## 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_[AgencyAcroynm]_[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
Comission on Civil Rights
Commision 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 Econimic 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 Transporation
Department of Treasury
Department of Veterans Affairs
Election Assistance Commission

Enviornmental 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 & Concilitation 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 Transporation 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 Adminstration
Special Inspector General for Iraq Reconstruction
Surface Transporation 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**

| | PAGE | OF PAGES | YEAR |
|---|---|---|---|
| **SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE** | 1 | 1 | 2018 |

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

| **U.S. Department of Agriculture** Agricultural Research Service - HQ/NAL/ONP  **Agency Contact:** Laura Pope    Laura.Pope@ars.usda.gov | REPORTING PERIOD: OCTOBER 1, 2017- MARCH 31, 2018 | X | REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2018 | | **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** John Smith | **EVENT DESCRIPTION** Conference on Asia-Pacific Relations | **BEGINNING DATE [MM/DD/YYYY]** 8/11/2011 | **LOCATION** San Francisco, CA | **BENEFIT SOURCE** Asia Pacific Forum Pacific Rim Foundation | Hotel | | X | $280 |
| | **TRAVELER TITLE** Secretary | **EVENT SPONSOR** Asia-Pacific Forum | **ENDING DATE [MM/DD/YYYY]** 8/12/2011 | **TRAVEL DATE(S)** 8/11/2011-8/13/2011 | | Air Transportation | X | | $825 |
| | | | | | | Meals | | X | $120 |
| 1 | **TRAVELER NAME** David Klurfeld | **EVENT DESCRIPTION** "Meat or No Meat" Symposium | **BEGINNING DATE [MM/DD/YYYY]** 4/6/2018 | **LOCATION** Minneapolis, MN | **BENEFIT SOURCE** University of Minnesota | Air Transportation | | X | $267.60 |
| | **TRAVELER TITLE** National Program Leader, Human Nutrition, ONP | **EVENT SPONSOR** University Of Minnesota, Department of Food Science and Nutrition | **ENDING DATE [MM/DD/YYYY]** 4/6/2018 | **TRAVEL DATE(S)** 04/05/2018-4/7/2018 | | Lodging | | X | $298.00 |
| | | | | | | Meals | | X | $59.00 |
| 2 | **TRAVELER NAME** Marlen D. Eve | **EVENT DESCRIPTION** Meeting with AgriTech Hub Kazakhstan. | **BEGINNING DATE [MM/DD/YYYY]** 4/21/2018 | **LOCATION** Almaty, Kazakhstan | **BENEFIT SOURCE** Kazakh National Agrarian University | Air Transportation | | X | $2,760.00 |
| | **TRAVELER TITLE** Deputy Administrator, Natural Resources and Sustainable Agricultural Systems, ONP | **EVENT SPONSOR** Kazakh National Agrarian University | **ENDING DATE [MM/DD/YYYY]** 4/28/2018 | **TRAVEL DATE(S)** 04/20/2018-04/28/2018 | | Lodging | | X | $1,519.00 |
| | | | | | | Meals | | X | $594.00 |
| 3 | **TRAVELER NAME** Jeffrey Silverstein | **EVENT DESCRIPTION** United States-Israel Binational Agricultural Research and Development Fund (BARD) Technical Advisory Committee meeting | **BEGINNING DATE [MM/DD/YYYY]** 4/23/2018 | **LOCATION** Tel Aviv, Israel | **BENEFIT SOURCE** United States-Israel Binational Agricultural Research and Development Fund (BARD) | Lodging | | X | $1,680.00 |
| | **TRAVELER TITLE** Deputy Admistrator, Animal Production and Protection, ONP | **EVENT SPONSOR** United States-Israel Binational Agricultural Research and Development Fund (BARD) | **ENDING DATE [MM/DD/YYYY]** 4/25/2018 | **TRAVEL DATE(S)** 04/21/2018-04/26/2018 | | Meals | | X | $680.00 |

<div style="border:1px solid black; text-align:center; font-weight:bold;">Instructions for § 1353 Travel Report</div>

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### *Indicating Reporting Period*

- Indicate the reporting period by placing an X in the white cell to left of the correct reporting period.

## Filling in Travel Specific Information

### *Indicating a Negative Report*
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### *Indicating 1353 Travel*

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## Submitting the Report to OGE
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**Agency/Sub-Agency Name**

Administrative Conference of the United States
Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development
American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
Armed Services Board of Contract Appeals-- Department of Defense
Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Comission on Civil Rights
Commision 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 Econimic 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 Transporation
Department of Treasury
Department of Veterans Affairs
Election Assistance Commission

Enviornmental 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 & Concilitation 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 Transporation 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 Adminstration
Special Inspector General for Iraq Reconstruction
Surface Transporation 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
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FRTIB
FTC
GSA
GAO
HTS
IMLS
IAF
IBWC
IJC
ITC
JMM
JFC
MMC
MSPB
MCC
MUF
NASA
NARA
NCPC
NCUA
NEA
NEH
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DNI
NLRB
NMB
NSF
NSA
NSC
NTSB
NRC
NWTRB
OSHRC
OA
OGE
OMB
ONDCP
ONHIR
OPM
OSTP

OSC
ANGTP
OIG(DOD)
SIGAR
OS(DOD)
OVP
USTR
OPIC
PEACE
PBGC
PRC
RRB
RAT BOARD
SEC
SSS
SBA
SSA
SIGIR
STB
TVA
PCB
PRESIDIO
WH
USUHS
ACCESS
USTDA

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

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

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

**U.S. Department of Agriculture**
Agricultural Research Service - MWA
**Agency Contact:** Kit Mernick     kit.mernick@ars.usda.gov

| REPORTING PERIOD: OCTOBER 1, 2017- MARCH 31, 2018 | REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2018 |
|---|---|
| | 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** John Smith | **EVENT DESCRIPTION** Conference on Asia-Pacific Relations | **BEGINNING DATE [MM/DD/YYYY]** 8/11/2011 | **LOCATION** San Francisco, CA | **BENEFIT SOURCE** Asia Pacific Forum Pacific Rim Foundation | Hotel | | X | $280 |
| | **TRAVELER TITLE** Secretary | **EVENT SPONSOR** Asia-Pacific Forum | **ENDING DATE [MM/DD/YYYY]** 8/12/2011 | **TRAVEL DATE(S)** 8/11/2011-8/13/2011 | | Air Transportation | X | | $825 |
| | | | | | | Meals | | X | $120 |
| 1 | **TRAVELER NAME** Shawn Bearson | **EVENT DESCRIPTION** Mid-Atlantic Nutrition Conference | **BEGINNING DATE [MM/DD/YYYY]** 4/4/2018 | **LOCATION** Hunt Valley, MD | **BENEFIT SOURCE** Phileo Lesaffre Animal Care | Air Transportation | | X | $454 |
| | **TRAVELER TITLE** Research Microbiologist | **EVENT SPONSOR** Phileo Lesaffre Animal Care | **ENDING DATE [MM/DD/YYYY]** 4/5/2018 | **TRAVEL DATE(S)** 04/03/2018-04/06/2018 | | Lodging | | X | $340 |
| | | | | | | Meals | X | | $206 |
| 2 | **TRAVELER NAME** Elizabeth Ainsworth | **EVENT DESCRIPTION** St. Louis Climate Summit | **BEGINNING DATE [MM/DD/YYYY]** 4/24/2018 | **LOCATION** St. Louis, MO | **BENEFIT SOURCE** St. Louis University | Lodging | | X | $260 |
| | **TRAVELER TITLE** Research Molecular Biologist | **EVENT SPONSOR** St. Louis University | **ENDING DATE [MM/DD/YYYY]** 4/24/2018 | **TRAVEL DATE(S)** 4/22/2018-4/24/2018 | | Meals | | X | $54 |
| | | | | | | | | | |
| 3 | **TRAVELER NAME** Lucy R. Stewart | **EVENT DESCRIPTION** Seminar presentation and collaboration meeting | **BEGINNING DATE [MM/DD/YYYY]** 3/28/2018 | **LOCATION** Jeonju City, Jeollabuk-do, Korea | **BENEFIT SOURCE** Rural Development Administration (RDA) of South Korea | Lodging | | X | $395 |
| | **TRAVELER TITLE** RES Molecular Biologist | **EVENT SPONSOR** Rural Development Administration (RDA) of South Korea | **ENDING DATE [MM/DD/YYYY]** 4/2/2018 | **TRAVEL DATE(S)** 3/26/2018-4/07/2018 | | Meals | | X | $318 |
| | | | | | | | | | |

## 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_[AgencyAcroynm]_[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
Comission on Civil Rights
Commision 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 Econimic 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 Transporation
Department of Treasury
Department of Veterans Affairs
Election Assistance Commission

Enviornmental 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 & Concilitation 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 Transporation 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 Adminstration
Special Inspector General for Iraq Reconstruction
Surface Transporation 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
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USUHS
ACCESS
USTDA

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

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

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## U.S. Department of Agriculture
### Agricultural Research Service - MWA
**Agency Contact:** Kit Mernick      kit.mernick@ars.usda.gov

REPORTING PERIOD: OCTOBER 1, 2017- MARCH 31, 2018

REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2018   **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** John Smith | **EVENT DESCRIPTION** Conference on Asia-Pacific Relations | **BEGINNING DATE [MM/DD/YYYY]** 8/11/2011 | **LOCATION** San Francisco, CA | **BENEFIT SOURCE** Asia Pacific Forum Pacific Rim Foundation | Hotel | | X | $280 |
| | **TRAVELER TITLE** Secretary | **EVENT SPONSOR** Asia-Pacific Forum | **ENDING DATE [MM/DD/YYYY]** 8/12/2011 | **TRAVEL DATE(S)** 8/11/2011-8/13/2011 | | Air Transportation | X | | $825 |
| | | | | | | Meals | | X | $120 |
| 1 | **TRAVELER NAME** Doug Karlan | **EVENT DESCRIPTION** Intersection of Soil Health & Water Quality Modeling in Great Lakes | **BEGINNING DATE [MM/DD/YYYY]** 7/16/2018 | **LOCATION** Ann Arbor, MI | **BENEFIT SOURCE** Cooperative Institute for Great Lakes Res (CIGLR) | airfare | | x | 550 |
| | **TRAVELER TITLE** Res Soil Scientist | **EVENT SPONSOR** Cooperative Institute for Great Lakes Res (CIGLR) | **ENDING DATE [MM/DD/YYYY]** 7/18/2018 | **TRAVEL DATE(S)** 7/16/18 - 7/18/18 | | lodging | | x | 200 |
| | | | | | | transportation | | x | 150 |
| 2 | **TRAVELER NAME** Paul South | **EVENT DESCRIPTION** International Symposium on Synthetic Biology | **BEGINNING DATE [MM/DD/YYYY]** 8/7/2018 | **LOCATION** Shanghai, China | **BENEFIT SOURCE** Shanghai Institute for Biology Sciences | airfare | x | | 5465 |
| | **TRAVELER TITLE** Res Molecular Biologist | **EVENT SPONSOR** Shanghai Institutes for Biology Sciences | **ENDING DATE [MM/DD/YYYY]** 8/10/2018 | **TRAVEL DATE(S)** 8/6/18-8/10/18 | | lodging | x | | 777 |
| | | | | | | | | | |
| 3 | **TRAVELER NAME** Siqing Liu | **EVENT DESCRIPTION** 2nd International Conf on Advances in Biotechnology | **BEGINNING DATE [MM/DD/YYYY]** 7/23/2018 | **LOCATION** Kuala Lumpur, Malaysia | **BENEFIT SOURCE** Biotechnolgoy Res Conference | Lodging | | x | 450 |
| | **TRAVELER TITLE** Res Molecular biologist | **EVENT SPONSOR** Biotechnology Res Conference | **ENDING DATE [MM/DD/YYYY]** 7/25/2018 | **TRAVEL DATE(S)** 7/20/18-7/26/18 | | | | | |

## 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_[AgencyAcroynm]_[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
Comission on Civil Rights
Commision 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 Econimic 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 Transporation
Department of Treasury
Department of Veterans Affairs
Election Assistance Commission

Enviornmental 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 & Concilitation 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 Transporation 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 Adminstration
Special Inspector General for Iraq Reconstruction
Surface Transporation 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
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NLRB
NMB
NSF
NSA
NSC
NTSB
NRC
NWTRB
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ONDCP
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ANGTP
OIG(DOD)
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OVP
USTR
OPIC
PEACE
PBGC
PRC
RRB
RAT BOARD
SEC
SSS
SBA
SSA
SIGIR
STB
TVA
PCB
PRESIDIO
WH
USUHS
ACCESS
USTDA

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

| | SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE | | | | PAGE 1 | OF PAGES | YEAR 2018 |
|---|---|---|---|---|---|---|---|

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

**U.S. Department of Agriculture**
Agricultural Research Service - NEA
**Agency Contact:** Marita Rosati    marita.rosati@ars.usda.gov

REPORTING PERIOD: OCTOBER 1, 2017- MARCH 31, 2018    REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2018 [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** John Smith | **EVENT DESCRIPTION** Conference on Asia-Pacific Relations | **BEGINNING DATE [MM/DD/YYYY]** 8/11/2011 | **LOCATION** San Francisco, CA | **BENEFIT SOURCE** Asia Pacific Forum Pacific Rim Foundation | Hotel | | X | $280 |
| | **TRAVELER TITLE** Secretary | **EVENT SPONSOR** Asia-Pacific Forum | **ENDING DATE [MM/DD/YYYY]** 8/12/2011 | **TRAVEL DATE(S)** 8/11/2011-8/13/2011 | | Air Transportation | X | | $825 |
| | | | | | | Meals | | X | $120 |
| 1 | **TRAVELER NAME** Jenni Firrman | **EVENT DESCRIPTION** Presentations at Huaqiao University and Zhejiang University | **BEGINNING DATE [MM/DD/YYYY]** 4/2/2018 | **LOCATION** Hangzhou, China | **BENEFIT SOURCE** Huaqiao University and Zhejiang University | Air, Lodging | | | |
| | **TRAVELER TITLE** Research Molecular Biologist | **EVENT SPONSOR** Huaqiao University and Zhejiang University | **ENDING DATE [MM/DD/YYYY]** 4/14/2018 | **TRAVEL DATE(S)** 4/2/18 - 4/12/18 | | Total Paid to Agency | X | | $2,600.00 |
| | | | | | | | | | |
| 2 | **TRAVELER NAME** Kathy Soder | **EVENT DESCRIPTION** National SARE (Sustainable Agriculture Research & Education) Conference - Our Farms, Our Future | **BEGINNING DATE [MM/DD/YYYY]** 4/3/2018 | **LOCATION** St. Louis, MO | **BENEFIT SOURCE** Northeast SARE | Total In-Kind | | X | $1,450.00 |
| | **TRAVELER TITLE** Animal Scientist | **EVENT SPONSOR** National SARE | **ENDING DATE [MM/DD/YYYY]** 4/5/2018 | **TRAVEL DATE(S)** 4/2/18 - 4/6/18 | | | | | |
| 3 | **TRAVELER NAME** Kerry Pedley | **EVENT DESCRIPTION** US Soybean Symposium (SoySym) | **BEGINNING DATE [MM/DD/YYYY]** 4/4/2018 | **LOCATION** Columbia, MO | **BENEFIT SOURCE** Missouri Soybean Center | Lodging, Meals, Parking, Travel, Shuttle, etc. | | | |
| | **TRAVELER TITLE** Research Molecular Biologist | **EVENT SPONSOR** Missouri Soybean Center | **ENDING DATE [MM/DD/YYYY]** 4/4/2018 | **TRAVEL DATE(S)** 4/3/18 - 4/5/18 | | Total In-Kind | | X | $965.00 |
| | | | | | | | | | |
| | **TRAVELER NAME** | **EVENT DESCRIPTION** | **BEGINNING DATE [MM/DD/YYYY]** | **LOCATION** | **BENEFIT SOURCE** | | | | |

| No. | TRAVELER | EVENT DESCRIPTION & EVENT SPONSOR | EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]: | LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY] | BENEFIT SOURCE | BENEFIT DESCRIPTION | PAYMENT BY CHECK | PAYMENT IN-KIND | TOTAL AMOUNT |
|---|---|---|---|---|---|---|---|---|---|
| 4 | Joanne Labate | Annual meeting for the CucCAP project: "CucCAP: Leveraging applied genomics to increase disease resistance in Cucurbit crops." | 4/4/2018 | Raleigh, NC | CucCAP | Air, Lodging, Meals | | | |
| | **TRAVELER TITLE** Molecular Biologist | **EVENT SPONSOR** CucCAP | **ENDING DATE [MM/DD/YYYY]** 4/5/2018 | **TRAVEL DATE(S)** 4/3/18 - 4/5/18 | | Total Paid to Agency | X | | $777.00 |
| 5 | **TRAVELER NAME** Shelley Jansky | **EVENT DESCRIPTION** Bioagricultural Sciences and Pest Management (BSP) Seminar Series | **BEGINNING DATE [MM/DD/YYYY]** 4/11/2018 | **LOCATION** Fort Collins, CO | **BENEFIT SOURCE** Colorado State University | Lodging, Air, Meals, Taxi | | | |
| | **TRAVELER TITLE** Research Geneticist | **EVENT SPONSOR** Colorado State University | **ENDING DATE [MM/DD/YYYY]** 4/11/2018 | **TRAVEL DATE(S)** 4/10/18 - 4/12/18 | | Total In-Kind | | X | $501.50 |
| 6 | **TRAVELER NAME** Douglas Luster | **EVENT DESCRIPTION** Borlaug Global Rust Initiative (BGRI) Technical Workshop | **BEGINNING DATE [MM/DD/YYYY]** 4/14/2018 | **LOCATION** Marrakesh, Morocco | **BENEFIT SOURCE** Borlaug Global Rust Initiative, International Organizing Committee | Air, Lodging, Meals | | | |
| | **TRAVELER TITLE** Research Plant Physiologist | **EVENT SPONSOR** Borlaug Global Rust Initiative, International Organizing Committee | **ENDING DATE [MM/DD/YYYY]** 4/17/2018 | **TRAVEL DATE(S)** 4/13/18 - 4/18/18 | | Total In-Kind | | X | $2,450.00 |
| 7 | **TRAVELER NAME** Sevim Erhan | **EVENT DESCRIPTION** 9th Annual Congress and Expo on Biofuels and Bioenergy | **BEGINNING DATE [MM/DD/YYYY]** 4/16/2018 | **LOCATION** Dubai, United Arab Emirates | **BENEFIT SOURCE** Biofuels Conference 2018 | Lodging | | | |
| | **TRAVELER TITLE** Center Director | **EVENT SPONSOR** Biofuels Conference 2018 | **ENDING DATE [MM/DD/YYYY]** 4/17/2018 | **TRAVEL DATE(S)** 4/13/18 - 4/18/18 | | Total In-Kind | | X | $600.00 |
| 8 | **TRAVELER NAME** Brian Peterson | **EVENT DESCRIPTION** Department of Animal Science Seminar Series | **BEGINNING DATE [MM/DD/YYYY]** 4/19/2018 | **LOCATION** University Park, PA | **BENEFIT SOURCE** The Pennsylvania State Unversity, Department of Animal Science | Air, Lodging, Meals, Parking, Transportation | | | |
| | **TRAVELER TITLE** | **EVENT SPONSOR** | **ENDING DATE [MM/DD/YYYY]** | **TRAVEL DATE(S)** | | Total In-Kind | | X | $650.00 |

| 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 |
|---|---|---|---|---|---|---|---|---|---|
|  | Research Physiologist | The Pennsylvania State University, Department of Animal Science | 4/19/2018 | 4/18/18 - 4/20/18 |  | Total Paid to Agency | X |  | $100.00 |
| 9 | **TRAVELER NAME** Michael Havey | **EVENT DESCRIPTION** Genebank Training Workshop | **BEGINNING DATE [MM/DD/YYYY]** 4/24/2018 | **LOCATION** Fort Collins, CO | **BENEFIT SOURCE** Colorado State University | Ai, Lodging, Shuttle |  |  |  |
|  | **TRAVELER TITLE** Research Geneticist (Plants) | **EVENT SPONSOR** Colorado State University | **ENDING DATE [MM/DD/YYYY]** 4/26/2018 | **TRAVEL DATE(S)** 4/23/18 - 4/26/18 |  | Total In-Kind |  | X | $965.61 |
| 10 | **TRAVELER NAME** David Stanley | **EVENT DESCRIPTION** Spring Conference of the Korean Society of Applied Entomologists | **BEGINNING DATE [MM/DD/YYYY]** 4/24/2018 | **LOCATION** Mokpo, Korea | **BENEFIT SOURCE** Korean Society of Applied Entomology | Air, Lodging, Meals, Taxi |  |  |  |
|  | **TRAVELER TITLE** Research Entomologist | **EVENT SPONSOR** Korean Society of Applied Entomology | **ENDING DATE [MM/DD/YYYY]** 4/28/2018 | **TRAVEL DATE(S)** 4/23/18 - 4/28/18 |  | Total In-Kind |  | X | $2,500.00 |
| 11 | **TRAVELER NAME** Tracy Leskey | **EVENT DESCRIPTION** 2018 Spring Conference of the Korean Society of Applied Entomology | **BEGINNING DATE [MM/DD/YYYY]** 4/25/2018 | **LOCATION** Mokpo, Korea | **BENEFIT SOURCE** Korean Society of Applied Entomology | Air, Lodging, Meals, Parking, Taxi, etc. |  |  |  |
|  | **TRAVELER TITLE** Research Entomologist | **EVENT SPONSOR** Korean Society of Applied Entomology | **ENDING DATE [MM/DD/YYYY]** 4/27/2018 | **TRAVEL DATE(S)** 4/20/18 - 4/30/18 |  | Total In-Kind |  | X | $2,006.00 |
|  |  |  |  |  |  | Total Paid to Agency | X |  | $3,120.47 |
| 12 | **TRAVELER NAME** Doug Allen | **EVENT DESCRIPTION** Department of Biochemistry and Molecular Biophysics Seminar | **BEGINNING DATE [MM/DD/YYYY]** 4/26/2018 | **LOCATION** Manhattan, KS | **BENEFIT SOURCE** Kansas State University | Lodging, Rental Car |  |  |  |
|  | **TRAVELER TITLE** Research Computational Biologist | **EVENT SPONSOR** Kansas State University | **ENDING DATE [MM/DD/YYYY]** 4/26/2018 | **TRAVEL DATE(S)** 4/25/18 - 4/27/18 |  | Total In-Kind |  | X | $288.00 |
| 13 | **TRAVELER NAME** Amy Tabb | **EVENT DESCRIPTION** Seminar Presentation | **BEGINNING DATE [MM/DD/YYYY]** 5/16/2018 | **LOCATION** St. Louis, MO | **BENEFIT SOURCE** Donald Danforth Plant Science Center | Air, Lodging, Meals, Taxi, Parking, etc. |  |  |  |

| 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** | **EVENT SPONSOR** | **ENDING DATE [MM/DD/YYYY]** | **TRAVEL DATE(S)** | | Total In-Kind | | X | $560.00 |
| | Research Agricultural Engineer | Donald Danforth Plant Science Center | 5/16/2018 | 5/15/18 - 5/17/18 | | Total Paid to Agency | X | | $367.20 |
| 14 | **TRAVELER NAME** | **EVENT DESCRIPTION** | **BEGINNING DATE [MM/DD/YYYY]** | **LOCATION** | **BENEFIT SOURCE** | | | | |
| | Michael Wisniewski | Presentations at Chongquing University and China Agricultural University | 5/21/2018 | Chongqing, China, Beijing, China and Yantai, China | Chongqing University of Arts and Sciences | Air, Lodging, Taxi | | | |
| | **TRAVELER TITLE** | **EVENT SPONSOR** | **ENDING DATE [MM/DD/YYYY]** | **TRAVEL DATE(S)** | | Total In-Kind | | X | $2,926.00 |
| | Research Plant Physiologist | Chongqing University of Arts and Sciences | 5/31/2018 | 5/20/18 - 6/1/18 | | | | | |
| 15 | **TRAVELER NAME** | **EVENT DESCRIPTION** | **BEGINNING DATE [MM/DD/YYYY]** | **LOCATION** | **BENEFIT SOURCE** | | | | |
| | Geoffrey Zanton | Reexamining Amino Acid & Energy Interactions in the Dairy Cow | 5/29/2018 | Itasca, IL | American Dairy Science Association | Lodging, Registration | | | |
| | **TRAVELER TITLE** | **EVENT SPONSOR** | **ENDING DATE [MM/DD/YYYY]** | **TRAVEL DATE(S)** | | Total In-Kind | | X | $902.25 |
| | Research Animal Scientist | American Dairy Science Association | 6/1/2018 | 5/29/18 - 6/1/18 | | | | | |
| 16 | **TRAVELER NAME** | **EVENT DESCRIPTION** | **BEGINNING DATE [MM/DD/YYYY]** | **LOCATION** | **BENEFIT SOURCE** | | | | |
| | Philipp Simon | International Symposium on Carrot and Other Apiaceae | 9/19/2018 | Krakow, Poland | University of Agriculture in Krakow | Air, Lodging, Registration, Taxi | | | |
| | **TRAVELER TITLE** | **EVENT SPONSOR** | **ENDING DATE [MM/DD/YYYY]** | **TRAVEL DATE(S)** | | Total In-Kind | | X | $2,733.00 |
| | Research Geneticist Plants | University of Agriculture in Krakow | 9/28/2018 | 9/16/18 - 9/26/18 | | | | | |
| 17 | **TRAVELER NAME** | **EVENT DESCRIPTION** | **BEGINNING DATE [MM/DD/YYYY]** | **LOCATION** | **BENEFIT SOURCE** | | | | |
| | Mel Oliver | FEBS Workshop 2018 - Resurrection plants: Hope for crop drought tolerance (ReHOPE) | 9/20/2018 | Plovdiv, Bulgaria | Institute of Molecular Biology and Biotechnologies | Air, Lodging, Meals | | | |
| | **TRAVELER TITLE** | **EVENT SPONSOR** | **ENDING DATE [MM/DD/YYYY]** | **TRAVEL DATE(S)** | | Total In-Kind | | X | $2,068.00 |
| | Research Geneticist | Institute of Molecular Biology and Biotechnologies | 9/22/2018 | 9/18/18 - 9/23/18 | | | | | |
| | **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 |
|---|---|---|---|---|---|---|---|---|---|
| 18 | Tamie Veith | Presentation Annis Water Resources Institute | 4/9/2018 | Muskegon, MI | Annis Water Resources Institute | Air, Lodging, Meals, Parking, Taxi, etc. | | | |
| | **TRAVELER TITLE** | **EVENT SPONSOR** | **ENDING DATE [MM/DD/YYYY]** | **TRAVEL DATE(S)** | | Total In-Kind | | X | $636.00 |
| | Agricultural Engineer | Annis Water Resources Institute | 4/12/2018 | 4/9/18 - 4/12/18 | | Total Paid to Agency | X | | $296.00 |
| 19 | **TRAVELER NAME** | **EVENT DESCRIPTION** | **BEGINNING DATE [MM/DD/YYYY]** | **LOCATION** | **BENEFIT SOURCE** | | | | |
| | Beth Cleveland | Pacific Seafoods Annual Aquaculture Meeting | 4/16/2018 | Shelton, WA | Pacific Aquaculture | Air, Lodging, Rental Car | | | |
| | **TRAVELER TITLE** | **EVENT SPONSOR** | **ENDING DATE [MM/DD/YYYY]** | **TRAVEL DATE(S)** | | Total In-Kind | | X | $1,708.00 |
| | Growth Physiologist | Pacific Aquaculture | 4/17/2018 | 4/15/18 - 4/18/18 | | | | | |
| 20 | **TRAVELER NAME** | **EVENT DESCRIPTION** | **BEGINNING DATE [MM/DD/YYYY]** | **LOCATION** | **BENEFIT SOURCE** | | | | |
| | John Norelli | Meeting - Conservation of Malus Sieversii | 5/2/2018 | Almaty, Kazakhstan | International Fund of Preservation the Malus Sieversii | Air, Lodging | | | |
| | **TRAVELER TITLE** | **EVENT SPONSOR** | **ENDING DATE [MM/DD/YYYY]** | **TRAVEL DATE(S)** | | Total In-Kind | | X | $4,470.00 |
| | Research Plant Pathologist | International Fund of Preservation the Malus Sierversii | 5/8/2018 | 4/29/18 - 5/9/18 | | | | | |
| 21 | **TRAVELER NAME** | **EVENT DESCRIPTION** | **BEGINNING DATE [MM/DD/YYYY]** | **LOCATION** | **BENEFIT SOURCE** | | | | |
| | John Norelli | JKI Colloquium on Recent Developments in Fruit Breeding and Genetics | 5/17/2018 | Dresden, Germany | Julius Kuhn-Institut (JKI) | Air, Lodging | | | |
| | **TRAVELER TITLE** | **EVENT SPONSOR** | **ENDING DATE [MM/DD/YYYY]** | **TRAVEL DATE(S)** | | Total In-Kind | | X | $2,727.00 |
| | Research Plant Pathologist | Julius Kuhn-Institut (JKI) | 5/17/2018 | 5/14/18 - 5/21/18 | | | | | |
| 22 | **TRAVELER NAME** | **EVENT DESCRIPTION** | **BEGINNING DATE [MM/DD/YYYY]** | **LOCATION** | **BENEFIT SOURCE** | | | | |
| | Steven Lehotay | 12th European Pesticide Residue Workshop | 5/21/2018 | Munich, Germany | Organizers of the European Pesticide Residue Workshop | Air, Lodging, Meals, Taxi | | | |
| | **TRAVELER TITLE** | **EVENT SPONSOR** | **ENDING DATE [MM/DD/YYYY]** | **TRAVEL DATE(S)** | | Total In-Kind | | X | $2,150.00 |
| | Research Chemist | Organizers of the European Pesticide Residue Workshop | 5/25/2018 | 5/19/18 - 5/26/18 | | | | | |
| | **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 |
|---|---|---|---|---|---|---|---|---|---|
| 23 | Joshua Gurtler | International Association for Food Protection 107th Annual Meeting | 7/8/2018 | Salt Lake City, UT | International Association for Food Protection | Air, Lodging, Registration | | | |
| | **TRAVELER TITLE** | **EVENT SPONSOR** | **ENDING DATE [MM/DD/YYYY]** | **TRAVEL DATE(S)** | | Total In-Kind | | X | $1.175.00 |
| | Research Food Technologist | International Association for Food Protection | 7/11/2018 | 7/7/18 - 7/12/18 | | | | | |

<div style="border:1px solid black; text-align:center;">

**Instructions for § 1353 Travel Report**

</div>

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_[AgencyAcronynm]_[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
Comission on Civil Rights
Commision 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 Econimic 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 Transporation
Department of Treasury
Department of Veterans Affairs
Election Assistance Commission

Enviornmental 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 & Concilitation 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 Tranpsortation 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 Transporation 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 Adminstration
Special Inspector General for Iraq Reconstruction
Surface Transporation 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**

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

| **U.S. Department of Agriculture** Agricultural Research Service - NEA/SEA  **Agency Contact:** Tracy Kita    tracy.kita@ars.usda.gov | | | REPORTING PERIOD: Apr 1, 2018 - Sep 30, 2018 | x | REPORTING PERIOD: Apr 1, 2018 - Sep 30, 2018 | | **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** John Smith | **EVENT DESCRIPTION** Conference on Asia-Pacific Relations | **BEGINNING DATE [MM/DD/YYYY]** 8/11/2011 | **LOCATION** San Francisco, CA | **BENEFIT SOURCE** Asia Pacific Forum Pacific Rim Foundation | Hotel | | X | $280 |
| | **TRAVELER TITLE** Secretary | **EVENT SPONSOR** Asia-Pacific Forum | **ENDING DATE [MM/DD/YYYY]** 8/12/2011 | **TRAVEL DATE(S)** 8/11/2011-8/13/2011 | | Air Transportation | X | | $825 |
| | | | | | | Meals | | X | $120 |
| 1 | **TRAVELER NAME** Scott Adkins | **EVENT DESCRIPTION** Department of Plant Pathology Seminar | **BEGINNING DATE [MM/DD/YYYY]** 4/30/2018 | **LOCATION** Columbus, Ohio | **BENEFIT SOURCE** Ohio State University | Hotel | | x | $200 |
| | **TRAVELER TITLE** Research Plant Pathologist | **EVENT SPONSOR** Ohio State University | **ENDING DATE [MM/DD/YYYY]** 5/1/2018 | **TRAVEL DATE(S)** 04/29/2018 - 05/01/2018 | | Air Transportation | | x | $500 |
| | | | | | | Meals | | x | $150 |
| 2 | **TRAVELER NAME** Claudio Afonso | **EVENT DESCRIPTION** Hipra University Symposium | **BEGINNING DATE [MM/DD/YYYY]** 7/25/2018 | **LOCATION** Kuala Lumpur Malaysia | **BENEFIT SOURCE** University Putra Malaysia | Hotel | | x | $1,200 |
| | **TRAVELER TITLE** Research Microbiologist | **EVENT SPONSOR** University Putra Malaysia | **ENDING DATE [MM/DD/YYYY]** 7/26/2018 | **TRAVEL DATE(S)** 07/22/2018 - 07/27/2018 | | Lodging | | X | $600 |
| | | | | | | Meals | | x | $200 |
| 3 | **TRAVELER NAME** Claudio Afonso | **EVENT DESCRIPTION** Hipra University Symposium | **BEGINNING DATE [MM/DD/YYYY]** 5/10/2018 | **LOCATION** Lima, Peru | **BENEFIT SOURCE** Laboratorios Hipra | Hotel | | X | $400 |
| | **TRAVELER TITLE** Rearch Microbiologist | **EVENT SPONSOR** University of San Marco | **ENDING DATE [MM/DD/YYYY]** 5/11/2018 | **TRAVEL DATE(S)** 05/09/2018 - 05/12/2018 | | Air Transportation | | X | $1,200 |
| | | | | | | Meals | | X | $200 |

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_[AgencyAcroynm]_[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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- 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
Comission on Civil Rights
Commision 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 Econimic 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 Transporation
Department of Treasury
Department of Veterans Affairs
Election Assistance Commission

Enviornmental 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 & Concilitation 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
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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 Transporation 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 Adminstration
Special Inspector General for Iraq Reconstruction
Surface Transporation 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

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| Acronym |
| --- |
| ACUS |
| ACHP |
| AFDF |
| AID |
| ABMC |
| ARC |
| ASC |
| ARTIC |
| AFRH |
| ASBCA |
| BGSF |
| BBG |
| CIA |
| CSHIB |
| CCFF |
| CCR |
| CFA |
| CPBSD |
| CPAHA |
| CFTC |
| CPSC |
| CNCS |
| CEA |
| CEQ |
| CSOSA |
| DCA |
| DCAA |
| DFAS |
| DISA |
| DIA |
| DLA |
| DNFSB |
| DSS |
| DTRA |
| USDA |
| DOC |
| DOD |
| DOED |
| DOE |
| HHS |
| DHS |
| HUD |
| DOJ |
| DOL |
| STATE |
| DAF |
| ARMY |
| DOI |
| NAVY |
| DOT |
| TREASURY |
| VA |
| EAC |

EPA
EEOC
EOP
EX-IM BANK
FCA
FCC
FDIC
FEC
FERC
FHFB
FLRA
FMC
FMCS
MSHRC
FRS
FRTIB
FTC
GSA
GAO
HTS
IMLS
IAF
IBWC
IJC
ITC
JMM
JFC
MMC
MSPB
MCC
MUF
NASA
NARA
NCPC
NCUA
NEA
NEH
DMA
DNI
NLRB
NMB
NSF
NSA
NSC
NTSB
NRC
NWTRB
OSHRC
OA
OGE
OMB
ONDCP
ONHIR
OPM
OSTP

OSC
ANGTP
OIG(DOD)
SIGAR
OS(DOD)
OVP
USTR
OPIC
PEACE
PBGC
PRC
RRB
RAT BOARD
SEC
SSS
SBA
SSA
SIGIR
STB
TVA
PCB
PRESIDIO
WH
USUHS
ACCESS
USTDA

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

| SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE | | | | PAGE 1 | OF PAGES 1 | YEAR 2018 |
|---|---|---|---|---|---|---|

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**U.S. Department of Agriculture**
Agricultural Research Service - PA
**Agency Contact:** Karen Hughes   Karen.Hughes@ars.usda.gov

REPORTING PERIOD: OCTOBER 1, 2017- MARCH 31, 2018    REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2018 [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** John Smith | **EVENT DESCRIPTION** Conference on Asia-Pacific Relations | **BEGINNING DATE [MM/DD/YYYY]** 8/11/2011 | **LOCATION** San Francisco, CA | **BENEFIT SOURCE** Asia Pacific Forum Pacific Rim Foundation | Hotel | | X | $280 |
| | **TRAVELER TITLE** Secretary | **EVENT SPONSOR** Asia-Pacific Forum | **ENDING DATE [MM/DD/YYYY]** 8/12/2011 | **TRAVEL DATE(S)** 8/11/2011-8/13/2011 | | Air Transportation | X | | $825 |
| | | | | | | Meals | | X | $120 |
| 1 | **TRAVELER NAME** David Taylor | **EVENT DESCRIPTION** NW Pacific Dairy Seminar | **BEGINNING DATE [MM/DD/YYYY]** 4/3/2018 | **LOCATION** Sunnyside, Washington | **BENEFIT SOURCE** Champion Animal Health | Hotel | | X | $200 |
| | **TRAVELER TITLE** Res Entomologist | **EVENT SPONSOR** Champion Animal Health | **ENDING DATE [MM/DD/YYYY]** 4/3/2018 | **TRAVEL DATE(S)** 4/2/2018-4/4/2018 | | Air Transportation | | X | $400 |
| | | | | | | Meals | | X | $200 |
| 2 | **TRAVELER NAME** Kristin Hales | **EVENT DESCRIPTION** 2018 Plains Nutrition Council Spring Conference | **BEGINNING DATE [MM/DD/YYYY]** 4/5/2018 | **LOCATION** San Antonio, TX | **BENEFIT SOURCE** SD State University | Hotel | | X | $248 |
| | **TRAVELER TITLE** Res Animal Scientist | **EVENT SPONSOR** SD State University | **ENDING DATE [MM/DD/YYYY]** 4/6/2018 | **TRAVEL DATE(S)** 4/4/2018-4/6/2018 | | Air Transportation | | X | $458 |
| | | | | | | Reg, Meals, Parking, Shuttle | X | X | $284 |
| 3 | **TRAVELER NAME** Timothy Smith | **EVENT DESCRIPTION** Lecture | **BEGINNING DATE [MM/DD/YYYY]** 4/9/2018 | **LOCATION** Dublin, Ireland | **BENEFIT SOURCE** British Society of Animal Science | Hotel | | X | $871.76 |
| | **TRAVELER TITLE** Res Chemist | **EVENT SPONSOR** British Soceity of Animal Science | **ENDING DATE [MM/DD/YYYY]** 4/11/2018 | **TRAVEL DATE(S)** 4/7/2018-4/13/2018 | | Air Transportation | X | | $791.93 |
| | | | | | | Reg, Meals, Shuttle | X | X | $1,230 |

## 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_[AgencyAcroynm]_[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
Comission on Civil Rights
Commision 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 Econimic 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 Transporation
Department of Treasury
Department of Veterans Affairs
Election Assistance Commission

Enviornmental 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 & Concilitation 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 Tranpsortation 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 Transporation 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 Adminstration
Special Inspector General for Iraq Reconstruction
Surface Transporation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Science-- Department of Defense
US Access Board
US Trade & Development Agency

**If your agency is not listed here or if you have questions about the standard acronym for your**

| Acronym |
| --- |
| ACUS |
| ACHP |
| AFDF |
| AID |
| ABMC |
| ARC |
| ASC |
| ARTIC |
| AFRH |
| ASBCA |
| BGSF |
| BBG |
| CIA |
| CSHIB |
| CCFF |
| CCR |
| CFA |
| CPBSD |
| CPAHA |
| CFTC |
| CPSC |
| CNCS |
| CEA |
| CEQ |
| CSOSA |
| DCA |
| DCAA |
| DFAS |
| DISA |
| DIA |
| DLA |
| DNFSB |
| DSS |
| DTRA |
| USDA |
| DOC |
| DOD |
| DOED |
| DOE |
| HHS |
| DHS |
| HUD |
| DOJ |
| DOL |
| STATE |
| DAF |
| ARMY |
| DOI |
| NAVY |
| DOT |
| TREASURY |
| VA |
| EAC |

EPA
EEOC
EOP
EX-IM BANK
FCA
FCC
FDIC
FEC
FERC
FHFB
FLRA
FMC
FMCS
MSHRC
FRS
FRTIB
FTC
GSA
GAO
HTS
IMLS
IAF
IBWC
IJC
ITC
JMM
JFC
MMC
MSPB
MCC
MUF
NASA
NARA
NCPC
NCUA
NEA
NEH
DMA
DNI
NLRB
NMB
NSF
NSA
NSC
NTSB
NRC
NWTRB
OSHRC
OA
OGE
OMB
ONDCP
ONHIR
OPM
OSTP

OSC
ANGTP
OIG(DOD)
SIGAR
OS(DOD)
OVP
USTR
OPIC
PEACE
PBGC
PRC
RRB
RAT BOARD
SEC
SSS
SBA
SSA
SIGIR
STB
TVA
PCB
PRESIDIO
WH
USUHS
ACCESS
USTDA

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

| SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE | | PAGE 1 | OF PAGES 1 | YEAR 2018 |
|---|---|---|---|---|

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

| **U.S. Department of Agriculture** Agricultural Research Service - PWA **Agency Contact:** Lisa Jackson-Beitia  lisa.jacksonbeitia@ars.usda.gov | REPORTING PERIOD: OCTOBER 1, 2017- MARCH 31, 2018 | X | REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2018 | | **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** John Smith | **EVENT DESCRIPTION** Conference on Asia-Pacific Relations | **BEGINNING DATE [MM/DD/YYYY]** 8/11/2011 | **LOCATION** San Francisco, CA | **BENEFIT SOURCE** Asia Pacific Forum Pacific Rim Foundation | Hotel | | X | $280 |
| | **TRAVELER TITLE** Secretary | **EVENT SPONSOR** Asia-Pacific Forum | **ENDING DATE [MM/DD/YYYY]** 8/12/2011 | **TRAVEL DATE(S)** 8/11/2011-8/13/2011 | | Air Transportation | X | | $825 |
| | | | | | | Meals | | X | $120 |
| 1 | **TRAVELER NAME** Ellyn Bitume | **EVENT DESCRIPTION** International Congress of Biological Control: Biological Control for a Healthy Planet | **BEGINNING DATE [MM/DD/YYYY]** 5/14/2018 | **LOCATION** Beijing, China | **BENEFIT SOURCE** Colorado State University | Lodging | X | | $376.36 |
| | **TRAVELER TITLE** Research Entomologist - Post Doc | **EVENT SPONSOR** Colorado State University | **ENDING DATE [MM/DD/YYYY]** 5/15/2018 | **TRAVEL DATE(S)** 5/12/2018 - 5/18/2018 | | Common Carrier | | X | $800.00 |
| | | | | | | Ground transportation | | X | $200.00 |
| 2 | **TRAVELER NAME** Eduardo Bautista | **EVENT DESCRIPTION** Lecture | **BEGINNING DATE [MM/DD/YYYY]** 4/11/2018 | **LOCATION** Sacramento, CA | **BENEFIT SOURCE** California State University, Davis | Air Transportation | | X | $370.86 |
| | **TRAVELER TITLE** Research Hydraulic Engineer | **EVENT SPONSOR** California State University, Davis | **ENDING DATE [MM/DD/YYYY]** 4/12/2018 | **TRAVEL DATE(S)** 04/11/2018 - 04/12/2018 | | Lodging | | X | $146.00 |
| | | | | | | Ground Transportation | | X | $50.00 |
| 3 | **TRAVELER NAME** Kevin Bronson | **EVENT DESCRIPTION** 2018 4R Summit | **BEGINNING DATE [MM/DD/YYYY]** 6/11/2018 | **LOCATION** Des Moines, IA | **BENEFIT SOURCE** Fertilizer Institute | Air Transportation | X | | $533.00 |
| | **TRAVELER TITLE** Supervisory Research Soil Scientist | **EVENT SPONSOR** Fertilizer Institute | **ENDING DATE [MM/DD/YYYY]** 6/12/2018 | **TRAVEL DATE(S)** 06/11/2018 - 06/12/2018 | | Lodging | X | | $109.00 |
| | | | | | | Baggage | X | | $50.00 |

## Instructions for § 1353 Travel Report

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

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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.

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#### *Filling in* **Page, Of Pages** *and* **Year**

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*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
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*In Excel 2003*
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- Set the print area. A submenu will open. Scroll to "Set Print Area" and left-click to set the print area. The print area will be outlined with a dashed border inside of the spreadsheet.

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- 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
Comission on Civil Rights
Commision 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 Econimic 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 Transporation
Department of Treasury
Department of Veterans Affairs
Election Assistance Commission

Enviornmental 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 & Concilitation 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 Transporation 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 Adminstration
Special Inspector General for Iraq Reconstruction
Surface Transporation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Science-- Department of Defense
US Access Board
US Trade & Development Agency

**If your agency is not listed here or if you have questions about the standard acronym for your**

| Acronym |
| --- |
| ACUS |
| ACHP |
| AFDF |
| AID |
| ABMC |
| ARC |
| ASC |
| ARTIC |
| AFRH |
| ASBCA |
| BGSF |
| BBG |
| CIA |
| CSHIB |
| CCFF |
| CCR |
| CFA |
| CPBSD |
| CPAHA |
| CFTC |
| CPSC |
| CNCS |
| CEA |
| CEQ |
| CSOSA |
| DCA |
| DCAA |
| DFAS |
| DISA |
| DIA |
| DLA |
| DNFSB |
| DSS |
| DTRA |
| USDA |
| DOC |
| DOD |
| DOED |
| DOE |
| HHS |
| DHS |
| HUD |
| DOJ |
| DOL |
| STATE |
| DAF |
| ARMY |
| DOI |
| NAVY |
| DOT |
| TREASURY |
| VA |
| EAC |

EPA
EEOC
EOP
EX-IM BANK
FCA
FCC
FDIC
FEC
FERC
FHFB
FLRA
FMC
FMCS
MSHRC
FRS
FRTIB
FTC
GSA
GAO
HTS
IMLS
IAF
IBWC
IJC
ITC
JMM
JFC
MMC
MSPB
MCC
MUF
NASA
NARA
NCPC
NCUA
NEA
NEH
DMA
DNI
NLRB
NMB
NSF
NSA
NSC
NTSB
NRC
NWTRB
OSHRC
OA
OGE
OMB
ONDCP
ONHIR
OPM
OSTP

OSC
ANGTP
OIG(DOD)
SIGAR
OS(DOD)
OVP
USTR
OPIC
PEACE
PBGC
PRC
RRB
RAT BOARD
SEC
SSS
SBA
SSA
SIGIR
STB
TVA
PCB
PRESIDIO
WH
USUHS
ACCESS
USTDA

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

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

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

**U.S. Department of Agriculture**
Agricultural Research Service - SEA
**Agency Contact:** Cack Norquist    cack.norquist@ars.usda.gov

REPORTING PERIOD: OCTOBER 1, 2017- MARCH 31, 2018
REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2018    **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** John Smith | **EVENT DESCRIPTION** Conference on Asia-Pacific Relations | **BEGINNING DATE [MM/DD/YYYY]** 8/11/2011 | **LOCATION** San Francisco, CA | **BENEFIT SOURCE** Asia Pacific Forum Pacific Rim Foundation | Hotel | | X | $280 |
| | **TRAVELER TITLE** Secretary | **EVENT SPONSOR** Asia-Pacific Forum | **ENDING DATE [MM/DD/YYYY]** 8/12/2011 | **TRAVEL DATE(S)** 8/11/2011-8/13/2011 | | Air Transportation | X | | $825 |
| | | | | | | Meals | | X | $120 |
| 1 | **TRAVELER NAME** Hamed Abbas | **EVENT DESCRIPTION** Departmental Seminar Series at the Dept. of Plant Pathology, Univ of Minnesota (4/2-3/18); Not covered by contributed funds - Present seminars to Dept of Medicinal Chemistry, College of Pharmacy (4/4-6/18) | **BEGINNING DATE [MM/DD/YYYY]** 4/2/2018 | **LOCATION** St. Paul, MN | **BENEFIT SOURCE** Univ. of Minnesota, Dept. of Plant Pathology | Air Transportation Hotel | | X X | $600 $250 |
| | **TRAVELER TITLE** Research Plant Pathologist | **EVENT SPONSOR** Univ. of Minnesota | **ENDING DATE [MM/DD/YYYY]** 4/3/2018 | **TRAVEL DATE(S)** 4/01/2018 - 4/7/2018 | | Meals | | X X | $100 |
| | | | | | | Ground Transportation | | X X | $150 |
| 2 | **TRAVELER NAME** Ann Donoghue | **EVENT DESCRIPTION** Presentation at the Southern SARE Program | **BEGINNING DATE [MM/DD/YYYY]** 4/3/2018 | **LOCATION** Griffin, GA | **BENEFIT SOURCE** Southern SARE (Sustainable Agriculture Research & Education) | POV Mileage Hotel | X X | | $128 $390 |
| | **TRAVELER TITLE** Research Leader | **EVENT SPONSOR** Southern SARE Program | **ENDING DATE [MM/DD/YYYY]** 4/5/2018 | **TRAVEL DATE(S)** 4/02/2018 - 4/05/2018 | | Meals | X | | $189 |
| | | | | | | Parking | X | | $50 |
| 3 | **TRAVELER NAME** Joan Burke | **EVENT DESCRIPTION** Our Farms, Our Furture Conference | **BEGINNING DATE [MM/DD/YYYY]** 4/3/2018 | **LOCATION** St. Louis, MO | **BENEFIT SOURCE** Southern SARE (Sustainable Agriculture Research & Education) | Air Transportation Hotel | | X X | $500 $298 |

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|---|---|---|---|---|---|---|---|---|---|
| | **TRAVELER TITLE** | **EVENT SPONSOR** | **ENDING DATE [MM/DD/YYYY]** | **TRAVEL DATE(S)** | | Meals | | X | $175 |
| | Resaerch Animal Scientist | Southern SARE Conference | 4/5/2018 | 4/2/18-4/4/18 | | Registration fee Miscellanous | | X X | $250 $100 |

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*If your agency has not accepted payments under 31 U.S.C. § 1353 for the applicable reporting period, your agency must still submit a negative report. Negative reports are indicated by an electronic submission of the OGE Form-1353 (in excel format) or the SF-326 (in PDF Format).*

## Completing the OGE Form-1353

### *Saving the Workbook*

Name the Workbook using your agency acronym and the reporting period using this convention: 1353Report_[AgencyAcronym]_[Reporting Period].xls, for example 1353Report_OGE_OctMarch2011.xls.

- Select the Microsoft Button and choose "Save As" Excel Workbook from the menu. When typing the file name, use the naming convention: 1353Report_[AgencyAcroynm]_[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
Comission on Civil Rights
Commision 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 Econimic 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 Transporation
Department of Treasury
Department of Veterans Affairs
Election Assistance Commission

Enviornmental 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 & Concilitation 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
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| DTRA |
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| DOED |
| DOE |
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| DHS |
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| NAVY |
| DOT |
| TREASURY |
| VA |
| EAC |

EPA
EEOC
EOP
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FCA
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FMC
FMCS
MSHRC
FRS
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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
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OA
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OIG(DOD)
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**U.S. Department of Agriculture**
Economic Research Service

**Agency Contact:** Henry Norcom    hnorcom@ers.usda.gov

REPORTING PERIOD: OCTOBER 1, 2017- MARCH 31, 2018

REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2018    **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** John Smith | **EVENT DESCRIPTION** Conference on Asia-Pacific Relations | **BEGINNING DATE [MM/DD/YYYY]** 8/11/2011 | **LOCATION** San Francisco, CA | **BENEFIT SOURCE** Asia Pacific Forum Pacific Rim Foundation | Hotel | | X | $280 |
| | **TRAVELER TITLE** Secretary | **EVENT SPONSOR** Asia-Pacific Forum | **ENDING DATE [MM/DD/YYYY]** 8/12/2011 | **TRAVEL DATE(S)** 8/11/2011-8/13/2011 | | Air Transportation | X | | $825 |
| | | | | | | Meals | | X | $120 |
| 1 | **TRAVELER NAME** Jean Buzby | **EVENT DESCRIPTION** Meeting - First Food Loss and Waste Expert Group | **BEGINNING DATE [MM/DD/YYYY]** 5/15/2018 | **LOCATION** Mexico City, Mexico | **BENEFIT SOURCE** Commission for Environmental Cooperation | Lodging, Meals and Airfare | | X | 1077.6 |
| | **TRAVELER TITLE** Chief, Diety, Safety and Health Economics Branch | **EVENT SPONSOR** Commission for Environmental Cooperation | **ENDING DATE [MM/DD/YYYY]** 5/16/2018 | **TRAVEL DATE(S)** 5/14 - 5/17/2018 | | | | | |
| 2 | **TRAVELER NAME** Timothy Wojan | **EVENT DESCRIPTION** Conference - 11th OECD Rural Development Conference: Enhancing Rural Innovation | **BEGINNING DATE [MM/DD/YYYY]** 4/9/2018 | **LOCATION** Edinburgh, Scotland | **BENEFIT SOURCE** Organisation for Economic Cooperation and Development (OECD) | Airfare | | x | 1159 |
| | **TRAVELER TITLE** Sr. Economist | **EVENT SPONSOR** Organisation for Economic Cooperation and Development (OECD) | **ENDING DATE [MM/DD/YYYY]** 4/12/2018 | **TRAVEL DATE(S)** 4/7 - 4/13/2018 | | Lodging | | x | 750 |
| 3 | **TRAVELER NAME** Timothy Wojan | **EVENT DESCRIPTION** Creative and Digital Rural Economy Research Seminar - presentation | **BEGINNING DATE [MM/DD/YYYY]** 4/12/2018 | **LOCATION** London, England | **BENEFIT SOURCE** Littoral Arts Trust | Airfare | | X | 112 |

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|---|---|---|---|---|---|---|---|---|---|
| | **TRAVELER TITLE** | **EVENT SPONSOR** | **ENDING DATE [MM/DD/YYYY]** | **TRAVEL DATE(S)** | | Lodging | | X | 250 |
| | Sr. Economist | Littoral Arts Trust | 4/12/2018 | 4/12 - 4/13/2018 | | | | | |

## Instructions for § 1353 Travel Report

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- 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
Comission on Civil Rights
Commision 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 Econimic 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 Transporation
Department of Treasury
Department of Veterans Affairs
Election Assistance Commission

Enviornmental 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 & Concilitation 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 Transporation 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 Adminstration
Special Inspector General for Iraq Reconstruction
Surface Transporation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Science-- Department of Defense
US Access Board
US Trade & Development Agency

**If your agency is not listed here or if you have questions about the standard acronym for your**

| Acronym |
| --- |
| ACUS |
| ACHP |
| AFDF |
| AID |
| ABMC |
| ARC |
| ASC |
| ARTIC |
| AFRH |
| ASBCA |
| BGSF |
| BBG |
| CIA |
| CSHIB |
| CCFF |
| CCR |
| CFA |
| CPBSD |
| CPAHA |
| CFTC |
| CPSC |
| CNCS |
| CEA |
| CEQ |
| CSOSA |
| DCA |
| DCAA |
| DFAS |
| DISA |
| DIA |
| DLA |
| DNFSB |
| DSS |
| DTRA |
| USDA |
| DOC |
| DOD |
| DOED |
| DOE |
| HHS |
| DHS |
| HUD |
| DOJ |
| DOL |
| STATE |
| DAF |
| ARMY |
| DOI |
| NAVY |
| DOT |
| TREASURY |
| VA |
| EAC |

EPA
EEOC
EOP
EX-IM BANK
FCA
FCC
FDIC
FEC
FERC
FHFB
FLRA
FMC
FMCS
MSHRC
FRS
FRTIB
FTC
GSA
GAO
HTS
IMLS
IAF
IBWC
IJC
ITC
JMM
JFC
MMC
MSPB
MCC
MUF
NASA
NARA
NCPC
NCUA
NEA
NEH
DMA
DNI
NLRB
NMB
NSF
NSA
NSC
NTSB
NRC
NWTRB
OSHRC
OA
OGE
OMB
ONDCP
ONHIR
OPM
OSTP

OSC
ANGTP
OIG(DOD)
SIGAR
OS(DOD)
OVP
USTR
OPIC
PEACE
PBGC
PRC
RRB
RAT BOARD
SEC
SSS
SBA
SSA
SIGIR
STB
TVA
PCB
PRESIDIO
WH
USUHS
ACCESS
USTDA

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

| | SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE | | | | | | PAGE | OF PAGES | YEAR 2018 |
|---|---|---|---|---|---|---|---|---|---|

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.

| **FOREST SERVICE** | | | | REPORTING PERIOD: OCTOBER 1, 2017- MARCH 31, 2018 | REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2018   X | | **NEGATIVE REPORT** | | |

**Agency Contact:** USDA Headquarters, Office of Ethics   andrew.tobin@oe.usda.gov

| 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** John Smith | **EVENT DESCRIPTION** Conference on Asia-Pacific Relations | **BEGINNING DATE [MM/DD/YYYY]** 8/11/2011 | **LOCATION** San Francisco, CA | **BENEFIT SOURCE** Asia Pacific Forum Pacific Rim Foundation | Hotel | | X | $280 |
| | **TRAVELER TITLE** Secretary | **EVENT SPONSOR** Asia-Pacific Forum | **ENDING DATE [MM/DD/YYYY]** 8/12/2011 | **TRAVEL DATE(S)** 8/11/2011-8/13/2011 | | Air Transportation | X | | $825 |
| | | | | | | Meals | | X | $120 |
| 1 | **TRAVELER NAME** Alan Ager | **EVENT DESCRIPTION** Meeting and workshop | **BEGINNING DATE [MM/DD/YYYY]** 6/4/2018 | **LOCATION** Cordoba Argentina | **BENEFIT SOURCE** Ministry of Science, Technology and | transportation | | x | 2500 |
| | **TRAVELER TITLE** Research Forester | **EVENT SPONSOR** Ministry of Science, Technology and Productive Innovation of Argentina | **ENDING DATE [MM/DD/YYYY]** 6/15/2018 | **TRAVEL DATE(S)** 6/7/2018-6/16/2018 | | | | | |
| | | | | | | | | | |
| 2 | **TRAVELER NAME** DEVENDRA MAN AMATYA | **EVENT DESCRIPTION** Public Defense of a Doctoral Thesis | **BEGINNING DATE [MM/DD/YYYY]** 4/4/2018 | **LOCATION** Finland, Helsinki | **BENEFIT SOURCE** Department of Civil and Environmental Engineering, Aalto | transportation | x | x | 1650 |
| | **TRAVELER TITLE** Research Hydrologist | **EVENT SPONSOR** Department of Civil and Environmental Engineering, Aalto University, Helsinki, Finland | **ENDING DATE [MM/DD/YYYY]** 4/6/2018 | **TRAVEL DATE(S)** 4/3/18-4/8/18 | | hotel | | x | 852 |
| | | | | | | per diem | x | | 615 |
| 3 | **TRAVELER NAME** Michelle Baumflek | **EVENT DESCRIPTION** Fieldwork for an ongoing research project at Acadia National Park | **BEGINNING DATE [MM/DD/YYYY]** 7/5/2018 | **LOCATION** Acadia National Park | Schoodic Institute at Acadia National Park | per diem | x | | 1589 |
| | **TRAVELER TITLE** | **EVENT SPONSOR** | **ENDING DATE [MM/DD/YYYY]** | **TRAVEL DATE(S)** | | Hotel | x | | 3479 |

| 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 |
|---|---|---|---|---|---|---|---|---|---|
| | Research Biologist | Schoodic Institute at Acadia National Park | 8/3/2018 | 7/2/18-8/5/18 | | transportation | x | | 2712 |

## 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_[AgencyAcroynm]_[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
Comission on Civil Rights
Commision 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 Econimic 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 Transporation
Department of Treasury
Department of Veterans Affairs
Election Assistance Commission

Enviornmental 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 & Concilitation 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 Transporation 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 Adminstration
Special Inspector General for Iraq Reconstruction
Surface Transporation 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**

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.

| **FOREST SERVICE  1353 TRAVEL REPORT** | | **REPORTING PERIOD: OCTOBER 1, 2017- MARCH 31, 2018** | **X** | **REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2018** | | **NEGATIVE REPORT** |
|---|---|---|---|---|---|---|
| **Agency Contact:**  USDA, Headquarters Office of Ethics   Andrew.tobin@oe.usda.gov | | | | | | |

| 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** John Smith | **EVENT DESCRIPTION** Conference on Asia-Pacific Relations | **BEGINNING DATE [MM/DD/YYYY]** 8/11/2011 | **LOCATION** San Francisco, CA | **BENEFIT SOURCE** Asia Pacific Forum Pacific Rim Foundation | Hotel | | X | $280 |
| | **TRAVELER TITLE** Secretary | **EVENT SPONSOR** Asia-Pacific Forum | **ENDING DATE [MM/DD/YYYY]** 8/12/2011 | **TRAVEL DATE(S)** 8/11/2011-8/13/2011 | | Air Transportation | X | | $825 |
| | | | | | | Meals | | X | $120 |
| 1 | **TRAVELER NAME** Susan M. Stein | **EVENT DESCRIPTION** Southern Region SARE Summer Administrative Council Meeting | **BEGINNING DATE [MM/DD/YYYY]** 8/6/2018 | **LOCATION** Savannah, GA | **BENEFIT SOURCE** University of Georgia | Common Carrier Taxi/Shuttle Travel Fee Voucher Fee | x          x x          x | | $472.00 $120.00 $8.26 $14.75 |
| | **TRAVELER TITLE** Director, National Agroforestry Center | **EVENT SPONSOR** University of Georgia | **ENDING DATE [MM/DD/YYYY]** 8/8/2018 | **TRAVEL DATE(S)** 8/5/18-8/8/18 | | Lodging Hotel Taxes Baggage | x          x x | | $351.00 $63.63 $50.00 |
| | | | | | | Per Diem (at gov rate) | x | | $206.50 |
| 2 | **TRAVELER NAME** Coeli M. Hoover | **EVENT DESCRIPTION** RREA E-Learning for Forest Carbon Management Workshop | **BEGINNING DATE [MM/DD/YYYY]** 8/21/2018 | **LOCATION** Ypsilanti,  MI | **BENEFIT SOURCE** Michigan State University | Lodging Common Carrier Meals | | x          x x | $378.00 $300.00 $75.00 |
| | **TRAVELER TITLE** Research Ecologist | **EVENT SPONSOR** Michigan State University | **ENDING DATE [MM/DD/YYYY]** 8/22/2018 | **TRAVEL DATE(S)** 8/20/18-8/22/18 | | Taxi/Shuttle | x | | $150.00 |
| | | | | | | Per Diem (at gov rate) | x | | $88.00 |
| 3 | **TRAVELER NAME** Jennifer Hayes | **EVENT DESCRIPTION** Cool Forests at Risk/IBFRA18 | **BEGINNING DATE [MM/DD/YYYY]** 9/17/2018 | **LOCATION** Vienna, Austria | **BENEFIT SOURCE** International Institute for Applied Systems Analysis | Common Carrier | | x | $1,175.00 |
| | **TRAVELER TITLE** Public Affairs Specialist | **EVENT SPONSOR** International Institute for Applied Systems | **ENDING DATE [MM/DD/YYYY]** 9/20/2018 | **TRAVEL DATE(S)** 9/17/18-9/23/18 | | Lodging | | x | $1,050.00 |

## 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_[AgencyAcroynm]_[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
Comission on Civil Rights
Commision 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 Econimic 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 Transporation
Department of Treasury
Department of Veterans Affairs
Election Assistance Commission

Enviornmental 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 & Concilitation 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 Transporation 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 Adminstration
Special Inspector General for Iraq Reconstruction
Surface Transporation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Science-- Department of Defense
US Access Board
US Trade & Development Agency

**If your agency is not listed here or if you have questions about the standard acronym for your**

| **Acronym** |
| --- |
| ACUS |
| ACHP |
| AFDF |
| AID |
| ABMC |
| ARC |
| ASC |
| ARTIC |
| AFRH |
| ASBCA |
| BGSF |
| BBG |
| CIA |
| CSHIB |
| CCFF |
| CCR |
| CFA |
| CPBSD |
| CPAHA |
| CFTC |
| CPSC |
| CNCS |
| CEA |
| CEQ |
| CSOSA |
| DCA |
| DCAA |
| DFAS |
| DISA |
| DIA |
| DLA |
| DNFSB |
| DSS |
| DTRA |
| USDA |
| DOC |
| DOD |
| DOED |
| DOE |
| HHS |
| DHS |
| HUD |
| DOJ |
| DOL |
| STATE |
| DAF |
| ARMY |
| DOI |
| NAVY |
| DOT |
| TREASURY |
| VA |
| EAC |

EPA
EEOC
EOP
EX-IM BANK
FCA
FCC
FDIC
FEC
FERC
FHFB
FLRA
FMC
FMCS
MSHRC
FRS
FRTIB
FTC
GSA
GAO
HTS
IMLS
IAF
IBWC
IJC
ITC
JMM
JFC
MMC
MSPB
MCC
MUF
NASA
NARA
NCPC
NCUA
NEA
NEH
DMA
DNI
NLRB
NMB
NSF
NSA
NSC
NTSB
NRC
NWTRB
OSHRC
OA
OGE
OMB
ONDCP
ONHIR
OPM
OSTP

OSC
ANGTP
OIG(DOD)
SIGAR
OS(DOD)
OVP
USTR
OPIC
PEACE
PBGC
PRC
RRB
RAT BOARD
SEC
SSS
SBA
SSA
SIGIR
STB
TVA
PCB
PRESIDIO
WH
USUHS
ACCESS
USTDA

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

| | SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE | | | | PAGE | OF PAGES | YEAR 2018 |
|---|---|---|---|---|---|---|---|

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.

**HEADQUARTERS  1353 TRAVEL REPORT**

**Agency Contact:** USDA, Headquarters Office of Ethics   Andrew.tobin@oe.usda.gov

REPORTING PERIOD: OCTOBER 1, 2017- MARCH 31, 2018      **X**  REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2018

**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** John Smith | **EVENT DESCRIPTION** Conference on Asia-Pacific Relations | **BEGINNING DATE [MM/DD/YYYY]** 8/11/2011 | **LOCATION** San Francisco, CA | **BENEFIT SOURCE** Asia Pacific Forum Pacific Rim Foundation | Hotel | | X | $280 |
| | **TRAVELER TITLE** Secretary | **EVENT SPONSOR** Asia-Pacific Forum | **ENDING DATE [MM/DD/YYYY]** 8/12/2011 | **TRAVEL DATE(S)** 8/11/2011-8/13/2011 | | Air Transportation | X | | $825 |
| | | | | | | Meals | | X | $120 |
| 1 | **TRAVELER NAME** Jerry L. Hatfaield | **EVENT DESCRIPTION** Editor's Conference for Tri-Society Journals | **BEGINNING DATE [MM/DD/YYYY]** 6/25/2018 | **LOCATION** Madison, WI | **BENEFIT SOURCE** American Society of Agronomy | Per Diem (at Gov Rate) | | x | $147.50 |
| | **TRAVELER TITLE** Supvy. Plant Physiologist | **EVENT SPONSOR** American Society of Agronomy | **ENDING DATE [MM/DD/YYYY]** 6/26/2018 | **TRAVEL DATE(S)** 6/24/18-6/26/18 | | Lodging | | x | $324.00 |
| | | | | | | Mileage Parking | x       x | | $354.25 $40.00 |
| 2 | **TRAVELER NAME** Edward S. Buckler, IV | **EVENT DESCRIPTION** Emerging Technologies for Global Food Security Conference | **BEGINNING DATE [MM/DD/YYYY]** 6/19/2018 | **LOCATION** Saskatoon, Canada | **BENEFIT SOURCE** Global Institute for Food Security | Common Carrier | | x | $817.00 |
| | **TRAVELER TITLE** Research Geneticist | **EVENT SPONSOR** Global Institute for Food Security | **ENDING DATE [MM/DD/YYYY]** 6/21/2018 | **TRAVEL DATE(S)** 6/18/18-6/22/18 | | Lodging | | x | $360.00 |
| | | | | | | | | | |
| 3 | **TRAVELER NAME** Roger Wise | **EVENT DESCRIPTION** International Cereal Rusts and Powdery Mildews Conference | **BEGINNING DATE [MM/DD/YYYY]** 9/20/2018 | **LOCATION** Skukuza, South Africa | **BENEFIT SOURCE** Iowa State University | Lodging Meals Taxi/Shuttle | x x | x | $840.00 $632.00 $100.00 |
| | **TRAVELER TITLE** Research Geneticist | **EVENT SPONSOR** Iowa State University | **ENDING DATE [MM/DD/YYYY]** 9/26/2018 | **TRAVEL DATE(S)** 9/20/18-9/27/18 | | Airport Parking Registration | x x | | $48.00 $550.00 |
| | | | | | | Common Carrier | | x | $1,700.00 |

## Instructions for § 1353 Travel Report

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## Completing the OGE Form-1353

### Saving the Workbook

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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.

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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.

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### *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**
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## **Printing Reports for Internal Agency Use and Record Keeping**

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

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- Set the print area. A submenu will open. Scroll to "Set Print Area" and left-click to set the print area. The print area will be outlined with a dashed border inside of the spreadsheet.

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- 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
Comission on Civil Rights
Commision 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 Econimic 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 Transporation
Department of Treasury
Department of Veterans Affairs
Election Assistance Commission

Enviornmental 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 & Concilitation 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 Transporation 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 Adminstration
Special Inspector General for Iraq Reconstruction
Surface Transporation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Science-- Department of Defense
US Access Board
US Trade & Development Agency

**If your agency is not listed here or if you have questions about the standard acronym for your**

| **Acronym** |
| --- |
| ACUS |
| ACHP |
| AFDF |
| AID |
| ABMC |
| ARC |
| ASC |
| ARTIC |
| AFRH |
| ASBCA |
| BGSF |
| BBG |
| CIA |
| CSHIB |
| CCFF |
| CCR |
| CFA |
| CPBSD |
| CPAHA |
| CFTC |
| CPSC |
| CNCS |
| CEA |
| CEQ |
| CSOSA |
| DCA |
| DCAA |
| DFAS |
| DISA |
| DIA |
| DLA |
| DNFSB |
| DSS |
| DTRA |
| USDA |
| DOC |
| DOD |
| DOED |
| DOE |
| HHS |
| DHS |
| HUD |
| DOJ |
| DOL |
| STATE |
| DAF |
| ARMY |
| DOI |
| NAVY |
| DOT |
| TREASURY |
| VA |
| EAC |

EPA
EEOC
EOP
EX-IM BANK
FCA
FCC
FDIC
FEC
FERC
FHFB
FLRA
FMC
FMCS
MSHRC
FRS
FRTIB
FTC
GSA
GAO
HTS
IMLS
IAF
IBWC
IJC
ITC
JMM
JFC
MMC
MSPB
MCC
MUF
NASA
NARA
NCPC
NCUA
NEA
NEH
DMA
DNI
NLRB
NMB
NSF
NSA
NSC
NTSB
NRC
NWTRB
OSHRC
OA
OGE
OMB
ONDCP
ONHIR
OPM
OSTP

OSC
ANGTP
OIG(DOD)
SIGAR
OS(DOD)
OVP
USTR
OPIC
PEACE
PBGC
PRC
RRB
RAT BOARD
SEC
SSS
SBA
SSA
SIGIR
STB
TVA
PCB
PRESIDIO
WH
USUHS
ACCESS
USTDA

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

| | SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE | | | | **PAGE** | **OF PAGES** | **YEAR** 2018 |
|---|---|---|---|---|---|---|---|

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.

| **MARKETING 1353 TRAVEL REPORT** | | | **REPORTING PERIOD: OCTOBER 1, 2017- MARCH 31, 2018** | **X** **REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2018** | | **NEGATIVE REPORT** |
|---|---|---|---|---|---|---|

**Agency Contact:** USDA, Headquarters Office of Ethics   Andrew.tobin@oe.usda.gov

| 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** John Smith | **EVENT DESCRIPTION** Conference on Asia-Pacific Relations | **BEGINNING DATE [MM/DD/YYYY]** 8/11/2011 | **LOCATION** San Francisco, CA | **BENEFIT SOURCE** Asia Pacific Forum Pacific Rim Foundation | Hotel | | X | $280 |
| | **TRAVELER TITLE** Secretary | **EVENT SPONSOR** Asia-Pacific Forum | **ENDING DATE [MM/DD/YYYY]** 8/12/2011 | **TRAVEL DATE(S)** 8/11/2011-8/13/2011 | | Air Transportation | X | | $825 |
| | | | | | | Meals | | X | $120 |
| 1 | **TRAVELER NAME** Antoinette J. Piaggio | **EVENT DESCRIPTION** Wihelminenberg Seminar Talk | **BEGINNING DATE [MM/DD/YYYY]** 6/20/2018 | **LOCATION** Austria | **BENEFIT SOURCE** Dept. of Integrative Biology & Evolution, Konrad Loreenz Institute | Common Carrier | | x | $400.00 |
| | **TRAVELER TITLE** Project Leader/Research Scientist | **EVENT SPONSOR** Dept. of Integrative Biology & Evolution, Konrad Lorenz Institute of Ethology | **ENDING DATE [MM/DD/YYYY]** 6/20/2018 | **TRAVEL DATE(S)** 6/16/18-6/23/18 | | Lodging | | x | $1,250.00 |
| | | | | | | Taxi/Shuttle | | x | $200.00 |
| 2 | **TRAVELER NAME** Dr. Lisa Marie Mia Kim Torchetti | **EVENT DESCRIPTION** 10th International Symposium on Avian Influenza | **BEGINNING DATE [MM/DD/YYYY]** 4/15/2018 | **LOCATION** United Kingdom | **BENEFIT SOURCE** United Kingdom Animal and Plant Health Agency | Common Carrier | | x | $1,400.00 |
| | **TRAVELER TITLE** Section Head DLV-Avian | **EVENT SPONSOR** United Kingdom Animal and Plant Health Agency | **ENDING DATE [MM/DD/YYYY]** 4/18/2018 | **TRAVEL DATE(S)** 4/13/18-4/19/18 | | Lodging & Meals | | x | $1,773.00 |
| | | | | | | | | | |
| 3 | **TRAVELER NAME** Barney P. Caton | **EVENT DESCRIPTION** Centre for Excellence in Biosecurity Risk Analysis | **BEGINNING DATE [MM/DD/YYYY]** 4/23/2018 | **LOCATION** Australia | **BENEFIT SOURCE** Centre for Excellence in Iosecurity Risk Analysis | Lodging | | x | $1,200.00 |
| | **TRAVELER TITLE** | **EVENT SPONSOR** | **ENDING DATE [MM/DD/YYYY]** | **TRAVEL DATE(S)** | | Hotel Taxes | | x | $120.00 |

| 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 |
|---|---|---|---|---|---|---|---|---|---|
|  | Pest Exclusion Analysis Coordinator | Centre for Excellence in Biosecurity Risk Analysis | 4/27/2018 | 4/20/18-4/28/18 |  | Common Carrier Meals |  | x x | $2,000.00 $175.00 |

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*If your agency has not accepted payments under 31 U.S.C. § 1353 for the applicable reporting period, your agency must still submit a negative report.  Negative reports are indicated by an electronic submission of the OGE Form-1353 (in excel format) or the SF-326 (in PDF Format).*

## Completing the OGE Form-1353

### *Saving the Workbook*
Name the Workbook using your agency acronym and the reporting period using this convention: 1353Report_[AgencyAcronym]_[Reporting Period].xls, for example 1353Report_OGE_OctMarch2011.xls.

- Select the Microsoft Button and choose "Save As" Excel Workbook from the menu. When typing the file name, use the naming convention: 1353Report_[AgencyAcroynm]_[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
Comission on Civil Rights
Commision 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 Econimic 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 Transporation
Department of Treasury
Department of Veterans Affairs
Election Assistance Commission

Enviornmental 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 & Concilitation 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
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International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
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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
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National Science Foundation
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National Security Council-- Executive Office of the President
National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
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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 Transporation Project
Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
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Small Business Administration
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Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
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| Acronym |
| --- |
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| AID |
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| CEQ |
| CSOSA |
| DCA |
| DCAA |
| DFAS |
| DISA |
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| DLA |
| DNFSB |
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| DTRA |
| USDA |
| DOC |
| DOD |
| DOED |
| DOE |
| HHS |
| DHS |
| HUD |
| DOJ |
| DOL |
| STATE |
| DAF |
| ARMY |
| DOI |
| NAVY |
| DOT |
| TREASURY |
| VA |
| EAC |

EPA
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FCA
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FDIC
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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
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**agency, please contact OGE at 1353travel@oge.gov**

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|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | **PAGE** 1 | **OF PAGES** 1 | **YEAR** 2018 |

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

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**U.S. Department of Agriculture**
National Agricultural Statistics Service
**Agency Contact:** Leigh Zarbough    leigh.zarbough@nass.usda.gov

REPORTING PERIOD: OCTOBER 1, 2017- MARCH 31, 2018  **X**

REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2018  **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** John Smith | **EVENT DESCRIPTION** Conference on Asia-Pacific Relations | **BEGINNING DATE [MM/DD/YYYY]** 8/11/2011 | **LOCATION** San Francisco, CA | **BENEFIT SOURCE** Asia Pacific Forum Pacific Rim Foundation | Hotel | | X | $280 |
| | **TRAVELER TITLE** Secretary | **EVENT SPONSOR** Asia-Pacific Forum | **ENDING DATE [MM/DD/YYYY]** 8/12/2011 | **TRAVEL DATE(S)** 8/11/2011-8/13/2011 | | Air Transportation | X | | $825 |
| | | | | | | Meals | | X | $120 |
| 1 | **TRAVELER NAME** Claire Boryan | **EVENT DESCRIPTION** "Earth Observation Technologies for Crop Monitoring - A Workshop to Promote Collaborations among GEOGLAM/JECAM/Asia-RiCE 2018" | **BEGINNING DATE [MM/DD/YYYY]** 8/17/2018 | **LOCATION** Taichung, Taiwan | **BENEFIT SOURCE** Taiwan Agricultural Research Institution | Lodging | x | | 569.56 |
| | **TRAVELER TITLE** Geographer | **EVENT SPONSOR** Taiwan Agricultural Research Institution | **ENDING DATE [MM/DD/YYYY]** 8/21/2018 | **TRAVEL DATE(S)** 8/15 - 8/22/2018 | | Airfare | x | | 1528.11 |
| | | | | | | Perdiem, Taxi, Traini | x | | 464.83 |
| 2 | **TRAVELER NAME** Zhengwei Yang | **EVENT DESCRIPTION** "Earth Observation Technologies for Crop Monitoring - A Workshop to Promote Collaborations among GEOGLAM/JECAM/Asia-RiCE 2018" | **BEGINNING DATE [MM/DD/YYYY]** 8/17/2018 | **LOCATION** Taichung, Taiwan | **BENEFIT SOURCE** Taiwan Agricultural Research Institution | Lodging | x | | 569.56 |
| | **TRAVELER TITLE** Agricultural Statistician | **EVENT SPONSOR** Taiwan Agricultural Research Institution | **ENDING DATE [MM/DD/YYYY]** 8/21/2018 | **TRAVEL DATE(S)** 8/15 - 8/22/2018 | | Airfare | x | | 1528.11 |
| | | | | | | Perdiem, Taxi, Traini | x | | 464.83 |
| | **TRAVELER NAME** | **EVENT DESCRIPTION** | **BEGINNING DATE [MM/DD/YYYY]** | **LOCATION** | **BENEFIT SOURCE** | | | | |

| No. | TRAVELER | EVENT DESCRIPTION & EVENT SPONSOR | EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]: | LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY] | BENEFIT SOURCE | BENEFIT DESCRIPTION | PAYMENT BY CHECK | PAYMENT IN-KIND | TOTAL AMOUNT |
|---|---|---|---|---|---|---|---|---|---|
| 3 | Benjamin Reist | Workshop - Implementation of Response Survey Design | 6/27/2018 | Ann Arbor, MI | Univ. of Michigan, Inst. for Social Research | Lodging, airfare, lodging, taxi, shuttle, POV, baggage fees | X | | 868.94 |
| | **TRAVELER TITLE** | **EVENT SPONSOR** | **ENDING DATE [MM/DD/YYYY]** | **TRAVEL DATE(S)** | | | | | |
| | Deputy Director for Science and Planning | Univ. of Michigan, Inst. for Social Research | 6/27/2018 | 6/26 - 6/27/2018 | | | | | |

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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
Comission on Civil Rights
Commision 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 Econimic 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 Transporation
Department of Treasury
Department of Veterans Affairs
Election Assistance Commission

Enviornmental 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 & Concilitation 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 Tranpsortation 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 Transporation 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 Adminstration
Special Inspector General for Iraq Reconstruction
Surface Transporation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Science-- Department of Defense
US Access Board
US Trade & Development Agency

**If your agency is not listed here or if you have questions about the standard acronym for your**

| Acronym |
| --- |
| ACUS |
| ACHP |
| AFDF |
| AID |
| ABMC |
| ARC |
| ASC |
| ARTIC |
| AFRH |
| ASBCA |
| BGSF |
| BBG |
| CIA |
| CSHIB |
| CCFF |
| CCR |
| CFA |
| CPBSD |
| CPAHA |
| CFTC |
| CPSC |
| CNCS |
| CEA |
| CEQ |
| CSOSA |
| DCA |
| DCAA |
| DFAS |
| DISA |
| DIA |
| DLA |
| DNFSB |
| DSS |
| DTRA |
| USDA |
| DOC |
| DOD |
| DOED |
| DOE |
| HHS |
| DHS |
| HUD |
| DOJ |
| DOL |
| STATE |
| DAF |
| ARMY |
| DOI |
| NAVY |
| DOT |
| TREASURY |
| VA |
| EAC |

EPA
EEOC
EOP
EX-IM BANK
FCA
FCC
FDIC
FEC
FERC
FHFB
FLRA
FMC
FMCS
MSHRC
FRS
FRTIB
FTC
GSA
GAO
HTS
IMLS
IAF
IBWC
IJC
ITC
JMM
JFC
MMC
MSPB
MCC
MUF
NASA
NARA
NCPC
NCUA
NEA
NEH
DMA
DNI
NLRB
NMB
NSF
NSA
NSC
NTSB
NRC
NWTRB
OSHRC
OA
OGE
OMB
ONDCP
ONHIR
OPM
OSTP

OSC
ANGTP
OIG(DOD)
SIGAR
OS(DOD)
OVP
USTR
OPIC
PEACE
PBGC
PRC
RRB
RAT BOARD
SEC
SSS
SBA
SSA
SIGIR
STB
TVA
PCB
PRESIDIO
WH
USUHS
ACCESS
USTDA

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

| | SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE | | | | PAGE | OF PAGES | YEAR 2018 |
|---|---|---|---|---|---|---|---|

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.

| NRCS 1353 TRAVEL REPORT | | | REPORTING PERIOD: OCTOBER 1, 2017- MARCH 31, 2018 | X | REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2018 | | NEGATIVE REPORT |
|---|---|---|---|---|---|---|---|

**Agency Contact:** USDA, Headquarters Office of Ethics  Andrew.tobin@oe.usda.gov

| 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** John Smith | **EVENT DESCRIPTION** Conference on Asia-Pacific Relations | **BEGINNING DATE [MM/DD/YYYY]** 8/11/2011 | **LOCATION** San Francisco, CA | **BENEFIT SOURCE** Asia Pacific Forum Pacific Rim Foundation | Hotel | | X | $280 |
| | **TRAVELER TITLE** Secretary | **EVENT SPONSOR** Asia-Pacific Forum | **ENDING DATE [MM/DD/YYYY]** 8/12/2011 | **TRAVEL DATE(S)** 8/11/2011-8/13/2011 | | Air Transportation | X | | $825 |
| | | | | | | Meals | | X | $120 |
| 1 | **TRAVELER NAME** Zamir Libohova | **EVENT DESCRIPTION** Workshop on Spatial predictions of dynamic soil properties | **BEGINNING DATE [MM/DD/YYYY]** 5/2/2018 | **LOCATION** Switzerland | **BENEFIT SOURCE** Agroscope Institute for Plant Production Sciences | Lodging | | x | $240.00 |
| | **TRAVELER TITLE** Research Soil Scientist | **EVENT SPONSOR** Agroscope Institute for Plant Production Sciences | **ENDING DATE [MM/DD/YYYY]** 5/3/2018 | **TRAVEL DATE(S)** 5/218-5/4/18 | | Taxi/Shuttle | | x | $45.00 |
| | | | | | | Per Diem (at gov rate) | | x | $130.00 |
| 2 | **TRAVELER NAME** Zamir Libohova | **EVENT DESCRIPTION** 2nd. International Conference on Agriculture and Life Sciences | **BEGINNING DATE [MM/DD/YYYY]** 5/7/2018 | **LOCATION** Tirane, Albania | **BENEFIT SOURCE** Agricultural University of Tirana | Lodging | | x | $560.00 |
| | **TRAVELER TITLE** Research Soil Scientist | **EVENT SPONSOR** Agricultural University of Tirana | **ENDING DATE [MM/DD/YYYY]** 5/9/2018 | **TRAVEL DATE(S)** 5/4/18-5/11/18 | | Taxi/Shuttle Registration | | x x | $80.00 $130.00 |
| | | | | | | Meals | | x | $20.00 |
| 3 | **TRAVELER NAME** Shelby Calaway | **EVENT DESCRIPTION** Diverse Academic Careers Workshop | **BEGINNING DATE [MM/DD/YYYY]** 4/16/2018 | **LOCATION** Lawrence, Kansas | **BENEFIT SOURCE** University of Kansas | Common Carrier | | x | $350.00 |
| | **TRAVELER TITLE** Historian | **EVENT SPONSOR** University of Kansas | **ENDING DATE [MM/DD/YYYY]** 4/16/2018 | **TRAVEL DATE(S)** 4/16/18-4/17/18 | | Taxi/Shuttle | | x | $50.00 |
| | | | | | | Lodging | | x | $150.00 |

## 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_[AgencyAcroynm]_[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.

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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.

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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.
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*Indicating Reporting Period*

- Indicate the reporting period by placing an X in the white cell to left of the correct reporting period.

### Filling in Travel Specific Information

*Indicating a Negative Report*
- If there is no information to report for this reporting period, indicate the negative report by placing an X in the white cell to the left of negative report.

*Indicating 1353 Travel*

- Fill in the applicable information in the report in the same method as illustrated by the example. You must enter the information in the cell below the description of the type of information.  For example, type "John Smith" in the cell below "Name."

### Submitting the Report to OGE
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### 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.

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- 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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Agency for International Development
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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
Comission on Civil Rights
Commision 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 Econimic 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
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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
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Department of the Navy-- Department of Defense
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Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
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Federal Mine Safety & Health Review Commission
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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
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International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
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National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
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Office of Navajo & Hopi Indian Relocation
Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President

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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 Adminstration
Special Inspector General for Iraq Reconstruction
Surface Transporation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
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US Access Board
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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
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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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|---|---|---|---|---|---|---|---|---|---|

| **SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE** | **PAGE** | **OF PAGES** | **YEAR** 2018 |
|---|---|---|---|

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.

| **RURAL DEVELOPMENT 1353 TRAVEL REPORT** <br><br> **Agency Contact:** USDA, Headquarters Office of Ethics Andrew.tobin@oe.usda.gov | **REPORTING PERIOD: OCTOBER 1, 2017- MARCH 31, 2018** | **X** **REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2018** | **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** <br> John Smith | **EVENT DESCRIPTION** <br> Conference on Asia-Pacific Relations | **BEGINNING DATE [MM/DD/YYYY]** <br> 8/11/2011 | **LOCATION** <br> San Francisco, CA | **BENEFIT SOURCE** <br> Asia Pacific Forum Pacific Rim Foundation | Hotel | | X | $280 |
| | **TRAVELER TITLE** <br> Secretary | **EVENT SPONSOR** <br> Asia-Pacific Forum | **ENDING DATE [MM/DD/YYYY]** <br> 8/12/2011 | **TRAVEL DATE(S)** <br> 8/11/2011-8/13/2011 | | Air Transportation | X | | $825 |
| | | | | | | Meals | | X | $120 |
| 1 | **TRAVELER NAME** <br> Eddie Smith | **EVENT DESCRIPTION** <br> Virginia Rural Water Association Annual Conference | **BEGINNING DATE [MM/DD/YYYY]** <br> 4/16/2018 | **LOCATION** <br> Roanoke, VA | **BENEFIT SOURCE** <br> Virginia Rural Water Association | Conference Registration | | x | $215.00 |
| | **TRAVELER TITLE** <br> State Engineer | **EVENT SPONSOR** <br> Virginia Rural Water Association | **ENDING DATE [MM/DD/YYYY]** <br> 4/18/2018 | **TRAVEL DATE(S)** <br> 4/16/18-4/18/18 | | | | | |
| 2 | **TRAVELER NAME** <br> Robert B. Hilt | **EVENT DESCRIPTION** <br> Virginia Rural Water Association Annual Conference | **BEGINNING DATE [MM/DD/YYYY]** <br> 4/16/2018 | **LOCATION** <br> Roanoke, VA | **BENEFIT SOURCE** <br> Virginia Rural Water Association | Conference Registration | | x | $215.00 |
| | **TRAVELER TITLE** <br> Area Specialist | **EVENT SPONSOR** <br> Virginia Rural Water Association | **ENDING DATE [MM/DD/YYYY]** <br> 4/18/2018 | **TRAVEL DATE(S)** <br> 4/16/18-4/18/18 | | | | | |
| 3 | **TRAVELER NAME** <br> Cynthia Hines | **EVENT DESCRIPTION** <br> Virginia Rural Water Association Annual Conference | **BEGINNING DATE [MM/DD/YYYY]** <br> 4/16/2018 | **LOCATION** <br> Roanoke, VA | **BENEFIT SOURCE** <br> Virginia Rural Water Association | Conference Registration | | x | $300.00 |
| | **TRAVELER TITLE** <br> Community Program Specialist | **EVENT SPONSOR** <br> Virginia Rural Water Association | **ENDING DATE [MM/DD/YYYY]** <br> 4/18/2018 | **TRAVEL DATE(S)** <br> 4/16/18-4/18/18 | | | | | |