

## 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](http://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.  
\_\_\_\_\_