

Information Paper

1. **SUBJECT:** Guidelines for acceptance of travel expenses from nonfederal sources.
2. **REFERENCES:**
 - a. 31 U.S.C. § 1353
3. **PURPOSE:** To provide information concerning the rules for acceptance of travel expenses from nonfederal entities.
4. **KEY CONCEPTS:**
 - **NO SOLICITATION** The offer of travel expenses (in-kind and by reimbursement) must be unsolicited and completely voluntary on the part of offeror.
 - **ONLY OFFICIAL TRAVEL** This is considered to be a gift to the Army. You may not accept personal benefits or gratuities under this law.
 - **CAN ONLY USE FOR CONFERENCE/SEMINARS** This statute may not be used to accept travel to perform functions essential to agency mission (inspections, oversight visits, etc.) or to attend sales presentations.
 - **DO NOT CLAIM REIMBURSEMENT ON YOUR TRAVEL VOUCHER FOR EXPENSES WHICH HAVE BEEN PROVIDED UNDER THIS STATUTE.**

HOW TO PROCESS AN OFFER

- The approval authority is the official who normally approves TDY travel. Approval must be in writing.
- Before approval, the travel authority must determine that acceptance would not undermine the integrity of Army programs or operations. The approving authority must have written Ethics Counselor concurrence.
- The statute applies only to attendance at conferences, seminars, speaking engagements, or similar events that take place away from the employee's duty station.
- You are encouraged to accept "in-kind" travel expenses (that is, prepaid tickets and hotels), rather than reimbursement.
- If the travel expenses provided exceed \$250, the traveller must submit a report within 30 days through the travel approving authority to the Ethics Counselor.
- A report format, developed by DA Standards of Conduct Office, is attached.
- The report will be forwarded by the Ethics Counselor through the Army Standards of Conduct Office

for filing with the U.S. Office of Government Ethics.

MISCELLANEOUS RULES

- First class air travel is not permitted even though non-Federal money is used.
- Invitations for spouse travel may be accepted ***only if*** the spouse's travel has been approved in accordance with separate Secretary of the Army guidance.