

## TRAVEL GIFT QUESTIONNAIRE (OTHER THAN 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 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 your participation in the event supports your agency.  
\_\_\_\_\_  
\_\_\_\_\_

10. Has your supervisor 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 with your specific agency? Yes  No

You may find this information on [www.usaspending.gov](http://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 your agency

-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).

12. Does the donor have any grants with your agency? Yes  No

Follow the instructions in question 11 above, except under "Basic Criteria", click "Grants"

13. Does the donor have interests in controversial matters before your agency?

Yes  No

14. Describe any other special circumstances that may cause concern with the gift.  
\_\_\_\_\_