

**SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE**

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.

<p><b>[REPLACE WITH REPORTING AGENCY NAME]</b>                  [REPLACE WITH SUB-AGENCY NAME]                  [Replace with Agency Contact Name]</p>		REPORTING PERIOD: X OCTOBER 1, 2017- MARCH 31, 2018	REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2018	X	<p><b>NEGATIVE REPORT</b></p>
Agency Contact: [Replace with Agency Contact Name] [Replace with Agency Contact Email]					

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
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	Asia Pacific Forum Pacific Rim Foundation				
	John Smith	Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA		Hotel		X	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X		\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011	Meals		X	\$120	
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION					
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION					
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION					
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					