

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_[AgencyAcronym]_[Reporting Period].xls
- Use OctMarch[Year] for the October 1- March 31st reporting cycle and AprSept[Year] 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.

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
Commission on Civil Rights
Commission 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 Economic 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 Transportation
Department of Treasury
Department of Veterans Affairs

Election Assistance Commission
Environmental 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 & Conciliation 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 Transportation 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 Transportation 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 Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation 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

Acronym

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

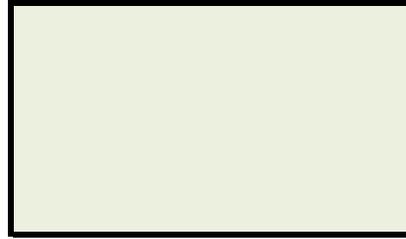
DOI

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
DNI
NLRB
NMB
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

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.

USDA ARS

Plains Area

Agency Contact: Carol Durlflinger carol.durlflinger@ars.usda.gov

REPORTING PERIOD: OCTOBER 1, 2014- MARCH 31, 2015	REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2015
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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
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Asia Pacific Forum Pacific Rim Foundation	Hotel		X	\$280
	John Smith	Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA		Air Transportation	X		\$825
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meals		X	\$120
Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011						
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE University of California Davis	Airfare & lodging		X	\$1,044
	Timothy Smith	Invited speaker at Graduate Student Genetics Seminar	4/6/2015	Davis, CA					
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
	Research Chemist	University of California Davis	4/6/2015	04/03/2015-04/07/2015					
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE New Mexico State University	Lodging & meals		X	\$469
	Robert Cushman	Presentation on the use of ultrasonography to determine follicle count in beef heifers	4/8/2014	Las Cruces, NM					
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
	Research Physiologist	New Mexico State University	4/10/2015	04/07/2015-04/10/2015					
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Sheridan College	Lodging		X	\$200
	Justin Derner	Invited to present two lectures	4/14/2015	Sheridan, WY		Meals	X		\$100
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
	Research Leader	Sheridan College	4/15/2015	04/13/2015-04/15/2015					

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Filling in Travel Specific Information

Indicating a Negative Report

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Indicating 1353 Travel

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Arctic Research Commission
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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
Commission on Civil Rights
Commission 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 Economic Advisors-- Executive Office of the President
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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 Transportation
Department of Treasury
Department of Veterans Affairs

Election Assistance Commission
Environmental 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 & Conciliation 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 Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
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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 Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation 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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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

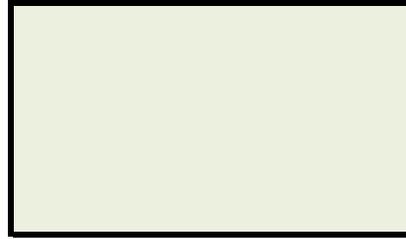
DOI

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
DNI
NLRB
NMB
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

2015

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.

US DEPARTMENT OF AGRICULTURE

FARM SERVICE 1353 TRAVEL REPORTS

Andrew Tobin,

Agency Contact: Deputy Director andrew.tobin@oe.usda.gov

REPORTING PERIOD:
OCTOBER 1, 2014- MARCH 31, 2015

REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2015

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
EX	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		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	BENEFIT SOURCE				
	Barbara Fecso	LA Farm Bureau Sugar Annual Conference	6/26/2015	New Orleans, LA	LA Farm Bureau Federation, INC				
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Common Carrier Meals		X X	\$1,500.00
	Director, Dairy & Sweeteners Anal	LA Farm Bureau Federation, Inc.	6/28/2015	6/26/2015					
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Jeff Savage	32nd. International Sweetener Symposium	7/31/2015	Hyatt Regency, Santa Ana Pueblo, New Mexico	American Sugar Alliance	Common Carrier		X	\$500.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging		X	\$275.00
	Sugar Prog. Analyst, Dairy and Sweeteners Analysis, EPAS	American Sugar Alliance	8/5/2015	8/2/15-8/5/15		Conference Registration fee		X	\$875.00
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Barbara Fecso	32nd. International Sweetener Symposium	7/31/2015	Hyatt Regency, Santa Ana Pueblo, New Mexico	American Sugar Alliance	Common Carrier Taxi/Shuttle		X X	\$500.00 \$180.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging		X	\$1,411.00
	Director, Dairy & Sweeteners Analysis	American Sugar Alliance	8/5/2015	8/1/15-8/6/15		Conference Registration fee		X	\$875.00

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_[AgencyAcronym]_[Reporting Period].xls
- Use OctMarch[Year] for the October 1- March 31st reporting cycle and AprSept[Year] 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.

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
Commission on Civil Rights
Commission 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 Economic 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 Transportation
Department of Treasury
Department of Veterans Affairs

Election Assistance Commission
Environmental 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 & Conciliation 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 Transportation 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 Transportation 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 Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation 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

Acronym

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

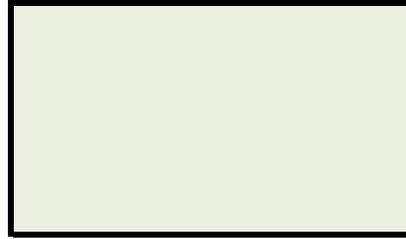
DOI

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
DNI
NLRB
NMB
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

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US DEPARTMENT OF AGRICULTURE

FOREST SERVICE 1353 TRAVEL REPORTS

Agency Contact: Andrew Tobin, Deputy Director andrew.tobin@oe.usda.gov

REPORTING PERIOD: OCTOBER 1, 2014- MARCH 31, 2015

REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2015

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
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	Sante Fe Institute				
	Andrew M. Liebhold	Origins of Large-scale Spatial Synchrony in Ecology and Epidemiology	5/18/2015	Santa Fe Institute, Santa Fe, NM		Taxi/Shuttle, Mileage and Parking	x		\$200.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meals	x		\$100.00
	Research Entomologist	Santa Fe Institute Working Group	5/21/2015	5/17/15-5/21/15	Transportation	x		\$700.00	
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	University of Sassari				
	Alan Ager	International Conference on Fire Behavior and Risk	5/22/2015	Alghero & Sassari Italy		Common Carrier		X	\$2,200.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging		X	\$1,100.00
	Operations Research Analyst	University of Sassari	5/31/2015	5/21/15-5/31/15	Meals		X	\$500.00	
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	Swedish University of Agricultural Sciences				
	Alan Ager	SSAFR 2015 Symposium for Systems Analysis in Forest Resources	8/19/2015	Uppsala Sweden		Common Carrier		X	\$2,200.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging		X	\$1,100.00
	Operations Research Analyst	Institute for Operations Research and the Management Sciences	8/23/2015	8/16/15-8/23/15	Meals		X	\$500.00	
					Parking		X	\$100.00	

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Indicating a Negative Report

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Indicating 1353 Travel

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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
Commission on Civil Rights
Commission 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 Economic 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 Transportation
Department of Treasury
Department of Veterans Affairs

Election Assistance Commission
Environmental 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 & Conciliation 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 Transportation 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 Transportation 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 Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation 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

Acronym

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

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ARMY

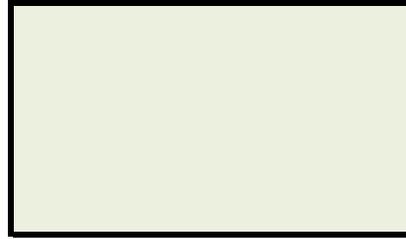
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DOT

TREASURY

VA



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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
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NLRB
NMB
NSF
NSA
NSC
NTSB
NRC
NWTRB
OSHRC
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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

2015

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OFFICE OF AGRICULTURE HEADQUARTERS 1353 TRAVEL

HEADQUARTERS 1353 TRAVEL REPORTS

Agency Contact: Andrew Tobin, Deputy Director andrew.tobin@oe.usda.gov

REPORTING PERIOD: OCTOBER 1, 2014- MARCH 31, 2015

REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2015

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
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	American Meat Science Association				
	Emil John Pollak	68TH American Meat Science Association Reciprocal Meat conference	6/14/2015	Lincoln, NE		Lodging		X	\$166.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging Tax		X	\$27.78
	Center Director	University of Nebraska and ConAgra Foods	6/17/2015	6/14/15-6/16/15	Meeting Registration		X	\$850.00	
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	Department of Animal Science				
	Timothy P. Smith	Graduate Student Genetics Seminar	4/6/2015	Davis, California		Lodging		X	\$432.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Common Carrier		X	\$612.00
	Research Chemist	Department of Animal Science	4/6/2015	4/3/15-4/7/15					
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	Farming Federation of Mato				
	Levin Flake	The International Seminar on the Integration of Agribusiness and the Judicial System	4/23/2015	Cuiaba, Brazil		Common Carrier		X	\$1,000.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging		X	\$300.00
	Senior Economist	Farming Federation of Mato	4/25/2015	4/21/15-4/26/15	Meals		X	\$300.00	

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_[AgencyAcronym]_[Reporting Period].xls
- Use OctMarch[Year] for the October 1- March 31st reporting cycle and AprSept[Year] 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.

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
Commission on Civil Rights
Commission 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 Economic 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 Transportation
Department of Treasury
Department of Veterans Affairs

Election Assistance Commission
Environmental 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 & Conciliation 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
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National Security Council-- Executive Office of the President
National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
Office of Administration-- Executive Office of the President
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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 Transportation Project
Office of the Inspector General-- Department of Defense
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Office of the Secretary-- Department of Defense
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Pension Benefit Guaranty Corporation
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Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
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Social Security Administration
Special Inspector General for Iraq Reconstruction
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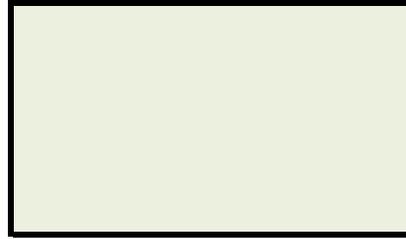
DOI

NAVY

DOT

TREASURY

VA



EAC
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EX-IM BANK
FCA
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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
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DNI
NLRB
NMB
NSF
NSA
NSC
NTSB
NRC
NWTRB
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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
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WH
USUHS
ACCESS
USTDA

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

SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

PAGE

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YEAR

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U.S. DEPARTMENT OF AGRICULTURE

MARKETING 1353 TRAVEL REPORT (APHIS-FSIS)

Agency Contact: Andrew Tobin, Deputy Director andrew.tobin@oe.usda.gov

REPORTING PERIOD: OCTOBER 1, 2014- MARCH 31, 2015

X

REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2015

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
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE 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	BENEFIT SOURCE World Organization for Animal Health				
	Beverly Schmitt	XVII International Symposium of the World Association of Veterinary Laboratory Diagnosticians	6/17/2015	Saskatoon, Canada		Common Carrier Taxi/Shuttle	x	x	\$700.00 \$50.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging	x		\$376.00
	Director, National Veterinary Service Laboratories	World Organization for Animal Health	6/17/2015	6/16/15-6/18/15	Per Diem(at Gov Rate) Mileage Expense	x x		\$270.00 \$48.00	
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE National TB Controllers Association				
	Dr. Suelee Robbe-Austerman	2015 National Tuberculosis Meeting (TB)	6/8/2015	Atlanta, GA		Common Carrier Taxi/Shuttle		X	\$550.00 \$70.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging Registration Fee		X	\$675.00 \$200.00
	Section Head-DBL/MB	National TB Controllers Association	6/8/2015	6/7/115-6/12/15	Parking Mileage		X	\$65.00 \$45.00	
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				

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
3	Patricia V. Abad	DC Exchange Program-California Agricultural Leadership Program to educate DC-based decision makers on current issues and complex challenges facing California farmers and ranchers.	8/1/2015	Northern Region - California	California Agriculture Leadership Foundation	Common Carrier Transportation		x x	\$1,317.00 \$560.00
	TRAVELER TITLE International Trade Specialist	EVENT SPONSOR California Agriculture Leadership Foundation	ENDING DATE [MM/DD/YYYY] 8/9/2015	TRAVEL DATE(S) 8/1/15-8/10/15		Lodging		x	\$800.00
						Meals		x	\$600.00

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Completing the OGE Form-1353

Saving the Workbook

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- Select the Microsoft Button and choose "Save As" Excel Workbook from the menu. When typing the file name, use the naming convention: 1353Report_[AgencyAcronym]_[Reporting Period].xls
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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

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Filling in Page, Of Pages and Year

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- 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.
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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."

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.

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
Commission on Civil Rights
Commission 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 Economic 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 Transportation
Department of Treasury
Department of Veterans Affairs

Election Assistance Commission
Environmental 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 & Conciliation 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 Transportation 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 Transportation 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 Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation 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

Acronym

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

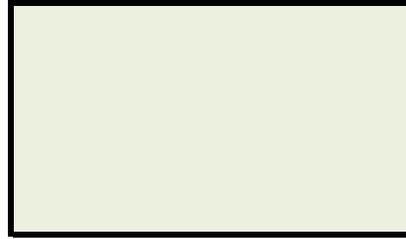
DOI

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
DNI
NLRB
NMB
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

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.

U.S. Department of Agriculture

National Agricultural Statistics Service

Agency Contact: Leigh Zarbough leigh.zarbough@nass.usda.gov

REPORTING PERIOD: OCTOBER 1, 2014- MARCH 31, 2015 x REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2015

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
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE 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	BENEFIT SOURCE Bill & Melinda Gates Foundation				
	Mark Miller	Meeting - Best Practices & New Opportunities for improving the measure and estimation of crops yields in smallholder farming systems	6/30/2015	Rome, Italy		Lodging		x	576
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meals		x	396
	Director, International Programs	Bill & Melinda Gates Foundation & FAO of the UN	7/3/2015	06/26 - 07/04/2015	Air Transportation		x	2159.2	
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Istanbul Technical University				
	Zhengwai Yang	Fourth International Conference on Agro-Geoinformatics	7/20/2015	Istanbul, Turkey		Air and lodging		x	\$9,000
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
	IT Specialist	Istanbul Technical University	7/24/2015	07/19 - 07/25/2015					
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					

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_[AgencyAcronym]_[Reporting Period].xls
- Use OctMarch[Year] for the October 1- March 31st reporting cycle and AprSept[Year] 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".
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- 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.
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Agency/Sub-Agency Name

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Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development
American Battle Monuments Commission
Appalachian Regional Commission
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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
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Commission 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 Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
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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
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Department of Defense
Department of Education
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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 Transportation
Department of Treasury
Department of Veterans Affairs

Election Assistance Commission
Environmental 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 & Conciliation 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 Transportation 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 Transportation 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 Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation 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
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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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CSHIB

CCFF

CCR

CFA

CPBSD

CPAHA

CFTC

CPSC

CNCS

CEA

CEQ

CSOSA

DCA

DCAA

DFAS

DISA

DIA

DLA

DNFSB

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DOE

HHS

DHS

HUD

DOJ

DOL

STATE

DAF

ARMY

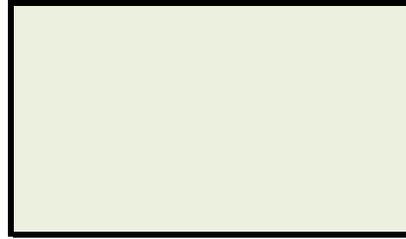
DOI

NAVY

DOT

TREASURY

VA



EAC
EPA
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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
DNI
NLRB
NMB
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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U.S. Department of Agriculture

National Agricultural Statistics Service

Agency Contact: Leigh Zarbough leigh.zarbough@nass.usda.gov

REPORTING PERIOD: OCTOBER 1, 2014- MARCH 31, 2015 x REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2015

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
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE 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	BENEFIT SOURCE Bill & Melinda Gates Foundation				
	Mark Miller	Meeting - Best Practices & New Opportunities for improving the measure and estimation of crops yields in smallholder farming systems	6/30/2015	Rome, Italy		Lodging		x	576
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meals		x	396
	Director, International Programs	Bill & Melinda Gates Foundation & FAO of the UN	7/3/2015	06/26 - 07/04/2015	Air Transportation		x	2159.2	
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Istanbul Technical University				
	Zhengwai Yang	Fourth International Conference on Agro-Geoinformatics	7/20/2015	Istanbul, Turkey		Air and lodging		x	\$9,000
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
	IT Specialist	Istanbul Technical University	7/24/2015	07/19 - 07/25/2015					
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					

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_[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_[AgencyAcronym]_[Reporting Period].xls
- Use OctMarch[Year] for the October 1- March 31st reporting cycle and AprSept[Year] 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.

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
Commission on Civil Rights
Commission 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 Economic 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 Transportation
Department of Treasury
Department of Veterans Affairs

Election Assistance Commission
Environmental 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 & Conciliation 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 Transportation 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 Transportation 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 Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation 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

Acronym

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

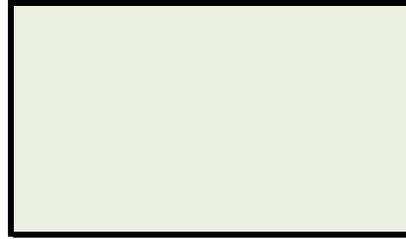
DOI

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
DNI
NLRB
NMB
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

2015

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.

U.S. DEPARTMENT OF AGRICULTURE
NATURAL RESOURCES CONSERVATION SERVICE 1353 TRAVEL REPORT
 Andrew Tobin,
 Agency Contact: Deputy Director andrew.tobin@oe.usda.gov

REPORTING PERIOD: OCTOBER 1, 2014- MARCH 31, 2015 x REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2015

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
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	Noble Foundation and Farm Foundation				
	Bianca Moebius-Clune	Soil Measurement Committee Mtg. of the soil Renaissance.	4/21/2015	Admore, Oklahoma, Noble Foundation Campus		Lodging		X	\$250.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meals		X	\$150.00
	Director, Soil Health Division	Noble Foundation and Farm Foundation	4/23/2015	4/21/15-4/23/15	Transportation		X	\$100.00	
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	Texas Tech University, Department of Plant and soil Science				
	Diane E. Stott	Seminar Series on Soil Health	6/5/2015	Lubbock, Texas		Common Carrier		X	\$370.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging		X	\$200.00
	National Soil Health Specialist	Texas Tech University, Department of Plant and Soil Science	6/5/2015	6/4/15-6/6/15	Per Diem (at Gov Rate)		X	\$46.00	
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	Illinois State University				
	John W. Tuttle	Colorado School of Mines Trng. And Geophysical Assistance.	7/7/2015	Franklin, NC		Lodging		X	\$332.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)	Meals & IE		X	\$207.00	
	Soil Scientist	Kathryne E. Sampeck	7/10/2015	7/7/2015-7/10/15					

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_[AgencyAcronym]_[Reporting Period].xls
- Use OctMarch[Year] for the October 1- March 31st reporting cycle and AprSept[Year] for the April 1-September 30th reporting cycle.
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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.
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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

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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.

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- 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.
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In Excel 2003

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- 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.
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Agency/Sub-Agency Name

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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
Commission on Civil Rights
Commission 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 Economic 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 Transportation
Department of Treasury
Department of Veterans Affairs

Election Assistance Commission
Environmental 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 & Conciliation 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 Transportation 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 Transportation 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 Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation 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

Acronym

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

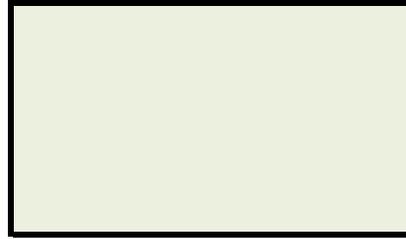
DOI

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
DNI
NLRB
NMB
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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U.S. Department of Agriculture National Institute of Food and Agriculture Agency Contact: Kimberly Whittet kwhittet@nifa.usda.gov	REPORTING PERIOD: OCTOBER 1, 2014- MARCH 31, 2015	REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2015	NEGATIVE REPORT
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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	BENEFIT SOURCE				
	John Smith	Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA	Asia Pacific Forum Pacific Rim Foundation	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	BENEFIT SOURCE				
	Luis Tupas	Steering Committee Meeting	9/15/2015	Kobe, Japan	Asia-Pacific Network for Global Change Research	Air/Rail Transportation		X	\$1,950
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Hotel		X	750
	Deputy Director	Asia-Pacific Network for Global Change Research	9/19/2015	9/15/2015-9/20/2015		Meals		X	300
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Beverly Samuel	Technical Support in Establishing Philippines EDEN	9/16/2015	Philippines (Multiple cities)	Agricultural Training Institute of the Philippines Agriculture Department	Air & Ground Transportation		X	778
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging		X	1037
	National Program Leader	Agricultural Training Institute of the Philippines Agriculture Department	9/26/2015	9/15/2015-9/20/2015		Meals		X	537
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Sonny Ramaswamy	Conference on Soil, Big Data, and the Future of Agriculture	6/23/2015	Canberra, Australia	American Embassy Canberra	Air Transportation		X	8350
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Hotel		X	575
	Director	United States Studies Centre	6/25/2015	6/21/2015-6/27/2015		Meals		X	300

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_[AgencyAcronym]_[Reporting Period].xls
- Use OctMarch[Year] for the October 1- March 31st reporting cycle and AprSept[Year] 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.

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
Commission on Civil Rights
Commission 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 Economic 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 Transportation
Department of Treasury
Department of Veterans Affairs

Election Assistance Commission
Environmental 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 & Conciliation 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 Transportation 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 Transportation 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 Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation 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

Acronym

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

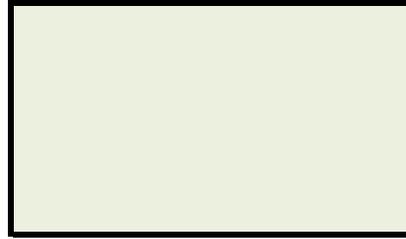
DOI

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
DNI
NLRB
NMB
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

2015

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.

U.S. DEPARTMENT OF AGRICULTURE

RURAL DEVELOPMENT 1353 TRAVEL REPORTS

Agency Contact: Andrew Tobin, Deputy Director andrew.tobin@oe.usda.gov

REPORTING PERIOD: OCTOBER 1, 2014- MARCH 31, 2015

REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2015

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
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE 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	BENEFIT SOURCE The Grow Riverside				
	Robert Tse	Grow Riverside, The Future of Local Food	6/11/2015	Riverside, California		Lodging	x		\$203.52
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
	Community Planning & Development Specialist	The Grow Riverside	6/12/2015	6/10/15-6/12/15					
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Oregon Affordable Housing Mngmt. Association				
	Ramona Mitchell	OAHMA Annaul Affordable Housing Conference	6/13/2015	Bend, OR		Lodging		X	\$336.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meals		X	\$61.00
	Multi-Family Housing Prog. Director	Oregon Affordable Housing Mngmt. Association	5/15/2015	5/12/15-5/15/15					
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Oregon Affordable Housing Mngmt. Association				
	Jay DeLapp	OAHMA Annaul Affordable Housing Conference	5/13/2015	Bend, OR		Lodging		X	\$336.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meals		X	\$61.00
	Area Specialist	Oregon Affordable Housing Mngmt. Association	5/15/2015	5/12/15-5/15/15					

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Indicating 1353 Travel

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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
Commission on Civil Rights
Commission 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 Economic 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 Transportation
Department of Treasury
Department of Veterans Affairs

Election Assistance Commission
Environmental 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 & Conciliation 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 Transportation 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 Transportation 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 Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation 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

Acronym

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

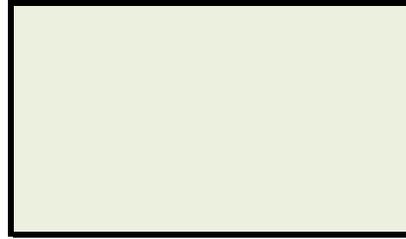
DOI

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
DNI
NLRB
NMB
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

2015

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.

US DEPARTMENT OF AGRICULTURE

SCIENCE 1353 TRAVEL REPORTS (ARS-NASS)

Agency Contact: Andrew Tobin tobin.andrew@oe.usda.gov

REPORTING PERIOD: OCTOBER 1, 2014- MARCH 31, 2015

REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2015

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
EX	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		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	BENEFIT SOURCE				
	Michael A. Steiner	Mtg. on the UN Global Strategy to improve Agricultural and rural Statistics and Mtg. of Scientific Advisory Committee	6/23/2016	Rome, Italy	Food & Agriculture Organization of the United States	Common Carrier		x	\$838.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging		x	\$466.00
	Mathematical Statistician	Food & Agriculture Organization of the United States	6/27/2015	6/21-6/27/15					
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Peter Arbuckle	CSCAP 2015 Annual Conference	8/3/2015	Nebraska City, NE	Iowa State University Sustainable Corn Coordinated Agricultural Project	Lodging		x	\$279.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Common Carrier		x	\$600.00
	Technical Information Specialist	Iowa State University Sustainable Corn Coordinated Agricultural Project	8/4/2015	8/2/15-8/5/15					
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Lori Jean Finch	Workshop on the Future of Semantics for information management in agriculture	7/2/2015	Rome, Italy	Bill and Melinda Gates Foundation	Common Carrier Lodging Meals		X	\$4,106.00

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 TITLE Chief, indexing and informatics branch	EVENT SPONSOR Bill and Melinda Gates Foundation	ENDING DATE [MM/DD/YYYY] 7/3/2015	TRAVEL DATE(S) 6/30/15-7/4/15					