

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.
