

NPS Gift of Travel Standard Operating Procedure (SOP) (as of 23 OCT 2015)

Ref: (a) NAVPGSCOLINST 4650.4J
(b) NPSINST 4650.1B
(c) NPS INSTRUCTION 4001.1F

I. EXECUTIVE OVERVIEW

In order for a NPS faculty member or staff member or student to have a Gift of Travel properly accepted and executed, several policies must be followed. References (a) and (b) are the Policy for Official Travel by NPS Personnel and the Procedures for Foreign Travel, which remain pertinent to official travel under a Gift of Travel. Reference (c) is Acceptance of Gifts to the Naval Postgraduate School, which applies to Gifts of Travel.

This SOP is maintained under the supervision of the Chief of Staff, with the assistance of the Staff Judge Advocate, Travel Officer, and Financial Management Budget Department Head to provide the most current summary of how to submit a Gift of Travel to the NPS President for acceptance and how to reconcile the account after travel is complete to conform to required record-keeping standards. It does not attempt to restate all of the guidance in references (a) through (c), which should be consulted for a thorough understanding of all travel and gift acceptance policies.

If the offered Gift of Travel is to attend a non-DoD Conference, a Conference Attendance Request must be submitted in parallel with the Gift of Travel, following the Conference Attendance Request process, described at <https://wiki.nps.edu/display/NCT/Non-DoD+Conferences>.

Review the Gift of Travel Information Fact Sheet before starting submission of a Gift of Travel under this SOP. This fact sheet can be provided to the prospective donor to assist them in understanding the requirements for a federal government employee to be able to accept a Gift of Travel.

II. SUMMARY OF ACTION STEPS

A. Before and During Travel

- Traveler receives offer of Gift of Travel.
- The desired minimum lead time for starting to process Gifts of Travel is 6 weeks.
- Traveler submits required document package to Staff Judge Advocate (SJA) Office.
- SJA office starts approval request routing to NPS President.
- After President decides to accept or not accept the gift, SJA office notifies traveler of decision.
- If Gift of Travel accepted, traveler meets with SJA for ethics counseling and ethics memo.
- Appropriate entries made in DTS for generation of orders (all) and government funded portion of travel (if applicable).
- Travel occurs in accordance to what was approved for acceptance.
- If gift donor paying by check rather than in-kind, ensure check is made out to Department of the Navy, not individual traveler.
- Traveler may not accept payment made via electronic funds transfer (EFT) to his/her personal bank account. Payment must be by check made payable to Department of the Navy.

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B. After Travel

- Traveler meets with SJA office to complete “actual expenses” part of Gift of Travel Form.
- For fully in-kind Gift of Travel, traveler action is complete.
- For Gift of Travel with check to Department of the Navy, additional steps with SJA and Budget Department are required.
- Traveler follows guidelines for submission of normal travel vouchers and local travel vouchers via Defense Travel System (DTS) for reimbursement, based on the way the Gift of Travel was paid for, that is: in-kind, check to Department of the Navy, government funds, combination of payment types.

C. Records Retention

For each Gift of Travel, all documentation from steps managed by the SJA, will be filed electronically within the SJA’s office. Travel documents required for upload into DTS will be maintained in DTS. Documents related to financial processes such as the receipt and deposit of funds will be maintained within the Comptroller’s office.

III. DETAILED PROCEDURES

A. Actions Required For Acceptance of Gift of Travel

1. To start the process for acceptance of a Gift of Travel, a package of documents must be submitted by the traveler to the Staff Judge Advocate office. The initial submission of documents to the Staff Judge Advocate office includes (1) the offer letter or e-mail from an appropriate official of the offering organization, (2) a Gift of Travel Offer Forwarding Memorandum describing the offer and the event, (3) the Gift of Travel Acceptance Form, and (4) Any substantiating documents used in creating the estimated expenses (flight reservations/searches, hotel reservations/searches, etc.).
2. The Gift of Travel Acceptance Form pre-travel statements will identify the type of travel benefit expected, in-kind or check made out to the Department of the Navy, and the estimated expenses in paragraphs 12 and 13, as shown below. Leave paragraphs 16 and 17 blank until post-travel reporting of actual travel benefit received and actual expenses.

<u>Nature of Travel Expense:</u>	<u>Check (to Department of Navy)</u>	<u>In-kind</u>	<u>Estimated Amount</u>
Hotel	<input type="checkbox"/> \$ _____	<input checked="" type="checkbox"/> \$ 1,218.00	\$ 1,218.00
Airfare	<input type="checkbox"/> \$ _____	<input checked="" type="checkbox"/> \$ 350.00	\$ 350.00
Meals	<input type="checkbox"/> \$ _____	<input checked="" type="checkbox"/> \$ 89.00	\$ 89.00
Other	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	\$ _____
13. Total <u>Estimated</u> Amount: Check \$ _____ + In-kind \$ 1,657.00 = TOTAL \$ 1,657.00			

3. The Staff Judge Advocate office will use the President Brief Sheet to route the Gift of Travel acceptance request package to the President of NPS for a decision. If the gift is less than \$12,000, the President will accept or not accept the gift on behalf of the Department of the Navy, and the appropriate thank-you letter (or regrets) will be sent to the gift donor. If the estimated amount of the gift is \$12,000 or more, and the President approves forwarding, the request is sent to the Director, Navy Staff (or higher, depending on the total trip amount) for acceptance.
4. When the gift has been accepted, the traveler will be contacted by the SJA office to schedule a Gift of Travel counseling session. Travelers will receive their approved Gift of Travel documents during this meeting, including an Ethics Official Memorandum.

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5. If travelers are offered additional travel benefits after they have commenced travel, they must immediately contact the Staff Judge Advocate for further advice, as the gift acceptance approval is specific to the details provided in the submission package and may not be changed without proper authority in the middle of travel.

B. Actions Required After Gift Acceptance by President but Before Travel

1. **Preparation of Travel Authorization.** All official travel under a Gift of Travel requires a Defense Travel System (DTS) travel authorization. However, the details of what is done in DTS differ based on how the trip is paid for.

There are four alternatives, described below: the entire trip is paid for by the gift donor in-kind (i.e., the donor is paying these expenses directly to the airline, lodging and/or dining facility), the entire trip is paid for by the gift donor by check payable to the Department of the Navy, the entire trip is paid for by the gift donor via a combination of in-kind and check to the Department of the Navy, or the gift donor is paying for part of the trip and the government is paying for part of the trip.

NOTE: The government travel credit card (GTCC) *may not* be used to pay for any expenses that will be funded by a gift donor (non-federal source). The reservation module of DTS *may not* be used to obtain airline tickets that will be paid for by the gift donor (non-federal source), nor may government airline rates be used. The preferred method is for the traveler to be furnished airline tickets in-kind by the non-federal source. If the gift donor is paying for the airline tickets by check to the Department of the Navy, then the traveler must purchase the tickets, using private funding, from an outside travel agency or airline as directed by the non-federal source.

2. **Entire trip funded in-kind by the gift donor.**

If the gift donor is paying all expenses in-kind, (i.e., it is paying these expenses directly to the airline, lodging and/or dining facility), then create a permissive travel authorization as described below.

- a. Create a permissive (no cost) travel authorization. In Part A of the Itinerary, select **C-PERMISSIVE** as the **Trip Type**, select the appropriate Trip Purpose, then enter the Trip Description, including (1) the purpose of the trip, (2) the fact that it is a Gift of Travel trip where the non-federal source is providing all of the funding in-kind, and (3) the reason the trip is mission essential.

*Trip Type: *Trip Purpose:

Trip Description:

- b. In Part B of the Itinerary, select **Other** for the method of transportation to the destination, then click on the desired departure **Time**. (Departure times are always required in the itinerary.)

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B I will be traveling to my TDY location by - (Select from the list below)

Commercial Rail Rental Car **Other** Time: 07:00 AM

Air

c. In Part D of the Itinerary, leave the Rental Car and Lodging boxes unchecked.

D At this location I will need - (Select all that apply from the list below)

Rental Car Lodging

d. Select **Other** for the method of transportation for the return trip, and enter a departure Time for returning to the permanent duty station.

D I will be returning from my TDY by - (Select from the list below)

Commercial Rail Rental Car **Other** Time: 09:00 AM

Air

e. For a permissive authorization, it is not possible to select **Accounting**. No Line of Accounting is allowed in a permissive document.

f. Proceed to **Expenses/Substantiating Documents**, and attach a copy of the Gift of Travel Form and the Ethics Official Memorandum from the Ethics Official provided at the SJA counseling session.

g. Proceed to **Other Authorizations**, which will automatically include an entry for **Non-Gov't Funded Permissive TDY** as shown below. Click on **Add Additional Authorizations for this Trip**, select **OTHER (See remarks below)**, and then click **Add**. In Remarks for item 2, enter appropriate reason why this mission cannot be accomplished by SVTC or other remote communications, as shown below.

Other Authorizations

	Other Authorization	Remarks	
1	Non-Govt Funded Permissive TDY	Non-Govt Funded Permissive TDY. a) Attendance is in the DOD's interest, but travel is at no expense to the Government and no per diem or other reimbursement is authorized. b) Travel is at the employee's request and no accounting information is placed on the travel authorization, and c) The employee may choose not to perform the travel without penalty.	
2	OTHER (See remarks below)	OTHER (See remarks below) SVTC or other internet communications cannot be used since I am making a presentation at a conference where my attendance is required.	

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- h. Click on **Save and Proceed to Pre-Audit.**

Save And Proceed To Pre-Audits

After reviewing the Pre-Audits, click on "Save And Proceed to Digital Signature."

Save And Proceed To Digital Signature

Click **Submit Completed Document** to apply the **SIGNED** stamp under the preparer's digital signature. This forwards the authorization to the entries on the traveler's Routing List for review and approval. The resulting Travel Authorization should be printed and furnished to the traveler as authorization to proceed on the trip.

- i. Upon return from the trip, no travel voucher need be submitted in DTS, but the traveler must submit the completed Gift of Travel Form to the Ethics Official (Staff Judge Advocate), showing the actual cost of each expense category and the total amount furnished In-kind as shown below, along with the signed Ethics Official Memorandum.

16. **ACTUAL** Travel Expenses: (to be completed after travel)

Nature of Travel Expense:	Check (to Department of the Navy)	In-kind	Actual Cost
Hotel	<input type="checkbox"/> \$ _____	<input checked="" type="checkbox"/> \$ 1,218.00	\$ 1,218.00
Airfare	<input type="checkbox"/> \$ _____	<input checked="" type="checkbox"/> \$ 366.45	\$ 366.45
Meals	<input type="checkbox"/> \$ _____	<input checked="" type="checkbox"/> \$ 106.50	\$ 106.50
Other	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	\$ _____
17. Total Estimated Amount:	Check \$ _____ + In-kind \$ 1,690.95	= TOTAL \$ 1,690.95	

3. Entire trip funded by the gift donor by check payable to Department of the Navy.

If the gift donor is paying all expenses by check to the Department of the Navy, then create a no cost travel authorization as described below.

- a. Create a permissive (no cost) travel authorization. In Part A of the Itinerary, select **C-PERMISSIVE** as the **Trip Type**, select the appropriate Trip Purpose, then enter the Trip Description, including (1) the purpose of the trip, (2) the fact that it is a Gift of Travel trip where the non-federal source is providing all of the funding by check to the Department of the Navy, and (3) the reason the trip is mission essential.

*Trip Type: *Trip Purpose:

Trip Description:

- b. Complete the remainder of the travel authorization as shown in paragraphs 2.b. through 2.h. above.

- c. Upon return from the trip, no travel voucher need be submitted in DTS, but the traveler must submit the completed Gift of Travel Form to the Ethics Official (Staff Judge Advocate) showing the actual cost of each expense category and the total amount furnished by check as shown below.

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16. ACTUAL Travel Expenses: (to be completed after travel)

Nature of Travel Expense:	Check (to Department of the Navy)	In-kind	Actual Cost
Hotel	<input checked="" type="checkbox"/> \$ 845.00	<input type="checkbox"/> \$	\$ 845.00
Airfare	<input checked="" type="checkbox"/> \$ 440.00	<input type="checkbox"/> \$	\$ 440.00
Meals	<input checked="" type="checkbox"/> \$ 210.00	<input type="checkbox"/> \$	\$ 210.00
Other	<input type="checkbox"/> \$	<input type="checkbox"/> \$	\$
17. Total <u>Estimated</u> Amount:	Check \$ 1,495.00	+ In-kind \$	= TOTAL \$ 1,495.00

d. Once the check to the Department of the Navy is received from the gift donor, perform the steps in paragraph 8 below to receive reimbursement of this check.

4. Entire trip funded by the gift donor, partly in kind and partly by check payable to Department of the Navy.

If the funding activity is paying part in kind and part by check, then create a no cost travel authorization as described below.

a. Create a permissive (no cost) travel authorization. In Part A of the Itinerary, select **C-PERMISSIVE** as the **Trip Type**, select the appropriate **Trip Purpose**, then enter the **Trip Description**, including the fact that it is a Gift of Travel trip where the funding activity is providing all of the funding partly in kind and partly by check.

*Trip Type: *Trip Purpose:

Trip Description:

b. Complete the remainder of the travel authorization as shown in paragraphs 2.b. through 2.f. above.

c. Upon return from the trip, no travel voucher need be submitted in DTS, but the traveler must submit the completed Gift of Travel Form with the bottom section completed, to the Ethics Official (Staff Judge Advocate) showing the **actual** (final) costs broken down to amounts paid by Check and/or In-kind and Totalled as shown below. If reimbursement is by check, the traveler needs to provide a copy of the check along with the completed Gift of Travel Form to the Ethics Official (Staff Judge Advocate).

16. ACTUAL Travel Expenses: (to be completed after travel)

Nature of Travel Expense:	Check (to Department of Navy)	In-kind	Actual Cost
Hotel	<input checked="" type="checkbox"/> \$ 845.00	<input type="checkbox"/> \$	\$ 845.00
Airfare	<input type="checkbox"/> \$	<input checked="" type="checkbox"/> \$ 440.00	\$ 440.00
Meals	<input checked="" type="checkbox"/> \$ 65.00	<input checked="" type="checkbox"/> \$ 145.00	\$ 210.00
Other	<input type="checkbox"/> \$	<input type="checkbox"/> \$	\$
17. Total <u>Estimated</u> Amount:	Check \$ 910.00	+ In-kind \$ 585.00	= TOTAL \$ 1,495.00

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d. Once the check to the Department of the Navy is received from the gift donor, perform the steps in paragraph 8 below to receive reimbursement of this check.

5. Trip funded partly by the government and partly by the gift donor.

If the government is paying part of the trip expenses and the gift donor is paying part, then create a **routine travel authorization** as described below, not permissive travel order, as when no government funds are used for any of the travel expenses.

a. Create a routine travel authorization. In Part A of the Itinerary, select **AA-ROUTINE TDY/TAD** as the **Trip Type**, select the appropriate **Trip Purpose**, then enter the **Trip Description**, including the fact that the travel expenses are furnished partly by Gift of Travel (either in kind, by check, or both.)

*Trip Type: *Trip Purpose:

Trip Description:

b. In the authorization, skip over any reservations (air, rental car and/or lodging) that the gift donor is funding. If the gift donor is funding any of the lodging, change the lodging amount in per diem entitlements to zero for those days.

c. Select **Accounting**, and then select the **Line of Accounting** (job order) that is paying for the government's part of the trip.

d. Select **Other Authorizations**, select **Add Additional Authorizations For This Trip**, and then select **OTHER (see remarks below)**. Enter justification that alternate means, such as Secure Video Teleconference (SVTC) or other web-based communication are not sufficiently able to accomplish travel objectives.

e. Complete and sign the travel authorization.

C. Actions Required After Travel is Complete

1. **Traveler meet with SJA for completion of post-travel portion of Gift of Travel Form.** In all cases, no matter how the Gift of Travel trip is paid for, the traveler must meet with the Staff Judge Advocate office after completion of travel to complete the actual expenses portion of the Gift of Travel Form and turn in copies of all receipts the traveler was able to obtain. If the total cost of the gift of travel was less than \$250, or if the trip was canceled, an email stating this should be sent to the SJA's office to complete the documentation for the trip. If the entire trip was paid for via in-kind, the traveler's action is complete. If part of the trip was paid for using government funds, follow the directions in paragraph 7 to be reimbursed for the government funded portion. If all or part of the trip was paid for via check from the gift donor made out to the Department of the Navy, follow the directions in paragraph 8 to receive reimbursement.

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2. **Preparation of normal travel voucher to receive reimbursement for government funded portion of trip.** Within five days of return from the trip, submit a normal travel voucher to be reimbursed for **only** the government's part of the trip.

3. **Preparation of Local Voucher to receive reimbursement of funds from check payable to Department of the Navy.**

a. Once the check payable to the Department of the Navy has been received from the gift donor, the traveler must submit the following documentation to the Staff Judge Advocate (as Ethics Official), who will sign the Gift of Travel Form, make a copy of the documents, and then return them to the traveler.

- 1) **Check from gift donor** (or Xerox copy of check) payable to the Department of the Navy,
- 2) **Ethics Official Memorandum** signed by the Ethics Official (Staff Judge Advocate),
- 3) **Gift of Travel Form.** If the reimbursement check is over \$250, this form must be updated to show actual expenses and have the Ethics Official's signature for final approval, and
- 4) **A printed copy of the DTS travel authorization.**

The traveler should make and retain a copy of these documents and then deliver them, including the original check payable to Department of the Navy, to the Budget Department Head in the Financial Management office.

b. **The Budget Department staff has set up a dedicated line of accounting (reimbursable account) XX Q2GOT for the purpose of transferring the amount of the gift donor's check to the traveler's personal bank account.** The Budget Department staff will prepare funding acceptance and deposit documents, and submit them to the comptroller for approval. Once approved, the staff will then deposit the check into the dedicated line of accounting in STARS, and notify the traveler's department and the traveler once the funds are deposited and available in the account.

c. Once the department/traveler has received the above notification, the traveler or the ODTA must create a Local Voucher in DTS as the means of transmitting the funds received from the gift donor to the traveler's bank account. As shown below, in this Local Voucher, create a **Non-Mileage Expense**, enter **Gift of Travel Check** next to **-OR-** in the **Select Expense Type:** field, enter **Reimbursement to traveler** in the Event Purpose field, enter the amount of the check in the **Cost** field, and select **Personal** in the **Method of Reimbursement:** field.

The screenshot shows a form titled "Non-Mileage Expense # 1". It contains several fields: "Select Expense Type:" with a dropdown menu showing "Gift of Travel Check"; "Event Purpose:" with a text box containing "Reimbursement to traveler"; "Cost: \$" with a text box containing "472.95" and a link to "currency calculator"; "Date:" with a text box containing "02/06/2015" and a calendar icon; and "Method of Reimbursement:" with a dropdown menu showing "Personal".

The Local Voucher preparer must fax or scan copies of 1) through 4) below into the **Substantiating Records** section of **Expenses:**

- 1) A copy of the check payable to the Department of the Navy
- 2) Signed Ethics Official Memorandum
- 3) Gift of Travel Form signed by the Ethics Official
- 4) All receipts for expenses incurred and paid for by traveler

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The preparer should proceed to **Comments** under **Additional Options**, and then enter a comment to the effect that this local voucher is created to transmit Gift of Travel funds received by check made out to the Department of the Navy to the traveler.

The Expenses portion of the Preview screen for this local voucher will appear as follows.

Expenses						
Non-Mileage:						
	Date	Expense Type	Event Purpose	Actual Cost	Allowed Cost	Method Of Reimbursement
Edit	02/06/15	Gift of Travel Check	Reimbursement to traveler	\$472.95	\$472.95	Personal
Total:					\$472.95	

e. The traveler must sign this Local Voucher. Once the traveler's Authorizing Official approves the Local Voucher, the funds from the check will be sent to the bank account listed in the traveler's DTS profile, normally within three days.

4. Certification of Local Voucher. Once the Local Voucher is signed by the traveler and Authorizing Official, it will automatically be routed to an NPS Certifying Official for approval. The Certifying Official will:

- a. Ensure that the Comments for Local Voucher describe the document correctly.
- b. Verify that the dollar amount of the check to the Department of the Navy is the same as that in the Local Voucher.
- c. Verify with the Comptroller that funds for this trip have been deposited in the Gift of Travel account.
- d. Approve the Local Voucher.

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D. Records Retention

For each Gift of Travel, all documentation from steps managed by the SJA, will be filed electronically within the SJA's office. Travel documents required for upload into DTS will be maintained in DTS. Documents related to financial processes such as the receipt and deposit of funds will be maintained within the Comptroller's office.