Instructions for § 1353 Travel Report

The United States Office of Government Ethics (OGE) is required by 31 U.S.C. § 1353 to collect and make publicly available the information submitted in the semiannual § 1353 travel reports. OGE's acceptance of this information does not constitute a determination that the information is adequate or concurrence with the submitting agency's conflict of interest analysis. (See 41 CFR §304-6.9).

Starting with the October 1, 2010-March 31, 2011 reporting period, OGE will only accept § 1353 Travel Reports that are submitted *electronically* in this OGE-approved electronic form (OGE Form-1353) or on the SF-326. To the extent possible, agencies are strongly encouraged to submit their semiannual reports using the OGE Form-1353. All submissions must be made via email to 1353Travel@oge.gov in XLS, XLSX, or PDF format.

If your agency has not accepted payments under 31 U.S.C. § 1353 for the applicable reporting period, your agency must still submit a negative report. Negative reports are indicated by an electronic submission of the OGE Form-1353 (in excel format) or the SF-326 (in PDF Format).

Completing the OGE Form-1353

Saving the Workbook

Name the Workbook using your agency acronym and the reporting period using this convention: 1353Report_[AgencyAcronym]_[Reporting Period].xls, for example 1353Report_OGE_OctMarch2011.xls.

- Select the Microsoft Button and choose "Save As" Excel Workbook from the menu. When typing the file name, use the naming convention: 1353Report_[AgencyAcroynm]_[Reporting Period].xls
- Use <u>OctMarch[Year]</u> for the October 1- March 31st reporting cycle and <u>AprSept[Year]</u> for the April 1-September 30th reporting cycle.
- Note that your agency acronym can be found on the worksheet titled "Agency Acronym" (tab located at the bottom of the workbook).

Preparing Blank Report Forms for Each Sub-Agency (if applicable)

For each individual sub-agency report, copy the "RENAME BLANK FORM" spreadsheet (tab located at the bottom of the workbook) and rename it to describe the sub-agency.

- Ensure use of standardized acronyms where applicable.
- Spreadsheets can easily be copied by right-clicking on the sheet tab for the sheet you wish to copy. After you right click, select "Move or Copy", which will open a dialogue box. When the dialogue box appears, click the "Create a Copy" checkbox at the bottom of the dialogue box. To determine the placement of the new sheet within your workbook, left click the name of an existing sheet in the "Before Sheet" area; your new sheet will be placed before the sheet selected. Select "OK". A new sheet will appear (e.g. "RENAME BLANK FORM (2)") that you can rename.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Completing the General Information

Fill in the applicable information. Note that information to be completed by the agency always appears in white-colored cells. Information located in the colored cells should not be manipulated. The worksheet has been protected so that you can tab between the fillable cells.

Renaming the Spreadsheet Tabs

- Rename the spreadsheet tab with your agency name, using standardized acronyms where applicable.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Filling in Page, Of Pages and Year

- Fill in the white-colored cells found below Page, Of Pages, and Year.
- **Page** refers to the numerical position of the current sheet relative to the other sheets in the workbook and **Of Pages** refer to the total number of report pages in the entire workbook.

- For example, if the Department of Example 1353 Travel Report had submissions from its only two sub-agencies: Department ABC and Department XYZ, there would be 2 total reports (2 worksheets). On the Department ABC worksheet/report, the agency would enter 1 for Page-- referring to the Department ABC's position in the workbook-- and 2 for Of Pages-- referring to the total number of worksheets/reports. The Department XYZ report would read 2 for Page-- referring to its order as the second report-- and 2 for Of Pages-- referring to the total number of sheets in the workbook.

Filling in Agency Name, Sub-Component Name, and Contact Information

- In the fillable cells below the Title, replace [Replace with Reporting Agency Name], [Replace with Sub-Agency Name], [Replace with Agency Contact Name], and [Replace with Agency Contact Email] with the appropriate information. If there is no sub-agency, then delete [Sub-Agency] from that cell.
- Once the identifying information is completed correctly, the report title should automatically read correctly at the top of the spreadsheet.

Indicating Reporting Period

- Indicate the reporting period by placing an X in the white cell to left of the correct reporting period.

Filling in Travel Specific Information

Indicating a Negative Report

- If there is no information to report for this reporting period, indicate the negative report by placing an X in the white cell to the left of negative report.

Indicating 1353 Travel

- Fill in the applicable information in the report in the same method as illustrated by the example. You must enter the information in the cell below the description of the type of information. For example, type "John Smith" in the cell below "Name."

Submitting the Report to OGE

Ensure the file is saved using the naming convention discussed in the instruction for saving the workbook, and email the excel file as an attachment to 1353Travel@oge.gov.

Printing Reports for Internal Agency Use and Record Keeping

While reports must be submitted electronically, your agency may find it useful to print its 1353 Travel Reports for record-keeping purposes. The following instructions provide guidance for printing in Excel 2003 and Excel 2007.

In Excel 2007

- Highlight the portion of the report on each spreadsheet you would like to print. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted. Click on the Page Layout Tab on the Microsoft Excel Ribbon.
- With the printing area highlighted, click the "Print Area" button, which should provide a drop-down menu including the option to "Set Print Area". Select "Set Print Area".
- On the Page Layout Tab, locate the "Scale to Fit" option. Use the drop-down menu to restrict the width to "1 page".
- To verify the margins are correct on your printing job, use the Print Preview option. Click on the Microsoft button in the upper right-hand corner and hover over Print. Select "Print Preview" from the right-hand menu.
- You can select Print from the Print Preview view or Print as you traditionally would.

In Excel 2003

- Highlight the desired print area. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted.
- Access the print properties menu. Scroll to the "File" tab on the command bar and select "Print Area."

- Set the print area. A submenu will open. Scroll to "Set Print Area" and left-click to set the print area. The print area will be outlined with a dashed border inside of the spreadsheet.
- Check the print area in the preview screen. Scroll to the "File" tab on the command bar and select "Print Preview" to see how the file will look when it is printed.
- Adjust the print area. To make any changes, just hover the mouse over a corner of the dashed border surrounding the print area. When the cursor turns to a cross-sectioned arrow, left-click and hold. Drag the print area to the desired size.

Administrative Conference of the United States Advisory Council on Historic Preservation African Development Foundation Agency for International Development American Battle Monuments Commission Appalachian Regional Commission Appraisal Subcommittee Arctic Research Commission Armed Forces Retirement Home (Soldiers' & Airmen's Home) Armed Services Board of Contract Appeals-- Department of Defense Barry Goldwater Scholarship Foundation Broadcasting Board of Governors Central Intelligence Agency Chemical Safety & Hazard Investigation Board Christopher Columbus Fellowship Foundation Comission on Civil Rights Commision of the Fine Arts Commission for Purchase from the Blind & Severely Disabled Commission for the Preservation of America's Heritage Abroad Commodity Futures Trading Commission Consumer Product Safety Commission Corporation for National & Community Service Council of Econimic Advisors -- Executive Office of the President Council on Environmental Quality -- Executive Office of the President Court Services & Offender Supervision Agency for DC Defense Commissary Agency-- Department of Defense Defense Contract Audit Agency-- Department of Defense Defense Finance & Accounting Service-- Department of Defense Defense Information Systems Agency-- Department of Defense Defense Intelligence Agency-- Department of Defense Defense Logistics Agency-- Department of Defense Defense Nuclear Facilities Safety Board Defense Security Service-- Department of Defense Defense Threat Reduction Agency-- Department of Defense Department of Agriculture Department of Commerce Department of Defense Department of Education Department of Energy Department of Health & Human Services Department of Homeland Security Department of Housing & Urban Development Department of Justice Department of Labor Department of State Department of the Air Force-- Department of Defense Department of the Army-- Department of Defense Department of the Interior Department of the Navy-- Department of Defense Department of Transporation Department of Treasury Department of Veterans Affairs Election Assistance Commission

Agency/Sub-Agency Name

Enviornmental Protection Agency Equal Employment Opportunity Commission Executive Office of the President Export-Import Bank Farm Credit Administration & Farm Systems Insurance Corporation Federal Communications Commission Federal Deposit Insurance Corporation Federal Election Commission Federal Energy Regulation Commission Federal Housing Finance Board Federal Labor Relations Authority Federal Maritime Commission Federal Mediation & Concilitation Service Federal Mine Safety & Health Review Commission Federal Reserve System Federal Retirement Thrift Investment Board Federal Trade Commission General Services Administration Government Accountability Office Harry S. Truman Scholarship The Truman Foundation Institute of Museum & Library Services Inter-American Foundation International Boundary & Water Commission International Joint Commission International Trade Commission James Madison Memorial Fellowship Foundation Japan/US Friendship Commission Marine Mammal Commission Merit System Protection Board Millennium Challenge Corporation Morris K. Udall Foundation National Aeronautics & Space Administration National Archives & Records Administration National Capital Planning Commission National Credit Union Administration National Endowment for the Arts National Endowment for the Humanities National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense National Intelligence, Office of the Director National Labor Relations Board National Mediation Board National Science Foundation National Security Agency-- Department of Defense National Security Council -- Executive Office of the President National Tranpsortation Safety Board Nuclear Regulatory Commission Nuclear Waste Technical Review Board Occupational Safety & Health Review Commission Office of Administration -- Executive Office of the President Office of Government Ethics Office of Management and Budget-- Executive Office of the President Office of National Drug Control Policy Office of Navajo & Hopi Indian Relocation Office of Personnel Management Office of Science & Technology Policy -- Executive Office of the President

Office of Special Counsel Office of the Federal Coordinator for Alaska Natural Gas Transporation Project Office of the Inspector General-- Department of Defense Office of the Inspector General for Afghanistan Reconstruction Office of the Secretary-- Department of Defense Office of the Vice President-- Executive Office of the President Office of US Trade Representative-- Executive Office of the President **Overseas Private Investment Corporation** Peace Corps Pension Benefit Guaranty Corporation Postal Rate Commission Railroad Retirement Board Recovery Accountability & Transparency Board Securities & Exchange Commission Selective Service System Small Business Administration Social Security Adminstration Special Inspector General for Irag Reconstruction Surface Transporation Board Tennessee Valley Authority The President's Council on Bioethics The Presidio Trust The White House Office -- Executive Office of the President Uniformed Services University of the Health Science-- Department of Defense **US Access Board** US Trade & Development Agency

If your agency is not listed here or if you have questions about the standard acronym for your

<u>Acronym</u>		
ACUS		
ACHP		
AFDF		
AID		
ABMC		
ARC		
ASC		
ARTIC		
AFRH		
ASBCA		
BGSF		
BBG		
CIA		
CSHIB		
CCFF		
CCR		
CFA		
CPBSD		
CPAHA		
CFTC		
CPSC		
CNCS		
CEA		
CEQ		
CSOSA		
DCA		
DCAA		
DFAS		
DISA		
DIA		
DLA		
DNFSB		
DSS		
DTRA		
USDA		
DOC		
DOD		
DOED		
DOE		
HHS		
DHS		
HUD		
DOJ		
DOL		
STATE		
DAF		
ARMY		
DOI		
NAVY		
DOT		
TREASURY		
VA		
EAC		

EPA EEOC
EOP EX-IM BANK
FCA FCC FDIC FEC FERC FHFB FLRA FMC FMCS MSHRC FRS FRTIB FTC GSA GAO HTS IMLS IAF IBWC
IJC
ITC JMM JFC MMC MSPB MCC MUF
NASA NARA NCPC NCUA NEA NEH DMA DMI NLRB NMB NSF NSA NSF NSA NSC NTSB NRC
NWTRB
OSHRC OA
OGE
OMB ONDCP ONHIR
OPM OSTP

OSC
ANGTP
OIG(DOD)
SIGAR
OS(DOD)
OVP
USTR
OPIC
PEACE
PBGC
PRC
RRB
RAT BOARD
SEC
SSS
SBA
SSA
SIGIR
STB
TVA
PCB
PRESIDIO
WH
USUHS
ACCESS
USTDA

agency, please contact OGE at 1353travel@oge.gov

SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

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 2018

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

	For definitions and policies, see 41 CFR part 304-1.								
	Department of Interior National Park Service Agency Contact: Caitlin Rogalski caitlin_rogalski@nps.gov			nps.gov	PERIOD: PERIOD: APRIL OCTOBER 1, X 2017- MARCH 31 2018 REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2018			NEGATIVE REPORT	
No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY- MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY- MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
EX	John Smith	Conference on Asia- Pacific Relations	8/11/2011	San Francisco, CA	Asia Pacific Forum Pacific Rim Foundation	Hotel		Х	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	Х		\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011		Meals		Х	\$120
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
1	Robert Arzola	Presenstation and Training on HABS	8/24/2018	Tuskegee, AL	M.J. Kaplan Fund	Air Transportation		х	\$505
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Hotel		Х	\$360
	HABS Architect	M.J. Kaplan Fund	8/28/2018	8/24/2018-8/28/2018					
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
2	Scott Bentley	Cultural Training and Meeting with Tribal Nations	9/4/2018	Wyandotte, OK	Wyandotte Nation	Hotel		х	\$295
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
	Superintendent	Wyandotte Nation	9/8/2018	9/03/2018-9/08/2018					
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
3	Rudy D'Alessandro	Study Tour for Chinese Planning and Park Government Officials	8/30/2018	Anchorage, AK	Paulson Institute	Air Transportation		х	\$1,437
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging and M&IE		х	\$3,203
	International Cooperation Specialist	Paulson Institute	9/16/2018	8/30/2018-9/16/2018					

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Indicating Reporting Period

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Filling in Travel Specific Information

Indicating a Negative Report

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Indicating 1353 Travel

- Fill in the applicable information in the report in the same method as illustrated by the example. You must enter the information in the cell below the description of the type of information. For example, type "John Smith" in the cell below "Name."

Submitting the Report to OGE

Ensure the file is saved using the naming convention discussed in the instruction for saving the workbook, and email the excel file as an attachment to 1353Travel@oge.gov.

Printing Reports for Internal Agency Use and Record Keeping

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In Excel 2007

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In Excel 2003

- Highlight the desired print area. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted.
- Access the print properties menu. Scroll to the "File" tab on the command bar and select "Print Area."

- Set the print area. A submenu will open. Scroll to "Set Print Area" and left-click to set the print area. The print area will be outlined with a dashed border inside of the spreadsheet.
- Check the print area in the preview screen. Scroll to the "File" tab on the command bar and select "Print Preview" to see how the file will look when it is printed.
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Administrative Conference of the United States Advisory Council on Historic Preservation African Development Foundation Agency for International Development American Battle Monuments Commission Appalachian Regional Commission Appraisal Subcommittee Arctic Research Commission Armed Forces Retirement Home (Soldiers' & Airmen's Home) Armed Services Board of Contract Appeals-- Department of Defense Barry Goldwater Scholarship Foundation Broadcasting Board of Governors Central Intelligence Agency Chemical Safety & Hazard Investigation Board Christopher Columbus Fellowship Foundation Comission on Civil Rights Commision of the Fine Arts Commission for Purchase from the Blind & Severely Disabled Commission for the Preservation of America's Heritage Abroad Commodity Futures Trading Commission Consumer Product Safety Commission Corporation for National & Community Service Council of Econimic Advisors -- Executive Office of the President Council on Environmental Quality -- Executive Office of the President Court Services & Offender Supervision Agency for DC Defense Commissary Agency-- Department of Defense Defense Contract Audit Agency-- Department of Defense Defense Finance & Accounting Service-- Department of Defense Defense Information Systems Agency-- Department of Defense Defense Intelligence Agency-- Department of Defense Defense Logistics Agency-- Department of Defense Defense Nuclear Facilities Safety Board Defense Security Service-- Department of Defense Defense Threat Reduction Agency-- Department of Defense Department of Agriculture Department of Commerce Department of Defense Department of Education Department of Energy Department of Health & Human Services Department of Homeland Security Department of Housing & Urban Development Department of Justice Department of Labor Department of State Department of the Air Force-- Department of Defense Department of the Army-- Department of Defense Department of the Interior Department of the Navy-- Department of Defense Department of Transporation Department of Treasury Department of Veterans Affairs Election Assistance Commission

Agency/Sub-Agency Name

Enviornmental Protection Agency Equal Employment Opportunity Commission Executive Office of the President Export-Import Bank Farm Credit Administration & Farm Systems Insurance Corporation Federal Communications Commission Federal Deposit Insurance Corporation Federal Election Commission Federal Energy Regulation Commission Federal Housing Finance Board Federal Labor Relations Authority Federal Maritime Commission Federal Mediation & Concilitation Service Federal Mine Safety & Health Review Commission Federal Reserve System Federal Retirement Thrift Investment Board Federal Trade Commission General Services Administration Government Accountability Office Harry S. Truman Scholarship The Truman Foundation Institute of Museum & Library Services Inter-American Foundation International Boundary & Water Commission International Joint Commission International Trade Commission James Madison Memorial Fellowship Foundation Japan/US Friendship Commission Marine Mammal Commission Merit System Protection Board Millennium Challenge Corporation Morris K. Udall Foundation National Aeronautics & Space Administration National Archives & Records Administration National Capital Planning Commission National Credit Union Administration National Endowment for the Arts National Endowment for the Humanities National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense National Intelligence, Office of the Director National Labor Relations Board National Mediation Board National Science Foundation National Security Agency-- Department of Defense National Security Council -- Executive Office of the President National Tranpsortation Safety Board Nuclear Regulatory Commission Nuclear Waste Technical Review Board Occupational Safety & Health Review Commission Office of Administration -- Executive Office of the President Office of Government Ethics Office of Management and Budget-- Executive Office of the President Office of National Drug Control Policy Office of Navajo & Hopi Indian Relocation Office of Personnel Management Office of Science & Technology Policy -- Executive Office of the President

Office of Special Counsel Office of the Federal Coordinator for Alaska Natural Gas Transporation Project Office of the Inspector General-- Department of Defense Office of the Inspector General for Afghanistan Reconstruction Office of the Secretary-- Department of Defense Office of the Vice President-- Executive Office of the President Office of US Trade Representative-- Executive Office of the President **Overseas Private Investment Corporation** Peace Corps Pension Benefit Guaranty Corporation Postal Rate Commission Railroad Retirement Board Recovery Accountability & Transparency Board Securities & Exchange Commission Selective Service System Small Business Administration Social Security Adminstration Special Inspector General for Irag Reconstruction Surface Transporation Board Tennessee Valley Authority The President's Council on Bioethics The Presidio Trust The White House Office -- Executive Office of the President Uniformed Services University of the Health Science-- Department of Defense **US Access Board** US Trade & Development Agency

If your agency is not listed here or if you have questions about the standard acronym for your

<u>Acronym</u>		
ACUS		
ACHP		
AFDF		
AID		
ABMC		
ARC		
ASC		
ARTIC		
AFRH		
ASBCA		
BGSF		
BBG		
CIA		
CSHIB		
CCFF		
CCR		
CFA		
CPBSD		
CPAHA		
CFTC		
CPSC		
CNCS		
CEA		
CEQ		
CSOSA		
DCA		
DCAA		
DFAS		
DISA		
DIA		
DLA		
DNFSB		
DSS		
DTRA		
USDA		
DOC		
DOD		
DOED		
DOE		
HHS		
DHS		
HUD		
DOJ		
DOL		
STATE		
DAF		
ARMY		
DOI		
NAVY		
DOT		
TREASURY		
VA		
EAC		

EPA EEOC
EOP EX-IM BANK
FCA FCC FDIC FEC FERC FHFB FLRA FMC FMCS MSHRC FRS FRTIB FTC GSA GAO HTS IMLS IAF IBWC
IJC
ITC JMM JFC MMC MSPB MCC MUF
NASA NARA NCPC NCUA NEA NEH DMA DMI NLRB NMB NSF NSA NSF NSA NSC NTSB NRC
NWTRB
OSHRC OA
OGE
OMB ONDCP ONHIR
OPM OSTP

OSC
ANGTP
OIG(DOD)
SIGAR
OS(DOD)
OVP
USTR
OPIC
PEACE
PBGC
PRC
RRB
RAT BOARD
SEC
SSS
SBA
SSA
SIGIR
STB
TVA
PCB
PRESIDIO
WH
USUHS
ACCESS
USTDA

agency, please contact OGE at 1353travel@oge.gov

SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

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 YEAR

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 2018

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

	For definitions and policies, see 41 CFR part 304-1.								
	Department of Interior National Park Service Agency Contact: Caitlin Rogalski caitlin_rogalski caitlin_rogalski@nps.gov				PERIOD: REPORTING PERIOD: PERIOD: APRIL OCTOBER 1, X 2017- MARCH 31, 2018 REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2018			NEGATIVE REPORT	
No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY- MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY- MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
EX	John Smith	Conference on Asia- Pacific Relations	8/11/2011	San Francisco, CA	Asia Pacific Forum Pacific Rim Foundation	Hotel		Х	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	Х		\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011		Meals		Х	\$120
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
1	Robert Arzola	Presenstation and Training on HABS	8/24/2018	Tuskegee, AL	M.J. Kaplan Fund	Air Transportation		х	\$505
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Hotel		х	\$360
	HABS Architect	M.J. Kaplan Fund	8/28/2018	8/24/2018-8/28/2018					
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
2	Scott Bentley	Cultural Training and Meeting with Tribal Nations	9/4/2018	Wyandotte, OK	Wyandotte Nation	Hotel		х	\$295
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
	Superintendent	Wyandotte Nation	9/8/2018	9/03/2018-9/08/2018					
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
3	Rudy D'Alessandro	Study Tour for Chinese Planning and Park Government Officials	8/30/2018	Anchorage, AK	Paulson Institute	Air Transportation		x	\$1,437
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging and M&IE		х	\$3,203
	International Cooperation Specialist	Paulson Institute	9/16/2018	8/30/2018-9/16/2018					

Instructions for § 1353 Travel Report

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Starting with the October 1, 2010-March 31, 2011 reporting period, OGE will only accept § 1353 Travel Reports that are submitted *electronically* in this OGE-approved electronic form (OGE Form-1353) or on the SF-326. To the extent possible, agencies are strongly encouraged to submit their semiannual reports using the OGE Form-1353. All submissions must be made via email to 1353Travel@oge.gov in XLS, XLSX, or PDF format.

If your agency has not accepted payments under 31 U.S.C. § 1353 for the applicable reporting period, your agency must still submit a negative report. Negative reports are indicated by an electronic submission of the OGE Form-1353 (in excel format) or the SF-326 (in PDF Format).

Completing the OGE Form-1353

Saving the Workbook

Name the Workbook using your agency acronym and the reporting period using this convention: 1353Report_[AgencyAcronym]_[Reporting Period].xls, for example 1353Report_OGE_OctMarch2011.xls.

- Select the Microsoft Button and choose "Save As" Excel Workbook from the menu. When typing the file name, use the naming convention: 1353Report_[AgencyAcroynm]_[Reporting Period].xls
- Use <u>OctMarch[Year]</u> for the October 1- March 31st reporting cycle and <u>AprSept[Year]</u> for the April 1-September 30th reporting cycle.
- Note that your agency acronym can be found on the worksheet titled "Agency Acronym" (tab located at the bottom of the workbook).

Preparing Blank Report Forms for Each Sub-Agency (if applicable)

For each individual sub-agency report, copy the "RENAME BLANK FORM" spreadsheet (tab located at the bottom of the workbook) and rename it to describe the sub-agency.

- Ensure use of standardized acronyms where applicable.
- Spreadsheets can easily be copied by right-clicking on the sheet tab for the sheet you wish to copy. After you right click, select "Move or Copy", which will open a dialogue box. When the dialogue box appears, click the "Create a Copy" checkbox at the bottom of the dialogue box. To determine the placement of the new sheet within your workbook, left click the name of an existing sheet in the "Before Sheet" area; your new sheet will be placed before the sheet selected. Select "OK". A new sheet will appear (e.g. "RENAME BLANK FORM (2)") that you can rename.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Completing the General Information

Fill in the applicable information. Note that information to be completed by the agency always appears in white-colored cells. Information located in the colored cells should not be manipulated. The worksheet has been protected so that you can tab between the fillable cells.

Renaming the Spreadsheet Tabs

- Rename the spreadsheet tab with your agency name, using standardized acronyms where applicable.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Filling in Page, Of Pages and Year

- Fill in the white-colored cells found below Page, Of Pages, and Year.
- **Page** refers to the numerical position of the current sheet relative to the other sheets in the workbook and **Of Pages** refer to the total number of report pages in the entire workbook.

- For example, if the Department of Example 1353 Travel Report had submissions from its only two sub-agencies: Department ABC and Department XYZ, there would be 2 total reports (2 worksheets). On the Department ABC worksheet/report, the agency would enter 1 for Page-- referring to the Department ABC's position in the workbook-- and 2 for Of Pages-- referring to the total number of worksheets/reports. The Department XYZ report would read 2 for Page-- referring to its order as the second report-- and 2 for Of Pages-- referring to the total number of sheets in the workbook.

Filling in Agency Name, Sub-Component Name, and Contact Information

- In the fillable cells below the Title, replace [Replace with Reporting Agency Name], [Replace with Sub-Agency Name], [Replace with Agency Contact Name], and [Replace with Agency Contact Email] with the appropriate information. If there is no sub-agency, then delete [Sub-Agency] from that cell.
- Once the identifying information is completed correctly, the report title should automatically read correctly at the top of the spreadsheet.

Indicating Reporting Period

- Indicate the reporting period by placing an X in the white cell to left of the correct reporting period.

Filling in Travel Specific Information

Indicating a Negative Report

- If there is no information to report for this reporting period, indicate the negative report by placing an X in the white cell to the left of negative report.

Indicating 1353 Travel

- Fill in the applicable information in the report in the same method as illustrated by the example. You must enter the information in the cell below the description of the type of information. For example, type "John Smith" in the cell below "Name."

Submitting the Report to OGE

Ensure the file is saved using the naming convention discussed in the instruction for saving the workbook, and email the excel file as an attachment to 1353Travel@oge.gov.

Printing Reports for Internal Agency Use and Record Keeping

While reports must be submitted electronically, your agency may find it useful to print its 1353 Travel Reports for record-keeping purposes. The following instructions provide guidance for printing in Excel 2003 and Excel 2007.

In Excel 2007

- Highlight the portion of the report on each spreadsheet you would like to print. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted. Click on the Page Layout Tab on the Microsoft Excel Ribbon.
- With the printing area highlighted, click the "Print Area" button, which should provide a drop-down menu including the option to "Set Print Area". Select "Set Print Area".
- On the Page Layout Tab, locate the "Scale to Fit" option. Use the drop-down menu to restrict the width to "1 page".
- To verify the margins are correct on your printing job, use the Print Preview option. Click on the Microsoft button in the upper right-hand corner and hover over Print. Select "Print Preview" from the right-hand menu.
- You can select Print from the Print Preview view or Print as you traditionally would.

In Excel 2003

- Highlight the desired print area. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted.
- Access the print properties menu. Scroll to the "File" tab on the command bar and select "Print Area."

- Set the print area. A submenu will open. Scroll to "Set Print Area" and left-click to set the print area. The print area will be outlined with a dashed border inside of the spreadsheet.
- Check the print area in the preview screen. Scroll to the "File" tab on the command bar and select "Print Preview" to see how the file will look when it is printed.
- Adjust the print area. To make any changes, just hover the mouse over a corner of the dashed border surrounding the print area. When the cursor turns to a cross-sectioned arrow, left-click and hold. Drag the print area to the desired size.

Administrative Conference of the United States Advisory Council on Historic Preservation African Development Foundation Agency for International Development American Battle Monuments Commission Appalachian Regional Commission Appraisal Subcommittee Arctic Research Commission Armed Forces Retirement Home (Soldiers' & Airmen's Home) Armed Services Board of Contract Appeals-- Department of Defense Barry Goldwater Scholarship Foundation Broadcasting Board of Governors Central Intelligence Agency Chemical Safety & Hazard Investigation Board Christopher Columbus Fellowship Foundation Comission on Civil Rights Commision of the Fine Arts Commission for Purchase from the Blind & Severely Disabled Commission for the Preservation of America's Heritage Abroad Commodity Futures Trading Commission Consumer Product Safety Commission Corporation for National & Community Service Council of Econimic Advisors -- Executive Office of the President Council on Environmental Quality -- Executive Office of the President Court Services & Offender Supervision Agency for DC Defense Commissary Agency-- Department of Defense Defense Contract Audit Agency-- Department of Defense Defense Finance & Accounting Service-- Department of Defense Defense Information Systems Agency-- Department of Defense Defense Intelligence Agency-- Department of Defense Defense Logistics Agency-- Department of Defense Defense Nuclear Facilities Safety Board Defense Security Service-- Department of Defense Defense Threat Reduction Agency-- Department of Defense Department of Agriculture Department of Commerce Department of Defense Department of Education Department of Energy Department of Health & Human Services Department of Homeland Security Department of Housing & Urban Development Department of Justice Department of Labor Department of State Department of the Air Force-- Department of Defense Department of the Army-- Department of Defense Department of the Interior Department of the Navy-- Department of Defense Department of Transporation Department of Treasury Department of Veterans Affairs Election Assistance Commission

Agency/Sub-Agency Name

Enviornmental Protection Agency Equal Employment Opportunity Commission Executive Office of the President Export-Import Bank Farm Credit Administration & Farm Systems Insurance Corporation Federal Communications Commission Federal Deposit Insurance Corporation Federal Election Commission Federal Energy Regulation Commission Federal Housing Finance Board Federal Labor Relations Authority Federal Maritime Commission Federal Mediation & Concilitation Service Federal Mine Safety & Health Review Commission Federal Reserve System Federal Retirement Thrift Investment Board Federal Trade Commission General Services Administration Government Accountability Office Harry S. Truman Scholarship The Truman Foundation Institute of Museum & Library Services Inter-American Foundation International Boundary & Water Commission International Joint Commission International Trade Commission James Madison Memorial Fellowship Foundation Japan/US Friendship Commission Marine Mammal Commission Merit System Protection Board Millennium Challenge Corporation Morris K. Udall Foundation National Aeronautics & Space Administration National Archives & Records Administration National Capital Planning Commission National Credit Union Administration National Endowment for the Arts National Endowment for the Humanities National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense National Intelligence, Office of the Director National Labor Relations Board National Mediation Board National Science Foundation National Security Agency-- Department of Defense National Security Council -- Executive Office of the President National Tranpsortation Safety Board Nuclear Regulatory Commission Nuclear Waste Technical Review Board Occupational Safety & Health Review Commission Office of Administration -- Executive Office of the President Office of Government Ethics Office of Management and Budget-- Executive Office of the President Office of National Drug Control Policy Office of Navajo & Hopi Indian Relocation Office of Personnel Management Office of Science & Technology Policy -- Executive Office of the President

Office of Special Counsel Office of the Federal Coordinator for Alaska Natural Gas Transporation Project Office of the Inspector General-- Department of Defense Office of the Inspector General for Afghanistan Reconstruction Office of the Secretary-- Department of Defense Office of the Vice President-- Executive Office of the President Office of US Trade Representative-- Executive Office of the President **Overseas Private Investment Corporation** Peace Corps Pension Benefit Guaranty Corporation Postal Rate Commission Railroad Retirement Board Recovery Accountability & Transparency Board Securities & Exchange Commission Selective Service System Small Business Administration Social Security Adminstration Special Inspector General for Irag Reconstruction Surface Transporation Board Tennessee Valley Authority The President's Council on Bioethics The Presidio Trust The White House Office -- Executive Office of the President Uniformed Services University of the Health Science-- Department of Defense **US Access Board** US Trade & Development Agency

If your agency is not listed here or if you have questions about the standard acronym for your

<u>Acronym</u>		
ACUS		
ACHP		
AFDF		
AID		
ABMC		
ARC		
ASC		
ARTIC		
AFRH		
ASBCA		
BGSF		
BBG		
CIA		
CSHIB		
CCFF		
CCR		
CFA		
CPBSD		
CPAHA		
CFTC		
CPSC		
CNCS		
CEA		
CEQ		
CSOSA		
DCA		
DCAA		
DFAS		
DISA		
DIA		
DLA		
DNFSB		
DSS		
DTRA		
USDA		
DOC		
DOD		
DOED		
DOE		
HHS		
DHS		
HUD		
DOJ		
DOL		
STATE		
DAF		
ARMY		
DOI		
NAVY		
DOT		
TREASURY		
VA		
EAC		

EPA EEOC
EOP EX-IM BANK
FCA FCC FDIC FEC FERC FHFB FLRA FMC FMCS MSHRC FRS FRTIB FTC GSA GAO HTS IMLS IAF IBWC
IJC
ITC JMM JFC MMC MSPB MCC MUF
NASA NARA NCPC NCUA NEA NEH DMA DMI NLRB NMB NSF NSA NSF NSA NSC NTSB NRC
NWTRB
OSHRC OA
OGE
OMB ONDCP ONHIR
OPM OSTP

OSC
ANGTP
OIG(DOD)
SIGAR
OS(DOD)
OVP
USTR
OPIC
PEACE
PBGC
PRC
RRB
RAT BOARD
SEC
SSS
SBA
SSA
SIGIR
STB
TVA
PCB
PRESIDIO
WH
USUHS
ACCESS
USTDA

agency, please contact OGE at 1353travel@oge.gov

SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

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 2018

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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 expenses are accepted under other authority. For definitions and policies, see 41 CFR part 304-1.

	For definitions and policies, see 41 CFR part 304-1.								
	Agency Contact:	Department of National Park So Caitlin Rogalski		Doos dov	PERIOD: OCTOBER 1, X 2017- MARCH	REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2018		NEGA REP	
No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY- MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY- MM/DD/YYYY]	31 2018 BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
EX	John Smith	Conference on Asia- Pacific Relations	8/11/2011	San Francisco, CA	Asia Pacific Forum Pacific Rim Foundation	Hotel		х	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	х		\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011		Meals		Х	\$120
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Brooke Wheellock	Earth Day	4/21/2018	Austin, TX	NPCA	Hotel		Х	\$194.54
1	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
	Park Ranger	NPCA	4/21/2018	4/20/2018-04/22/2018					
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
_	Anna Martinez-Amos	Earth Day	4/21/2018	Austin, TX	NPCA	Lodging		х	\$125.00
2	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meals		х	\$25.00
	Park Ranger	Huston Tillotson University	4/21/2018	04/20/2018- 04/21/2018		Parking		х	\$15.00
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
3	Christopher Bentley	Spanish Immersion Training	5/20/2018	Mexico	NPF	Tuition	х		\$400.00
3	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging & Meals	х		\$455.00
	Supervisory Park Ranger	NPF	6/7/2018	05/20/2018- 06/07/2018		Airfare	х		\$570.00

Instructions for § 1353 Travel Report

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Indicating Reporting Period

- Indicate the reporting period by placing an X in the white cell to left of the correct reporting period.

Filling in Travel Specific Information

Indicating a Negative Report

- If there is no information to report for this reporting period, indicate the negative report by placing an X in the white cell to the left of negative report.

Indicating 1353 Travel

- Fill in the applicable information in the report in the same method as illustrated by the example. You must enter the information in the cell below the description of the type of information. For example, type "John Smith" in the cell below "Name."

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Printing Reports for Internal Agency Use and Record Keeping

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In Excel 2007

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- To verify the margins are correct on your printing job, use the Print Preview option. Click on the Microsoft button in the upper right-hand corner and hover over Print. Select "Print Preview" from the right-hand menu.
- You can select Print from the Print Preview view or Print as you traditionally would.

In Excel 2003

- Highlight the desired print area. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted.
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- Set the print area. A submenu will open. Scroll to "Set Print Area" and left-click to set the print area. The print area will be outlined with a dashed border inside of the spreadsheet.
- Check the print area in the preview screen. Scroll to the "File" tab on the command bar and select "Print Preview" to see how the file will look when it is printed.
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Administrative Conference of the United States Advisory Council on Historic Preservation African Development Foundation Agency for International Development American Battle Monuments Commission Appalachian Regional Commission Appraisal Subcommittee Arctic Research Commission Armed Forces Retirement Home (Soldiers' & Airmen's Home) Armed Services Board of Contract Appeals-- Department of Defense Barry Goldwater Scholarship Foundation Broadcasting Board of Governors Central Intelligence Agency Chemical Safety & Hazard Investigation Board Christopher Columbus Fellowship Foundation Comission on Civil Rights Commision of the Fine Arts Commission for Purchase from the Blind & Severely Disabled Commission for the Preservation of America's Heritage Abroad Commodity Futures Trading Commission Consumer Product Safety Commission Corporation for National & Community Service Council of Econimic Advisors -- Executive Office of the President Council on Environmental Quality -- Executive Office of the President Court Services & Offender Supervision Agency for DC Defense Commissary Agency-- Department of Defense Defense Contract Audit Agency-- Department of Defense Defense Finance & Accounting Service-- Department of Defense Defense Information Systems Agency-- Department of Defense Defense Intelligence Agency-- Department of Defense Defense Logistics Agency-- Department of Defense Defense Nuclear Facilities Safety Board Defense Security Service-- Department of Defense Defense Threat Reduction Agency-- Department of Defense Department of Agriculture Department of Commerce Department of Defense Department of Education Department of Energy Department of Health & Human Services Department of Homeland Security Department of Housing & Urban Development Department of Justice Department of Labor Department of State Department of the Air Force-- Department of Defense Department of the Army-- Department of Defense Department of the Interior Department of the Navy-- Department of Defense Department of Transporation Department of Treasury Department of Veterans Affairs Election Assistance Commission

Agency/Sub-Agency Name

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Office of Special Counsel Office of the Federal Coordinator for Alaska Natural Gas Transporation Project Office of the Inspector General-- Department of Defense Office of the Inspector General for Afghanistan Reconstruction Office of the Secretary-- Department of Defense Office of the Vice President-- Executive Office of the President Office of US Trade Representative-- Executive Office of the President **Overseas Private Investment Corporation** Peace Corps Pension Benefit Guaranty Corporation Postal Rate Commission Railroad Retirement Board Recovery Accountability & Transparency Board Securities & Exchange Commission Selective Service System Small Business Administration Social Security Adminstration Special Inspector General for Irag Reconstruction Surface Transporation Board Tennessee Valley Authority The President's Council on Bioethics The Presidio Trust The White House Office -- Executive Office of the President Uniformed Services University of the Health Science-- Department of Defense **US Access Board** US Trade & Development Agency

If your agency is not listed here or if you have questions about the standard acronym for your

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ACHP		
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ABMC		
ARC		
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ARTIC		
AFRH		
ASBCA		
BGSF		
BBG		
CIA		
CSHIB		
CCFF		
CCR		
CFA		
CPBSD		
CPAHA		
CFTC		
CPSC		
CNCS		
CEA		
CEQ		
CSOSA		
DCA		
DCAA		
DFAS		
DISA		
DIA		
DLA		
DNFSB		
DSS		
DTRA		
USDA		
DOC		
DOD		
DOED		
DOE		
HHS		
DHS		
HUD		
DOJ		
DOL		
STATE		
DAF		
ARMY		
DOI		
NAVY		
DOT		
TREASURY		
VA		
EAC		

EPA EEOC
EOP EX-IM BANK
FCA FCC FDIC FEC FERC FHFB FLRA FMC FMCS MSHRC FRS FRTIB FTC GSA GAO HTS IMLS IAF IBWC
IJC
ITC JMM JFC MMC MSPB MCC MUF
NASA NARA NCPC NCUA NEA NEH DMA DMI NLRB NMB NSF NSA NSF NSA NSC NTSB NRC
NWTRB
OSHRC OA
OGE
OMB ONDCP ONHIR
OPM OSTP

OSC
ANGTP
OIG(DOD)
SIGAR
OS(DOD)
OVP
USTR
OPIC
PEACE
PBGC
PRC
RRB
RAT BOARD
SEC
SSS
SBA
SSA
SIGIR
STB
TVA
PCB
PRESIDIO
WH
USUHS
ACCESS
USTDA

agency, please contact OGE at 1353travel@oge.gov

SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

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 YEAR

 6
 2018

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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 expenses are accepted under other authority. For definitions and policies, see 41 CFR part 304-1.

For definitions and policies, see 41 CFR part 304-1.								
Agency Contact:	National Park Service Alaska Region gency Contact: Caitlin Rogalski caitlin_rogalski@nps.gov		PERIOD: PERIOD: PERIOD: APRIL OCTOBER 1, X 1 - SEPTEMBER 2017- MARCH 20, 2018			NEGATIVE REPORT		
TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY- MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY- MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
John Smith	Conference on Asia- Pacific Relations	8/11/2011	San Francisco, CA	Asia Pacific Forum Pacific Rim Foundation	Hotel		х	\$280
TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	Х		\$825
Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011		Meals		х	\$120
TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
Patricia Owen	Bear Necessities Bear Rescue Event	9/23/2018	Gatlinburg, TN	Appalachian Bear Rescue	Air Transportation		х	\$1,000
TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging		х	\$300
Wildlife Biologist	Appalachian Bear Rescue	9/23/2018	09/21/2018 - 09/25/2018		Meals		x	\$50.00
TRAVELER NAME	IEVENT DESCORTION		LOCATION	BENEFIT SOURCE				
Grant Crosby	National Fire Protection Association (NFPA) Annual Committee Meeting	5/8/2018	Washington, DC	NFPA	Air Transportation	x		\$572.00
TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging	х		\$439.68
Supervisory Architect	NFPA	5/9/2018	05/07/2018 - 05/10/2018					
TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
	Agency Contact: TRAVELER TRAVELER NAME John Smith TRAVELER TITLE Secretary TRAVELER NAME Patricia Owen TRAVELER TITLE Wildlife Biologist TRAVELER NAME Grant Crosby TRAVELER TITLE Supervisory Architect	National Par Alaska Re Caitlin RogalskiTRAVELEREVENT DESCRIPTION & EVENT SPONSORTRAVELER NAMEEVENT DESCRIPTION Conference on Asia- Pacific RelationsJohn SmithConference on Asia- Pacific RelationsTRAVELER TITLEEVENT SPONSORSecretaryAsia-Pacific ForumTRAVELER NAMEEVENT DESCRIPTION Patricia OwenPatricia OwenBear Necessities Bear Rescue EventTRAVELER TITLEEVENT SPONSORWildlife BiologistAppalachian Bear RescueTRAVELER NAMEEVENT DESCRIPTION National Fire Protection Association (NFPA) Annual Committee MeetingTRAVELER TITLEEVENT SPONSORSupervisory ArchitectNFPATRAVELER NAMEEVENT DESCRIPTION	National Park Service Alaska Region caitlin_rogalskiAgency Contact:Caitlin Rogalskicaitlin_rogalski@n caitlin_rogalski@nTRAVELEREVENT DESCRIPTION & EVENT SPONSOREVENT DATE(S) [MM/DD/YYYY];TRAVELER NAMEEVENT DESCRIPTION Conference on Asia- Pacific RelationsBEGINNING DATE [MM/DD/YYY]]John SmithConference on Asia- Pacific Relations8/11/2011TRAVELER TITLEEVENT SPONSORENDING DATE [MM/DD/YYY]]SecretaryAsia-Pacific Forum8/12/2011TRAVELER NAMEEVENT DESCRIPTION Rescue EventBEGINNING DATE [MM/DD/YYY]]Patricia OwenEVENT DESCRIPTION Rescue EventBEGINNING DATE [MM/DD/YYY]]Vildlife BiologistAppalachian Bear Rescue9/23/2018TRAVELER TITLEEVENT DESCRIPTION Rasociation (NFPA) Annual Committee MeetingBEGINNING DATE [MM/DD/YYY]]Supervisory ArchitectNFPA5/8/2018TRAVELER NAMEEVENT SPONSORENDING DATE [MM/DD/YYY]]Supervisory ArchitectNFPA5/9/2018TRAVELER NAMEEVENT DESCRIPTION Rescue EventBEGINNING DATE [MM/DD/YYY]]Supervisory ArchitectNFPA5/9/2018TRAVELER NAMEEVENT DESCRIPTION Rescue EventBEGINNING DATE [MM/DD/YYY]]Supervisory ArchitectNFPAS/9/2018TRAVELER NAMEEVENT DESCRIPTION Supervisory ArchitectBEGINNING DATE [MM/DD/YYY]]TRAVELER NAMEEVENT DESCRIPTIONBEGINNING DATE [MM/DD/YYY]]TRAVELER NAMEEVENT DESCRIPT	National Park Service Alaska Region caitlin_rogalski enps.gov Agency Contact: Caitlin Rogalski caitlin_rogalski enps.gov traveler traveler EVENT DESCRIPTION & EVENT SPONSOR EVENT DESCRIPTION & EVENT DESCRIPTION Pacific Relations BEGINNING DATE (MM/DD/YYY) John Smith EVENT DESCRIPTION Conference on Asia- Pacific Relations BEGINNING DATE (MM/DD/YYY) LOCATION Secretary Asia-Pacific Forum 8/11/2011 San Francisco, CA TRAVELER NAME EVENT DESCRIPTION Patricia Owen BEGINNING DATE (MM/DD/YYY) TRAVEL DATE(S) Yatricia Owen EVENT DESCRIPTION Rescue Event BEGINNING DATE (MM/DD/YYY) LOCATION TRAVELER NAME EVENT DESCRIPTION Rescue Event BEGINNING DATE (MM/DD/YYY) Coatlinburg, TN TRAVELER NAME EVENT DESCRIPTION Rescue Event BEGINNING DATE (MM/DD/YYY) Coatlinburg, TN TRAVELER NAME EVENT DESCRIPTION Rescue Event BEGINNING DATE (MM/DD/YYY) Og/21/2018- 0g/25/2018 TRAVELER NAME EVENT DESCRIPTION Association (NFPA) Annual Committee Meeting BEGINNING DATE (MM/DD/YYY) TRAVEL DATE(S)	National Park Service Alaska Region Caitlin_rogalski NEPONING PERIOD: OCTOBER 1, X 2017- MARCH 11 2018 TRAVELER EVENT DESCRIPTION EVENT SPONSOR EVENT DATE(S) [MM/DD/YYY]: MM/DD/YYY] LOCATION AND TRAVEL DATE(S) [MM/DD/YYY] BENEFIT SOURCE TRAVELER NAME EVENT DESCRIPTION EVENT SPONSOR EVENT DATE(S) [MM/DD/YYY] LOCATION BENEFIT SOURCE John Smith EVENT DESCRIPTION Conference on Asia- Pacific Relations BEGINNING DATE [MM/DD/YYY] LOCATION BENEFIT SOURCE Secretary Asia-Pacific Forum 8/11/2011 San Francisco, CA Asia Pacific Forum Pacific Rim Foundation Patricia Owen EVENT DESCRIPTION Rescue Event BEGINNING DATE [MM/DD/YYYY] LOCATION BENEFIT SOURCE Yildifie Biologist Appalachian Bear Rescue Meeting BEGINNING DATE [MM/DD/YYY] TRAVEL DATE(S) (09/21/2018) BENEFIT SOURCE Grant Crosby Association (NFPA) Annual Committee Meeting BEGINNING DATE [MM/DD/YYY] TRAVEL DATE(S) (05/07/2018 - (05/07/2018	National Park Service REPORTING PERIOD: APRIL Alaska Region Alaska Region caitlin_rogalski @nps.gov REPORTING PERIOD: APRIL 2017. MARCH 2017.	National Park Service Alaska Region Califin Rogalski Reporting PERIOD: Califin Rogalski Reporting PERIOD: CoroBER 1, x 2017-MARCH Reporting PERIOD: 2017-MARCH TRAVELER EVENT DESCRIPTION & EVENT SPONSOR EVENT DATE(s) IMM/DD/YYYY] LOCATION AND TRAVEL DATE(s) IMM/DD/YYYY] BENEFIT SOURCE BENEFIT DESCRIPTION Asia Pacific Relations BENEFIT DESCRIPTION Arit Transportation X Secretary Asia-Pacific Forum 8/12/2011 B/11/2011-8/13/2011 BENEFIT SOURCE Arit Transportation X TRAVELER TITLE EVENT DESCRIPTION BEGINNING DATE [MM/DD/YYYY] CACATION (M/DD/YYYY] BENEFIT SOURCE Arit Transportation Arit Transportation TRAVELER TITLE EVENT DESCRIPTION Rescue Event ENDING DATE [MM/DD/YYYY] CACATION (M/DD/YYYY] BENEFIT SOURCE Arit Transportation TRAVELER	National Park Service Alaska Region Agency Contact: Caltlin Rogalski continu_rogalski@nps.gov REPORTING PERIOD: APRIL 2017- MARCH REPORTING PERIOD: APRIL 1 - SEPTEMDER 30, 2018 NEGA REP 30, 2018 TRAVELER EVENT DESCRIPTION EVENT SPONSOR EVENT DATE(S) (MMDD/YYYY) MM/DD/YYYY) LOCATION AND TRAVEL DATE(S) (MM/DD/YYY) DECATION AND TRAVEL DATE(S) (MM/DD/YYY) BENEFIT SOURCE BENEFIT DESCRIPTION PAYMENT BY CHECK PAYMENT PAYMENT TRAVELER NAME EVENT DESCRIPTION EVENT SPONSOR BEGINNING DATE (MM/DD/YYY) LOCATION MM/DD/YYY) BENEFIT SOURCE BENEFIT DeSCRIPTION PAYMENT PAYMENT PAYMENT PAYMENT John Smith EVENT DESCRIPTION Padric Raiations BEGINNING DATE (MM/DD/YYY) LOCATION MM/DD/YYY) BENEFIT SOURCE Air Transportation X Secretary Asia-Pacific Forum BEGINNING DATE (MM/DD/YYY) TRAVEL DATE(S) BENEFIT SOURCE Air Transportation X Patrical Owen Event Description Rescue Event BEGINNING DATE (MM/DD/YYY) Coatrion (MM/DD/YYY) Coatrion (MM/DD/YYY) BENEFIT SOURCE Air Transportation X TRAVELER TITLE EVENT DESCRIPTION Rescue Event BEGINNING DATE (MM/DD/YYY) Coatrion (M/DD/YYY) B

Instructions for § 1353 Travel Report

The United States Office of Government Ethics (OGE) is required by 31 U.S.C. § 1353 to collect and make publicly available the information submitted in the semiannual § 1353 travel reports. OGE's acceptance of this information does not constitute a determination that the information is adequate or concurrence with the submitting agency's conflict of interest analysis. (See 41 CFR §304-6.9).

Starting with the October 1, 2010-March 31, 2011 reporting period, OGE will only accept § 1353 Travel Reports that are submitted *electronically* in this OGE-approved electronic form (OGE Form-1353) or on the SF-326. To the extent possible, agencies are strongly encouraged to submit their semiannual reports using the OGE Form-1353. All submissions must be made via email to 1353Travel@oge.gov in XLS, XLSX, or PDF format.

If your agency has not accepted payments under 31 U.S.C. § 1353 for the applicable reporting period, your agency must still submit a negative report. Negative reports are indicated by an electronic submission of the OGE Form-1353 (in excel format) or the SF-326 (in PDF Format).

Completing the OGE Form-1353

Saving the Workbook

Name the Workbook using your agency acronym and the reporting period using this convention: 1353Report_[AgencyAcronym]_[Reporting Period].xls, for example 1353Report_OGE_OctMarch2011.xls.

- Select the Microsoft Button and choose "Save As" Excel Workbook from the menu. When typing the file name, use the naming convention: 1353Report_[AgencyAcroynm]_[Reporting Period].xls
- Use <u>OctMarch[Year]</u> for the October 1- March 31st reporting cycle and <u>AprSept[Year]</u> for the April 1-September 30th reporting cycle.
- Note that your agency acronym can be found on the worksheet titled "Agency Acronym" (tab located at the bottom of the workbook).

Preparing Blank Report Forms for Each Sub-Agency (if applicable)

For each individual sub-agency report, copy the "RENAME BLANK FORM" spreadsheet (tab located at the bottom of the workbook) and rename it to describe the sub-agency.

- Ensure use of standardized acronyms where applicable.
- Spreadsheets can easily be copied by right-clicking on the sheet tab for the sheet you wish to copy. After you right click, select "Move or Copy", which will open a dialogue box. When the dialogue box appears, click the "Create a Copy" checkbox at the bottom of the dialogue box. To determine the placement of the new sheet within your workbook, left click the name of an existing sheet in the "Before Sheet" area; your new sheet will be placed before the sheet selected. Select "OK". A new sheet will appear (e.g. "RENAME BLANK FORM (2)") that you can rename.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Completing the General Information

Fill in the applicable information. Note that information to be completed by the agency always appears in white-colored cells. Information located in the colored cells should not be manipulated. The worksheet has been protected so that you can tab between the fillable cells.

Renaming the Spreadsheet Tabs

- Rename the spreadsheet tab with your agency name, using standardized acronyms where applicable.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Filling in Page, Of Pages and Year

- Fill in the white-colored cells found below Page, Of Pages, and Year.
- **Page** refers to the numerical position of the current sheet relative to the other sheets in the workbook and **Of Pages** refer to the total number of report pages in the entire workbook.

- For example, if the Department of Example 1353 Travel Report had submissions from its only two sub-agencies: Department ABC and Department XYZ, there would be 2 total reports (2 worksheets). On the Department ABC worksheet/report, the agency would enter 1 for Page-- referring to the Department ABC's position in the workbook-- and 2 for Of Pages-- referring to the total number of worksheets/reports. The Department XYZ report would read 2 for Page-- referring to its order as the second report-- and 2 for Of Pages-- referring to the total number of sheets in the workbook.

Filling in Agency Name, Sub-Component Name, and Contact Information

- In the fillable cells below the Title, replace [Replace with Reporting Agency Name], [Replace with Sub-Agency Name], [Replace with Agency Contact Name], and [Replace with Agency Contact Email] with the appropriate information. If there is no sub-agency, then delete [Sub-Agency] from that cell.
- Once the identifying information is completed correctly, the report title should automatically read correctly at the top of the spreadsheet.

Indicating Reporting Period

- Indicate the reporting period by placing an X in the white cell to left of the correct reporting period.

Filling in Travel Specific Information

Indicating a Negative Report

- If there is no information to report for this reporting period, indicate the negative report by placing an X in the white cell to the left of negative report.

Indicating 1353 Travel

- Fill in the applicable information in the report in the same method as illustrated by the example. You must enter the information in the cell below the description of the type of information. For example, type "John Smith" in the cell below "Name."

Submitting the Report to OGE

Ensure the file is saved using the naming convention discussed in the instruction for saving the workbook, and email the excel file as an attachment to 1353Travel@oge.gov.

Printing Reports for Internal Agency Use and Record Keeping

While reports must be submitted electronically, your agency may find it useful to print its 1353 Travel Reports for record-keeping purposes. The following instructions provide guidance for printing in Excel 2003 and Excel 2007.

In Excel 2007

- Highlight the portion of the report on each spreadsheet you would like to print. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted. Click on the Page Layout Tab on the Microsoft Excel Ribbon.
- With the printing area highlighted, click the "Print Area" button, which should provide a drop-down menu including the option to "Set Print Area". Select "Set Print Area".
- On the Page Layout Tab, locate the "Scale to Fit" option. Use the drop-down menu to restrict the width to "1 page".
- To verify the margins are correct on your printing job, use the Print Preview option. Click on the Microsoft button in the upper right-hand corner and hover over Print. Select "Print Preview" from the right-hand menu.
- You can select Print from the Print Preview view or Print as you traditionally would.

In Excel 2003

- Highlight the desired print area. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted.
- Access the print properties menu. Scroll to the "File" tab on the command bar and select "Print Area."

- Set the print area. A submenu will open. Scroll to "Set Print Area" and left-click to set the print area. The print area will be outlined with a dashed border inside of the spreadsheet.
- Check the print area in the preview screen. Scroll to the "File" tab on the command bar and select "Print Preview" to see how the file will look when it is printed.
- Adjust the print area. To make any changes, just hover the mouse over a corner of the dashed border surrounding the print area. When the cursor turns to a cross-sectioned arrow, left-click and hold. Drag the print area to the desired size.

Administrative Conference of the United States Advisory Council on Historic Preservation African Development Foundation Agency for International Development American Battle Monuments Commission Appalachian Regional Commission Appraisal Subcommittee Arctic Research Commission Armed Forces Retirement Home (Soldiers' & Airmen's Home) Armed Services Board of Contract Appeals-- Department of Defense Barry Goldwater Scholarship Foundation Broadcasting Board of Governors Central Intelligence Agency Chemical Safety & Hazard Investigation Board Christopher Columbus Fellowship Foundation Comission on Civil Rights Commision of the Fine Arts Commission for Purchase from the Blind & Severely Disabled Commission for the Preservation of America's Heritage Abroad Commodity Futures Trading Commission Consumer Product Safety Commission Corporation for National & Community Service Council of Econimic Advisors -- Executive Office of the President Council on Environmental Quality -- Executive Office of the President Court Services & Offender Supervision Agency for DC Defense Commissary Agency-- Department of Defense Defense Contract Audit Agency-- Department of Defense Defense Finance & Accounting Service-- Department of Defense Defense Information Systems Agency-- Department of Defense Defense Intelligence Agency-- Department of Defense Defense Logistics Agency-- Department of Defense Defense Nuclear Facilities Safety Board Defense Security Service-- Department of Defense Defense Threat Reduction Agency-- Department of Defense Department of Agriculture Department of Commerce Department of Defense Department of Education Department of Energy Department of Health & Human Services Department of Homeland Security Department of Housing & Urban Development Department of Justice Department of Labor Department of State Department of the Air Force-- Department of Defense Department of the Army-- Department of Defense Department of the Interior Department of the Navy-- Department of Defense Department of Transporation Department of Treasury Department of Veterans Affairs Election Assistance Commission

Agency/Sub-Agency Name

Enviornmental Protection Agency Equal Employment Opportunity Commission Executive Office of the President Export-Import Bank Farm Credit Administration & Farm Systems Insurance Corporation Federal Communications Commission Federal Deposit Insurance Corporation Federal Election Commission Federal Energy Regulation Commission Federal Housing Finance Board Federal Labor Relations Authority Federal Maritime Commission Federal Mediation & Concilitation Service Federal Mine Safety & Health Review Commission Federal Reserve System Federal Retirement Thrift Investment Board Federal Trade Commission General Services Administration Government Accountability Office Harry S. Truman Scholarship The Truman Foundation Institute of Museum & Library Services Inter-American Foundation International Boundary & Water Commission International Joint Commission International Trade Commission James Madison Memorial Fellowship Foundation Japan/US Friendship Commission Marine Mammal Commission Merit System Protection Board Millennium Challenge Corporation Morris K. Udall Foundation National Aeronautics & Space Administration National Archives & Records Administration National Capital Planning Commission National Credit Union Administration National Endowment for the Arts National Endowment for the Humanities National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense National Intelligence, Office of the Director National Labor Relations Board National Mediation Board National Science Foundation National Security Agency-- Department of Defense National Security Council -- Executive Office of the President National Tranpsortation Safety Board Nuclear Regulatory Commission Nuclear Waste Technical Review Board **Occupational Safety & Health Review Commission** Office of Administration -- Executive Office of the President Office of Government Ethics Office of Management and Budget-- Executive Office of the President Office of National Drug Control Policy Office of Navajo & Hopi Indian Relocation Office of Personnel Management Office of Science & Technology Policy -- Executive Office of the President

Office of Special Counsel Office of the Federal Coordinator for Alaska Natural Gas Transporation Project Office of the Inspector General-- Department of Defense Office of the Inspector General for Afghanistan Reconstruction Office of the Secretary-- Department of Defense Office of the Vice President-- Executive Office of the President Office of US Trade Representative-- Executive Office of the President **Overseas Private Investment Corporation** Peace Corps Pension Benefit Guaranty Corporation Postal Rate Commission Railroad Retirement Board Recovery Accountability & Transparency Board Securities & Exchange Commission Selective Service System Small Business Administration Social Security Adminstration Special Inspector General for Irag Reconstruction Surface Transporation Board Tennessee Valley Authority The President's Council on Bioethics The Presidio Trust The White House Office -- Executive Office of the President Uniformed Services University of the Health Science-- Department of Defense **US Access Board** US Trade & Development Agency

If your agency is not listed here or if you have questions about the standard acronym for your

<u>Acronym</u>		
ACUS		
ACHP		
AFDF		
AID		
ABMC		
ARC		
ASC		
ARTIC		
AFRH		
ASBCA		
BGSF		
BBG		
CIA		
CSHIB		
CCFF		
CCR		
CFA		
CPBSD		
CPAHA		
CFTC		
CPSC		
CNCS		
CEA		
CEQ		
CSOSA		
DCA		
DCAA		
DFAS		
DISA		
DIA		
DLA		
DNFSB		
DSS		
DTRA		
USDA		
DOC		
DOD		
DOED		
DOE		
HHS		
DHS		
HUD		
DOJ		
DOL		
STATE		
DAF		
ARMY		
DOI		
NAVY		
DOT		
TREASURY		
VA		
EAC		

EPA EEOC
EOP EX-IM BANK
FCA FCC FDIC FEC FERC FHFB FLRA FMC FMCS MSHRC FRS FRTIB FTC GSA GAO HTS IMLS IAF IBWC
IJC
ITC JMM JFC MMC MSPB MCC MUF
NASA NARA NCPC NCUA NEA NEH DMA DMI NLRB NMB NSF NSA NSF NSA NSC NTSB NRC
NWTRB
OSHRC OA
OGE
OMB ONDCP ONHIR
OPM OSTP

OSC
ANGTP
OIG(DOD)
SIGAR
OS(DOD)
OVP
USTR
OPIC
PEACE
PBGC
PRC
RRB
RAT BOARD
SEC
SSS
SBA
SSA
SIGIR
STB
TVA
PCB
PRESIDIO
WH
USUHS
ACCESS
USTDA

agency, please contact OGE at 1353travel@oge.gov

SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

 PAGE
 OF PAGES
 YEAR

 6
 2018

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

		National Par	Region		PERIOD: OCTOBER 1, 2017- MARCH	REPORTING PERIOD: APRIL 1 - SEPTEMBER		NEGATIVE REPORT	
	Agency Contact:	Caitlin Rogalski	caitlin_rogalski@	nps.gov	31 2018	30, 2018			
No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY- MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY- MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
EX	John Smith	Conference on Asia- Pacific Relations	8/11/2011	San Francisco, CA	Asia Pacific Forum Pacific Rim Foundation	Hotel		Х	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	Х		\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011		Meals		Х	\$120
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				-
1	Emily Murphy	Museum Exhibit	6/4/2018	Durham, England		Air Transportation		х	4000
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging		Х	621
	Curator	University of Durham	6/8/2018			Per Diem		Х	410
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
2	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
			6/20/2018						
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
3	Gerald Fabris	Audio Engineering Society	6/27/2018	Culpepper, VA	State of Mississippi	Conference Fee		х	\$595
5	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
	Museum Curator	Audio Engineering Society	6/30/2018						

Instructions for § 1353 Travel Report

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If your agency has not accepted payments under 31 U.S.C. § 1353 for the applicable reporting period, your agency must still submit a negative report. Negative reports are indicated by an electronic submission of the OGE Form-1353 (in excel format) or the SF-326 (in PDF Format).

Completing the OGE Form-1353

Saving the Workbook

Name the Workbook using your agency acronym and the reporting period using this convention: 1353Report_PWR_AprilSept2018.xls, for example 1353Report_OGE_OctMarch2011.xls.

- Select the Microsoft Button and choose "Save As" Excel Workbook from the menu. When typing the file name, use the naming convention: 1353Report_[AgencyAcroynm]_[Reporting Period].xls
- Use <u>OctMarch[Year]</u> for the October 1- March 31st reporting cycle and <u>AprSept[Year]</u> for the April 1-September 30th reporting cycle.
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- **Page** refers to the numerical position of the current sheet relative to the other sheets in the workbook and **Of Pages** refer to the total number of report pages in the entire workbook.

- For example, if the Department of Example 1353 Travel Report had submissions from its only two subagencies: Department ABC and Department XYZ, there would be 2 total reports (2 worksheets). On the Department ABC worksheet/report, the agency would enter 1 for Page-- referring to the Department ABC's position in the workbook-- and 2 for Of Pages-- referring to the total number of worksheets/reports. The Department XYZ report would read 2 for Page-- referring to its order as the second report-- and 2 for Of Pages-- referring to the total number of sheets in the workbook.

Filling in Agency Name, Sub-Component Name, and Contact Information

- In the fillable cells below the Title, replace [Replace with Reporting Agency Name], [Replace with Sub-Agency Name], [Replace with Agency Contact Name], and [Replace with Agency Contact Email] with the appropriate information. If there is no sub-agency, then delete [Sub-Agency] from that cell.
- Once the identifying information is completed correctly, the report title should automatically read correctly at the top of the spreadsheet.

Indicating Reporting Period

- Indicate the reporting period by placing an X in the white cell to left of the correct reporting period.

Filling in Travel Specific Information

Indicating a Negative Report

- If there is no information to report for this reporting period, indicate the negative report by placing an X in the white cell to the left of negative report.

Indicating 1353 Travel

- Fill in the applicable information in the report in the same method as illustrated by the example. You must enter the information in the cell below the description of the type of information. For example, type "John Smith" in the cell below "Name."

Submitting the Report to OGE

Ensure the file is saved using the naming convention discussed in the instruction for saving the workbook, and email the excel file as an attachment to 1353Travel@oge.gov.

Printing Reports for Internal Agency Use and Record Keeping

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In Excel 2007

- Highlight the portion of the report on each spreadsheet you would like to print. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted. Click on the Page Layout Tab on the Microsoft Excel
- With the printing area highlighted, click the "Print Area" button, which should provide a drop-down menu including the option to "Set Print Area". Select "Set Print Area".
- On the Page Layout Tab, locate the "Scale to Fit" option. Use the drop-down menu to restrict the width to "1 page".
- To verify the margins are correct on your printing job, use the Print Preview option. Click on the Microsoft button in the upper right-hand corner and hover over Print. Select "Print Preview" from the right-hand menu.
- You can select Print from the Print Preview view or Print as you traditionally would.

In Excel 2003

- Highlight the desired print area. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted.

- Access the print properties menu. Scroll to the "File" tab on the command bar and select "Print Area."
- Set the print area. A submenu will open. Scroll to "Set Print Area" and left-click to set the print area. The print area will be outlined with a dashed border inside of the spreadsheet.
- Check the print area in the preview screen. Scroll to the "File" tab on the command bar and select "Print Preview" to see how the file will look when it is printed.
- Adjust the print area. To make any changes, just hover the mouse over a corner of the dashed border surrounding the print area. When the cursor turns to a cross-sectioned arrow, left-click and hold. Drag the print area to the desired size.

Agency/Sub-Agency Name

Administrative Conference of the United States Advisory Council on Historic Preservation African Development Foundation Agency for International Development American Battle Monuments Commission Appalachian Regional Commission Appraisal Subcommittee Arctic Research Commission Armed Forces Retirement Home (Soldiers' & Airmen's Home) Armed Services Board of Contract Appeals-- Department of Defense Barry Goldwater Scholarship Foundation Broadcasting Board of Governors Central Intelligence Agency Chemical Safety & Hazard Investigation Board Christopher Columbus Fellowship Foundation Comission on Civil Rights Commision of the Fine Arts Commission for Purchase from the Blind & Severely Disabled Commission for the Preservation of America's Heritage Abroad **Commodity Futures Trading Commission Consumer Product Safety Commission Corporation for National & Community Service** Council of Econimic Advisors-- Executive Office of the President Council on Environmental Quality -- Executive Office of the President Court Services & Offender Supervision Agency for DC Defense Commissary Agency-- Department of Defense Defense Contract Audit Agency-- Department of Defense Defense Finance & Accounting Service-- Department of Defense Defense Information Systems Agency-- Department of Defense Defense Intelligence Agency-- Department of Defense Defense Logistics Agency-- Department of Defense Defense Nuclear Facilities Safety Board Defense Security Service-- Department of Defense Defense Threat Reduction Agency-- Department of Defense Department of Agriculture Department of Commerce Department of Defense Department of Education

Department of Energy Department of Health & Human Services Department of Homeland Security Department of Housing & Urban Development Department of Justice Department of Labor Department of State Department of the Air Force-- Department of Defense Department of the Army-- Department of Defense Department of the Interior Department of the Navy-- Department of Defense Department of Transporation Department of Treasury Department of Veterans Affairs **Election Assistance Commission Enviornmental Protection Agency** Equal Employment Opportunity Commission Executive Office of the President Export-Import Bank Farm Credit Administration & Farm Systems Insurance Corporation Federal Communications Commission Federal Deposit Insurance Corporation Federal Election Commission Federal Energy Regulation Commission Federal Housing Finance Board Federal Labor Relations Authority Federal Maritime Commission Federal Mediation & Concilitation Service Federal Mine Safety & Health Review Commission Federal Reserve System Federal Retirement Thrift Investment Board Federal Trade Commission **General Services Administration Government Accountability Office** Harry S. Truman Scholarship The Truman Foundation Institute of Museum & Library Services Inter-American Foundation International Boundary & Water Commission International Joint Commission International Trade Commission

James Madison Memorial Fellowship Foundation Japan/US Friendship Commission Marine Mammal Commission Merit System Protection Board Millennium Challenge Corporation Morris K. Udall Foundation National Aeronautics & Space Administration National Archives & Records Administration National Capital Planning Commission National Credit Union Administration National Endowment for the Arts National Endowment for the Humanities National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense National Intelligence. Office of the Director National Labor Relations Board National Mediation Board National Science Foundation National Security Agency-- Department of Defense National Security Council-- Executive Office of the President National Tranpsortation Safety Board **Nuclear Regulatory Commission** Nuclear Waste Technical Review Board Occupational Safety & Health Review Commission Office of Administration-- Executive Office of the President Office of Government Ethics Office of Management and Budget-- Executive Office of the President Office of National Drug Control Policy Office of Navajo & Hopi Indian Relocation Office of Personnel Management Office of Science & Technology Policy-- Executive Office of the President Office of Special Counsel Office of the Federal Coordinator for Alaska Natural Gas Transporation Project Office of the Inspector General-- Department of Defense Office of the Inspector General for Afghanistan Reconstruction Office of the Secretary-- Department of Defense Office of the Vice President-- Executive Office of the President Office of US Trade Representative-- Executive Office of the President **Overseas Private Investment Corporation** Peace Corps Pension Benefit Guaranty Corporation

Postal Rate Commission Railroad Retirement Board Recovery Accountability & Transparency Board Securities & Exchange Commission Selective Service System Small Business Administration Social Security Adminstration Special Inspector General for Iraq Reconstruction Surface Transporation Board Tennessee Valley Authority The President's Council on Bioethics The Presidio Trust The White House Office-- Executive Office of the President Uniformed Services University of the Health Science-- Department of Defense **US** Access Board US Trade & Development Agency

If your agency is not listed here or if you have questions about the standard acronym for your

<u>cronym</u>	
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TVA
PCB
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USUHS
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USTDA

agency, please contact OGE at 1353travel@oge.gov

OGE Form-1353 (OGE-Approved Alternative for SF-326) February 2011

	February 2011								
	1353 T	ravel Report for Nation	al Park Serive Pac	ific West Region for	the reporting period (PRIL 1 - SEPTE	MBER 30 20	118	
							PAGE	OF PAGES	YEAR
	SEMIANNU	JAL REPORT OF P	ATMENTS ACC	EPTED FROM A	NON-FEDERAL S	JURGE	5	6	2018
		ts 31 U.S.C. § 1353. It d blicies, see 41 CFR part 3		ther reports that may	have to be filed when tr	avel expenses ar	e accepted u	nder other a	uthority.
		National Pa Pacific West	r k Serive Region	k Serive Region		REPORTING PERIOD: APRIL 1 - SEPTEMBER		NEGA REP	
	Agency Contact:	Caitlin Rogalski	caitlin rogalski@nps.gov		2017- MARCH	30, 2018			
No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY- MM/DD/YYYY]: BEGINNING DATE	TRAVEL DATE(S) [MM/DD/YYYY- MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
	TRAVELER NAME	EVENT DESCRIPTION Conference on Asia-		LOCATION	BENEFIT SOURCE Asia Pacific Forum Pacific		1	1	
ЕX	John Smith	Pacific Relations	8/11/2011 ENDING DATE	San Francisco, CA	Rim Foundation	Hotel		х	\$280
	TRAVELER TITLE Secretary	EVENT SPONSOR Asia-Pacific Forum	[MM/DD/YYYY] 8/12/2011	TRAVEL DATE(S) 8/11/2011-8/13/2011		Air Transportation Meals	х	x	\$825 \$120
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE	LOCATION	BENEFIT SOURCE	Ividais		~	\$120
		Park Friends Alliance	[MM/DD/YYYY] 10/9/2018	Glacier National Park,	Sequoia Parks	Hotel	1	x	\$402
1	Christy Brigham	Meeting		Montana	Conservancy	Air		^	\$4U2
	TRAVELER TITLE Chief of Resources	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Transportation/Ca r Rental Meals/Conference		х	\$671
	Mgmt	National Park Foundation	10/11/2018	10/09/18-10/12/18		Registration		х	\$364
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
2	Christy Brigham	OneTAM Science Conference	10/5/2018	Mill Valley, California	Golden Gate National Parks Conservancy	Hotel		х	\$184
2	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meals		х	\$80
	Chief of Resources Mgmt	Golden Gate National Parks Conservancy	10/05/2018	10/04/18-10/05/18					
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
3	Christy Brigham	California Landscape Stewardship Network meeting	6/13/2018	Pacific Grove, California	Golden Gate National Parks Conservancy	Hotel		х	\$284
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meals		х	\$148
	Chief of Resources	Golden Gate National Parks Conservancy	06/15/2018	06/13/18-06/15/18					
	Mgmt	EVENT DESCRIPTION	BEGINNING DATE	LOCATION	BENEFIT SOURCE				
	Colleen Bathe	Las Vegas Resort and	[MM/DD/YYYY] 9/25/2018		Sequoia Parks	Hotel	1	x	\$424
4		Souvineer Show	ENDING DATE	Las Vegas, Nevada	Conservancy				-
	TRAVELER TITLE	EVENT SPONSOR Las Vegas Resort and	[MM/DD/YYYY]	TRAVEL DATE(S)		Meals		х	\$172
	Chief of Interpretation	Souvineer Show	09/29/2018 BEGINNING DATE	09/24/18-09/29/18					
	TRAVELER NAME	EVENT DESCRIPTION Park Partners Training	[MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Seguoia Parks		1	1	1
5	Colleen Bathe	Expo	7/16/2018 ENDING DATE	Tucson, Arizona	Conservancy	Hotel		х	\$426
	TRAVELER TITLE	EVENT SPONSOR	[MM/DD/YYYY]	TRAVEL DATE(S)		Meals		х	\$354
	Chief of Interpretation	Western National Parks Association	07/20/2018	07/16/18-07/21/18		Registration		х	\$200
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
6	Colleen Bathe	Exhibit Plan Development via Sequoia Parks Conservancy	5/22/2018	San Francisco, California	Sequoia Parks Conservancy	Hotel		х	\$882
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
	Chief of Interpretation	PWR Regional Office	05/24/2018 BEGINNING DATE	05/22/18-05/24/18	BENEFIT SOURCE		L		
	Erika Williams	Exhibit Plan Development via Sequoia Parks	[MM/DD/YYYY] 5/22/2018	San Francisco,	Sequoia Parks Conservancy	Hotel		x	\$882
7		Conservancy			Constitution				
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
	Specialist	PWR Regional Office	05/24/2018	05/22/18-05/24/18					
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
8	Jennifer Kirk	Points of Light Conference	6/18/2018	Atlanta, Georgia	Sequoia Parks Conservancy	Hotel		х	\$800
Ŭ	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation		х	\$800
	Volunteer Coordinator	Service Unites, Points of Light	06/21/2018	06/17/18-06/21/18					
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
9	Emily Zivot	Bystander Intervention Train-the-Trainer Course	9/11/2018	San Francisco, California	Sequoia Parks Conservancy	Hotel		х	\$834
Ŭ	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
	Park Ranger	PWR of National Park	[MM/DD/1111] 09/13/2018	09/10/18-09/13/18					
	(Interpretation)	Service				l	1	I	I L

			BEGINNING DATE					
	TRAVELER NAME	EVENT DESCRIPTION BEGINNING DATE LOCATION BENEFIT SOURCE		BENEFIT SOURCE		1		
10	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)				
	TRAVELER NAME	EVENT DESCRIPTION	09/11/2018	LOCATION	BENEFIT SOURCE			
	Thomas Arnold	Wilderness Character Training	00/11/2010	Seeley Lake, MT	DEVA Natural Hist.Assoc	Airline Flight	x	\$389.60
11	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging	x	\$210.40
	Park Guide	WASO Wilderness Stewardsip	09/18/2018	9/9/2018 to 9/18/2018				
	TRAVELER NAME	EVENT DESCRIPTION		LOCATION	BENEFIT SOURCE			
12	Marti Witter	SESYNC Workshop	9/17/2018	Annapolis, MD	SESYNC Project Fund	Airline Flight	х	\$512.78
12	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Hotel	х	\$405.00
	Fire Ecologist	SESYNC University MD	9/19/2018	9/17 to 9/19/2018		Ground Transp. Meals	x	\$140.00 \$115.00
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE	LOCATION	BENEFIT SOURCE	Ividais	x	\$115.00
	Alison Forrestel	Redwood Genome	[MM/DD/YYYY] 6/11/2018	Eureka, CA	Save the Redwoods	Lodging	x	\$258.00
13	TRAVELER TITLE	Workshop EVENT SPONSOR	ENDING DATE	TRAVEL DATE(S)	League	Meals	x	\$88.50
	Supervisory Vegetation	Save the Redwoods	[MM/DD/YYYY] 6/13/18	6/11/18 to 6/13/18		incus	^	<i>400.00</i>
	Ecologist	League	BEGINNING DATE					
	TRAVELER NAME	EVENT DESCRIPTION	[MM/DD/YYYY]	LOCATION	BENEFIT SOURCE			
14	Michele Gee	Lead Educator Workshop	6/26/2018	Honolulu, HI	National Japanese American Historical	Airfare	х	\$735.51
.4	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging	x	\$236.00
		Japanese Guitural Genter,				Ground Transp.	x	\$150.00
	Chief of Interpretation	Volor of the Desifie NUAHE	6/29/18 BEGINNING DATE	6/26/18 to 6/29/18	DENEELT SOUDOF	Meals	x	\$380.00
	TRAVELER NAME	EVENT DESCRIPTION	[MM/DD/YYYY]	LOCATION	BENEFIT SOURCE		1	
15	Kelli English	Training Session on new Cooperating Association Policies and Procedures	7/16/2018	Tucson, AZ	Western National Parks Association	Registration	x	\$200
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		-		
	Chief of Interpretation	Western National Parks Association	7/20/18	7/16/18 to 7/20/18				
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE	LOCATION	BENEFIT SOURCE			
	Amy Hoke	University of Oregon	[MM/DD/YYYY] 9/9/2018	Portland, OR	University of Oregon	Lodging	x	\$1,449.00
16	TRAVELER TITLE	Preservation Field School EVENT SPONSOR	ENDING DATE					
	Historical Landscape	University of Oregon	[MM/DD/YYYY]	TRAVEL DATE(S)				
	Architect	Preservation Field School	9/14/18	9/8/18 to 9/14/18				
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE		1	
17	Michelle Miki'ala Pescaia	Orientation Training for Interns of KALA	9/7/2018 ENDING DATE	Mokuleia, HI	KUPU	Airfare	х	\$120.00
	TRAVELER TITLE	EVENT SPONSOR	[MM/DD/YYYY]	TRAVEL DATE(S)				
	Interpretive Park Ranger	KUPU	9/7/18	9/7/18				
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE		1	
18	Alejandra Iraheta	Buffalo Soldiers Lecture	7/19/2018 ENDING DATE	Monterey, CA	Old Monterey Foundation	Lodging	х	\$298.16
	TRAVELER TITLE	EVENT SPONSOR Old Foundation of	[MM/DD/YYYY]	TRAVEL DATE(S)				
	Interpretive Park Ranger	Monterey	07/19/18 BEGINNING DATE	7/19/18 to 7/20/18				
	TRAVELER NAME	EVENT DESCRIPTION	[MM/DD/YYYY]	LOCATION	BENEFIT SOURCE			
19	Dean Butterworth	Facilitator training	9/12/2018 ENDING DATE	Leavenworth, WA	WA Grain Commission	Lodging	x	75.35
	TRAVELER TITLE Outreach & Ed Spec.	EVENT SPONSOR Pacific Ed Institute	[MM/DD/YYYY] 09/13/2018	TRAVEL DATE(S) 9/12/18 & 9/13/18		Meals Materials	x	35 75
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE		I	
20	Patricia Wold	Conference/Training	[MM/DD/YYYY] 10/22/2018	Tacoma,WA	Western Museum Assoc	Registration	,	450
20	TRAVELER TITLE	EVENT SPONSOR		TRAVEL DATE(S)		Parking	~	450
	Interp Media Spec.	Discover your NW	10/24/2018	10/22 & 10/24, 2018		- anning	 ^	0
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE			
24	Christopher Roundtree	Conference/Training	10/22/2018	Tacoma, WA	Western Museum Assoc	Registration	x	450
21	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Parking	x	48
	Visual Info Specialist	Discover Your NW	10/24/2018	10/22 & 10/24, 2018				
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE	LOCATION	BENEFIT SOURCE			
	Kristyn Loving	Conference/Training	[MM/DD/YYYY] 10/22/2018	Tacoma, WA	Western Museum Assoc	Registration	×	450
22		-	ENDING DATE			-g01		
	TRAVELER TITLE Web & News Media Mgr	EVENT SPONSOR Discover Your NW	[MM/DD/YYYY] 10/24/2018	TRAVEL DATE(S) 10/22 & 10/24, 2018				
	Web & News Media Mgr	EVENT DESCRIPTION	BEGINNING DATE	10/22 & 10/24, 2018	BENEFIT SOURCE		 1	1
		LI LINI DEGUNIF HON	[MM/DD/YYYY]					

	Jenkins Palmer	Board meeting	6/15/2018	Mt. Rainier	WA National Park Fund	Meal	I	l.	30
23	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE	TRAVEL DATE(S)		incu .		^	00
	Superintendent	WA National Park Fund	[MM/DD/YYYY] 06/16/2018	None					
_	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE	LOCATION	BENEFIT SOURCE				
			[MM/DD/YYYY]		CONAF Chile National		1	1	
24	Jodi Bailey	Technical Assistance	1/27/2018 ENDING DATE	Santiago, Chile	Park Service	Air Fare		x	5700
	TRAVELER TITLE Program Manager	EVENT SPONSOR	[MM/DD/YYYY]	TRAVEL DATE(S)		Lodging		x	2812
	International Affairs	CONAF	02/10/2019	04/18/2018		Meals		x	1436
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE The Public Theater				
	Shelton Johnson	Participation in Public Panel	5/1/2018	New York, New York	American Prairie Reserve	Air Fare		x	550
	TRAVELER TITLE Interpretive Park Ranger	EVENT SPONSOR Public Broadcasting	04/30/2018	TRAVEL DATE(S) 04/30/2018 to		Lodging Theater Tickets		x	1300 194
-	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE	05/03/2018	BENEFIT SOURCE	Theater Ticketa		^	134
	Ackerman, Craig	NPS Superintendent's Leadership Roundtable #9	[MM/DD/YYYY] 4/23/2018	Chico Hot Springs,	Crater Lake Natural History Association	Airfare		x	\$393.00
26	TRAVELER TITLE	EVENT SPONSOR		TRAVEL DATE(S)	Thatory Association				
		NPS	[MM/DD/YYYY] 04/27/2018	04/23/2018 &					
_			BEGINNING DATE	04/27/2018	BENEFIT SOURCE				L
	TRAVELER NAME	EVENT DESCRIPTION	[MM/DD/YYYY]	LUCATION	DENERIT SOURCE		1	1	1
27	Forbes, Sheri	"Parks and Partners 2018" - Training in cooperating association partnerships best practices, RM-32, and Program Management	7/16/2018	Tucson, AZ	Western National Parks Association (WNPA)	Registration		x	\$200.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
	Regional Program Lead, I&E	NPS & Western National Parks Association	07/20/2018	07/16/2018 & 07/20/2018					
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Low, Jared	WNPF Spring Dinner & Auction	4/7/2018	Seattle, WA	WNPF	Lodging		х	\$175.00
28	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meals		х	\$50.00
	Park Ranger (I)	WNPF	04/07/2018	04/07/2018 & 04/08/2018					
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Orlando, Cindy	Preservation Honor Awards Ceremony	5/23/2018	Honolulu, HI	Hawaii Pacific Parks Association	Registration		х	\$50.00
29	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)	7 aboonation				
	HAVO Superintendent	Historic Hawaii Foundation	05/23/2018	05/23/2018 & 05/23/2018					
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
30	Taylor-Goodrich, Karen	Washington's National Park Fund (WNPF) Meeting/Annual Board of Directors Retreat	6/15/2018	Longmire, WA	WNPF	Lodging		x	\$200.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meals		х	\$50.00
	NOCA Superintendent	WNPF	06/16/2018	06/15/2018 & 06/16/2018					
	TRAVELER NAME	EVENT DESCRIPTION		LOCATION	BENEFIT SOURCE		I	1	i
31	TRAVELER TITLE	EVENT SPONSOR		TRAVEL DATE(S)					
	TRAVELER NAME	EVENT DESCRIPTION		LOCATION	BENEFIT SOURCE		L	L	L
32	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE	TRAVEL DATE(S)					-
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33 -	TRAVELER NAME	EVENT DESCRIPTION		LOCATION	BENEFIT SOURCE				
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34	TRAVELER TITLE	EVENT SPONSOR		TRAVEL DATE(S)					
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35	TRAVELER TITLE	EVENT SPONSOR		TRAVEL DATE(S)					
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36	TRAVELER TITLE	EVENT SPONSOR		TRAVEL DATE(S)					
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37	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE	TRAVEL DATE(S)					
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39	TRAVELER TITLE	EVENT SPONSOR		TRAVEL DATE(S)				
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40	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE	TRAVEL DATE(S)		 		<u> </u>
41	TRAVELER NAME	EVENT DESCRIPTION		LOCATION	BENEFIT SOURCE	1	1	1
41	TRAVELER TITLE	EVENT SPONSOR		TRAVEL DATE(S)				
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42	TRAVELER TITLE	EVENT SPONSOR		TRAVEL DATE(S)				
-	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE	LOCATION	BENEFIT SOURCE			
43	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE	TRAVEL DATE(S)				
			BEGINNING DATE	LOCATION	BENEFIT SOURCE			
44	TRAVELER NAME	EVENT DESCRIPTION	ENDING DATE		BENEFIT SOURCE	<u> </u>	<u> </u>	1
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45	TRAVELER TITLE	EVENT SPONSOR		TRAVEL DATE(S)				
F	TRAVELER NAME	EVENT DESCRIPTION		LOCATION	BENEFIT SOURCE			۱ <u> </u>
46	TRAVELER TITLE	EVENT SPONSOR		TRAVEL DATE(S)		-		
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47								
	TRAVELER TITLE	EVENT SPONSOR		TRAVEL DATE(S)				
48	TRAVELER NAME	EVENT DESCRIPTION	THE TODAY VVI	LOCATION	BENEFIT SOURCE			L
40	TRAVELER TITLE	EVENT SPONSOR		TRAVEL DATE(S)				
	TRAVELER NAME	EVENT DESCRIPTION		LOCATION	BENEFIT SOURCE	1	1	1
49	TRAVELER TITLE	EVENT SPONSOR		TRAVEL DATE(S)				
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50	TRAVELER TITLE	EVENT SPONSOR		TRAVEL DATE(S)				
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51							<u> </u>	<u> </u>
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54	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE	TRAVEL DATE(S)				
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Instructions for § 1353 Travel Report

The United States Office of Government Ethics (OGE) is required by 31 U.S.C. § 1353 to collect and make publicly available the information submitted in the semiannual § 1353 travel reports. OGE's acceptance of this information does not constitute a determination that the information is adequate or concurrence with the submitting agency's conflict of interest analysis. (See 41 CFR §304-6.9).

Starting with the October 1, 2010-March 31, 2011 reporting period, OGE will only accept § 1353 Travel Reports that are submitted *electronically* in this OGE-approved electronic form (OGE Form-1353) or on the SF-326. To the extent possible, agencies are strongly encouraged to submit their semiannual reports using the OGE Form-1353. All submissions must be made via email to 1353Travel@oge.gov in XLS, XLSX, or PDF format.

If your agency has not accepted payments under 31 U.S.C. § 1353 for the applicable reporting period, your agency must still submit a negative report. Negative reports are indicated by an electronic submission of the OGE Form-1353 (in excel format) or the SF-326 (in PDF Format).

Completing the OGE Form-1353

Saving the Workbook

Name the Workbook using your agency acronym and the reporting period using this convention: 1353Report_[AgencyAcronym]_[Reporting Period].xls, for example 1353Report_OGE_OctMarch2011.xls.

- Select the Microsoft Button and choose "Save As" Excel Workbook from the menu. When typing the file name, use the naming convention: 1353Report_[AgencyAcroynm]_[Reporting Period].xls
- Use <u>OctMarch[Year]</u> for the October 1- March 31st reporting cycle and <u>AprSept[Year]</u> for the April 1-September 30th reporting cycle.
- Note that your agency acronym can be found on the worksheet titled "Agency Acronym" (tab located at the bottom of the workbook).

Preparing Blank Report Forms for Each Sub-Agency (if applicable)

For each individual sub-agency report, copy the "RENAME BLANK FORM" spreadsheet (tab located at the bottom of the workbook) and rename it to describe the sub-agency.

- Ensure use of standardized acronyms where applicable.
- Spreadsheets can easily be copied by right-clicking on the sheet tab for the sheet you wish to copy. After you right click, select "Move or Copy", which will open a dialogue box. When the dialogue box appears, click the "Create a Copy" checkbox at the bottom of the dialogue box. To determine the placement of the new sheet within your workbook, left click the name of an existing sheet in the "Before Sheet" area; your new sheet will be placed before the sheet selected. Select "OK". A new sheet will appear (e.g. "RENAME BLANK FORM (2)") that you can rename.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Completing the General Information

Fill in the applicable information. Note that information to be completed by the agency always appears in white-colored cells. Information located in the colored cells should not be manipulated. The worksheet has been protected so that you can tab between the fillable cells.

Renaming the Spreadsheet Tabs

- Rename the spreadsheet tab with your agency name, using standardized acronyms where applicable.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Filling in Page, Of Pages and Year

- Fill in the white-colored cells found below Page, Of Pages, and Year.
- **Page** refers to the numerical position of the current sheet relative to the other sheets in the workbook and **Of Pages** refer to the total number of report pages in the entire workbook.

- For example, if the Department of Example 1353 Travel Report had submissions from its only two sub-agencies: Department ABC and Department XYZ, there would be 2 total reports (2 worksheets). On the Department ABC worksheet/report, the agency would enter 1 for Page-- referring to the Department ABC's position in the workbook-- and 2 for Of Pages-- referring to the total number of worksheets/reports. The Department XYZ report would read 2 for Page-- referring to its order as the second report-- and 2 for Of Pages-- referring to the total number of sheets in the workbook.

Filling in Agency Name, Sub-Component Name, and Contact Information

- In the fillable cells below the Title, replace [Replace with Reporting Agency Name], [Replace with Sub-Agency Name], [Replace with Agency Contact Name], and [Replace with Agency Contact Email] with the appropriate information. If there is no sub-agency, then delete [Sub-Agency] from that cell.
- Once the identifying information is completed correctly, the report title should automatically read correctly at the top of the spreadsheet.

Indicating Reporting Period

- Indicate the reporting period by placing an X in the white cell to left of the correct reporting period.

Filling in Travel Specific Information

Indicating a Negative Report

- If there is no information to report for this reporting period, indicate the negative report by placing an X in the white cell to the left of negative report.

Indicating 1353 Travel

- Fill in the applicable information in the report in the same method as illustrated by the example. You must enter the information in the cell below the description of the type of information. For example, type "John Smith" in the cell below "Name."

Submitting the Report to OGE

Ensure the file is saved using the naming convention discussed in the instruction for saving the workbook, and email the excel file as an attachment to 1353Travel@oge.gov.

Printing Reports for Internal Agency Use and Record Keeping

While reports must be submitted electronically, your agency may find it useful to print its 1353 Travel Reports for record-keeping purposes. The following instructions provide guidance for printing in Excel 2003 and Excel 2007.

In Excel 2007

- Highlight the portion of the report on each spreadsheet you would like to print. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted. Click on the Page Layout Tab on the Microsoft Excel Ribbon.
- With the printing area highlighted, click the "Print Area" button, which should provide a drop-down menu including the option to "Set Print Area". Select "Set Print Area".
- On the Page Layout Tab, locate the "Scale to Fit" option. Use the drop-down menu to restrict the width to "1 page".
- To verify the margins are correct on your printing job, use the Print Preview option. Click on the Microsoft button in the upper right-hand corner and hover over Print. Select "Print Preview" from the right-hand menu.
- You can select Print from the Print Preview view or Print as you traditionally would.

In Excel 2003

- Highlight the desired print area. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted.
- Access the print properties menu. Scroll to the "File" tab on the command bar and select "Print Area."

- Set the print area. A submenu will open. Scroll to "Set Print Area" and left-click to set the print area. The print area will be outlined with a dashed border inside of the spreadsheet.
- Check the print area in the preview screen. Scroll to the "File" tab on the command bar and select "Print Preview" to see how the file will look when it is printed.
- Adjust the print area. To make any changes, just hover the mouse over a corner of the dashed border surrounding the print area. When the cursor turns to a cross-sectioned arrow, left-click and hold. Drag the print area to the desired size.

Administrative Conference of the United States Advisory Council on Historic Preservation African Development Foundation Agency for International Development American Battle Monuments Commission Appalachian Regional Commission Appraisal Subcommittee Arctic Research Commission Armed Forces Retirement Home (Soldiers' & Airmen's Home) Armed Services Board of Contract Appeals-- Department of Defense Barry Goldwater Scholarship Foundation Broadcasting Board of Governors Central Intelligence Agency Chemical Safety & Hazard Investigation Board Christopher Columbus Fellowship Foundation Comission on Civil Rights Commision of the Fine Arts Commission for Purchase from the Blind & Severely Disabled Commission for the Preservation of America's Heritage Abroad Commodity Futures Trading Commission Consumer Product Safety Commission Corporation for National & Community Service Council of Econimic Advisors -- Executive Office of the President Council on Environmental Quality -- Executive Office of the President Court Services & Offender Supervision Agency for DC Defense Commissary Agency-- Department of Defense Defense Contract Audit Agency-- Department of Defense Defense Finance & Accounting Service-- Department of Defense Defense Information Systems Agency-- Department of Defense Defense Intelligence Agency-- Department of Defense Defense Logistics Agency-- Department of Defense Defense Nuclear Facilities Safety Board Defense Security Service-- Department of Defense Defense Threat Reduction Agency-- Department of Defense Department of Agriculture Department of Commerce Department of Defense Department of Education Department of Energy Department of Health & Human Services Department of Homeland Security Department of Housing & Urban Development Department of Justice Department of Labor Department of State Department of the Air Force-- Department of Defense Department of the Army-- Department of Defense Department of the Interior Department of the Navy-- Department of Defense Department of Transporation Department of Treasury Department of Veterans Affairs Election Assistance Commission

Agency/Sub-Agency Name

Enviornmental Protection Agency Equal Employment Opportunity Commission Executive Office of the President Export-Import Bank Farm Credit Administration & Farm Systems Insurance Corporation Federal Communications Commission Federal Deposit Insurance Corporation Federal Election Commission Federal Energy Regulation Commission Federal Housing Finance Board Federal Labor Relations Authority Federal Maritime Commission Federal Mediation & Concilitation Service Federal Mine Safety & Health Review Commission Federal Reserve System Federal Retirement Thrift Investment Board Federal Trade Commission General Services Administration Government Accountability Office Harry S. Truman Scholarship The Truman Foundation Institute of Museum & Library Services Inter-American Foundation International Boundary & Water Commission International Joint Commission International Trade Commission James Madison Memorial Fellowship Foundation Japan/US Friendship Commission Marine Mammal Commission Merit System Protection Board Millennium Challenge Corporation Morris K. Udall Foundation National Aeronautics & Space Administration National Archives & Records Administration National Capital Planning Commission National Credit Union Administration National Endowment for the Arts National Endowment for the Humanities National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense National Intelligence, Office of the Director National Labor Relations Board National Mediation Board National Science Foundation National Security Agency-- Department of Defense National Security Council -- Executive Office of the President National Tranpsortation Safety Board Nuclear Regulatory Commission Nuclear Waste Technical Review Board **Occupational Safety & Health Review Commission** Office of Administration -- Executive Office of the President Office of Government Ethics Office of Management and Budget-- Executive Office of the President Office of National Drug Control Policy Office of Navajo & Hopi Indian Relocation Office of Personnel Management Office of Science & Technology Policy -- Executive Office of the President

Office of Special Counsel Office of the Federal Coordinator for Alaska Natural Gas Transporation Project Office of the Inspector General-- Department of Defense Office of the Inspector General for Afghanistan Reconstruction Office of the Secretary-- Department of Defense Office of the Vice President-- Executive Office of the President Office of US Trade Representative-- Executive Office of the President **Overseas Private Investment Corporation** Peace Corps Pension Benefit Guaranty Corporation Postal Rate Commission Railroad Retirement Board Recovery Accountability & Transparency Board Securities & Exchange Commission Selective Service System Small Business Administration Social Security Adminstration Special Inspector General for Irag Reconstruction Surface Transporation Board Tennessee Valley Authority The President's Council on Bioethics The Presidio Trust The White House Office -- Executive Office of the President Uniformed Services University of the Health Science-- Department of Defense **US Access Board** US Trade & Development Agency

If your agency is not listed here or if you have questions about the standard acronym for your

<u>Acronym</u>		
ACUS		
ACHP		
AFDF		
AID		
ABMC		
ARC		
ASC		
ARTIC		
AFRH		
ASBCA		
BGSF		
BBG		
CIA		
CSHIB		
CCFF		
CCR		
CFA		
CPBSD		
СРАНА		
CFTC		
CPSC		
CNCS		
CEA		
CEQ		
CSOSA		
DCA		
DCAA		
DFAS		
DISA		
DIA		
DLA		
DNFSB		
DSS		
DTRA		
USDA		
DOC		
DOD		
DOED		
DOE		
HHS		
DHS		
HUD		
DOJ		
DOL		
STATE		
DAF		
ARMY		
DOI		
NAVY		
DOT		
TREASURY		
VA		
EAC		

EPA EEOC
EOP EX-IM BANK
FCA FCC FDIC FEC FERC FHFB FLRA FMC FMCS MSHRC FRS FRTIB FTC GSA GAO HTS IMLS IAF IBWC
IJC
ITC JMM JFC MMC MSPB MCC MUF
NASA NARA NCPC NCUA NEA NEH DMA DMI NLRB NMB NSF NSA NSF NSA NSC NTSB NRC
NWTRB
OSHRC OA
OGE OMB ONDCP
ONHIR
OPM OSTP

OSC
ANGTP
OIG(DOD)
SIGAR
OS(DOD)
OVP
USTR
OPIC
PEACE
PBGC
PRC
RRB
RAT BOARD
SEC
SSS
SBA
SSA
SIGIR
STB
TVA
PCB
PRESIDIO
WH
USUHS
ACCESS
USTDA

agency, please contact OGE at 1353travel@oge.gov

SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

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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 expenses are accepted under other authority. For definitions and policies, see 41 CFR part 304-1.

	1	blicles, see 41 CFR part s	REPORTING						
	DOI	, NPS, NCR, W		ER	PERIOD: OCTOBER 1, x	REPORTING PERIOD: APRIL		NEGA	TIVE
		National Park			1 - SEPTEMBER		REP	ORT	
	Agency Contact:	Caitlin Rogalski	caitlin_rogalski@	· · · ·	31 2018	30, 2018			
No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY- MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY- MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
EX	John Smith	Conference on Asia- Pacific Relations	8/11/2011	San Francisco, CA	Asia Pacific Forum Pacific Rim Foundation	Hotel		Х	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	Х		\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011		Meals		х	\$120
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
1	Janet Folkerts	Open house for Vets	9/27/2018	New York NY	Bard Graduate Center	Train Transportation		х	\$162
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Hotel		х	\$216.30
	Museum Curator	Bard Graduate Center	27-Sep	9/27/2018					
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
2	Carlos del la Torre	Workshop on Community Engagement	4/15/2018	Jackson WY	Grand Teton Nat'l Park Foundation	Hotel		х	\$275
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meals		х	\$125
	Park Guide	Groundworks USA	20-Apr	4/15-4/20					
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
3	Carlos del la Torre	Workshop on Community Engagement	4/15/2018	Jackson WY	Groundworks USA	Air Transportation		х	\$834
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
	Park Guide	Groundworks USA	20-Apr	4/15-4/20					