

Request for Acceptance of Travel Expenses From Non-Federal Source

1. **Name/Grade:** _____

2. **Position/Title:** _____

3. **Purpose of Meeting:** _____

4. **Sample Name of Other Expected Participants:** _____

5. **Non-Federal Source(s) (NFS):** _____

a. Contact, grant, or legal agreement with NFS: _____

b. Is NFS doing business with your organization: yes / no

c. Is NFS seeking to do business with your organization: yes / no

d. Does NFS conduct activities that your organization regulates: yes / no

e. Does NFS have interest that may be substantially affected by your organization yes / no

f. If yes to subparagraphs a-e above, please provide summarized explanation. Please explain the nature and sensitivity of any matter pending at the agency which may affect the interest of the NFS: _____

6. **Purpose/Justification for Travel:** _____

a. Attending conferences or similar functions: yes / no

b. Is the meeting or event required to carry out the agency's statutory or regulatory function, such as inspections or oversight visits? If so reimbursement is not authorized under 41 CFR 304-1.2: yes / no

c. Attending sales presentation: yes/no

7. **NFS Offer to Provide Travel Expenses:** The Secretary of the Army requires that the offer to pay travel expenses must be unsolicited and completely voluntary. Accordingly, please provide proof of invitation.

8. **Status of Traveler:** Are you a participant / speaker. If you are a speaker, then supervisor certification (hereafter attached) must be included.

9. **Estimate Cost:** Monetary value and character of the travel benefit offered by the NFS. Please note, acceptance of recreational or personal expenses are NOT authorized. Only the following types of travel expenses are authorized. Also, to simplify travel voucher process, you are encouraged to accept “in-kind” travel expenses (that is, prepaid tickets and hotels) rather than cash reimbursements. If reimbursements are in the form of a check, it will be made out to “Department of the Army” and deposited with the servicing finance office to the appropriation applicable to such expenses. The agency official may find that, while acceptance from the NFS is permissible, it is in there interest of the agency to qualify acceptance of the offered payment. For example, authorizing attendance at only a portion of the event or limiting the type or character of benefit that may be accepted (41 CFR 304-5.3).

a. Meals: \$ _____ in kind / reimbursement

b. Lodging: \$ _____ in kind / reimbursement

c. Transportation: \$ _____ in kind / reimbursement

10. **Will Travel Orders Authorize Accompanying Spouse Travel:** yes / no

11. **Method of Travel:**

____ Coach

____ Business

____ First Class

Traveler Signature: _____ Date: _____

Authorizing Official Signature: _____