SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

Form Approval No.: **0416-GSA-SA**

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This report implements 31 U.S.C. 1353. It does not supersede other reports that may have to be filed when travel or travel expenses are accepted under other authority. For defintions and policies, see 41 CFR part 304-1.

REPORTING DEPARTMENT OR AGENCY: Office of Information and Privacy (OIP)

REPORTING PERIOD: OCTOBER 1 - MARCH 31 *(Year)* ✔ | APRIL 1 - SEPTEMBER 30 (Year) ☐ | NEGATIVE REPORT

	TRAVELER *(Name/Title)*	EVENT DESCRIPTION/SPONSOR/DATES	LOCATION AND TRAVEL DATES	BENEFITS ACCEPTED: SOURCE	DESCRIPTION	CHECK	IN-KIND	AMOUNT
EXAMPLES	John Smith Secretary	Conference on Asia-Pacific Relations sponsored by Asia-Pacific Forum.	San Francisco, CA 8/11 - 13/93	Asia-Pacific Forum Pacific Rim Assoc.	Hotel Air Transportation Meals	 X 	X X	$280 825 120
EXAMPLES	Joyce Smith Spouse of Secretary	Conference on Asia-Pacific Relations sponsored by Asia-Pacific Forum.	San Francisco, CA 8/11 - 13/93	Asia-Pacific Forum Pacific Rim Assoc.	Air Transportation Meals	X 	 X	$825 120
NAME: Melanie A. Pustay TITLE: Director	DESCRIPTION: 2010 American Society for Access Professionals (ASAP) FOIA/Privacy Training Workshop SPONSOR: ASAP DATES:	LOCATION: Las Vegas, Nevada DATES: March 7-9, 2011	ASAP	AirTransport.		☐	✔	$877.50
				Hotel		☐	✔	$93.00
				Meals &Incidentals		✔	☐	$201.00
				Taxi/Car Service		✔	☐	$170.26
NAME: Carmen L. Mallon TITLE: Chief of Staff	DESCRIPTION: 2010 American Society for Access Professionals (ASAP) FOIAPrivacy Training Workshop SPONSOR: ASAP DATES:	LOCATION: Las Vegas, Nevada DATES: 3/7-9/2011	ASAP	AirTransport.		☐	✔	497.50
				Hotel		☐	✔	372.00
				Meals &Incidentals		✔	☐	283.00
				Taxi/Bag/Mileage		✔	☐	163.45
NAME: Caroline Smith TITLE: Attorney-Advisor	DESCRIPTION: 2010 American Society for Access Professionals (ASAP) FOIAPrivacy Training Workshop SPONSOR: ASAP DATES:	LOCATION: Las Vegas, Nevada DATES: 3/6/11-3/9/11	ASAP	AirTransport.		☐	✔	693.40
				Hotel		☐	✔	279.00
				Meals &Incidentals		✔	☐	206.00
				Taxi/Baggage		✔	☐	94.64
NAME: Melanie A. Pustay TITLE: Director	DESCRIPTION: China Law Center SPONSOR: The China Law Center, Yale Law School DATES:	LOCATION: China DATES: 3/31/11-4/1/11	The China Law Center, Yale Law School	AirTransport.		☐	✔	6003.00
				Hotel		☐	✔	1782.00
				Meals & Incidentals		✔	☐	197.16
				Mileage/Visa/Parking		✔	☐	196.00

TRAVELER *(Name/Title)*	EVENT DESCRIPTION/SPONSOR/DATES	LOCATION AND TRAVEL DATES	BENEFITS ACCEPTED				
			SOURCE	DESCRIPTION	CHECK	IN-KIND	AMOUNT
NAME	DESCRIPTION	LOCATION					
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