

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

Form Approval No.: 0416-GSA-SA

PAGE 1 OF PAGES 1

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

US EMBASSY, MISSION SOUTH AFRICA

TRAVELER (Name/Title) **EVENT** **LOCATION AND TRAVEL DATES** **SOURCE** **BENEFITS ACCEPTED**

TRAVELER (Name/Title)	EVENT	LOCATION AND TRAVEL DATES	SOURCE	BENEFITS ACCEPTED			AMOUNT
				DESCRIPTION	CHECK	IN-KIND	
John Smith Secretary	Conference on Asia-Pacific Relations sponsored by Asia-Pacific Forum.	San Francisco, CA 8/11 - 13/93	Asia-Pacific Forum Pacific Rim Assoc.	Hotel Air Transportation Meals	X	X	\$280 825 120
Joyce Smith Spouse of Secretary	Conference on Asia-Pacific Relations sponsored by Asia-Pacific Forum.	San Francisco, CA 8/11 - 13/93	Asia-Pacific Forum Pacific Rim Assoc.	Air Transportation Meals	X	X	\$825 120

NAME	DESCRIPTION	LOCATION	DATES	SPONSOR	DATES

NAME	DESCRIPTION	LOCATION	DATES	SPONSOR	DATES

NAME	DESCRIPTION	LOCATION	DATES	SPONSOR	DATES

NAME	DESCRIPTION	LOCATION	DATES	SPONSOR	DATES

Svetlana; McGowen, Katherine M; Orth, Kristin M; Scriber, Angela; Ripley, Aekyung B; Siletzky, Elizabeth S; Mansfield, Pamela J; Stites, Yujen A; Taliaferro, Fonda C; Wray-Brewer, Sonja E; Beauford, Elaine P; Campbell, Crystal V; Clair, Bernard; Ginary, Hamzaali Y; Hermanson, Arthur J; LaJuett, Brian; Martinez, Sylvie L; Mitchell, Parish; Moore, Njeri G; Morrill, Charles H; Smith, Terri L; Mitchell, Guy R.

**Subject:** NON-FEDERAL FUNDING OF OFFICIAL TRAVEL (31 U.S.C. 1353) REPORT

**UNCLASSIFIED**



**Info Office:** PMO\_C, BUDG, HR, E\_DIR, PRIN, MSD, SYS

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**MRN:** 11 STATE 24139  
**Date/DTG:** Mar 16, 2011 / 162141Z MAR 11  
**From:** SECSTATE WASHDC  
**Action:** PORT AU PRINCE, AMEMBASSY *ROUTINE*; ALL DIPLOMATIC AND CONSULAR POSTS COLLECTIVE *ROUTINE*  
**E.O.:** 13526  
**TAGS:** APER, AMGT  
**Subject:** NON-FEDERAL FUNDING OF OFFICIAL TRAVEL (31 U.S.C. 1353) REPORT

UNCLAS STATE 024139

E.O. 13526: N/A  
TAGS: APER, AMGT  
SUBJECT: NON-FEDERAL FUNDING OF OFFICIAL TRAVEL (31 U.S.C. 1353) REPORT

This cable contains an action request in paragraph 2.

1. L/ETHICS/FD must compile the State Department's semiannual report for gifts of travel and travel related expenses ("payments") accepted by the Department from non-federal sources pursuant to 31 U.S.C. 1353.
2. Posts Management Officers are required to collect data for all payments accepted at your post and all constituent posts under 31 U.S.C. 1353 during the period October 1, 2010 through March 31, 2011. Use Standard Form 326 (SF-326) to forward the data to L/Ethics/FD, in a single submission no later than April 30, 2011. We recommend that you use the Department's e-forms or the Ethics program website (<http://l.s.state.sbu/sites/emp/Pages/Gifts-NonFederalFundingofOfficialTravel.aspx>) to access a blank SF-326. Include all information specified on the form for each

meeting or similar function where payment in excess of \$250 was accepted for a Department employee. It is important that you indicate which post and constituent post is submitting a report on the form. Please use the section entitled "Reporting Department or Agency" to identify the post and constituent post that is forwarding the report. Even if no travel was accepted, a negative report should still be submitted to L/ETHICS/FD by April 30, 2011.

3. To forward the completed SF-326 to L/ETHICS/FD, please use the e-mail function on e-forms to send the form to mailbox "L-ETHICS-FD-1353" or e-mail address INVTRAVEL@state.gov. If you encounter technical difficulties when trying to forward your report to either of these addresses, please direct the report to mailbox "L-ETHICS-FD-Financial Staff."

4. The Ethics website includes a useful summary of section 1353. In particular, the summary emphasizes that section 1353 may be used only to accept payment for attendance at a "meeting or similar function." Other statutory authorities may be available to accept payments for other official travel, but information concerning the acceptance of payments under those authorities must not be included in your submission for the section 1353 report.

5. For help, you may direct any questions to the Ethics Staff in the Financial Disclosure Division, Ethics Office (L/ETHICS/FD) by phone at 202-663-3770 or by e-mail to L-ETHICS-FD Financial Staff. Please do NOT send an e-mail with questions to "Legal-All Employees."

6. Below are some questions and answers that should be helpful in answering some of the more commonly asked questions. In addition, we have also included several examples.

#### Questions and Answers Relating to Travel under 31 U.S.C. 1353

Q: What does a "meeting or similar function" mean for the purposes of accepting invitational travel expenses?

A: A "meeting or similar function" means a conference, seminar, speaking engagement, symposium training course or similar event that takes place away from the employee's official duty station. It does not include, for example, a meeting or other event requested to carry out an agency's statutory or regulatory function; such as an inspection by Directorate of Defense Trade Controls employees; a treaty negotiation; an investigation or audit; site visit; or over flights of territory.

Q. If a gift of travel expenses was accepted by post or a department bureau for travel that was not a "meeting or similar function," should it be reported?

A: As we've advised, it would not be reported as a gift under 31 U.S.C. 1353. It may still be considered a gift to the Department of State, but would not be reportable under section 1353. Under 2 FAM 964 (a) (2), gifts of travel expenses for other than a "meeting or similar functions" would be reported to RM/CFO (Attn: Gift Funds Coordinator).

Q: If the overall costs of the travel expenses paid by the donor, e.g., airfare, meals, lodging, are less than \$250 total do we have to report the trip?

A: Only payments received or travel expenses paid that exceed \$250 per event must be reported. Travel expenses paid by non-federal sources less than \$250 must still be approved by designated officials, but do not have to be reported.

Q: If I receive travel expenses as a Foreign Affairs Officer or as a Diplomatic Security Agent by a Foreign Government to accompany a Foreign Government Dignitary, must the travel expenses be reported?

A: No. This is not a meeting or similar function. Reports under 31 U.S.C. 1353 cover conferences, seminars, speaking engagements, symposiums, training courses, or similar events; however, it would still be considered invitational travel as a gift to the Department of State and subject to approval in accordance with 2 FAM 962.1-8 and reported under 2 FAM 964 (a)(2).

Q: If my spouse is offered free transportation from the same source, do I report his/her travel expenses?

A: Travel expenses for spouses will be reported only when the spouse is traveling on official travel orders because the travel is in the interest of and authorized in advance by the Department of State. Spousal travel may be determined to be in the interest of the Department of State if the spouse will:

- (a) Support the mission of the Department of State or substantively assist the employee in carrying out the employee's official duties;
- (b) Attend a ceremony where the employee is receiving an award or honorary degree; or,
- (c) Participate in substantial programs related to the Department's programs or operations.

Q: Do we include gifts of travel expenses from U.S. Government agencies such as the Department of Defense, the Commerce Department, or the U.S. Military Academy at West Point?

A: No. These are not non-federal entities and are not reported as gifts. Post or the bureau would receive a fund cite from the federal agency and use it to fund the travel or ask the other federal agency to prepare the travel orders for

the State Department employee.

Q: When do we report travel expenses paid by a foreign government as a gift from a non-federal source under 31 U.S.C. section 1353 rather than as a gift of travel expenses under 5 U.S.C. section 7342 (Travel Expenses from a Foreign Government) and the Department's implementing guidance contained in 22 C.F.R. section 3.4(d)?

A: If the travel expenses are from a foreign government, including elements of the foreign government such as local representatives or public universities, and the purpose of the travel is a meeting or similar function, then the travel expenses would be reportable under 31 U.S.C. 1353. If the travel is from a foreign government, including those discussed examples above, and is not for a meeting or similar function but the employee is traveling on official orders, then the travel can be accepted as a gift to the Department under section 25 of the Basic Authorities Act and approved under 2 FAM 962.1-8. If the employee is travelling on official orders, the travel offered by a foreign government would not be reported under the Foreign Gifts and Decorations Act. However, if an employee is not attending a meeting or similar function and is not traveling on official orders, then the travel expenses can only be approved under the Foreign Gifts and Decoration Act (31 U.S.C. 7342) and its implementing Department of State regulations (22 C.F.R. 3.4 (d)).

#### EXAMPLES:

EXAMPLE 1: A non-governmental organization offers to pay an employee's travel expenses to a 3-day conference on dispute resolution in Africa. The travel will take place away from the employee's official station and will be undertaken as part of the employee's official duties. Since the conference is a "meeting or similar function," as defined in 41 CFR section 304-2.1, the Department may accept "travel, subsistence, and related expenses" from the organization under 31 U.S.C. 1353, if the travel will represent a priority use of the employee's official time and the organization is not disqualified on conflict of interest grounds. The bureau or post must report acceptance of any payment under section 1353 to L/ETHICS/FD.

EXAMPLE 2: An employee must attend a meeting of foreign officials to discuss how to negotiate a cease fire agreement in response to the outbreak of civil war in an African nation. The Government of South Africa offers to pay the air fare of the Department employee. Although the conference in the previous example was a "meeting or similar function" as defined in 41 CFR 304-2.1, the meeting in this example is not a "meeting or similar function" because attendance at the meeting is not merely in furtherance of the Department's program, but is required to carry out a statutory or regulatory function that is essential to the State Department's mission (such as investigations, inspections,

audits, site visits, negotiations, or litigation). The bureau or post may consider whether the offered payment may be accepted under an authority other than 31 U.S.C. 1353. For example, the Department of State can accept gifts of travel expenses from foreign governments for employees traveling on official orders under the authority of section 25 of the Department's Basic Authorities Act, as implemented in 2 FAM 962.1-8.

EXAMPLE 3: A research institution offers to pay an employee's travel expenses to deliver a speech at the institution's headquarters. The Department considers an official speaking engagement to be a "meeting or similar function" as defined in 41 CFR 304-2.1. The Department may accept "travel, subsistence, and related expenses" from the institution under 31 U.S.C. 1353 if the travel will represent a priority use of the employee's official time and the institution is not disqualified on conflict of interest grounds. The bureau or post must report acceptance of any payment under section 1353 to L/EMP/FD. (Different ethics considerations apply if an employee will deliver a speech in his or her personal capacity).

EXAMPLE 4: An oil company offers to provide transportation on its aircraft to permit an employee to observe drilling operations and to visit an off shore oil rig. The employee will not be attending a conference, seminar, speaking engagement, symposium, training course, or similar event, so the employee will not be attending a "meeting or similar function" as defined in 41 CFR section 304-2.1. The travel would not be reported under 31 U.S.C. 1353. The bureau or post may consider whether the offered payment may be accepted under an authority other than 31 U.S.C. 1353. (If the traveler is a full-time Presidential appointee confirmed by the Senate, prior approval of the use of the corporate aircraft by the employee must be obtained in accordance with 2 FAM 962.1-8(f)).

EXAMPLE 5: An influential local businessman offers to pay the Deputy Chief of Mission's (DCM) travel expenses so that the DCM may accompany him on a tour of archeological sites in a distant corner of the country. The bureau or post should not issue official travel orders (or accept the offered travel expenses under 31 U.S.C. 1353) if participation in the tour does not serve an official purpose. (It is unlikely that the DCM could accept the offer of travel expenses in his or her personal capacity consistent with the gifts rules in Subpart B of 5 C.F.R. Part 2635.)

EXAMPLE 6: The Ambassador is traveling on official orders from the capital city of his/her country of assignment to a city located 500 miles away for the purpose of attending a two day conference. The Minister of the Interior and his wife also are attending the conference at the distant city. The Minister asked the Ambassador and the Ambassador's spouse to travel on the government aircraft to the distant city. The

travel of the Ambassador would be reportable under 31 U.S.C. 1353 using a valuation of what the commercial airfare would be. Whether the travel of the Ambassador's spouse would be reportable depends on whether the spouse is traveling on invitational orders from the Department of State. If so, then the spouse's travel, using a commercial airfare rate, also would be reportable under 31 U.S.C. 1353. If the spouse is not traveling on official orders, then the Administrative Officer at post could approve the acceptance of the gift of travel expenses from the foreign government under the authority of the Foreign Gifts and Decorations Act and 2 FAM 962.1-8(e)(2).

7. Minimize considered.  
CLINTON

**Signature:** CLINTON

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**Drafted By:** L/ETHICS/FD:TTHOMAS -- 03/16/2011 202-663-3770  
**Cleared By:** AF/EX:LANDRE EAP/EX: KSTANTON EUR-IO/EX:SPARMENTIER S/ES-O: BJFARRIER WHA/EX:SHECKMAN NEA-SCAX: ATEPLITZ  
**Approved By:** L/ETHICS/FD:STAYLOR  
**Info:**  
**XMT:** AMEMBASSY TRIPOLI  
**Attachments:** metadata.dat

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**Action Post:**  
**Dissemination Rule:** DIS\_PMO\_C, DIS\_BUDG, DIS\_HR, DIS\_E\_DIR, DIS\_MSD, DIS\_SYS

**UNCLASSIFIED**

**From:** Rehme, Ann E  
**To:** Lavelle, John D; Easley, Christopher D; Kowalski, John M; Jordaan, Glynnis J; Font, M. Reyna  
**CC:** Gonzales, Rebecca E  
**Subject:** RE: FW: NON-FEDERAL FUNDING OF OFFICIAL TRAVEL (31 U.S.C. 1353) REPORT  
**Sent:** 3/17/2011 2:41:21 PM  
None to report for AMB.

This email is UNCLASSIFIED.

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**From:** Lavelle, John D  
**Sent:** Thursday, March 17, 2011 2:40 PM  
**To:** Easley, Christopher D; Kowalski, John M; Jordaan, Glynnis J; Rehme, Ann E; Font, M. Reyna  
**Cc:** Gonzales, Rebecca E  
**Subject:** FW: FW: NON-FEDERAL FUNDING OF OFFICIAL TRAVEL (31 U.S.C. 1353) REPORT

Were there any during the period October 1, 2010 through March 31, 2011?

This email is UNCLASSIFIED.

---

**From:** Hermanson, Arthur J  
**Sent:** Thursday, March 17, 2011 2:34 PM  
**To:** Anderson, Craig A; Cheatham, Susan C; Curtis, Don D (Harare); Esteves, Deborah A; Gonzales, Rebecca E; Kalbfleisch, Jason D; Karber, J Chris; Lavelle, John D; Macy, Marguerite C; Mattke, Marilyn R; Oshinaike, Marcia R (Cape Town); Steuer, William (Johannesburg); Toy, Steven; Warren, Michael  
**Subject:** FW: NON-FEDERAL FUNDING OF OFFICIAL TRAVEL (31 U.S.C. 1353) REPORT

Please note that if there were no gifts of travel or travel related expenses, a negative report should still be submitted.

*Art Hermanson*  
**Post Management Officer AF/S**  
**(202) 647-1711**

This email is UNCLASSIFIED.

---

**From:** SMART Core  
**Sent:** Thursday, March 17, 2011 02:30:19  
**To:**

**From:** Font, M. Reyna  
**To:** Lavelle, John D; Easley, Christopher D; Kowalski, John M; Jordaan, Glynnis J; Rehme, Ann E  
**CC:** Gonzales, Rebecca E  
**Subject:** RE: FW: NON-FEDERAL FUNDING OF OFFICIAL TRAVEL (31 U.S.C. 1353) REPORT  
**Sent:** 3/17/2011 2:40:37 PM  
None for DCM.

M. Reyna Font  
012-431-4850

 Please consider the environment before printing this e-mail !

This email is UNCLASSIFIED.

---

**From:** Lavelle, John D  
**Sent:** Thursday, March 17, 2011 2:40 PM  
**To:** Easley, Christopher D; Kowalski, John M; Jordaan, Glynnis J; Rehme, Ann E; Font, M. Reyna  
**Cc:** Gonzales, Rebecca E  
**Subject:** FW: FW: NON-FEDERAL FUNDING OF OFFICIAL TRAVEL (31 U.S.C. 1353) REPORT

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*Art Hermanson*  
**Post Management Officer AF/S**  
**(202) 647-1711**

This email is UNCLASSIFIED.

**From:** Jordaan, Glynnis J  
**To:** Kowalski, John M  
**CC:** Easley, Christopher D; Khitsane, Lesa L  
**Subject:** RE: FW: NON-FEDERAL FUNDING OF OFFICIAL TRAVEL (31 U.S.C. 1353)  
REPORT  
**Sent:** 3/18/2011 9:15:15 AM  
Will do

***Glynnis Jordaan***

GSO Travel Supervisor  
Embassy of the United States of America  
Pretoria, South Africa  
Tel: +27 12 431 4214  
Fax: +27 12 431 4657  
Email: jordaangj@state.gov

*'Find something good in every experience'...*

This email is UNCLASSIFIED.

---

**From:** Kowalski, John M  
**Sent:** Friday, March 18, 2011 9:10 AM  
**To:** Jordaan, Glynnis J  
**Cc:** Easley, Christopher D; Khitsane, Lesa L  
**Subject:** RE: FW: NON-FEDERAL FUNDING OF OFFICIAL TRAVEL (31 U.S.C. 1353) REPORT

Why not? I believe you have all of the answers.

Thanks,

John

John M. Kowalski  
Supervisory General Services Officer  
US Embassy Pretoria  
South Africa

This email is UNCLASSIFIED.

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**From:** Jordaan, Glynnis J  
**Sent:** Friday, March 18, 2011 9:01 AM  
**To:** Kowalski, John M  
**Cc:** Easley, Christopher D; Khitsane, Lesa L  
**Subject:** RE: FW: NON-FEDERAL FUNDING OF OFFICIAL TRAVEL (31 U.S.C. 1353) REPORT

Shall we do it now already?

This email is UNCLASSIFIED.

---

**From:** Kowalski, John M  
**Sent:** Friday, March 18, 2011 7:59 AM  
**To:** Jordaan, Glynnis J  
**Subject:** FW: FW: NON-FEDERAL FUNDING OF OFFICIAL TRAVEL (31 U.S.C. 1353) REPORT

Can you please pull together the comprehensive (negative) report for the entire US Mission to South Africa?

Thanks,

John

John M. Kowalski  
Supervisory General Services Officer  
US Embassy Pretoria  
South Africa

This email is UNCLASSIFIED.

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**From:** Oshinaike, Marcia R (Cape Town)  
**Sent:** Thursday, March 17, 2011 6:10 PM  
**To:** Lavelle, John D; Macy, Marguerite C; Steuer, William (Johannesburg)  
**Cc:** Easley, Christopher D; Kowalski, John M; Jordaan, Glynnis J  
**Subject:** RE: FW: NON-FEDERAL FUNDING OF OFFICIAL TRAVEL (31 U.S.C. 1353) REPORT

Yes, negative for CTN also.

*Marcia Oshinaike  
Management Officer  
US Consulate - Cape Town*

021-702-7499 (O)  
021-702-7429 (Fax)

This email is UNCLASSIFIED.

---

**From:** Lavelle, John D  
**Sent:** Thursday, March 17, 2011 5:25 PM  
**To:** Macy, Marguerite C; Steuer, William (Johannesburg)  
**Cc:** Oshinaike, Marcia R (Cape Town); Easley, Christopher D; Kowalski, John M; Jordaan, Glynnis J  
**Subject:** RE: FW: NON-FEDERAL FUNDING OF OFFICIAL TRAVEL (31 U.S.C. 1353) REPORT

Marcia, can we assume CTN is negative also?

This email is UNCLASSIFIED.

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**From:** Macy, Marguerite C  
**Sent:** Thursday, March 17, 2011 5:23 PM  
**To:** Lavelle, John D; Steuer, William (Johannesburg)  
**Cc:** Oshinaike, Marcia R (Cape Town); Easley, Christopher D; Kowalski, John M; Jordaan, Glynnis J  
**Subject:** RE: FW: NON-FEDERAL FUNDING OF OFFICIAL TRAVEL (31 U.S.C. 1353) REPORT

NEGATIVE.

This email is UNCLASSIFIED.

---

**From:** Lavelle, John D  
**Sent:** Thursday, March 17, 2011 3:31 PM  
**To:** Steuer, William (Johannesburg)  
**Cc:** Oshinaike, Marcia R (Cape Town); Macy, Marguerite C; Easley, Christopher D; Kowalski, John M; Jordaan, Glynnis J  
**Subject:** RE: FW: NON-FEDERAL FUNDING OF OFFICIAL TRAVEL (31 U.S.C. 1353) REPORT

So do we so far. DRB and CTN?

This email is UNCLASSIFIED.

---

**From:** Steuer, William (Johannesburg)  
**Sent:** Thursday, March 17, 2011 3:15 PM  
**To:** Lavelle, John D  
**Cc:** Oshinaike, Marcia R (Cape Town); Macy, Marguerite C; Easley, Christopher D; Kowalski, John M; Jordaan, Glynnis J  
**Subject:** RE: FW: NON-FEDERAL FUNDING OF OFFICIAL TRAVEL (31 U.S.C. 1353) REPORT

I think it was Glynnis.  
"at your post and all constituent posts...in a single submission no later than  
April 30, 2011.

Joburg has NEGATIVE reply.

This email is UNCLASSIFIED.

---

**From:** Lavelle, John D  
**Sent:** Thursday, March 17, 2011 3:12 PM  
**To:** Steuer, William (Johannesburg)  
**Cc:** Oshinaike, Marcia R (Cape Town); Macy, Marguerite C; Easley, Christopher D; Kowalski, John M; Jordaan, Glynnis J  
**Subject:** RE: FW: NON-FEDERAL FUNDING OF OFFICIAL TRAVEL (31 U.S.C. 1353) REPORT

How did we do it last year?

This email is UNCLASSIFIED.

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**From:** Steuer, William (Johannesburg)  
**Sent:** Thursday, March 17, 2011 2:38 PM  
**To:** Lavelle, John D  
**Cc:** Oshinaike, Marcia R (Cape Town); Macy, Marguerite C  
**Subject:** FW: FW: NON-FEDERAL FUNDING OF OFFICIAL TRAVEL (31 U.S.C. 1353) REPORT

John -  
Will Pretoria submit a group report?

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---

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**To:** Anderson, Craig A; Cheatham, Susan C; Curtis, Don D (Harare); Esteves, Deborah A; Gonzales, Rebecca E; Kalbfleisch, Jason D; Karber, J Chris; Lavelle, John D; Macy, Marguerite C; Mattke, Marilyn R; Oshinaike, Marcia R (Cape Town); Steuer, William (Johannesburg); Toy, Steven; Warren, Michael  
**Subject:** FW: NON-FEDERAL FUNDING OF OFFICIAL TRAVEL (31 U.S.C. 1353) REPORT

Please note that if there were no gifts of travel or travel related expenses, a negative report should still be submitted.

*Art Hermanson*  
**Post Management Officer AF/S**  
**(202) 647-1711**

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**From:** SMART Core

**From:** Easley, Christopher D  
**To:** Jordaan, Glynnis J; Khitsane, Lesa L  
**Subject:** FW: FW: NON-FEDERAL FUNDING OF OFFICIAL TRAVEL (31 U.S.C. 1353) REPORT  
**Sent:** 3/17/2011 2:43:16 PM  
???

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---

**From:** Lavelle, John D  
**Sent:** Thursday, March 17, 2011 2:40 PM  
**To:** Easley, Christopher D; Kowalski, John M; Jordaan, Glynnis J; Rehme, Ann E; Font, M. Reyna  
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**Subject:** FW: FW: NON-FEDERAL FUNDING OF OFFICIAL TRAVEL (31 U.S.C. 1353) REPORT

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*Art Hermanson*

**Post Management Officer AF/S**  
**(202) 647-1711**

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**From:** SMART Core  
**Sent:** Thursday, March 17, 2011 02:30:19  
**To:**  
**Cc:** Quick, William H; Brewer, Maria E; Wijesooriya, Manilka N; Pyle, Marie M; Andre, Larry E; Clark, Lewis A; Patterson, Lillie M; Crawford, Theresa A; Flewelling,

JMB

**From:** Kowalski, John M  
**To:** Steuer, William (Johannesburg); Lavelle, John D  
**CC:** Oshinaike, Marcia R (Cape Town); Macy, Marguerite C; Easley, Christopher D; Jordaan, Glynnis J  
**Subject:** RE: FW: NON-FEDERAL FUNDING OF OFFICIAL TRAVEL (31 U.S.C. 1353) REPORT  
**Sent:** 3/17/2011 3:35:33 PM  
Yes, Glynnis reports for all posts in South Africa.

Thanks,

John

John M. Kowalski  
Supervisory General Services Officer  
US Embassy Pretoria  
South Africa

This email is UNCLASSIFIED.

---

**From:** Steuer, William (Johannesburg)  
**Sent:** Thursday, March 17, 2011 3:15 PM  
**To:** Lavelle, John D  
**Cc:** Oshinaike, Marcia R (Cape Town); Macy, Marguerite C; Easley, Christopher D; Kowalski, John M; Jordaan, Glynnis J  
**Subject:** RE: FW: NON-FEDERAL FUNDING OF OFFICIAL TRAVEL (31 U.S.C. 1353) REPORT

I think it was Glynnis.  
"at your post and all constituent posts...in a single submission no later than April 30, 2011.

Joburg has NEGATIVE reply.

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**Cc:** Oshinaike, Marcia R (Cape Town); Macy, Marguerite C; Easley, Christopher D; Kowalski, John M; Jordaan, Glynnis J  
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**To:** Lavelle, John D  
**Cc:** Oshinaike, Marcia R (Cape Town); Macy, Marguerite C  
**Subject:** FW: FW: NON-FEDERAL FUNDING OF OFFICIAL TRAVEL (31 U.S.C. 1353) REPORT

John -  
Will Pretoria submit a group report?

This email is UNCLASSIFIED.

---

**From:** Hermanson, Arthur J  
**Sent:** Thursday, March 17, 2011 2:34 PM  
**To:** Anderson, Craig A; Cheatham, Susan C; Curtis, Don D (Harare); Esteves, Deborah A; Gonzales, Rebecca E; Kalbfleisch, Jason D; Karber, J Chris; Lavelle, John D; Macy, Marguerite C; Mattke, Marilyn R; Oshinaike, Marcia R (Cape Town); Steuer, William (Johannesburg); Toy, Steven; Warren, Michael  
**Subject:** FW: NON-FEDERAL FUNDING OF OFFICIAL TRAVEL (31 U.S.C. 1353) REPORT

Please note that if there were no gifts of travel or travel related expenses, a negative report should still be submitted.

*Art Hermanson*

**Post Management Officer AF/S**  
**(202) 647-1711**

This email is UNCLASSIFIED.

---

**From:** SMART Core  
**Sent:** Thursday, March 17, 2011 02:30:19  
**To:**  
Quick, William H; Brewer, Maria E; Wijesooriya, Manilka N; Pyle, Marie M; Andre, Larry E; Clark, Lewis A; Patterson, Lillie M; Crawford, Theresa A; Flewelling, Svetlana; McGowen, Katherine M; Orth, Kristin M; Scriber, Angela; Ripley, Aekyung  
**Cc:** B; Siletzky, Elizabeth S; Mansfield, Pamela J; Stites, Yujen A; Taliaferro, Fonda C; Wray-Brewer, Sonja E; Beauford, Elaine P; Campbell, Crystal V; Clair, Bernard; Ginary, Hamzaali Y; Hermanson, Arthur J; LaJuett, Brian; Martinez, Sylvie L; Mitchell, Parish; Moore, Njeri G; Morrill, Charles H; Smith, Terri L; Mitchell, Guy R.  
**Subject:** NON-FEDERAL FUNDING OF OFFICIAL TRAVEL (31 U.S.C. 1353) REPORT

**UNCLASSIFIED**

DBN

**From:** Macy, Marguerite C  
**To:** Lavelle, John D; Steuer, William (Johannesburg)  
**CC:** Oshinaike, Marcia R (Cape Town); Easley, Christopher D; Kowalski, John M; Jordaan, Glynnis J  
**Subject:** RE: FW: NON-FEDERAL FUNDING OF OFFICIAL TRAVEL (31 U.S.C. 1353) REPORT  
**Sent:** 3/17/2011 5:22:48 PM  
NEGATIVE.

This email is UNCLASSIFIED.

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**From:** Lavelle, John D  
**Sent:** Thursday, March 17, 2011 3:31 PM  
**To:** Steuer, William (Johannesburg)  
**Cc:** Oshinaike, Marcia R (Cape Town); Macy, Marguerite C; Easley, Christopher D; Kowalski, John M; Jordaan, Glynnis J  
**Subject:** RE: FW: NON-FEDERAL FUNDING OF OFFICIAL TRAVEL (31 U.S.C. 1353) REPORT

So do we so far. DRB and CTN?

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**From:** Steuer, William (Johannesburg)  
**Sent:** Thursday, March 17, 2011 3:15 PM  
**To:** Lavelle, John D  
**Cc:** Oshinaike, Marcia R (Cape Town); Macy, Marguerite C; Easley, Christopher D; Kowalski, John M; Jordaan, Glynnis J  
**Subject:** RE: FW: NON-FEDERAL FUNDING OF OFFICIAL TRAVEL (31 U.S.C. 1353) REPORT

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"at your post and all constituent posts...in a single submission no later than April 30, 2011.

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**Sent:** Thursday, March 17, 2011 3:12 PM  
**To:** Steuer, William (Johannesburg)  
**Cc:** Oshinaike, Marcia R (Cape Town); Macy, Marguerite C; Easley, Christopher D; Kowalski, John M; Jordaan, Glynnis J  
**Subject:** RE: FW: NON-FEDERAL FUNDING OF OFFICIAL TRAVEL (31 U.S.C. 1353) REPORT

How did we do it last year?

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**From:** Steuer, William (Johannesburg)  
**Sent:** Thursday, March 17, 2011 2:38 PM  
**To:** Lavelle, John D  
**Cc:** Oshinaike, Marcia R (Cape Town); Macy, Marguerite C  
**Subject:** FW: FW: NON-FEDERAL FUNDING OF OFFICIAL TRAVEL (31 U.S.C. 1353) REPORT

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**Post Management Officer AF/S**  
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**Subject:** NON-FEDERAL FUNDING OF OFFICIAL TRAVEL (31 U.S.C. 1353) REPORT

CPT

**From:** Oshinaike, Marcia R (Cape Town)  
**To:** Lavelle, John D; Macy, Marguerite C; Steuer, William (Johannesburg)  
**CC:** Easley, Christopher D; Kowalski, John M; Jordaan, Glynnis J  
**Subject:** RE: FW: NON-FEDERAL FUNDING OF OFFICIAL TRAVEL (31 U.S.C. 1353) REPORT  
**Sent:** 3/17/2011 6:09:58 PM  
Yes, negative for CTN also.

*Marcia Oshinaike  
Management Officer  
US Consulate - Cape Town  
021-702-7499 (O)  
021-702-7429 (Fax)*

This email is UNCLASSIFIED.

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**From:** Lavelle, John D  
**Sent:** Thursday, March 17, 2011 5:25 PM  
**To:** Macy, Marguerite C; Steuer, William (Johannesburg)  
**Cc:** Oshinaike, Marcia R (Cape Town); Easley, Christopher D; Kowalski, John M; Jordaan, Glynnis J  
**Subject:** RE: FW: NON-FEDERAL FUNDING OF OFFICIAL TRAVEL (31 U.S.C. 1353) REPORT

Marcia, can we assume CTN is negative also?

This email is UNCLASSIFIED.

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**From:** Macy, Marguerite C  
**Sent:** Thursday, March 17, 2011 5:23 PM  
**To:** Lavelle, John D; Steuer, William (Johannesburg)  
**Cc:** Oshinaike, Marcia R (Cape Town); Easley, Christopher D; Kowalski, John M; Jordaan, Glynnis J  
**Subject:** RE: FW: NON-FEDERAL FUNDING OF OFFICIAL TRAVEL (31 U.S.C. 1353) REPORT

NEGATIVE.

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**From:** Lavelle, John D  
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**Subject:** FW: NON-FEDERAL FUNDING OF OFFICIAL TRAVEL (31 U.S.C. 1353) REPORT