

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".
- 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

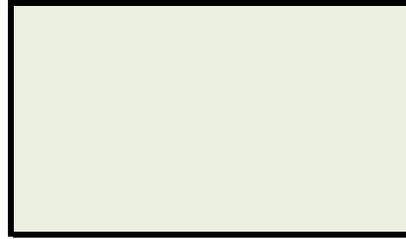
DOI

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.

DEPARTMENT OF DEFENSE				REPORTING PERIOD: OCTOBER 1, 2014- MARCH 31, 2015	REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2015	NEGATIVE REPORT		
DEFENSE HEALTH AGENCY laurie.p.rafferty.civ@mail.mil Agency Contact:				barnedia.t.nickerson.civ@mail.mil				

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
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X		\$825
	John Smith	Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA		Meals		X	\$120
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Neurology Residents Scholar program	Hotel		X	\$387.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation		X	\$500.00
	Dave Ajal	13th Annual Neurology Residents Scholar Program	9/24/2015	Orlando, FL		no others			
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Henry M. Jackson Foundation	Hotel		X	\$567.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation		X	\$530.00
	Sarah Bernstein	Semiannual Gynecologic Oncology Group Meeting	7/15/2015	Denver, CO		Meals and Registration		X	\$684.00
	Clinical Specialist Nurse	NRG Oncology	7/18/2015	07/15/2015-07/18/2015					

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	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE See Event Sponsor				
	Robert Browning	DECAMP Consortium	6/10/2015	Boston, MA		Hotel		X	\$231.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation		X	\$162.00
	Internist/Staff Pulmonologist	Boston school of Medicine	6/11/2015	06/10/2015-06/11/2015	Ground Transportation and Meals		X	\$272.00	
4	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Henry M. Jackson Foundation				
	Douglas Brungart	Meeting of the Acoustical Society of America	5/17/2015	Pittsburg, PA		Hotel		X	\$461.50
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Ground Transportation		X	\$1,095.00
	Health Science Research Officer/Chief Scientist	Acoustical Society of America	5/23/2015	05/17/2015-05/23/2015	Meals		X	\$525.00	
5	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Boston University				
	Douglas Brungart	Traumatic Brain Injury Workshop	9/17/2015	Boston, MA		Hotel		X	\$289.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation		X	\$200.00
	Health Science Research Officer/Chief Scientist	Boston University	9/18/2015	09/17/2015-09/18/2015	Meals		X	\$142.00	
6	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE The Geneva Foundation				
	Corey Carter	16th World Conference on Lung Cancer	9/5/2015	Denver, CO		Hotel		X	\$1,359.10
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation		X	\$308.00
	Internist (Physician Oncology/ Hematology)	International Association for the Study of Lung Cancer	9/9/2015	09/05/2015-09/09/2015	Meals, Ground Transportation and Registration		X	\$1,388.20	

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
7	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Emory University School of Medicine				
	Denise Clayborne	5th Annual Enhancing Exposure Therapist	6/3/2015	New York, NY		Hotel		X	\$575.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation		X	\$500.00
	Research Coordinator/Clinical Research Nurse	Emory University	6/4/2015	06/02/2015-06/04/2015	Meals, Ground Transportation		X	\$275.00	
8	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE The Geneva Foundation				
	Robert Craig	Society for Vascular Surgery Annual Meeting	6/17/2015	Chicago, IL		Hotel		X	\$1,299.04
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation		X	\$420.20
	Surgeon (Vascular)	Society for Vascular Surgery	6/21/2015	06/17/2015-06/21/2015	Meals, Ground Transportation and Registration		X	\$827.50	
9	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE The American Academy of Pediatrics				
	Bridget Cunningham	38th Mid-Atlantic Conference on Preinatal Research	9/20/2015	Charlottesville, VA		Hotel		X	\$418.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation		X	\$375.00
	Pediatric Gastroenterology Pediatrician	The American Academy of Pediatrics	9/22/2015	09/20/2015-09/22/2015	Meals, Ground Transportation		X	\$215.00	
10	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE The Society of Neurological Surgeons				
	Brian Curry	SNS Junior Residents Course	5/28/2015	New York, NY		Hotel		X	\$335.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation		X	\$400.00
	Physician (Neurosurgeon)	The Society of Neurological Surgeons	5/29/2015	05/27/2015-05/29/2015	Train Fare		X	\$150.00	

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
11	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE The Society of Neurological Surgeons				
	John Delany	2015 SNS Boot Camp Fundamental Skills Course	7/24/2015	Philadelphia, PA		Hotel		X	\$103.37
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Train Fare		X	\$156.80
	Physician (Neurosurgeon)	The Society of Neurological Surgeons	7/25/2015	07/24/2015-07/25/2015	no others				
12	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Henry M. Jackson Foundation				
	Nancy Dipatuan	International Transplant Nurses Society Summer Symposium	6/13/2015	Chicago, IL		Hotel		X	\$384.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation and Meals		X	\$669.20
	Transplant Coordinator	International Transplant Nurses Society	6/14/2015	06/12/2015-06/14/2015	Meals and Registration		X	\$615.00	
13	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Henry M. Jackson Foundation				
	Christa Eickhoff	American College of Physicians Scientific Meeting	4/30/2015	Boston, MA		Hotel		X	\$693.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation		X	\$500.00
	Physician (Internal Medicine)	American College of Physicians	5/2/2015	04/30/2015-05/02/2015	Meals		X	\$198.00	
14	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE See Event Sponsor				
	Jennifer Falon	Challenges in Pediatrics	4/24/2015	San Diego, CA		Hotel		X	\$199.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation		X	\$564.20
	Resident (Pediatrics)	Schere Clinical Communication	4/24/2015	04/24/2015-04/25/2015	Meals and Ground Transportation		X	\$121.00	

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
15	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Henry M. Jackson Foundation				
	Mark Fleming	Military Health System Research Symposium	8/16/2015	Fort Lauderdale, FL		Hotel		X	\$319.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation		X	\$800.00
	Surgeon (Orthopedics)	Military Health System Research	8/20/2015	08/16/2015-08/20/2015		Meals and Ground Transportation		X	\$1,450.50
16	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Henry M. Jackson Foundation				
	Moawad Fouad	13th World Conference "The Esopagiome"	8/30/2015	Nice, France		Hotel		X	\$1,330.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation and Meals		X	\$3,100.50
	Physician (Gastroenterology)	OESO	9/4/2015	08/30/2015-09/04/2015		Registration and Ground Transportation		X	\$800.00
17	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Henry M. Jackson Foundation				
	Kenneth Grant	The Meeting Acoustical Society of America	5/17/2015	Philadelphia, PA		Hotel		X	\$1,095.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Ground Transportation		X	\$333.00
	Director of Health Services	Acoustical Society of America	5/23/2015	05/17/2015-05/23/2015		Meals and Registration		X	\$986.50
18	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Boston University				
	Kenneth Grant	Traumatic Brain Injury Workshop	9/17/2015	Boston, MA		Hotel		X	\$289.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation		X	\$200.00
	Audiologist (Research)	Boston University	9/18/2015	09/17/2015-09/18/2015		Meals		X	\$142.00

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
19	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Henry M. Jackson Foundation				
	Ian Grasso	American College of Physicians Scientific Meeting	4/30/2015	Boston, MA		Hotel		X	\$693.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Trainfare		X	\$200.00
	Resident (Internal Medicine)	American College of Physicians	5/2/2015	04/30/2015-05/02/2015	Meals		X	\$198.00	
20	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Henry M. Jackson Foundation				
	Chad Hamilton	Semiannual Gynecologic Oncology Group Meeting	7/15/2015	Denver, CO		Hotel		X	\$378.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation and Meals		X	\$639.00
	Physician (Chief, GYN Oncology)	NRG Oncology	7/19/2015	07/16/2015-07/18/2015	Ground Transportation and Registration		X	\$450.00	
21	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Henry M. Jackson Foundation				
	Jason Hawksworth	American Transplant Congress	5/2/2015	Philadelphia, PA		Hotel		X	\$855.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Ground Transportation		X	\$129.99
	Surgeon (Transplant)	American Transplant Congress	5/6/2015	05/02/2015-05/06/2015	Meals and Registration		X	\$1,123.00	
22	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Medstar Georgetown Transplant Institute				
	Jason Hawksworth	Comprehensive Conference on Small Bowel Transplants	6/10/2015	Buenos Aires, Argentina		Hotel and Meals		X	\$2,394.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation and Ground Transportation		X	\$1,626.00
	Surgeon (Transplant)	Georgetown Transplant Institute	6/13/2015	06/08/2015-06/14/2015	Registration and Miscellaneous		X	\$875.00	

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
23	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Henry M. Jackson Foundation				
	David Hostler	American Thoracic Society 2015 Fellows Track Symposium	5/15/2015	Denver, CO		Hotel		X	\$1,536.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation		X	\$400.00
	Fellow (Pulmonary & Critical Care)	American Thoracic Society	5/17/2015	05/14/2015-05/18/2015		Meals and Ground Transportation		X	\$364.00
24	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE See Event Sponsor				
	James Kelly	RSS Grand Round	4/15/2015	Long Island, NY		Hotel and Meals		X	\$400.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation and Ground Transportation		X	\$619.53
	Physicians (Director, NICOE)	The North Shore LIJ Health System	4/18/2015	04/15/2015-04/18/2015		no others			
25	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE The American Association of Gynecologic Laproscopists				
	Mary Kern	2015 FMIGS/SREI fellows Surgical Boot Camp	7/24/2015	Orlando, FL		Hotel		X	\$210.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation		X	\$250.00
	Fellow (OB/GYN))	The American Association of Gynecologic Laproscopists	7/26/2015	07/24/2015-07/26/2015		Meals and Ground Transportation		X	\$182.25
26	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Henry M. Jackson Foundation				
	Chris Lowe	Epiphanies in Dermatology	6/7/2015	Vancouver, Canada		Hotel		X	\$3,910.57
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation		X	\$811.23
	Physician (Dermatology)	American Academy of Dermatology	6/14/2015	06/07/2015-06/14/2015		Scholarship and Registration		X	\$445.00

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
27	TRAVELER NAME Willimam Lowery	EVENT DESCRIPTION NRG Oncology Semiannual Meeting	BEGINNING DATE [MM/DD/YYYY] 7/16/2015	LOCATION Denver, CO	BENEFIT SOURCE Henry M. Jackson Foundation	Hotel		X	\$378.00
	TRAVELER TITLE Physician (OB-GYN)	EVENT SPONSOR NRG Oncology	ENDING DATE [MM/DD/YYYY] 7/18/2015	TRAVEL DATE(S) 0716/2015-0718/2015		Air Transportation and Ground Transportation		X	\$476.00
						Meals and Registration		X	\$613.00
28	TRAVELER NAME Luis Lozadamarrero	EVENT DESCRIPTION 38th Mid-Atlantic Conference on Preinatal Research	BEGINNING DATE [MM/DD/YYYY] 9/20/2015	LOCATION Charlottesville, VA	BENEFIT SOURCE American Academy of Pediatrics	Hotel		X	\$418.00
	TRAVELER TITLE Fellow (Neonatology)	EVENT SPONSOR American Academy of Pediatrics	ENDING DATE [MM/DD/YYYY] 9/22/2015	TRAVEL DATE(S) 09/20/2015-09/22/2015		Air Transportation		X	\$375.00
						Meals and Ground Transportation		X	\$215.00
29	TRAVELER NAME Christopher Maly	EVENT DESCRIPTION Craniomaxillfacial Surgery Course	BEGINNING DATE [MM/DD/YYYY] 9/10/2015	LOCATION Las Vegas, NV	BENEFIT SOURCE Henry M. Jackson Foundation	Hotel		X	\$358.00
	TRAVELER TITLE Physician (Oral Maxillofacial Surgery)	EVENT SPONSOR AO North America	ENDING DATE [MM/DD/YYYY] 9/14/2015	TRAVEL DATE(S) 09/10/2015-09/14/2015		Air Transportation and Meals		X	\$713.00
						Registration and Ground Transportation		X	950
30	TRAVELER NAME Shannon Marchegiani	EVENT DESCRIPTION 38th Mid-Atlantic Conference on Preinatal Research	BEGINNING DATE [MM/DD/YYYY] 9/20/2015	LOCATION Charlottesville, VA	BENEFIT SOURCE American Academy of Pediatrics	Hotel		X	\$418.00
	TRAVELER TITLE Physician (Neonatology)	EVENT SPONSOR American Academy of Pediatrics	ENDING DATE [MM/DD/YYYY] 9/22/2015	TRAVEL DATE(S) 09/20/2015-09/22/2015		Air Transportation		X	\$375.00
						Meals and Ground Transportation		X	\$215.00

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
31	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Henry M. Jackson Foundation				
	Jason McGuire	Dex-Study Start-Up NMCSD	9/21/2015	San Diego, CA		Hotel		X	\$568.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation and Meals		X	\$701.20
	Nurse Consultant (CRNA (Research Programs)	research Personnel	9/25/2015	09/21/2015-09/25/2015	Ground Transportation		X	\$434.50	
32	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Henry M. Jackson Foundation				
	Janette McIntosh	Semiannual Gynecologic Oncology Group Meeting	7/15/2015	Denver, CO		Hotel		X	\$567.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation and Meals		X	\$728.00
	Research Tech (OB/GYN)	NRG Oncology	7/18/2015	07/15/201-07/18/2015	Ground Transportation and Registration		X	\$220.00	
33	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE The Society of Neurological Surgeons				
	Charles Miller	SNS Junior Residents Course	5/28/2015	New York, NY		Hotel		X	\$335.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation		X	\$400.00
	Resident (Neurosurgery)	The Society of Neurological Surgeons	5/29/2015	05/27/2015-05/29/2015	Ground Transportation		X	\$150.00	

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
34	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE The National Taiwan University Hospital				
	Teri Franks	Taiwan University Hospital Thoracic Imaging 2015 Symposium	9/15/2015	Taipei, Taiwan		Hotel		X	\$1,200.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation		X	\$8,000.00
	Senior Pulmonary Pathologist	National Taiwan University Hospital	9/20/2015	9/14/2015 - 9/20/2015	Meals and Ground Transportation		X	\$406.00	
35	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Henry M. Jackson Foundation				
	Christopher Neal	Society of Neurological Surgeons Annual Meeting	9/30/2015	Minneapolis, MN		Hotel		X	\$400.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation and Meals		X	\$450.00
	Physician (Neurosurgery)	Society of Neurological Surgeons	10/2/2015	9/30/2015	Ground Transportation and Registration		X	\$790.00	
36	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE The American College of OB&GYN				
	John O'Boyle	205 63rd Annual Clinical Meeting	5/2/2015	San Francisco, CA		Hotel		X	\$1,513.20
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation		X	\$520.00
	Chief Medical Officer OB-GYN Clinical Business Operations	The American College of OB & GYN	5/6/2015	05/01/2015-05/08/2015	Meals and Registration		X	\$781.50	
37	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Cincinnati Childrens HLH Center of Excellence				
	Dina Parekh	The 6th Annual HLH Conference	9/18/2015	Cincinnati, OH		Hotel		X	\$155.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation		X	\$450.00
	Pediatrician (Oncology)	Cincinnati Children's	9/19/2015	09/18/2015-09/19/2015	Meals and Ground Transportation		X	\$220.00	

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
38	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Pediatric Endocrine Society	Hotel and Meals		X	\$855.00
	Rachel Paz	2015 PES Annual Spring Retreat	4/27/2015	San Diego, CA		Ground Transportation		X	\$48.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		no others			
	Pediatrician (Endocrinology)	Pediatric Endocrine Society	4/30/2015	04/25/2015-04/320/2015					
39	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE The American Academy of Orthopaedic Surgeons	Hotel		X	\$250.00
	Christopher Potter	Clinical Scholar Career Development Program	9/17/2015	Rosemont, IL		Air Transportatin		X	\$600.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meals and Registration		X	\$450.00
	Surgeon (Orthopedics)	The American Academy of Orthopaedic Surgeons	9/19/2015	09/17/2015-09/20/2015					
40	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Charles Louis Dais DVM Foundation	Hotel		X	\$400.00
	Bruce Williams	Descriptive Pathology Course	6/22/2015	Saskatoon, Saskatchewan, Canada		Air Transportation		X	\$570.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meals and Ground Transportation		X	\$416.00
	Senior Pathologist, Veterinary Pathology Services	Charles Louis Dais DVM Foundation	6/26/2015	6/22/2015 - 6/26/2015					
41	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE The Geneva Foundation	Hotel		X	\$1,500.00
	Mary Quinn	2015 American Society of Clinical Oncology Annual Meeting	5/28/2015	Chicago, IL		Air Transportation and Meals		X	\$1,190.50
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Registration and ground Transportatin		X	\$1,335.00
	Nurse (Hematology-Oncology)	American Society of Clinical Oncology	6/2/2015	05/28/2015-06/03/2015					

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
42	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Michael Rosner	Society of Neurological Surgeons Annual Meeting	6/6/2015	Miami, FL	Henry M. Jackson Foundation	Hotel		X	\$897.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation and Meals		X	\$450.00
	Physician (Neurosurgery)	Society of Neurological Surgeons	6/9/2015	06/05/2015-06/08/2015		Ground Transportation and Registration		X	\$1,050.00
43	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	George Rymarczuk	CNS 3-D Surgical Anatomy Course	8/20/2015	Houston, TX	The Congress of Neurological Surgeons	Hotel		X	\$290.16
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation		X	\$500.00
	Physician (Neurosurgery)	The Congress of Neurological Surgeons	8/23/2015	08/19/2015-08/23/2015		Meals		X	\$400.00
44	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Matthew Sherban	Craniofacial Surgery Course	9/11/2015	Las Vegas, NV	Henry M. Jackson Foundation	Hotel		X	\$358.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation and Meals		X	\$713.00
	Physician (Oral Maxillofacial Surgery)	AO North America	9/14/2015	09/10/2015-09/14/2015		Ground Transportation and Registration		X	\$950.00
45	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Emily Shin	The North American Hand and Wrist Fellows Symposium	5/15/2015	Naples, FL	Henry M. Jackson Foundation	Hotel		X	\$400.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation		X	\$400.00

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
	Physician (Orthopedics)	AO North America	5/16/2015	05/14/2015-05/16/2015		Meals and Ground Transportation		X	\$506.00
46	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE The Geneva Foundation	Hotel		X	\$1,731.60
	Todd Simon	2015 Vascular Annual Meeting	6/17/2015	Chicago, IL		Air Transportation and Meals		X	\$683.50
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Ground Transportation and Registration		X	\$423.00
Physician (Vascular)	The Society Vascular Sugery	6/20/2015	06/16/2015-06/21/2015						
47	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE The Voice Foundation	Hotel		X	\$980.00
	Nancy Solomon	Voice Foundtion 44th Annual Symposium	5/26/2015	Philadelphia, PA		Ground Transportation		X	\$119.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meals and Registration		X	\$649.00
Physician (Speech Pathology and Audiology)	The Voice Foundation	5/31/2015	05/26/2015-05/30/2015						
48	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE American Academy of Pediatrics	Hotel		X	\$418.00
	Thophil Stokes	38th Mid-Atlantic Conference on Preinatal Research	9/20/2015	Charlottesville, VA		Air Transportation and Meals		X	\$555.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Ground Transportation		X	\$35.00
Physician (Pediatrics)	American Academy of Pediatrics	9/22/2015	09/20/2015-09/22/2015						
49	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE The Geneva Foundation	Hotel		X	\$350.00
	Dawn Torres	National Liver Conference	9/18/2015	Fort Worth, TX		Air Transportation		X	\$935.00
TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)						

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
	Phsician (Gastroenterologist)	National Liver Conference	9/19/2015	09/18/2015- 09/19/2015		Meals and Ground Transportation		X	\$184.00

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
50	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Accreditation Council for Graduate Medical Education				
	Karl Soderlund	Council of Review Committee Residents	6/16/2015	Chicago, IL		Hotel		X	\$520.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation and Meals		X	\$596.00
	Radiologist	Accreditation Council for Graduate Medical Education	6/17/2015	06/14/2015-06/17/2015	Gorund Transportation and Miscellaneous		X	\$153.00	
51	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE The Heed Ophthalmic Foundation				
	Aton Vlasov	10th Annual Heed Foundation Residents Retreat	9/28/2015	Chicago, IL		Hotel		X	\$222.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation		X	\$183.90
	Resident (Ophthalmology)	The Society of Heed Fellows	9/29/2015	09/28/2015-09/29/2015	Meals		X	\$142.00	
52	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Henry M. Jackson Foundation				
	Alicia Warnock	International Hospital Diabetes Meeting 2015	5/8/2015	San Francisco, CA		Hotel		X	\$438.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation and Meals		X	\$742.00
	Physician (Endocrinology)	Diabetes Technology Society	5/9/2015	05/07/2015-05/09/2015	Ground Transportation and Registration		X	\$662.00	

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
53	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Alicia Warnock	American Diabetes Association Scientific Session	6/5/2015	Boston, MA	Henry M. Jackson Foundation	Hotel		X	\$1,732.82
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Ground Transportation		X	\$196.00
	Physician (Endocrinology)	American Diabetes Association	6/9/2015	06/04/2015-06/11/2015		Meals and Registration		X	\$870.00
54	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Marissa Weber	American Society of Retinal Specialist Annual Conference	7/11/2015	Vienna Austria	Henry M. Jackson Foundation	Air Transportation			\$2,000.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		no others			
	Surgeon (Ophthalmology)	American Society of Retinal Specialist	7/14/2015	07/10/2015-07/15/2015					
55	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Nicholas Wells	38th Mid-Atlantic Conference on Preinatal Research	9/20/2015	Charlottesville, VA	American Academy of Pediatrics	Hotel		X	\$418.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation		X	\$375.00
	Physician (Pediatrics)	American Academy of Pediatrics	9/22/2015	09/20/2015-09/22/2015		Meals and Ground Transportation		X	\$215.00
56	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Jennifer Scruggs	Descriptive Pathology Course	6/22/2015	Saskatoon, Saskatchewan, Canada	Charles Louis Dais DVM Foundation	Hotel		X	\$400.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation		X	\$570.00
	Chief Education Operations for Veterinary Pathology	Charles Louis Dais DVM Foundation	6/26/2015	6/22/2015 - 6/25/2015		Meals and Groud Transportation		X	\$416.00

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	
57	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE					
	Mitch Seal	Mtgs to establish a Veterans to Nursing Program	4/12/2015	Lubbock, TX		Texas Tech University of Health Sciences Center	Hotel		X	\$120
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)			Air Transportation		X	\$397.20
	Director of Strategic Planning and Partnerships	Texas Tech University of Health Sciences Center (TTUHSC)	4/13/2015	4/12/2015 - 4/13/2015		Meals		X	\$100.00	
58	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE					
	Gary Hughes	Mtgs to establish a Veterans to Nursing Program	4/12/2015	Lubbock, TX		Texas Tech University of Health Sciences Center	Hotel		X	\$376.20
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)			Air Transportation		X	\$140.00
	Chair, Department of Nursing Services	Texas Tech University of Health Sciences Center (TTUHSC)	4/13/2015	4/12/2015 - 4/13/2015		Meals		X	\$100.00	
59	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE					
	Julie Freeman	Corps Patient Caring Touch	4/30/2015	Birmingham, AL		The Geneva Foundation	Travel		X	\$600.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)			Lodging		X	\$200.00
	Chief Medical Surgical Section	The Geneva Foundation	5/1/2015	4/29/2015 - 5/1/2015		Meals		X	\$100.00	
60	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE					
	Patrick Carey	Concussion, Assessment	5/17/2015	West Point Suffern, NY		The Geneva Foundation	Travel	X		\$320.52
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging		X	\$774.05	

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
	Primary Care Sports Medicine Physician	The Geneva Foundation	5/22/2015	5/17/15 - 5/22/15		Meals	X		\$274.50

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	
61	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE					
	Christopher Ledford	NCAA-DOD Grand Alliance, Concussion Assessment	5/17/2015	West Point Suffern, NY		The Geneva Foundation	Travel	X		\$320.52
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging		X	\$774.05	
	Faculty Family Physician	The Geneva Foundation	5/22/2015	5/17/15 - 5/22/15	Meals	X		\$274.50		
62	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE					
	Valerie Noel	Johns Hopkins PICC Learning Session	9/16/2015	Albuquerque, NM		Johns Hopkins Bloomberg School of Public Health - The National Child Traumatic Stress Network (NCTSN)	Travel	X		\$440.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging & Meals		X	\$390.00	
	Nurse Manager for Director of Medicine	NCTSN through SAMSHA	9/17/2015	9/15/15 - 9/17/15	no others					
63	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE					
	Jennifer Ulbricht	Johns Hopkins PICC Learning Session	9/16/2015	Albuquerque, NM		NCTSN	Travel	X		\$440.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging & Meals		X	\$390.00	
	Psychologist/Chief of Child and Adolescent Psychiatry Service	NCTSN through SAMSHA	9/17/2015	9/15/15 - 9/17/15	no others					
64	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE					
	Ronald Moruzzi	Johns Hopkins PICC Learning Session	9/16/2015	Albuquerque, NM	NCTSN	Travel	X		\$440.00	

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
01	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging & Meals		X	\$390.00
	Deputy Dorector for BH	NCTSN through SAMSHA	9/17/2015	9/15/15 - 9/17/15		no others			

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
65	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Thurman Saunders	Johns Hopkins PICC Learning Session	9/16/2015	Albuquerque, NM	NCTSN	Travel	X		\$440.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging & Meals		X	\$390.00
	Family Nurse Practitioner	NCTSN through SAMSHA	9/17/2015	9/15/15 - 9/17/15		no others			
66	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Julie Freeman	Corps Patient Caring Touch	5/30/2015	Birmingham, AL	The Geneva Foundation	Airfare		X	\$800.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging		X	\$600.00
	Chief Medical Surgical Section	The Geneva Foundation	6/2/2015	5/29/2015 - 6/3/2015		Airport Parking & Per Diem	X		\$296.00

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".
- 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 Sciences-- 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

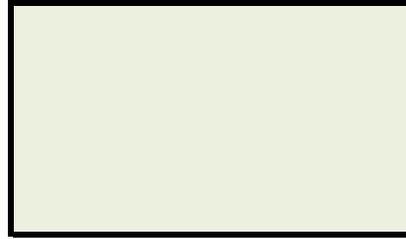
DOI

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.

DEPARTMENT OF DEFENSE

Defense Human Resources Activity Agency

Agency Contact: Franklin E. Cooper franklin.e.cooper2@civ.mail.mil

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 Federally Employed Women				
	David Rude	2015 Federally Employed Women's National Training Program	7/13/2015	New Orleans, LA		Hotel		X	\$535.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X		\$500
	Deputy Director	DCG Professional Learning Centers	7/16/2015	07/12/2015-07/17/2015	Meals		X	\$215	
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Federally Employed Women				
	Jimmie Vaughn	2015 Federally Employed Women's National Training Program	7/13/2015	New Orleans, LA		Hotel		X	\$535
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X		\$500
	Leader Development Specialist	DCG Professional Learning Centers	7/16/2015	07/12/2015-07/17/2015	Meals		X	\$215	
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Annual Federal Workers Compensation Conference				
	Christopher Insera	Chesapeake Health Education Program	7/27/2015	Tampa, FL		Hotel		X	\$416
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meals		X	\$191.25
	Supervisory Human Resource	Chesapeake Health Education Program (CHEP)	7/29/2015	07/26/2015-07/30/2015	no others				

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Completing the OGE Form-1353

Saving the Workbook

Name the Workbook using your agency acronym and the reporting period using this convention:

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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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- 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

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- 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.
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- You can select Print from the Print Preview view or Print as you traditionally would.

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.
- 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 Sciences-- 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

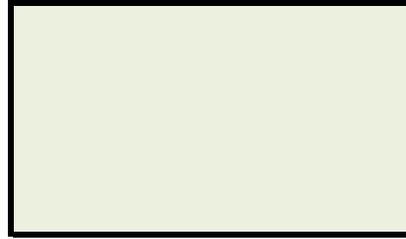
DOI

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.

Department of Defense Defense Media Activity				REPORTING PERIOD: OCTOBER 1, 2014- MARCH 31, 2015	x	REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2015	X	NEGATIVE REPORT	
Agency Contact: Dawn Walker dawn.walker2.civ@mail.mil									

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	Asia Pacific Forum Pacific Rim Foundation				
	John Smith	Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA		Hotel		X	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X		\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011	Meals		X	\$120	
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION					
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION					
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION					
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					

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".
- 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
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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 Sciences-- 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

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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

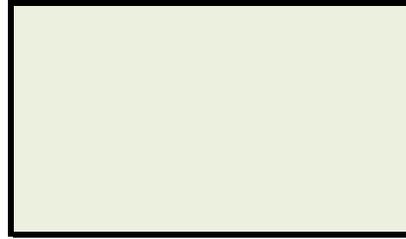
DOI

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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DEPARTMENT OF DEFENSE

Defense POW/MIA Accounting Agency (DPAA)

Agency Contact: Anthony Tempesta anthony.r.tempesta.mil@mail.mil

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				
	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				
	Thomas Holland	2015 International Committee of the Red Cross (ICRC) Annual Forensic Advisory Board	5/24/2015	Geneva, Switzerland	ICRC	Hotel		X	\$600.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meals		X	\$150
	Director, J9	ICRC	5/29/2015	5/24/2015 - 5/29/2015		no others			
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	John Byrd	2015 International Committee of the Red Cross (ICRC) Annual Forensic Advisory Board	5/25/2015	Geneva, Switzerland	ICRC	Hotel		X	\$500.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation		X	1,400.00
	Laboratory Chief	ICRC	5/29/2015	5/25/2015 - 5/29/2015		Meals		X	\$125
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	** END OF REPORT **								
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					

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

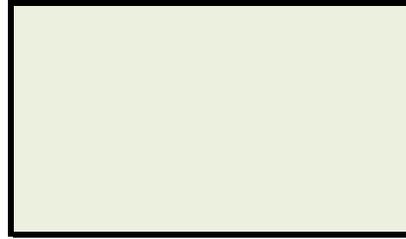
DOI

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

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".
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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
Council on Environmental Quality-- Executive Office of the President
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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

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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

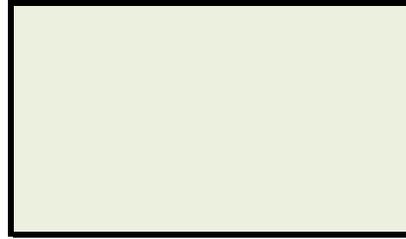
DOI

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.

DEPARTMENT OF DEFENSE

United States European Command

Agency Contact:

Victoria Stephens,
Paralegal or Dan
Froehlich, Ethics Counselor
victoria.l.stephens8.civ@mail.mil;
daniel .m.froehlich.civ@mail.mil

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-	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
1	Stephanie Bagley	CHOD Conference	4/1/2015	Bucharest, Romania	Czech Government	Air Transportation		X	\$275.00
	Chief, ODC Czech	Czech MOD	4/2/2015	4/1/2015-4/2/2015		no others			
2	Mike Cullinane	Austria EEUM	7/20/2015	Aigen/Linz Austrian Airbases	Austrian MOD	Air Transportation		X	\$350.00
	Chief, ODC Austria	Austrian MOD	7/20/2015	7/20/2015		no others			
3	Michael Ryan	NATO Conference	7/26/2015	NATO Headquarters	NATO	Air Transportation		X	\$950.00
	Director, ECJ9	NATO	7/29/2015	7/26/2015-7/29/2015		Hotel		X	\$573.00
4	Timothy Manning	Hungary/Serbia Operations	9/22/2015	Hungary/Serbia Border	Hungary	Air Transportation		X	\$350.00
	Chief, ODC Hungary	Hungary MOD	9/22/2015	9/22/2015		no others			

5	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Philip Breedlove	U.S. & Romania Conference	3/31/2015	Bucharest, Romania	Romania	5 meals total		X	\$75.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging: 1 night at a Romanina military lodging facility		X	\$248.00
	CDRUSEUCOM/SACEUR	Romania	4/2/2015	3/31/2015-4/02/2015		local ground transportation		X	\$80.00
6	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Philip Breedlove	NATO Meeting in Turkey	5/12/2015	Ankara, Turkey	Turkey & NATO	Air Travel		X	\$450.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		7 meals total		X	\$105.00
	CDRUSEUCOM/SACEUR	Turkey	5/14/2015	5/12/2015-5/14/2015		local ground transportation		X	\$40.00
7	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Philip Breedlove	Meeting and Speech for Finnish Govt's Volunteer Military Association	8/4/2015	Helsinki, Finland	Finland	Lodging: 1 night at a Finnish Govt Facility		X	\$250.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		2 meals total		X	\$50.00
	CDRUSEUCOM/SACEUR	Finland	8/5/2015	8/4/2015-8/5/2015		no others			
8	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Philip Breedlove	Meet with U.S. and Israeli Officials	8/19/2015	Tel Aviv	Israel	Air Travel		X	\$750.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		5 meals total		X	\$100.00
	CDRUSEUCOM/SACEUR	Israel	8/21/2015	8/19/2015-8/21/2015		local ground transportation		X	\$40.00
9	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Philip Breedlove	Meet with Turkey Officials and Attend NATO CHOD Conference	9/11/2015	Incirlik & Istanbul, Turkey	Turkey	Approximately 4 hours total of local ground and boat transportation		X	\$80.00

TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		14 meals total		X	\$210.00
CDRUSEUCOM/SACEUR	NATO and Turkey	9/13/2015	9/11/2015-9/13/2015		no others			

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- 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 Sciences-- 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

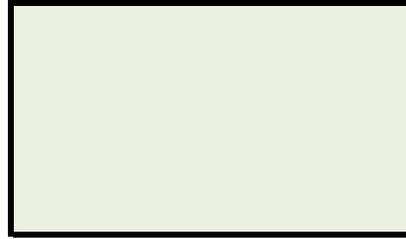
DOI

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.

OFFICE OF THE SECRETARY

DEPARTMENT OF DEFENSE

Agency Contact: OSD OGC SOCO OSD.SOCO@MAIL.MIL

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

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				
	David Helvey	Speaker, Seoul Defense Dialogue	9/9/2015	Seoul, Republic of Korea	Republic of Korea Ministry of National	Lodging		X	\$1,350
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation (R/T)		X	\$6,826
	DASD, Policy (E. Asia)	See Benefit Source	9/11/2015	09/07-12, 2015		Meals			\$290
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Adam Lovinger	Speaker, Transatlantic Conference of the Konrad Adenauer Foundation	5/24/2015	Cadennabbia, Italy	Government of Germany	Lodging (meals included)		X	\$600
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Transportation		X	\$2,800
	Foreign Affairs Specialist	See Benefit Source	5/28/2015	05/22-30, 2015		no others			
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Scott Willens	Co-Chair, Secure Zoo Strategy Meeting	6/2/2015	Raleigh, NC	Association of Zoos and Aquariums	Lodging		X	\$196
						Meals		X	\$142
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Transportation		X	\$389
	Dep Medical Director	See Benefit Source	6/3/2015	06/01-3, 2015		Misc.(fees)		X	\$33

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	
4	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE					
	Mark Martins	Speaker, Author's Workshop on New Dilemmas in Ethics, Technology and War	6/29/2015	Stanford, CA		American Academy of Arts and Sciences	Lodging		X	\$1,128
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Transportation		X	\$1,073	
	Chief Prosecutor, Military Commissions	See Benefit Source	7/1/2015	6/28-7/1/2015		no others				
5	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE					
	Charles Mentzer	Speaker, AUSA Military Family Forum	6/3/2015	Fort Riley, KS		Assoc. of the United States Army (AUSA)	Lodging		X	\$114
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Transportation		X	\$382	
	Assoc. Dir, Ofc of Fam Readiness Policy, Spouse Education and Career Opportunities	See Benefit Source	6/3/2015	6/2-3/2015		no others				
6	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE					
	Richard Mitre	MIT Seminar for Senior Congressional And Executive Branch Staff	4/8/2015	Cambridge, MA		MIT with support from the Frankel (MIT) Global Policy Fund	Lodging		X	\$705
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meals		X	\$242	
	Director for Analysis	See Benefit Source	4/10/2015	04/08-10/2015		Air Transportation		X	\$392	
					Local Transport		X	\$70		
					Misc. (MIT Study Bag)			\$10		
7	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE					
	Lee McMahon	Speaker, AUSA Military Family Readiness Forum	4/15/2015	Fort Bliss, TX		Association of the United States Army (AUSA)	Lodging			\$156
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Transportation			\$432	
	Program Analyst	See Benefit Source	4/15/2015	4/14-15/2015		no others				
8	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE					
	Christopher Maier	OSD Policy Rep, Seoul Defense Dialogue	9/8/2015	Seoul, Korea		Seoul Ministry of Defense	Lodging		X	\$974
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		no others				
	DASD, Sp Ops and Combating Terrorism.	See Benefit Source	9/12/2015	9/7-12/2015						

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					
9	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE									
	Oliver Fritz	Energy Security Strategic Awareness Course	4/15/2015	Oberammergau, Germany						NATO School at Oberammergau	Lodging		X	\$600
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)						Transportation		X	\$2,000	
	Deputy Director for Operational Energy	See Benefit Source			no others									
10	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE									
	Barbara Thompson	Professional Training for Child Development Program Personnel	6/16/2015	Columbus, OH						The Ohio State University	Lodging		X	\$169
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)						Transportation		X	\$204	
	Dir, Ofc of Family & Readiness Pol (MC&FP)	See Benefit Source	6/17/2015	6/16-17/2015	Meals		X	\$55						
11	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE									
	Todd Coker	MIT Seminar for Senior Congressional And Executive Branch Staff	4/8/2015	Cambridge, MA						Massachusettes Institute of Technolgh (MIT)	Lodging		X	\$705
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)						Transportation		X	\$456	
	Principal Dir for African Affairs	See Benefit Source	4/10/2015	04/08-12, 2015	Meal Misc.		X	\$242 \$10						
12	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE									
	Jonathan Woodson	Speaker, 25th Annual Scientific Assbly, Soc of Black Academic Surgeons	4/11/2015	Chapel Hill, NC						The Society of Black Academic Surgeions	Transportation		X	\$842
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)						Meals		X	\$80	
	ASD, Health Affairs	See Benefit Source	4/11/2015	4/11/2015	Misc.		X	\$35						
13	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE									
	Jonathan Woodson	Speaker, Hartford Concensus III Meeting	4/13/2015	Hartford, CT						The American College of Surgeons	Lodging		X	375
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)						Meals		X	\$70	
	ASD, Health Affairs	See Benefit Source	4/14/2015	04/13-14/2015	Transportation		X	\$1,182						
					Misc		X	\$35						

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	
14	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE					
	Christopher Mayer	Speaker, 2015 East-West Defense and Security Cooperation Conference	4/28/2015	Sofia, Bulgaria		Haldane Systems, LTD, United Kingdom	Lodging		X	\$276
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)			Transportation		X	\$1,009
	Director, Contingency Contractor Standards and Compliance	See Benefit Source	4/30/2015	04/25-05/01/2015		Meals		X	\$57	
15	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE					
	Joshua Marcuse	Darden Innovation Catalyst Program/Educational Crs	4/20/2015	Charlottesville, VA		Darden School of Business, Uinv. Of VA	Tuition		X	\$7,750
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)			no others			
	Senior Advisor	See Benefit Source	4/24/2015	04/20-24, 2015						
16	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE					
	Matthew McCormack	Conference of National Committees fo International Humanitarian Law of the Americas	9/9/2015	Bogota, Columbia		International Committee of the Red Cross (ICRC)	Lodging		X	\$290
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)			Transportation		X	\$443
	Assoc. General Counsel	See Benefit Source	9/11/2015	9/9-16/2015		no others				
17	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE					
	Michael Jordan	Applying International Humanitarian Law Seminar	5/27/2015	Charlottesville, VA		International Committee of the Red Cross (ICRC) and The UVA Law School	Lodging		X	\$290
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)			Meals		X	\$135
	Assoc. General Counsel	ICRC	5/28/2015	05/26-28, 2015		no others				
18	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE					
	Steven Mapes	Evaluator, Capable Logistician, 2015	6/14/2015	Budapest, Hungary		NATO	Lodging		X	\$500
							Meals		X	\$425
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)			Transportation		X	\$1,500
	Deputy Dir, Current Operations, OEPP	See Benefit Source	6/17/2015	06/13-18/2015		Miscellaneous		X	\$48	

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
19	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Nichelle Murphy	Professional Training for Child Development Program Personnel	6/16/2015	Columbus, OH	The Ohio State University	Lodging			\$338
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Transportation			\$214
	Dir, Family Readiness Policy (MC&FP)	See Benefit Source	6/18/2015	6/16-18/2015		Meal			\$180
20	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	James Cully	US-Japan Leadership Program Annual Conference	7/19/2015	Tokyo, Japan	U S-Japan Leadership Foundation	Lodging		X	\$1,468
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Transportation		X	\$1,822
	Dir, Office of Leadership & Org'l Development	See Benefit Source	7/25/2015	07/17-26, 2015		Meal Misc.		X	\$766 \$202
21	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Jonathan Reiber	Center for Long-term Cybersecurity Conference	5/27/2015	Tomales Bay, CA	University of California at Berkeley	Lodging		X	\$300
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Transportation		X	\$717
	Chief Strategy Officer	See Benefit Source	5/29/2015	05/26-30/2015		Meals		X	\$100
22	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Joseph Lontos	205th Anniversary Celebration of Mexican Independence, El Grito	9/10/2015	Mexico City, Mexico	Government of Mexico	Transportation		X	\$560
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		no others			
	Dir, Mexican Affairs ISA/WHA	See Benefit Source	9/16/2015	9/10-16/2015					
23	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Mara Karlin	Speaker, International Risk Assessment and Horizon Scanning Symposium	7/7/2015	Singapore	Prime Minister's Office, Government of Singapore	Lodging		X	\$1,280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Transportation		X	\$8,000
	DASD, Strategy and Force Development	See Benefit Source	7/8/2015	07/6-9/2015		no others			

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	
24	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE					
	Audrey Schaffer	Space Security Working Group Meeting	4/30/2015	Montreal, Canada		Space Security Index	Lodging		X	\$600
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Transportation		X	\$900	
	Analyst	See Benefit Source	5/2/2015	04/30-05/2/2015		Meals (est. using per diem rate)		X	\$115	
25	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE					
	Kristin Thomasgard-Spence	Strategies in Land Conservation Course	4/21/2015	New Haven, CT		Yale University	Lodging		X	\$179
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Transportation		X	\$130	
	Prog Dir, Readiness & Environmental Protect. Integration (REPI)	See Benefit Source	4/21/2015	04/21-22/2015		Meals		X	\$40	
26	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE					
	David Asiello	Sustainable Purchasing Leadership Council (SPLC) Summit	5/27/2015	Seattle, WA		SPLC	Lodging		X	\$472
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Transportation		X	\$887	
	Program Director	See Benefit Source	5/29/2015	05/26-28, 2015		no others				
27	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE					
	Eddy Mentzer	Speaker, Military Family Forum	6/3/2015	Fort Riley, KS		Association of the United States Army (AUSA)	Lodging			\$114
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Transportation			\$382	
	Assoc. Dir., Spouse Education and Career Opportunites	See Benefit Source	6/3/2015	06/2-3/2015		no others			NA	
28	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE					
	Michael Schultz	Speaker, 1st Annual Invitational Shark Tournament	6/19/2015	Bay Shore, NY		Hope for Warriors and Helmets to Hardhats	Lodging		X	\$318
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Transportation		X	\$268	
	Senior Enl Advisor ASD (M&RA)	See Benefit Source	6/19/2015	06/18-20/2015		no others				

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	
29	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE					
	Katharina McFarland	DoD Rep, 2015 International Defense Industry Fair (IDEF)	5/5/2015	Istanbul, Turkey		Government of Turkey	Lodging		X	\$1,196
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)			no others			
	ASD. Acquisition	See Benefit Source	5/7/2015	05/3-7/2015						
30	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE					
	Arthur Pasagian	2015 International Defense Industry Fair (IDEF)	5/5/2015	Istanbul, Turkey		Government of Turkey	Lodging (\$ 299 X 4 nights)		X	\$1,996
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)			no others			
	ASDA, MA	See Benefit Source	5/7/2015	05/3-7/2015						
31	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE					
	Matthew Spence	Development and the Rule of the Law Seminar Series	4/22/2015	Palo Alto and San Francisco, CA		Council on Foreign Relations, Stanford Univ.	Lodging		X	\$600
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)			Transportation		X	\$600
	DASD, Middle East Policy, ISA	See Benefit Source	4/23/2015	4/20-23/2015		Meals.		X	\$110	
32	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE					
	Matthew Spence	Guest Speaker, Stanford Univ. Global Conference	4/28/2015	Los Angeles, CA		Stanford University and The Milken Insitute	Lodging		X	\$668
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)			Transportation		X	\$531
	DASD, Middle East Policy, ISA	See Benefit Source	4/28/2015	4/26-29/2015		Meals (est.)		X	\$150	
33	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE					
	Matthew Spence	Guest Spkr, CNA Corp & Near East & Gulf Mil. Affrs	5/6/2015	Istanbul, Turkey		CNA Corporation	Lodging		X	\$561
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)			Transportation		X	\$2,157
	DASD, Middle East Policy, ISA	See Benefit Source	5/6/2015	5/4-7/2015		no others				

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
34	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Karen Morgan	Prof. Training for Child Dev. Program Personnel	6/16/2015	Columbus, OH	The Ohio State University	Lodging		X	\$338
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Transportation		X	\$214
	Sr. Prog. Analyst, Ofc of Family Readiness Policy	See Benefit Source	6/18/2015	6/16-18/2015		Meals		X	180
35	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Carolyn Stevens	Professional Trng for Child Devel Program Personnel	6/16/2015	Columbus, OH	The Ohio State University	Lodging		X	\$169
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Transportation		X	\$204
	Prog. Analyst, Ofc of Family Readiness Policy	See Benefit Source	6/17/2015	6/16-17/2015		Meals		X	\$55
36	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Karen Morgan	Boys & Girls Clubs of America Mil. Learning Inst.	8/24/2015	Orlando, FL	National Boys & Girls Clubs of America	Lodging Meals		X X	520 100
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation		X	\$517
	Sr. Program Analyst, Office of Family Readiness Policy (MC&FP)	See Benefit Source	8/28/2015	8/24-28/2015		Airport Parking Airport Shuttle Baggage Fee		X X X	\$75 \$32 \$50
37	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Barbara Thompson	Speaker, Boys & Girls Clubs of America Mil. Learning Institute	8/24/2015	Orlando, FL	National Boys & Girls Clubs of America	Lodging Meals		X X	260 \$100
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Transportation		X	\$604
	Dir, Ofc of Family & Readiness Pol (MC&FP)	See Benefit Source	8/28/2015	8/26-28/2015		Misc. (Shuttle/Taxi to/from Airports)		X	\$118
38	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	David Helvey	Conf. Speaker/Panelist, 7th Round of China-US-ROK Strategic Dialogue	7/30/2015	Beijing, China	Renmin University School of International Studies and the Korea-China	Lodging		X	\$516

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 DASD, Policy (E. Asia)	EVENT SPONSOR Korea China Thinknet	ENDING DATE [MM/DD/YYYY] 7/30/2015	TRAVEL DATE(S) 7/27-31. 2015		Meals no others		X X	\$162 \$162

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
39	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Aspen Institute	Lodging		X	\$825
	Evelyn Farkas	Speaker, Aspen Security Forum	7/23/2015	Aspen, CO		Meals		X	\$525
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Forum Pass		X	\$1,700
DASD, Russia/Ukraine/Eurasia	See Benefit Source	7/25/2015	7/23-26, 2015						
40	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Electric Utility Industry Sustainable Supply Chain Alliance	Lodging	X	X	\$480
	David Asiello	Sustainable Sourcing Event	9/30/2015	New Orleans, LA		Transportation	X	X	\$350
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meal	X	X	\$550
Program Manager	See Benefit Source	10/1/2015	9/30-10/2, 2015						
41	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE International Institute of Humanitarian Law	Lodging		X	\$499
	Christopher Mayer	Instructor, Int'l Institute of Humanitarian Law Rules of Engagement Workshop	9/7/2015	Sanremo, Italy		Transportation		X	\$1,526
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meal		X	\$28
Dir, Armed Cntgncy Ctr Policy & Programs	See Benefit Source	9/11/2015	09/04-09/12/2015						
42	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE TEDx Memphis	Transportation		X	\$560
	Jon Jackson	Speaker, Tedx Conference	8/29/2015	Memphis, TN		Conf. Ticket Incl		X	\$75
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		no others			
Defense Counsel	See Benefit Source	8/29/2015	08/25-30/2015						

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".
- 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

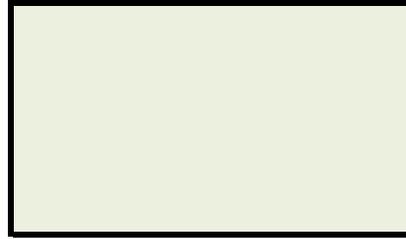
DOI

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.

**DEPARTMENT OF DEFENSE
NORAD and USNORTHCOM**

Agency Contact: Michael P. Frederick michael.p.frederick2.civ@mail.mil

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 SEDENA, Mexico Gov't				
	Gortney William & Sherry	El Grito Celebration	9/14/2015	Mexico City, MX		Meals		X	\$440
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Hotel		X	\$477
	Commander	Mexican Government	17-Sep-15	9/14/2015 - 09/17/2015		no others			
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE SEDENA, Mexico Gov't				
	Rick Snyder	El Grito Celebration	9/14/2015	Mexico City, MX		Meals		X	\$130
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Hotel		X	\$477
	Director, N-NC Operations	Mexican Government	9/17/2015	09/14/2015 - 09/17/2015		no others			
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE SEDENA, Mexico Gov't				
	Andrew MacLean	El Grito Celebration	9/14/2015	Mexico City, MX		Meals		X	\$80
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Hotel		X	\$477

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
	N-NC Plans Officer	Mexican Government	9/17/2015	09/14/2015 - 09/17/2015		no others			

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
4	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Thomas Richards	El Grito Celebration	9/14/2015	Mexico City, MX	SEDENA, Mexico Gov't	Meals		X	\$220
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Hotel		X	\$477
	Aide	Mexican Government	9/17/2015	09/14/2015 - 09/17/2015		no others			
5	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	William Nall	State Board of Education Meeting	6/3/2015	Fairbanks AK	State of Alaska	Meals		X	\$194
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Hotel		X	\$250
	Advisor to Alaksa	Alaska Department of Early Education & Development	6/4/2015	06/02/2015 - 06/05/2015		Transportation		X	\$194
6	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	William Nall	Alaska Department of Early Education & Development	9/16/2015	Sitka AK	State of Alaska	Meals		X	\$270
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Hotel		X	\$478
	Advisor to Alaksa	Alaska	9/18/2015	09/15/2015 - 09/18/2015		Transportation		X	\$467

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".
- 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

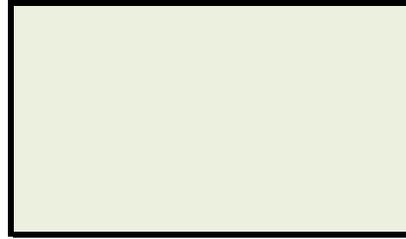
DOI

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.

DEPARTMENT OF DEFENSE

Office of the Chief, Joint Chief of Staff

Agency Contact: Michelle Quitugua michelle.a.quitugua.mil@mail.mil

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	Croatian Defense Academy				
	Elizabeth Lape	Defense Educator's Enhancement Program (DEEP)	7/13/2015	Croatian Defense Academy, Zagreb, Croatia		Lodging		X	\$1,104.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Transportation		X	\$40
	Deputy, Individual Training & Learning	Croatian Defense Academy	7/16/2015	11-17 July 2015	Meals		X	\$240	
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	University of Wisconsin-Madison				
	Jerry West	Distance Teaching and Learning Conference	8/11/2015	Madison, Wisconsin		Lodging		X	\$285
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation		X	\$477.39
	Education Advisor	University of Wisconsin-Madison	8/13/2015	10-13 August 2015	Attendance Fee Waiver		X	\$495.00	
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	Mexican Department of the Navy				
	Martha Herb	Mexico's National Independence Day	9/10/2015	Mexico City, Mexico		Lodging		X	\$505
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)	Transportation		X	\$120	

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
	Director, Inter-American Defense College	Mexican Department of the Navy	9/17/2015	12-17 September 2015		Meals		X	\$475
4	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Teleplan Globe	Lodging		X	\$600
	Marsha Mullins	FACNAV User Group Workshop	6/9/2015	Oslo, Norway		Air Transportation		X	\$4,038
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		no others			
	Systems Engineer	Teleplan Globe	6/11/2015	7-12 June 2015					
5	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE GE	Lodging/Meals		X	900
	Margaret Burcham	GE Women's Network Conference	5/11/2015	Crotonville, NY		Transportation		X	200
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		no others			
	Director, J-1	GE	5/13/2015	11-13 May 2015					
6	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Mexican Secretariat of National Defense & Mexican Secretariat of the Navy	Lodging		X	\$1,276
	BG & Mrs. Whitlock	El Grito - Anniversary of the Independence of Mexico	9/13/2015	Mexico City, Mexico		Meals		X	\$250
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Ground Transportation		X	\$475
	DD-WHEM, J-5	Mexican Secretariat of National Defense & Mexican Secretariat of the Navy	9/17/2015	13-17 Sep 2015					
7	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE International Committee of the Red Cross	Lodging		X	\$543
	Michael Adams	Transatlantic Workshop on International Law and Armed Conflict	7/14/2015	Oxford, England		Air Transportation		X	\$1,157
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		no others			
	Deputy Legal Counsel	International Committee of the Red Cross	7/16/2015	13-17 July 2015					
	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
8	Michelle Artolachipe	El Grito - Anniversary of the Independence of Mexico	9/13/2015	Mexico City, Mexico	Mexican Secretariat of National Defense & Mexican Secretariat of the Navy	Lodging		X	\$1,276
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meals		X	\$125
	Deputy Division Chief J-5	Mexican Secretariat of National Defense & Mexican Secretariat of the	9/17/2015	13-17 Sep 2015		Ground Transportation		X	\$475

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
9	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Brian Weigelt	Men's Chapel Retreat	5/14/2015	Salem, Oregon	Oasis Community Church	Lodging		X	\$400
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Transportation		X	\$502
	Deputy Joint Staff Chaplain	Oasis Community Church	5/17/2015	13-18 May 2015		Meals		X	\$150
10	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Michael Adams	Maritime & Territorial Disputes in the East and South China Seas Seminar	4/1/2015	Cambridge, MA	Harvard Law School	Lodging		X	\$900
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Transportation		X	\$800
	Deputy Legal Counsel, Joint Staff	Harvard Law School	4/22/2015	4/1, 8, 15 & 22/2015		Miscellaneous		X	\$20
11	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Joseph Sheldon	Chaplain's Training Symposium	5/4/2015	Hendersonville, NC	The Episcopal Church - Bishop of the Armed Forces	Lodging		X	\$369.40
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meals		X	\$138.60
	Deputy Joint Staff Chaplain	The Episcopal Church - Bishop of the Armed Forces	5/8/2015	4-8 May 2015		no others			
12	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Christopher Forsythe	2015 AZ Statewide Symposium in Support of Service Members, Veterans, & their Families	4/22/2015	Phoenix, AZ	AZ Coalition for Military Families	Misc (Symposium Programming incl Meals)		X	\$225
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		no others			
	Director-South, Chairman's Office of Reintegration	AZ Coalition for Military Families	4/23/2015	21-24 April 2015					

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
13	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Kelly Martin	Baccalaureate Graduation Ceremony	5/7/2015	Charleston, South Carolina	The Citadel	Lodging		X	\$350
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Transportation	X		\$100
	Deputy Director, Chairman's Action Group	The Citadel	5/7/2015	6-8 May 2015		no others			
14	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Thomas Leary	8th Annual "Applying International Humanitarian Law" Seminar	5/27/2015	Charlottesville, VA	International Committee of the Red Cross; UVA's Human Rights Program; U.S. Army JAG Legal Center & School	Lodging		X	\$314
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meals		X	\$131
	Deputy Legal Counsel	International Committee of the Red Cross; UVA's Human Rights Program; U.S. Army JAG Legal Center & School	5/28/2015	26-28 May 2015		no others			
15	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Daniel Campos	C-ISIL Chiefs of Defense Conference	6/7/2015	Doha, Qatar	Qatar Minister of Defense	Lodging		X	\$454
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Transportation		X	\$100
	Qatar/Kuwait Action Officer; Joint Staff	Qatar Minister of Defense	6/8/2015	6-9 June 2015		Meals		X	\$228
16	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Gregg Olson	C-ISIL Chiefs of Defense Conference	6/7/2015	Doha, Qatar	Qatar Minister of Defense	Lodging		X	\$454
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Transportation		X	\$100
	DDME, Joint Staff	Qatar Minister of Defense	6/8/2015	6-9 June 2015		Meals		X	\$228

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
17	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	END OF REPORT		ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					

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

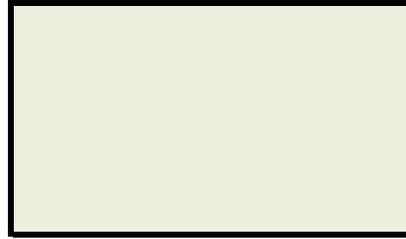
DOI

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

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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
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

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DOC

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DOED

DOE

HHS

DHS

HUD

DOJ

DOL

STATE

DAF

ARMY

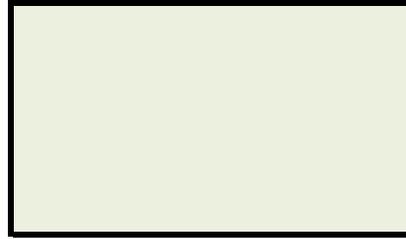
DOI

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

