SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

Form Approval.: **0416-GSA-SA**

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

REPORTING DEPARTMENT OR AGENCY

Department of State, Office of Inspector Gneral,
Arlington, VA 22209

REPORTING PERIOD

OCTOBER 1 - MARCH 31 *(Year)*	APRIL 1 - SEPTEMBER 30 *(Year)*	NEGATIVE REPORT
	2019	

	TRAVELER (Name/Title)	EVENT DESCRIPTION/SPONSOR/ DATES	LOCATION AND TRAVEL DATES	BENEFITS ACCEPTED SOURCE	DESCRIPTION	CHECK	IN-KIND	AMOUNT
EXAMPLES	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 X	$280 825 120
EXAMPLES	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 Pamela L. Spratlen	DESCRIPTION Speaking Event at University of Washington	LOCATION Seattle, WA			Lodging		X	1,005.00
					Local Transport		X	271.65
TITLE Ambassador	SPONSOR Ellison Center for Russian, East European and Central Asian Studi	DATES			Miscellaneous		X	615.46
	DATES:	5/3-8-19						
NAME	DESCRIPTION	LOCATION						
TITLE	SPONSOR	DATES						
	DATES:							
NAME	DESCRIPTION	LOCATION						
TITLE	SPONSOR	DATES						
	DATES:							
NAME	DESCRIPTION	LOCATION						
TITLE	SPONSOR	DATES						
	DATES:							

AUTHORIZED FOR LOCAL REPRODUCTION

STANDARD FORM 326 (2-98)
Prescribed by GSA/OGE (41 CFR 301-1)

E2 Travel Voucher

Tue Jul 30 15:57:51 CDT 2019

PRIVACY ACT NOTICE: The following information is provided to comply with the Privacy Act of 1974(P.S. 93-579). The information requested on the form is required under the provisions of 5 U.S.C. Chapter 57(as amended), Executive Orders 11609 of July 22, 1971, and 1102 of March 27, 1962, for the purpose of facilitating authorization action and the request for advance of funds for travel and other expenses to be incurred under administrative. The information contained in this form will be used by the Federal agency officers and employees who have a need for such information in the performance of their duties. Information will be transferred to appropriate Federal, State, local, or foreign agencies when relevant to civil, criminal or regulatory investigations, or prosecutions. Failure to provide the information required will result in delay or suspension of the processing of this form.

Voucher Information

Document Number	Trip Status	Trip Id	Submit Date	Approve Date
99119T025230	Closed Voucher	10160103-1	2019-05-17	2019-05-30

Traveler	Official Duty Station	Title	Final Voucher Flag
PAMELA L SPRATLEN	District of Columbia, DC		Yes

Mailing Address	Office Phone	Home Phone
1700 N. Moore St. 9008 (SA-39) Arlington, VA 22209 US	571-349-9357	N/A

CONUS/OCONUS	Travel Purpose	Agency Travel	Travel Charge Card Holder
CONUS	Speaking Event at University of Washington	TDY	No

Estimated Dates of Travel
2019-05-03 thru 2019-05-08

Itinerary

Cabin Class

Arrive	Depart	Time	Location	Car	Hotel	Mode	Notes
2019-05-03	2019-05-03	N/A	District of Columbia, DC	NONE	No	CP	
2019-05-03	2019-05-08	N/A	Seattle, WA	NONE	Yes	CP	Temporary Duty, LDG $189, M & IE $76
2019-05-08	2019-05-08	N/A	District of Columbia, DC	NONE	No	NONE	

PA-C = Government auto available and committed
PA-NA = Government auto not available
PA-NC = Government auto available and not committed

Voucher Expense Totals

Transport	Lodging	Meals & Incidentals	Car Rental	Local Transport	POV	Misc	Grand Total
0.00	1,005.00	0.00	0.00	271.65	0.00	615.46	1,892.11
	(L)			(LT)		(M)	

Voucher Accounting Information

Accounting String	Object Code	CBA Amount	Travel Charge Card	Traveler Amount	Voucher Amount
Segment Names: Agency/Bureau/Begin Budget Fiscal Yr/Appropriation/Bureau/Allotment/Operating Allowance/Function/Object/Project/Property/Organization/Reporting Category/Obligation Number		0.00	0.00	0.00	0.00
1900/2019/19___905290000/OIG/1079/NA/1520/2113/NA/NA/094600/NA/1079963092	2113	0.00	0.00	443.60	443.60
1900/2019/19___905290000/OIG/1079/NA/1520/2114/NA/NA/094600/NA/1079963092	2114	15.10	0.00	0.00	15.10
1900/2019/19___905290000/OIG/1079/NA/1520/2122/NA/NA/094600/NA/1079963092	2122	0.00	0.00	1,276.65	1,276.65
1900/2019/19___905290000/OIG/1079/NA/1520/2123/NA/NA/094600/NA/1079963092	2123	0.00	0.00	156.76	156.76
		15.10	0.00	1,877.01	1,892.11

Traveler Payment Summary

Total Traveler	Less Liquidated Advance Amount	Total Amount to Traveler
1,877.01	0.00	1,877.01

Traveler Payment Details

Document Number	Currency Code	Payment Amount (LCU)	Payment Type	Bank Name	Exchange Rate	Payment Amount (USE)
99119T025230	001 US Dollar	1,877.01	EFT	GFMS EFT Account	1	1,877.01

Voucher Expense Summary

Location	Expense Category	Expense Type	Amount	Expense Reimbursement
District of Columbia, DC	Local Transport	Taxi	138.70	

Location	Expense Category	Expense Type	Amount	Expense Reimbursement	
District of Columbia, DC	Misc	Voucher Transaction Fee	15.10		
Seattle, WA	Local Transport	Taxi	132.95		
Seattle, WA	Lodging	Lodging	1,005.00	Actual Lodging / Zero Meals	(L)
Seattle, WA	Meals & Incidentals	Meals Perdiem	0.00	Actual Lodging / Zero Meals	
Seattle, WA	Misc	Employee Purchased Ticket - Air and/or Rail	443.60		TRANSPORTATION
Seattle, WA	Misc	Lodging Tax	156.76	Actual Lodging / Zero Meals	M

Voucher Expense Lines

Line #	Date	Location	Expense Category	Expense Type	Claim Amt	Expense Reimbursement	Approved	Reason	
1	2019-05-03	Seattle, WA	Misc	Employee Purchased Ticket - Air and/or Rail	443.60	none	443.60	Rountrip Air IAD-SEA	(M)
2	2019-05-03	Seattle, WA	Lodging	Lodging	239.00	Actual Lodging / Zero Meals	239.00	none	(L)
3	2019-05-03	Seattle, WA	Misc	Lodging Tax	37.28	Actual Lodging / Zero Meals	37.28	none	(M)
4	2019-05-03	Seattle, WA	Meals & Incidentals	Meals Perdiem	0.00	Actual Lodging / Zero Meals	0.00	none	
5	2019-05-03	District of Columbia, DC	Local Transport	Taxi	44.73	none	44.73	Home to IAD	(LT)
6	2019-05-03	Seattle, WA	Local Transport	Taxi	57.00	none	57.00	SEA-TAC to Hotel	(LT)
7	2019-05-04	Seattle, WA	Lodging	Lodging	219.00	Actual Lodging / Zero Meals	219.00	none	(L)
8	2019-05-04	Seattle, WA	Misc	Lodging Tax	34.16	Actual Lodging / Zero Meals	34.16	none	(M)
9	2019-05-04	Seattle, WA	Meals & Incidentals	Meals Perdiem	0.00	Actual Lodging / Zero Meals	0.00	none	
10	2019-05-05	Seattle, WA	Lodging	Lodging	169.00	Prescribed Lodging / Zero Meals	169.00	none	(L)
11	2019-05-05	Seattle, WA	Misc	Lodging Tax	26.36	Prescribed Lodging / Zero Meals	26.36	none	(M)
12	2019-05-05	Seattle, WA	Meals & Incidentals	Meals Perdiem	0.00	Prescribed Lodging / Zero Meals	0.00	none	
13	2019-05-06	Seattle, WA	Lodging	Lodging	189.00	Prescribed Lodging / Zero Meals	189.00	none	(L)
14	2019-05-06	Seattle, WA	Misc	Lodging Tax	29.48	Prescribed Lodging / Zero Meals	29.48	none	(M)

Line #	Date	Location	Expense Category	Expense Type	Claim Amt	Expense Reimbursement	Approved	Reason
15	2019-05-06	Seattle, WA	Meals & Incidentals	Meals Perdiem	0.00	Prescribed Lodging / Zero Meals	0.00	none
16	2019-05-06	Seattle, WA	Local Transport	Taxi	12.49	none	12.49	Hotel to Lecture (LT)
17	2019-05-06	Seattle, WA	Local Transport	Taxi	6.25	none	6.25	UW to Hotel (LT)
18	2019-05-07	Seattle, WA	Lodging	Lodging	189.00	Prescribed Lodging / Zero Meals	189.00	none (L)
19	2019-05-07	Seattle, WA	Misc	Lodging Tax	29.48	Prescribed Lodging / Zero Meals	29.48	none (M)
20	2019-05-07	Seattle, WA	Meals & Incidentals	Meals Perdiem	0.00	Prescribed Lodging / Zero Meals	0.00	none
21	2019-05-07	Seattle, WA	Local Transport	Taxi	5.66	none	5.66	To UW from Hotel (LT)
22	2019-05-07	Seattle, WA	Local Transport	Taxi	5.69	none	5.69	From UW to Hotel (LT)
23	2019-05-08	Seattle, WA	Lodging	Lodging	0.00	Prescribed Lodging / Zero Meals	0.00	none
24	2019-05-08	Seattle, WA	Misc	Lodging Tax	0.00	Prescribed Lodging / Zero Meals	0.00	none
25	2019-05-08	Seattle, WA	Meals & Incidentals	Meals Perdiem	0.00	Prescribed Lodging / Zero Meals	0.00	none
26	2019-05-08	District of Columbia, DC	Local Transport	Taxi	93.97	none	93.97	Airport to Home (LT)
27	2019-05-08	Seattle, WA	Local Transport	Taxi	45.86	none	45.86	Hotel to Airport (LT)
28	2019-05-08	District of Columbia, DC	Misc	Voucher Transaction Fee	15.10	none	15.10	Voucher Transaction Fee (M)

Voucher Remarks

Remark Details

Authorization Remarks - Trip ID: 10160103

Arranger - SWEENEY, ANDREA M April 17, 2019 at 03:19 PM

The University of Washington has invited Ambassador Spratlen to give the Herb Ellison Memorial Lecture on May 7, 2019 in Seattle, Washington. She has already purchased her ticket and made hotel reservations near campus. The travel expenses of airfare and lodging will be reimbursed by this non-federal sources. OGC relayed in part The sponsor has offered to pay your travel expenses (air fare, lodging, etc.). This is permissible, on the understanding that these expenses are a gift by the sponsor to the Department of State and not to you personally. You may accept and utilize this gift on the Department's behalf. Further, OGC provided the following guidance You will be entitled to, and should obtain, official travel orders for this trip. Your travel orders should specifically authorize acceptance on the Department's behalf of travel expenses from the nonfederal source sponsor, University of Washington.

Remark Details

Authorization Remarks - Trip ID: 10160103-1

Arranger - SWEENEY, ANDREA M May 15, 2019 at 09:55 AM

Amended TA to add actual amounts for hotel and taxes, taxis, and remove per diem.

Voucher Remarks - Voucher ID: 10160103-1(1)

Traveler - SPRATLEN, PAMELA L May 27, 2019 at 04:27 PM

I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (41CFR 101-41.203-2). I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me.

Audit/Approver Information

Action	Official	Date / Time
Approved [Traveler Review]	SPRATLENPL [SPRATLEN, PAMELA]	2019-05-27
Approved [SOIG05 - OIG/ISP - APPROV]	BENTZHL@STATE.GOV [BENTZ, HELEN]	2019-05-30
Approved [SOIG - OIG - REVIEWER - A]	WHITEBH@STATE.GOV [WHITE, BARRINGTON]	2019-05-30
Approved [SOIG - OIG - FUNDS AVL_FU]	DUDLEYCE@STATE.GOV [DUDLEY, CAROLYN]	2019-05-30

History

Date	Action
17APR19 Wed 11:32AM	Current status New Authorization
17APR19 Wed 11:32AM	Created by ANDREA M SWEENEY for PAMELA L SPRATLEN
17APR19 Wed 11:32AM	Created for Minor Customer: OIG/ISP (SOIG05)
17APR19 Wed 11:33AM	Current status: Booking In Progress
17APR19 Wed 11:34AM	Current status: New Authorization
17APR19 Wed 03:19PM	Attachment Pamela Spratlen Invitational Travel Hotel Res.docx added by ANDREA M SWEENEY
17APR19 Wed 03:20PM	Attachment Pamela Spratlen eTicket Itinerary and Receipt for Seattle.docx added by ANDREA M SWEENEY
17APR19 Wed 03:21PM	Current status: Pending Authorization Approval
17APR19 Wed 03:21PM	Trip ID 10160103 submitted to SOIG05 - OIG/ISP - APPROVED - AUTH AND VCH APPROVAL 1 Approver by SWEENEY, ANDREA M
17APR19 Wed 03:21PM	Justification code submitted by SWEENEY, ANDREA M - Justification for CABINCLASS - Coach: Within policy
17APR19 Wed 03:21PM	Justification code submitted by SWEENEY, ANDREA M - Justification for Hotel Rate Over Per Diem: Hotel rate booked for conference
17APR19 Wed 03:21PM	Traveler is eligible to create a reservation post authorization with an approved air amount of $443.60
18APR19 Thu 09:33AM	BENTZ, HELEN L locked document for Approval.
18APR19 Thu 09:33AM	Trip ID 10160103 Approved By SOIG05 - OIG/ISP - APPROVED - AUTH AND VCH APPROVAL 1 Approver BENTZ, HELEN L
18APR19 Thu 09:33AM	Trip ID 10160103 Submitted to SOIG - OIG - REVIEWER - AUTH_ADV_VCH APPROVAL 2 by System
18APR19 Thu 09:50AM	WHITE, BARRINGTON H locked document for Approval.
19APR19 Fri 07:54AM	Trip ID 10160103 Approved By SOIG - OIG - REVIEWER - AUTH_ADV_VCH APPROVAL 2 Approver WHITE, BARRINGTON H
19APR19 Fri 07:54AM	Trip ID 10160103 Submitted to SOIG - OIG - FUNDS AVL_FUNDS DISB - AUTH_ADV_VCH APPROVAL 3 by System
19APR19 Fri 01:01PM	DUDLEY, CAROLYN E locked document for Approval.
19APR19 Fri 01:11PM	Approving Official DUDLEY, CAROLYN E authorized Actual for site Seattle, WA, United States
19APR19 Fri 01:11PM	Current status: Authorization Approved
19APR19 Fri 01:11PM	Trip ID 10160103 Approved By SOIG - OIG - FUNDS AVL_FUNDS DISB - AUTH_ADV_VCH APPROVAL 3 Approver DUDLEY, CAROLYN E
19APR19 Fri 01:11PM	Agency successfully notified of event: TripAuthorizationApproved for trip 10160103
19APR19 Fri 01:11PM	Obligation Request Approved by DOS for Trip Id: 10160103
13MAY19 Mon 01:02PM	Current status: Amended

Date	Action
13MAY19 Mon 01:02PM	Created by BARRINGTON H WHITE for PAMELA L SPRATLEN
13MAY19 Mon 01:02PM	Created for Minor Customer:OIG/ISP (SOIG05)
15MAY19 Wed 10:19AM	Current status: Pending Authorization Approval
15MAY19 Wed 10:19AM	Trip ID 10160103-1 submitted to SOIG05 - OIG/ISP - APPROVED - AUTH AND VCH APPROVAL 1 Approver by SWEENEY, ANDREA M
15MAY19 Wed 10:19AM	Justification code submitted by SWEENEY, ANDREA M - Justification for Hotel Rate Over Per Diem: Hotel rate booked for conference
16MAY19 Thu 11:55AM	BENTZ, HELEN L locked document for Approval.
16MAY19 Thu 11:55AM	Trip ID 10160103-1 Approved By SOIG05 - OIG/ISP - APPROVED - AUTH AND VCH APPROVAL 1 Approver BENTZ, HELEN L
16MAY19 Thu 11:55AM	Trip ID 10160103-1 Submitted to SOIG - OIG - REVIEWER - AUTH_ADV_VCH APPROVAL 2 by System
16MAY19 Thu 01:15PM	WHITE, BARRINGTON H locked document for Approval.
16MAY19 Thu 01:15PM	Trip ID 10160103-1 Approved By SOIG - OIG - REVIEWER - AUTH_ADV_VCH APPROVAL 2 Approver WHITE, BARRINGTON H
16MAY19 Thu 01:15PM	Trip ID 10160103-1 Submitted to SOIG - OIG - FUNDS AVL_FUNDS DISB - AUTH_ADV_VCH APPROVAL 3 by System
17MAY19 Fri 08:19AM	DUDLEY, CAROLYN E locked document for Approval.
17MAY19 Fri 08:19AM	Approving Official DUDLEY, CAROLYN E authorized Actual, No Expenses for site Seattle, WA, United States
17MAY19 Fri 08:19AM	Current status: Authorization Approved
17MAY19 Fri 08:19AM	Trip ID 10160103-1 Approved By SOIG - OIG - FUNDS AVL_FUNDS DISB - AUTH_ADV_VCH APPROVAL 3 Approver DUDLEY, CAROLYN E
17MAY19 Fri 08:19AM	Agency successfully notified of event: TripAuthorizationApproved for trip 10160103-1
17MAY19 Fri 08:19AM	Obligation Request Approved by DOS for Trip Id: 10160103-1
17MAY19 Fri 12:55PM	Voucher 1 created by BARRINGTON H WHITE for PAMELA L SPRATLEN
17MAY19 Fri 12:55PM	Created for Minor Customer:OIG/ISP (SOIG05)
17MAY19 Fri 01:44PM	Attachment boarding passes Spratlen (IAD to SEA).pdf added by ANDREA M SWEENEY
17MAY19 Fri 01:45PM	Attachment Hotel Receipt-Pamela Spratlen (Seattle).pdf added by ANDREA M SWEENEY
17MAY19 Fri 01:45PM	Attachment Taxi Spratlen IAD to Residence 5.8.2019.pdf added by ANDREA M SWEENEY
17MAY19 Fri 01:46PM	Attachment Taxi Spratlen IAD to Residence 5.8.2019.pdf added by ANDREA M SWEENEY
17MAY19 Fri 01:54PM	Trip 10160103-1 Voucher 1 current status: Pending Voucher Approval
17MAY19 Fri 01:54PM	Voucher ID 1 submitted to SPRATLEN, PAMELA L Approver by SWEENEY, ANDREA M
27MAY19 Mon 04:27PM	Voucher 1 approved by Approver SPRATLEN, PAMELA L

Date	Action
27MAY19 Mon 04:27PM	Voucher 1 submitted to SOIG05 - OIG/ISP - APPROVED - AUTH AND VCH APPROVAL 1 Approver by System
30MAY19 Thu 10:25AM	BENTZ, HELEN L locked Voucher(1) for Approval.
30MAY19 Thu 10:25AM	Voucher 1 approved by SOIG05 - OIG/ISP - APPROVED - AUTH AND VCH APPROVAL 1 Approver BENTZ, HELEN L
30MAY19 Thu 10:25AM	Voucher 1 submitted to SOIG - OIG - REVIEWER - AUTH_ADV_VCH APPROVAL 2 Approver by System
30MAY19 Thu 11:15AM	WHITE, BARRINGTON H locked Voucher(1) for Approval.
30MAY19 Thu 11:15AM	Voucher 1 approved by SOIG - OIG - REVIEWER - AUTH_ADV_VCH APPROVAL 2 Approver WHITE, BARRINGTON H
30MAY19 Thu 11:15AM	Voucher 1 submitted to SOIG - OIG - FUNDS AVL_FUNDS DISB - AUTH_ADV_VCH APPROVAL 3 Approver by System
30MAY19 Thu 02:29PM	DUDLEY, CAROLYN E locked Voucher(1) for Approval.
30MAY19 Thu 02:30PM	Trip 10160103-1 Voucher 1 current status: Voucher Awaiting Payment
30MAY19 Thu 02:30PM	Voucher 1 approved by SOIG - OIG - FUNDS AVL_FUNDS DISB - AUTH_ADV_VCH APPROVAL 3 final Approver DUDLEY, CAROLYN E
30MAY19 Thu 02:30PM	Agency successfully notified of event: TripVoucherApproved for trip 10160103-1, voucher 1
30MAY19 Thu 02:30PM	Trip 10160103-1 Voucher 1 current status: Closed Voucher
30MAY19 Thu 02:30PM	Current status: Closed Voucher
30MAY19 Thu 02:30PM	Voucher Request Approved by DOS for Trip Id: 10160103-1, Voucher:1