
Conference Fee:	☐	☐	
Other Expenses: _____	☐	☐	
Other Expenses: _____	☐	☐	

9. Total Amount:

Total In Kind: _____ Total Cash/ Similar Instrument _____

(**Note: Traveler may not accept cash payment directly from donor. Cash (non-in kind) gifts must be made payable to Department of the Navy, not traveling individual, and traveler must request reimbursement through normal government travel claim procedures.)**

10. Other Facts/Information (May attach invitation or other pertinent information);

12. Point of Contact(s)/Telephone Number(s):