

TRAVEL GIFT QUESTIONNAIRE FOR NOAA

Please provide the following information and any written correspondence with the donor.

1. Traveler's name, title, and office: _____

2. Name of the event: _____
3. Name of donor (i.e., the person, company, or organization offering travel expenses):

4. Type of travel gift: airfare ☐ lodging ☐ meals ☐ registration fee waiver ☐ other ☐

5. Value of the gift, if known: _____
6. Did a NOAA employee ask the donor to pay for your travel? Yes ☐ No ☐
7. Dates of travel and location of event (and departure city, if not traveling from the Washington, DC area):

8. Describe how your participation in the event supports NOAA.

9. . Has your supervisor determined that attendance at this event furthers NOAA's mission (including that the travel dates are reasonable and necessary)? Yes ☐ No ☐
10. Does the donor have any contracts with your specific line office? Yes ☐ No ☐
You may find this information on www.usaspending.gov. To use the site:
 - click "Prime Award Advanced Search"
 - under "Basic Criteria" click "Contracts" and type in the name of the recipient
 - two spaces down, beside Department/Agency, click Commerce (code # 1300)
 - in the list that opens up, click the box beside NOAA
 - if you are unsure if a contract is current, click on the link after IDVPIID/PIID/MOD and look for the completion date line (usually near the top).
11. Does the donor have any grants with your line office? Yes ☐ No ☐
This information is at: <https://grantsonline.rdc.noaa.gov/flows/publicSearch/begin.do>.
Enter the name of the donor under "Recipient Name" and select your line office.
12. Does the donor have any controversial matters before your agency? Yes ☐ No ☐
13. Describe any other special circumstances that may cause concern with the gift.

*Prepared by the Ethics Law and Programs Division, Office of the General Counsel,
United States Department of Commerce – June 25, 2013*