TRAVEL GIFT QUESTIONNAIRE

Please provide the following information and any 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 you ask the donor to pay for your travel?  Yes □  No □
7. Location of event (and departure city, if not traveling from the Washington, DC area):
   ______________________________________________________________
8. Dates of travel: ____________________________________________________________
9. Describe how participation in the event supports the agency. ____________________________
   ______________________________________________________________
10. Has a management official determined that attendance at this event furthers the agency’s mission (including that the travel dates are reasonable and necessary)? Yes □  No □
11. Does the donor have any contracts or grants with your specific agency (operating unit or bureau)?*  Yes □  No □
    You may find this information on www.usaspending.gov. To use the site:
    - under “Award Search” click on “Advanced Search”
    - under “Time Period” mark boxes for “FY 2018” and “FY2017”
    - under “Award Type” mark boxes for “Contracts” and “Grants”
    - scroll down to agency and type your agency’s name into “Awarding Agency”
    - select DOC when it populates to make agency selection
    - scroll down to “Recipient,” type name of recipient into the box
    - scroll down to the bottom of the list and click “Submit Search.”
12. Does the donor have interests in 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, U.S. Department of Commerce – ethicsdivision@doc.gov – September 10, 2018