

NAVAL POSTGRADUATE SCHOOL
ETHICS COUNSELOR
Bldg 273 Stone Road
Monterey, CA 93943-5011

5890
Memo 00C/

MEMORANDUM

From: Command Ethics Counselor
To:

Subj: GIFT OF TRAVEL

Ref: (a) Your Gift of travel from Non-Federal Source form Submitted
on
(b) 31 U.S.C. § 1353
(c) NPS SOP
(d) DoD 5500.7-R, Joint Ethics Regulations

Encl: (1) Gift of Travel From Non-Federal Sources

1. I have reviewed reference (a), for acceptance of a gift of travel from _____, to be a _____ in _____ on _____. You will travel from Monterey, California to _____ on _____ and return to Monterey, California on _____. Your request for acceptance of a gift of travel from _____ for the airfare, hotel, meals, and other expenses in the estimated amount of _____ pursuant to reference (b) is legally unobjectionable. Your travel approving authority may accept, on behalf of the U.S. Government, these official gift of travel benefits from the non-federal source.

2. You may accept, on behalf of the U.S. Government, payment from the non-federal source for travel and related expenses only by a check made payable to the Department of the Navy or by payment "in-kind." You may not accept payment by cash, by a check made payable to you personally, or by electronic funds transfer (EFT) to your personal account as reimbursement for your expenses. Payment must be by check made payable to Department of the Navy. See reference (c) for further instruction and requirements for filing your travel voucher.

3. Reference (d), section 4-302 requires that you provide the final cost of your trip if the amount exceeds \$250.00. If the amount exceeds \$250.00, you MUST complete blocks 15-17 of the Gift of Travel form (enclosure 1), using your actual paid expenses. You will then take this form, along with your receipts, and the rest of your paperwork, to the legal office for the Ethics Counselor's review and signature. Receipts are required for payments by "check" and strongly encouraged for "in-kind" gifts. NOTE: The Office of Government Ethics REQUIRES that you break down the actual amounts for Airfare, Hotel, Meals and Other Expenses.

4. If you cancel your trip, please inform the Staff Judge Advocate's office via email so that your trip can be deleted from the gift of travel report.

5. If you have any questions, please call me at (831) 656-3610.

T.L. CLARK
CDR, JAGC, USN
Staff Judge Advocate