

TRAVEL AND OTHER BENEFITS IN CONNECTION WITH MEETINGS

Authority	Type of Event	Location	Source/Type Payment	Nature of Benefits	Conflict Analysis	Agency Approval
31 U.S.C. § 1353 as implemented by GSA regulation at 41 C.F.R. §§ 301-1 and 304-1 "Acceptance of Payment from a Non-Federal Source for Travel Expenses" <i>Gift is to the agency</i>	Meeting or similar function that relates to the employee's official duties.* Examples: conferences, seminars, speaking engagements, etc.	Event must take place away from the employee's official duty station.	Source: any non-Federal source. Payment in-kind (to employee) or by check made payable to the agency.	Travel, subsistence, and related expenses. May exceed Government per diem rates, if comparable to those made available to other participants.	Acceptance permitted only if the agency determines that a reasonable person wouldn't question the integrity of agency programs or operations.	Authorization must be issued by the agency in advance of the travel.
5 U.S.C. § 4111 as implemented by OPM regulation at 5 C.F.R. §§ 410.501-410.503 "Government Employees Training Act" <i>Gift is to the employee</i>	Training in a non-Government facility or meetings.	No restrictions on location. Event may be local or away from duty station.	Source: either an organization exempt from taxation under 26 U.S.C. 501(c)(3), or a State or local government. Payment in cash or in-kind to the employee.	Contributions or awards incident to training; or payments of travel, subsistence, and related expenses incident to attendance at meetings.	Acceptance permitted if the agency applies specific criteria regarding conflicts and appearance concerns and decides payment is proper.	The head of the agency or his/her designee must authorize acceptance in writing after a full evaluation of the circumstances in each case.
5 C.F.R. § 2635.204(g)(2) "The Widely Attended Gatherings Exception" <i>Gift is to the employee</i>	Widely attended gatherings of mutual interest to a number of parties.	No restrictions on location. Event may be local or away from duty station.	Source: the sponsor of the event, or a nonsponsor if more than 100 persons will be attending and the cost of attendance is \$250 or less. Payment in-kind only.	Waiver of attendance fee, food, refreshments, entertainments and instructional materials integral to the event. No travel expenses.	Agency must determine that the employee's attendance is in the interest of the agency, in that it will further agency programs or operations.	If the person who extends the invitation has interests that could be substantially affected by the performance of the employee's duties, the agency must make a written determination of agency interest in advance of the event.

* Does not include activities required to carry out an agency's statutory or regulatory functions.



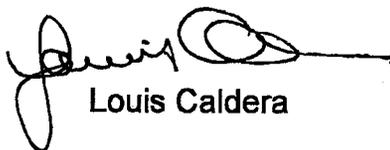
SECRETARY OF THE ARMY
WASHINGTON

May 8, 2000

MEMORANDUM FOR THE SURGEON GENERAL, U.S. ARMY

SUBJECT: Delegation of Gift Acceptance Authority

I hereby delegate to The Surgeon General, U.S. Army, authority to accept unconditional and conditional gifts of a value \$20,000.00 or less. This authority may not be further delegated.

A handwritten signature in black ink, appearing to read "Louis Caldera", is positioned above the printed name.

Louis Caldera