

Instructions for § 1353 Travel Report

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

Completing the OGE Form-1353

Saving the Workbook

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

1353Report_[AgencyAcronym]_[Reporting Period].xls, for example 1353Report_OGE_OctMarch2011.xls.

- Select the Microsoft Button and choose "Save As" Excel Workbook from the menu. When typing the file name, use the naming convention: 1353Report_[AgencyAcronym]_[Reporting Period].xls
- Use OctMarch[Year] for the October 1- March 31st reporting cycle and AprSept[Year] for the April 1-September 30th reporting cycle.
- Note that your agency acronym can be found on the worksheet titled "Agency Acronym" (tab located at the bottom of the workbook).

Preparing Blank Report Forms for Each Sub-Agency (if applicable)

For each individual sub-agency report, copy the "RENAME BLANK FORM" spreadsheet (tab located at the bottom of the workbook) and rename it to describe the sub-agency.

- Ensure use of standardized acronyms where applicable.
- Spreadsheets can easily be copied by right-clicking on the sheet tab for the sheet you wish to copy. After you right click, select "Move or Copy", which will open a dialogue box. When the dialogue box appears, click the "Create a Copy" checkbox at the bottom of the dialogue box. To determine the placement of the new sheet within your workbook, left click the name of an existing sheet in the "Before Sheet" area; your new sheet will be placed before the sheet selected. Select "OK". A new sheet will appear (e.g. "RENAME BLANK FORM (2)") that you can rename.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Completing the General Information

Fill in the applicable information. **Note that information to be completed by the agency always appears in white-colored cells. Information located in the colored cells should not be manipulated.** The worksheet has been protected so that you can tab between the fillable cells.

Renaming the Spreadsheet Tabs

- Rename the spreadsheet tab with your agency name, using standardized acronyms where applicable.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Filling in Page, Of Pages and Year

- Fill in the white-colored cells found below **Page, Of Pages, and Year**.
- **Page** refers to the numerical position of the current sheet relative to the other sheets in the workbook and **Of Pages** refer to the total number of report pages in the entire workbook.

- For example, if the Department of Example 1353 Travel Report had submissions from its only two sub-agencies: Department ABC and Department XYZ, there would be 2 total reports (2 worksheets). On the Department ABC worksheet/report, the agency would enter 1 for Page-- referring to the Department ABC's position in the workbook-- and 2 for Of Pages-- referring to the total number of worksheets/reports. The Department XYZ report would read 2 for Page-- referring to its order as the second report-- and 2 for Of Pages-- referring to the total number of sheets in the workbook.

Filling in Agency Name, Sub-Component Name, and Contact Information

- In the fillable cells below the Title, replace **[Replace with Reporting Agency Name]**, **[Replace with Sub-Agency Name]**, **[Replace with Agency Contact Name]**, and **[Replace with Agency Contact Email]** with the appropriate information. If there is no sub-agency, then delete **[Sub-Agency]** from that cell.
- Once the identifying information is completed correctly, the report title should automatically read correctly at the top of the spreadsheet.

Indicating Reporting Period

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

Filling in Travel Specific Information

Indicating a Negative Report

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

Indicating 1353 Travel

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

Submitting the Report to OGE

Ensure the file is saved using the naming convention discussed in the instruction for saving the workbook, and email the excel file as an attachment to 1353Travel@oge.gov.

Printing Reports for Internal Agency Use and Record Keeping

While reports must be submitted electronically, your agency may find it useful to print its 1353 Travel Reports for record-keeping purposes. The following instructions provide guidance for printing in Excel 2003 and Excel 2007.

In Excel 2007

- Highlight the portion of the report on each spreadsheet you would like to print. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted. Click on the Page Layout Tab on the Microsoft Excel Ribbon.
- With the printing area highlighted, click the "Print Area" button, which should provide a drop-down menu including the option to "Set Print Area". Select "Set Print Area".
- On the Page Layout Tab, locate the "Scale to Fit" option. Use the drop-down menu to restrict the width to "1 page".
- To verify the margins are correct on your printing job, use the Print Preview option. Click on the Microsoft button in the upper right-hand corner and hover over Print. Select "Print Preview" from the right-hand menu.
- You can select Print from the Print Preview view or Print as you traditionally would.

In Excel 2003

- Highlight the desired print area. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted.
- Access the print properties menu. Scroll to the "File" tab on the command bar and select "Print Area."

- Set the print area. A submenu will open. Scroll to "Set Print Area" and left-click to set the print area. The print area will be outlined with a dashed border inside of the spreadsheet.
- Check the print area in the preview screen. Scroll to the "File" tab on the command bar and select "Print Preview" to see how the file will look when it is printed.
- Adjust the print area. To make any changes, just hover the mouse over a corner of the dashed border surrounding the print area. When the cursor turns to a cross-sectioned arrow, left-click and hold. Drag the print area to the desired size.

Semiannual Report of Payment Accepted

Agency/Sub-Agency Name

Administrative Conference of the United States
Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development
American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
Armed Services Board of Contract Appeals-- Department of Defense
Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Commission on Civil Rights
Commission of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transportation
Department of Treasury
Department of Veterans Affairs
Election Assistance Commission

Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
National Intelligence, Office of the Director
National Labor Relations Board
National Mediation Board
National Science Foundation
National Security Agency-- Department of Defense
National Security Council-- Executive Office of the President
National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
Office of Administration-- Executive Office of the President
Office of Government Ethics
Office of Management and Budget-- Executive Office of the President
Office of National Drug Control Policy
Office of Navajo & Hopi Indian Relocation
Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President

Office of Special Counsel
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project
Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Science-- Department of Defense
US Access Board
US Trade & Development Agency

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

Acronym

ACUS

ACHP

AFDF

AID

ABMC

ARC

ASC

ARTIC

AFRH

ASBCA

BGSF

BBG

CIA

CSHIB

CCFF

CCR

CFA

CPBSD

CPAHA

CFTC

CPSC

CNCS

CEA

CEQ

CSOSA

DCA

DCAA

DFAS

DISA

DIA

DLA

DNFSB

DSS

DTRA

USDA

DOC

DOD

DOED

DOE

HHS

DHS

HUD

DOJ

DOL

STATE

DAF

ARMY

DOI

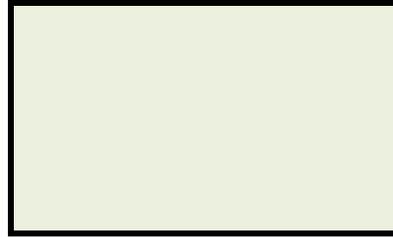
NAVY

DOT

TREASURY

VA

EAC



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

OSC

ANGTP

OIG(DOD)

SIGAR

OS(DOD)

OVP

USTR

OPIC

PEACE

PBGC

PRC

RRB

RAT BOARD

SEC

SSS

SBA

SSA

SIGIR

STB

TVA

PCB

PRESIDIO

WH

USUHS

ACCESS

USTDA

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

SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

PAGE

OF PAGES

YEAR

1

1

2019

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: Sue Prada sue.prada@usda.gov

REPORTING PERIOD:
OCTOBER 1, 2018- MARCH 31, 2019

REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2019

NEGATIVE REPORT

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Asia Pacific Forum Pacific Rim Foundation	Hotel		X	\$280
	John Smith	Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA		Air Transportation	X		\$825
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meals		X	\$120
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011					
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Eagelson Institute	Airfare		X	500
	Joseph Kozlovac	Steering Committee Meeting for the 16th CDC International Symposium on Biosafety	4/3/2019	Atlanta, GA		Lodging		X	304
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
	Agency Biosafety Officer	Eagelson Institute	4/4/2019	4/2 - 4/4/2019					
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Brown University	Airfare		X	400
	David Klurfeld	Guest lecture in nutritional epidemiology course	4/3/2019	Providence, RI		Lodging		X	150
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meals		X	65
	National Program Leader	Brown University	4/3/2019	04/02 - 04/03/2019					
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE American Chemical Society Division of Agricultural and Food	Registration		X	590
	Kimberly Cook	Speaking engagement - 257th ACS National Meeting & Exposition	3/31/2019	Orlando, FL					
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
	National Program Leader	American Chemical Society Division of	4/4/2019	03/30 - 04/04/2019					

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Filling in Travel Specific Information

Indicating a Negative Report

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Indicating 1353 Travel

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Semiannual Report of Payment Accepted

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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
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Commission on Civil Rights
Commission of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transportation
Department of Treasury
Department of Veterans Affairs
Election Assistance Commission

Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
National Intelligence, Office of the Director
National Labor Relations Board
National Mediation Board
National Science Foundation
National Security Agency-- Department of Defense
National Security Council-- Executive Office of the President
National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
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Office of National Drug Control Policy
Office of Navajo & Hopi Indian Relocation
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Office of Science & Technology Policy-- Executive Office of the President

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Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Science-- Department of Defense
US Access Board
US Trade & Development Agency

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

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

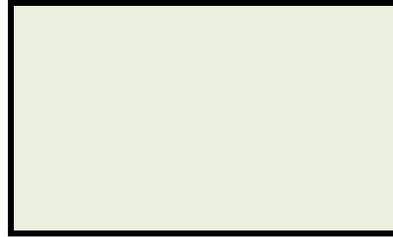
NAVY

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

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

SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

PAGE

OF PAGES

YEAR

2019

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

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

REPORTING PERIOD:
OCTOBER 1, 2018- MARCH 31, 2019

REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2019

NEGATIVE REPORT

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Asia Pacific Forum Pacific Rim Foundation	Hotel		X	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X		\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011		Meals		X	\$120
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE International Union of Forest Research	Common Carrier		x	\$1,573.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Registration		x	\$700.00
	Cynthia Louise Miner	25th IUFRO World Congress & Side Event	9/29/2019	Curitiba, Parana					
	Asst. Station Director	International Union of Forest Research	10/5/2019	9/27/19-10/6/19					
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Wisconsin Arborist Association	Lodging		x	\$94.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Per Diem (at Gov Rate)		x	\$55.00
	Robert C. Venette	Wisconsin Arborist Association 2019 Summer Conference	7/16/2019	7/15/19-7/16/19		Conference Reg.		x	\$110.00
	Research Biologist	Wisconsin Arborist Association e	7/16/2019						
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE National Socio- Environmental Synthesis	Lodging		x	\$556.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Parking		x	\$40.00
	Michelle Leigh Johnson	Changing Urban Forest Pursuit, Workshop 2	5/29/2019	5/28/19-6/1/19		Mileage	x		\$250.70
	Research Ecologist	National Socio-Environmental Synthesis Center	5/31/2019			Per Diem (University of Maryland Rate)	x		\$110.00

Instructions for § 1353 Travel Report

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

Completing the OGE Form-1353

Saving the Workbook

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

1353Report_[AgencyAcronym]_[Reporting Period].xls, for example 1353Report_OGE_OctMarch2011.xls.

- Select the Microsoft Button and choose "Save As" Excel Workbook from the menu. When typing the file name, use the naming convention: 1353Report_[AgencyAcronym]_[Reporting Period].xls
- Use OctMarch[Year] for the October 1- March 31st reporting cycle and AprSept[Year] for the April 1-September 30th reporting cycle.
- Note that your agency acronym can be found on the worksheet titled "Agency Acronym" (tab located at the bottom of the workbook).

Preparing Blank Report Forms for Each Sub-Agency (if applicable)

For each individual sub-agency report, copy the "RENAME BLANK FORM" spreadsheet (tab located at the bottom of the workbook) and rename it to describe the sub-agency.

- Ensure use of standardized acronyms where applicable.
- Spreadsheets can easily be copied by right-clicking on the sheet tab for the sheet you wish to copy. After you right click, select "Move or Copy", which will open a dialogue box. When the dialogue box appears, click the "Create a Copy" checkbox at the bottom of the dialogue box. To determine the placement of the new sheet within your workbook, left click the name of an existing sheet in the "Before Sheet" area; your new sheet will be placed before the sheet selected. Select "OK". A new sheet will appear (e.g. "RENAME BLANK FORM (2)") that you can rename.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Completing the General Information

Fill in the applicable information. **Note that information to be completed by the agency always appears in white-colored cells. Information located in the colored cells should not be manipulated.** The worksheet has been protected so that you can tab between the fillable cells.

Renaming the Spreadsheet Tabs

- Rename the spreadsheet tab with your agency name, using standardized acronyms where applicable.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Filling in Page, Of Pages and Year

- Fill in the white-colored cells found below **Page, Of Pages**, and **Year**.
- **Page** refers to the numerical position of the current sheet relative to the other sheets in the workbook and **Of Pages** refer to the total number of report pages in the entire workbook.

- For example, if the Department of Example 1353 Travel Report had submissions from its only two sub-agencies: Department ABC and Department XYZ, there would be 2 total reports (2 worksheets). On the Department ABC worksheet/report, the agency would enter 1 for Page-- referring to the Department ABC's position in the workbook-- and 2 for Of Pages-- referring to the total number of worksheets/reports. The Department XYZ report would read 2 for Page-- referring to its order as the second report-- and 2 for Of Pages-- referring to the total number of sheets in the workbook.

Filling in Agency Name, Sub-Component Name, and Contact Information

- In the fillable cells below the Title, replace **[Replace with Reporting Agency Name]**, **[Replace with Sub-Agency Name]**, **[Replace with Agency Contact Name]**, and **[Replace with Agency Contact Email]** with the appropriate information. If there is no sub-agency, then delete **[Sub-Agency]** from that cell.
- Once the identifying information is completed correctly, the report title should automatically read correctly at the top of the spreadsheet.

Indicating Reporting Period

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

Filling in Travel Specific Information

Indicating a Negative Report

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

Indicating 1353 Travel

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

Submitting the Report to OGE

Ensure the file is saved using the naming convention discussed in the instruction for saving the workbook, and email the excel file as an attachment to 1353Travel@oge.gov.

Printing Reports for Internal Agency Use and Record Keeping

While reports must be submitted electronically, your agency may find it useful to print its 1353 Travel Reports for record-keeping purposes. The following instructions provide guidance for printing in Excel 2003 and Excel 2007.

In Excel 2007

- Highlight the portion of the report on each spreadsheet you would like to print. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted. Click on the Page Layout Tab on the Microsoft Excel Ribbon.
- With the printing area highlighted, click the "Print Area" button, which should provide a drop-down menu including the option to "Set Print Area". Select "Set Print Area".
- On the Page Layout Tab, locate the "Scale to Fit" option. Use the drop-down menu to restrict the width to "1 page".
- To verify the margins are correct on your printing job, use the Print Preview option. Click on the Microsoft button in the upper right-hand corner and hover over Print. Select "Print Preview" from the right-hand menu.
- You can select Print from the Print Preview view or Print as you traditionally would.

In Excel 2003

- Highlight the desired print area. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted.
- Access the print properties menu. Scroll to the "File" tab on the command bar and select "Print Area."

- Set the print area. A submenu will open. Scroll to "Set Print Area" and left-click to set the print area. The print area will be outlined with a dashed border inside of the spreadsheet.
- Check the print area in the preview screen. Scroll to the "File" tab on the command bar and select "Print Preview" to see how the file will look when it is printed.
- Adjust the print area. To make any changes, just hover the mouse over a corner of the dashed border surrounding the print area. When the cursor turns to a cross-sectioned arrow, left-click and hold. Drag the print area to the desired size.

Semiannual Report of Payment Accepted

Agency/Sub-Agency Name

Administrative Conference of the United States
Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development
American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
Armed Services Board of Contract Appeals-- Department of Defense
Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Commission on Civil Rights
Commission of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transportation
Department of Treasury
Department of Veterans Affairs
Election Assistance Commission

Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
National Intelligence, Office of the Director
National Labor Relations Board
National Mediation Board
National Science Foundation
National Security Agency-- Department of Defense
National Security Council-- Executive Office of the President
National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
Office of Administration-- Executive Office of the President
Office of Government Ethics
Office of Management and Budget-- Executive Office of the President
Office of National Drug Control Policy
Office of Navajo & Hopi Indian Relocation
Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President

Office of Special Counsel
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project
Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Science-- Department of Defense
US Access Board
US Trade & Development Agency

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

Acronym

ACUS

ACHP

AFDF

AID

ABMC

ARC

ASC

ARTIC

AFRH

ASBCA

BGSF

BBG

CIA

CSHIB

CCFF

CCR

CFA

CPBSD

CPAHA

CFTC

CPSC

CNCS

CEA

CEQ

CSOSA

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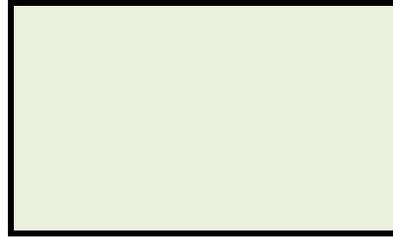
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FRS
FRTIB
FTC
GSA
GAO
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IMLS
IAF
IBWC
IJC
ITC
JMM
JFC
MMC
MSPB
MCC
MUF
NASA
NARA
NCPC
NCUA
NEA
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DMA
DNI
NLRB
NMB
NSF
NSA
NSC
NTSB
NRC
NWTRB
OSHRC
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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PRESIDIO

WH

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ACCESS

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Semiannual Report of Payment Accepted

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African Development Foundation
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American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
Armed Services Board of Contract Appeals-- Department of Defense
Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Commission on Civil Rights
Commission of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transportation
Department of Treasury
Department of Veterans Affairs
Election Assistance Commission

Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
National Intelligence, Office of the Director
National Labor Relations Board
National Mediation Board
National Science Foundation
National Security Agency-- Department of Defense
National Security Council-- Executive Office of the President
National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
Office of Administration-- Executive Office of the President
Office of Government Ethics
Office of Management and Budget-- Executive Office of the President
Office of National Drug Control Policy
Office of Navajo & Hopi Indian Relocation
Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President

Office of Special Counsel
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project
Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Science-- Department of Defense
US Access Board
US Trade & Development Agency

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

Acronym

ACUS

ACHP

AFDF

AID

ABMC

ARC

ASC

ARTIC

AFRH

ASBCA

BGSF

BBG

CIA

CSHIB

CCFF

CCR

CFA

CPBSD

CPAHA

CFTC

CPSC

CNCS

CEA

CEQ

CSOSA

DCA

DCAA

DFAS

DISA

DIA

DLA

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HHS

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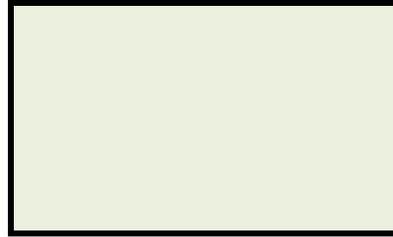
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FRS
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FTC
GSA
GAO
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IMLS
IAF
IBWC
IJC
ITC
JMM
JFC
MMC
MSPB
MCC
MUF
NASA
NARA
NCPC
NCUA
NEA
NEH
DMA
DNI
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NMB
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

1

1

2019

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

Agency Contact: Karen Hughes Karen.Hughes@ars.usda.gov

REPORTING PERIOD: OCTOBER 1, 2018 - MARCH 31, 2019 X
REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2019

NEGATIVE REPORT

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Asia Pacific Forum Pacific Rim Foundation				
	John Smith	Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA		Hotel		X	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X		\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011	Meals		X	\$120	
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE University of Minnesota				
	Matthew Bakker	University of Minnesota, Department of Plant Pathology Seminar Series	4/1/2019	St Paul, MN		Air Transportation		X	\$400
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)	Meals, Gr Transportation		X	\$90	
	Res Microbiologist	University Minnesota	4/1/2019	04/01/2019-04/01/2019					
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Kansas State University				
	Elizabeth Ainsworth	Elmer Heyne Crop Science Lectureship	4/2/2019	Manhattan, KS		Hotel		X	\$188
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)	Air Transportation	X		\$815	
	Res Molecular Biologist	Kansas State University	4/2/2019	04/01/2019-04/03/2019					
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Deutsche Forschungsgemeinschaft				
	Stephen DelGrosso	Denitrification in Agricultural Soils: Integrated control and modelling at various scales (DASIM)	4/4/2019	North Rhine-Westphalia, Germany		Hotel		X	\$500
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)	Air Transportation		X	\$1,800	
	Res Soil Scientist	Deutsche Forschungsgemeinschaft	4/5/2019	04/02/2019-04/08/2019					

Instructions for § 1353 Travel Report

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Starting with the October 1, 2010-March 31, 2011 reporting period, OGE will only accept § 1353 Travel Reports that are submitted *electronically* in this OGE-approved electronic form (OGE Form-1353) or on the SF-326. To the extent possible, agencies are strongly encouraged to submit their semiannual reports using the OGE Form-1353. All submissions must be made via email to 1353Travel@oge.gov in XLS, XLSX, or PDF format.

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

Completing the OGE Form-1353

Saving the Workbook

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

- Select the Microsoft Button and choose "Save As" Excel Workbook from the menu. When typing the file name, use the naming convention: 1353Report_[AgencyAcronym]_[Reporting Period].xls
- Use OctMarch[Year] for the October 1- March 31st reporting cycle and AprSept[Year] for the April 1-September 30th reporting cycle.
- Note that your agency acronym can be found on the worksheet titled "Agency Acronym" (tab located at the bottom of the workbook).

Preparing Blank Report Forms for Each Sub-Agency (if applicable)

For each individual sub-agency report, copy the "RENAME BLANK FORM" spreadsheet (tab located at the bottom of the workbook) and rename it to describe the sub-agency.

- Ensure use of standardized acronyms where applicable.
- Spreadsheets can easily be copied by right-clicking on the sheet tab for the sheet you wish to copy. After you right click, select "Move or Copy", which will open a dialogue box. When the dialogue box appears, click the "Create a Copy" checkbox at the bottom of the dialogue box. To determine the placement of the new sheet within your workbook, left click the name of an existing sheet in the "Before Sheet" area; your new sheet will be placed before the sheet selected. Select "OK". A new sheet will appear (e.g. "RENAME BLANK FORM (2)") that you can rename.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Completing the General Information

Fill in the applicable information. **Note that information to be completed by the agency always appears in white-colored cells. Information located in the colored cells should not be manipulated.** The worksheet has been protected so that you can tab between the fillable cells.

Renaming the Spreadsheet Tabs

- Rename the spreadsheet tab with your agency name, using standardized acronyms where applicable.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Filling in Page, Of Pages and Year

- Fill in the white-colored cells found below **Page, Of Pages**, and **Year**.
- **Page** refers to the numerical position of the current sheet relative to the other sheets in the workbook and **Of Pages** refer to the total number of report pages in the entire workbook.

- For example, if the Department of Example 1353 Travel Report had submissions from its only two sub-agencies: Department ABC and Department XYZ, there would be 2 total reports (2 worksheets). On the Department ABC worksheet/report, the agency would enter 1 for Page-- referring to the Department ABC's position in the workbook-- and 2 for Of Pages-- referring to the total number of worksheets/reports. The Department XYZ report would read 2 for Page-- referring to its order as the second report-- and 2 for Of Pages-- referring to the total number of sheets in the workbook.

Filling in Agency Name, Sub-Component Name, and Contact Information

- In the fillable cells below the Title, replace **[Replace with Reporting Agency Name]**, **[Replace with Sub-Agency Name]**, **[Replace with Agency Contact Name]**, and **[Replace with Agency Contact Email]** with the appropriate information. If there is no sub-agency, then delete **[Sub-Agency]** from that cell.
- Once the identifying information is completed correctly, the report title should automatically read correctly at the top of the spreadsheet.

Indicating Reporting Period

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

Filling in Travel Specific Information

Indicating a Negative Report

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

Indicating 1353 Travel

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

Submitting the Report to OGE

Ensure the file is saved using the naming convention discussed in the instruction for saving the workbook, and email the excel file as an attachment to 1353Travel@oge.gov.

Printing Reports for Internal Agency Use and Record Keeping

While reports must be submitted electronically, your agency may find it useful to print its 1353 Travel Reports for record-keeping purposes. The following instructions provide guidance for printing in Excel 2003 and Excel 2007.

In Excel 2007

- Highlight the portion of the report on each spreadsheet you would like to print. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted. Click on the Page Layout Tab on the Microsoft Excel Ribbon.
- With the printing area highlighted, click the "Print Area" button, which should provide a drop-down menu including the option to "Set Print Area". Select "Set Print Area".
- On the Page Layout Tab, locate the "Scale to Fit" option. Use the drop-down menu to restrict the width to "1 page".
- To verify the margins are correct on your printing job, use the Print Preview option. Click on the Microsoft button in the upper right-hand corner and hover over Print. Select "Print Preview" from the right-hand menu.
- You can select Print from the Print Preview view or Print as you traditionally would.

In Excel 2003

- Highlight the desired print area. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted.
- Access the print properties menu. Scroll to the "File" tab on the command bar and select "Print Area."

- Set the print area. A submenu will open. Scroll to "Set Print Area" and left-click to set the print area. The print area will be outlined with a dashed border inside of the spreadsheet.
- Check the print area in the preview screen. Scroll to the "File" tab on the command bar and select "Print Preview" to see how the file will look when it is printed.
- Adjust the print area. To make any changes, just hover the mouse over a corner of the dashed border surrounding the print area. When the cursor turns to a cross-sectioned arrow, left-click and hold. Drag the print area to the desired size.

Semiannual Report of Payment Accepted

Agency/Sub-Agency Name

Administrative Conference of the United States
Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development
American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
Armed Services Board of Contract Appeals-- Department of Defense
Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Commission on Civil Rights
Commission of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transportation
Department of Treasury
Department of Veterans Affairs
Election Assistance Commission

Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
National Intelligence, Office of the Director
National Labor Relations Board
National Mediation Board
National Science Foundation
National Security Agency-- Department of Defense
National Security Council-- Executive Office of the President
National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
Office of Administration-- Executive Office of the President
Office of Government Ethics
Office of Management and Budget-- Executive Office of the President
Office of National Drug Control Policy
Office of Navajo & Hopi Indian Relocation
Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President

Office of Special Counsel
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project
Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Science-- Department of Defense
US Access Board
US Trade & Development Agency

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

Acronym

ACUS

ACHP

AFDF

AID

ABMC

ARC

ASC

ARTIC

AFRH

ASBCA

BGSF

BBG

CIA

CSHIB

CCFF

CCR

CFA

CPBSD

CPAHA

CFTC

CPSC

CNCS

CEA

CEQ

CSOSA

DCA

DCAA

DFAS

DISA

DIA

DLA

DNFSB

DSS

DTRA

USDA

DOC

DOD

DOED

DOE

HHS

DHS

HUD

DOJ

DOL

STATE

DAF

ARMY

DOI

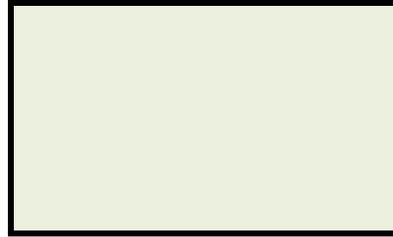
NAVY

DOT

TREASURY

VA

EAC



EPA
EEOC
EOP
EX-IM BANK
FCA
FCC
FDIC
FEC
FERC
FHFB
FLRA
FMC
FMCS
MSHRC
FRS
FRTIB
FTC
GSA
GAO
HTS
IMLS
IAF
IBWC
IJC
ITC
JMM
JFC
MMC
MSPB
MCC
MUF
NASA
NARA
NCPC
NCUA
NEA
NEH
DMA
DNI
NLRB
NMB
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RAT BOARD

SEC

SSS

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SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

PAGE

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YEAR

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2019

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U.S. Department of Agriculture

Agricultural Research Service - NEA

Agency Contact: Kit Mernick kit.mernick@usda.gov

REPORTING PERIOD:
X OCTOBER 1, 2018- MARCH 31, 2019

REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2019

NEGATIVE REPORT

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Asia Pacific Forum Pacific Rim Foundation	Hotel		X	\$280
	John Smith	Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA					
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011				X	\$120
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Chongqing University	Airfare		x	\$1,463
	Michael Wisniewski	Speaking engagement & meeting	4/2/2019	Chongqing, China					
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
	Plant Physiologist	Chongqing University	4/12/2019	3/31-4/12/19				x	\$715
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Michigan State Univ	Airfare		x	\$298
	John Norelli	RosBREED2 Project Participant Mtg	3/27/2019	Lansing, MI					
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
	Res Platn Pathologist	Michigan State Univ	3/28/2019	3/26/19 - 3/28/19					
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Sugar Research Australia	Airfare		x	\$1,653
	Dimitre Mollov	Sugar Res Australia Seminar	5/20/2019	Woodford, Australia					
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
	Plant Pathologist	Sugar Research Australila	5/27/2019	5/16/19 - 5/28/19				x	\$707

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Completing the General Information

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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.
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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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In Excel 2003

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Semiannual Report of Payment Accepted

Agency/Sub-Agency Name

Administrative Conference of the United States
Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development
American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
Armed Services Board of Contract Appeals-- Department of Defense
Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Commission on Civil Rights
Commission of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transportation
Department of Treasury
Department of Veterans Affairs
Election Assistance Commission

Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
National Intelligence, Office of the Director
National Labor Relations Board
National Mediation Board
National Science Foundation
National Security Agency-- Department of Defense
National Security Council-- Executive Office of the President
National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
Office of Administration-- Executive Office of the President
Office of Government Ethics
Office of Management and Budget-- Executive Office of the President
Office of National Drug Control Policy
Office of Navajo & Hopi Indian Relocation
Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President

Office of Special Counsel
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project
Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Science-- Department of Defense
US Access Board
US Trade & Development Agency

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

Acronym

ACUS

ACHP

AFDF

AID

ABMC

ARC

ASC

ARTIC

AFRH

ASBCA

BGSF

BBG

CIA

CSHIB

CCFF

CCR

CFA

CPBSD

CPAHA

CFTC

CPSC

CNCS

CEA

CEQ

CSOSA

DCA

DCAA

DFAS

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DIA

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DNFSB

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DTRA

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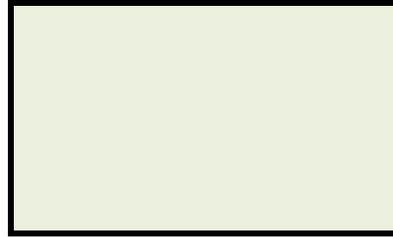
NAVY

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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 2 OF PAGES 2 YEAR 2019

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: Kit Mernick kit.mernick@usda.gov

REPORTING PERIOD: X OCTOBER 1, 2018- MARCH 31, 2019
 REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2019

NEGATIVE REPORT

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Asia Pacific Forum Pacific Rim Foundation				
	John Smith	Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA		Hotel		X	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X		\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011	Meals		X	\$120	
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE School of Integrative Plant Science Horticulture Sect				
	Christopher Dardick	Cornell School of Integrative Plant Science Seminar Series	4/29/2019	Ithaca, NY		Hotel	X		\$326
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meals	X		\$165
	Research Molecular Biologist	School of Integrative Plant Science Horticulture	4/29/2019	4/28/2019 - 04/29/2019	Tolls	X		\$30	
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Cold Spring Harbor Laboratory				
	Doreen Ware	DOE Systems Biology Knowledgebase Quarterly Planning Meeting	5/22/2019	Chicago, IL		Air Transportation		X	\$571
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging		X	\$219
	Research Molecular Biologist	Cold Spring Harbor Laboratory	5/23/2019	05/22/2019 - 05/23/2019	Meals		X	\$50	
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Jiangnan University				
	Jianwei Qin	Research seminar at Jiangnan University	5/13/2019	Jiangnan, China		Air Transportation		X	\$1,700
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging		X	150
	Agricultural Engineer	Jiangnan University	5/15/2019	05/11/2019 - 05/19/2019	Meals		X	\$200	

Instructions for § 1353 Travel Report

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

Completing the OGE Form-1353

Saving the Workbook

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

1353Report_[AgencyAcronym]_[Reporting Period].xls, for example 1353Report_OGE_OctMarch2011.xls.

- Select the Microsoft Button and choose "Save As" Excel Workbook from the menu. When typing the file name, use the naming convention: 1353Report_[AgencyAcronym]_[Reporting Period].xls
- Use OctMarch[Year] for the October 1- March 31st reporting cycle and AprSept[Year] for the April 1-September 30th reporting cycle.
- Note that your agency acronym can be found on the worksheet titled "Agency Acronym" (tab located at the bottom of the workbook).

Preparing Blank Report Forms for Each Sub-Agency (if applicable)

For each individual sub-agency report, copy the "RENAME BLANK FORM" spreadsheet (tab located at the bottom of the workbook) and rename it to describe the sub-agency.

- Ensure use of standardized acronyms where applicable.
- Spreadsheets can easily be copied by right-clicking on the sheet tab for the sheet you wish to copy. After you right click, select "Move or Copy", which will open a dialogue box. When the dialogue box appears, click the "Create a Copy" checkbox at the bottom of the dialogue box. To determine the placement of the new sheet within your workbook, left click the name of an existing sheet in the "Before Sheet" area; your new sheet will be placed before the sheet selected. Select "OK". A new sheet will appear (e.g. "RENAME BLANK FORM (2)") that you can rename.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Completing the General Information

Fill in the applicable information. **Note that information to be completed by the agency always appears in white-colored cells. Information located in the colored cells should not be manipulated.** The worksheet has been protected so that you can tab between the fillable cells.

Renaming the Spreadsheet Tabs

- Rename the spreadsheet tab with your agency name, using standardized acronyms where applicable.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Filling in Page, Of Pages and Year

- Fill in the white-colored cells found below **Page, Of Pages**, and **Year**.
- **Page** refers to the numerical position of the current sheet relative to the other sheets in the workbook and **Of Pages** refer to the total number of report pages in the entire workbook.

- For example, if the Department of Example 1353 Travel Report had submissions from its only two sub-agencies: Department ABC and Department XYZ, there would be 2 total reports (2 worksheets). On the Department ABC worksheet/report, the agency would enter 1 for Page-- referring to the Department ABC's position in the workbook-- and 2 for Of Pages-- referring to the total number of worksheets/reports. The Department XYZ report would read 2 for Page-- referring to its order as the second report-- and 2 for Of Pages-- referring to the total number of sheets in the workbook.

Filling in Agency Name, Sub-Component Name, and Contact Information

- In the fillable cells below the Title, replace **[Replace with Reporting Agency Name]**, **[Replace with Sub-Agency Name]**, **[Replace with Agency Contact Name]**, and **[Replace with Agency Contact Email]** with the appropriate information. If there is no sub-agency, then delete **[Sub-Agency]** from that cell.
- Once the identifying information is completed correctly, the report title should automatically read correctly at the top of the spreadsheet.

Indicating Reporting Period

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

Filling in Travel Specific Information

Indicating a Negative Report

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

Indicating 1353 Travel

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

Submitting the Report to OGE

Ensure the file is saved using the naming convention discussed in the instruction for saving the workbook, and email the excel file as an attachment to 1353Travel@oge.gov.

Printing Reports for Internal Agency Use and Record Keeping

While reports must be submitted electronically, your agency may find it useful to print its 1353 Travel Reports for record-keeping purposes. The following instructions provide guidance for printing in Excel 2003 and Excel 2007.

In Excel 2007

- Highlight the portion of the report on each spreadsheet you would like to print. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted. Click on the Page Layout Tab on the Microsoft Excel Ribbon.
- With the printing area highlighted, click the "Print Area" button, which should provide a drop-down menu including the option to "Set Print Area". Select "Set Print Area".
- On the Page Layout Tab, locate the "Scale to Fit" option. Use the drop-down menu to restrict the width to "1 page".
- To verify the margins are correct on your printing job, use the Print Preview option. Click on the Microsoft button in the upper right-hand corner and hover over Print. Select "Print Preview" from the right-hand menu.
- You can select Print from the Print Preview view or Print as you traditionally would.

In Excel 2003

- Highlight the desired print area. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted.
- Access the print properties menu. Scroll to the "File" tab on the command bar and select "Print Area."

- Set the print area. A submenu will open. Scroll to "Set Print Area" and left-click to set the print area. The print area will be outlined with a dashed border inside of the spreadsheet.
- Check the print area in the preview screen. Scroll to the "File" tab on the command bar and select "Print Preview" to see how the file will look when it is printed.
- Adjust the print area. To make any changes, just hover the mouse over a corner of the dashed border surrounding the print area. When the cursor turns to a cross-sectioned arrow, left-click and hold. Drag the print area to the desired size.

Semiannual Report of Payment Accepted

Agency/Sub-Agency Name

Administrative Conference of the United States
Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development
American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
Armed Services Board of Contract Appeals-- Department of Defense
Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Commission on Civil Rights
Commission of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transportation
Department of Treasury
Department of Veterans Affairs
Election Assistance Commission

Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
National Intelligence, Office of the Director
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National Mediation Board
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
Office of Administration-- Executive Office of the President
Office of Government Ethics
Office of Management and Budget-- Executive Office of the President
Office of National Drug Control Policy
Office of Navajo & Hopi Indian Relocation
Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President

Office of Special Counsel
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project
Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
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CCR

CFA

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CPAHA

CFTC

CPSC

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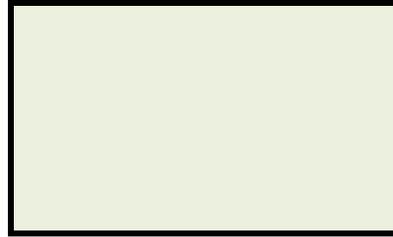
NAVY

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FERC
FHFB
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FMCS
MSHRC
FRS
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GSA
GAO
HTS
IMLS
IAF
IBWC
IJC
ITC
JMM
JFC
MMC
MSPB
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NASA
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OIG(DOD)

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TVA

PCB

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WH

USUHS

ACCESS

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

SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

PAGE

OF PAGES

YEAR

1

1

2019

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USDA - Agricultural Research Service

PLAINS AREA

Agency Contact: Paula DiSabella paula.disabella@usda.gov

REPORTING PERIOD:
OCTOBER 1, 2018- MARCH 31, 2019

REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2019

NEGATIVE REPORT

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Asia Pacific Forum Pacific Rim Foundation	Hotel		X	\$280
	John Smith	Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA					
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011				X	\$120
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE National Institute of Agricultural Sciences, Rural Development Administration, Republic of Korea	Air Transportation		X	\$4,200
	Paul Colaizzi	International Symposium on Non-destructive Diagnosis of Crop Water Stress and Precision Irrigation for Sustainable Agricultural Production	4/30/2019	Jeonju, South Korea					
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
	Research Agricultural Engineer	National Institute of Agricultural Sciences, Rural Development Administration, Republic of Korea	5/2/2019	04/30/2019 - 05/04/2019		Meals Ground Transportation		X	\$800 \$200
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE National Institute of Agricultural Sciences, Rural Development Administration, Republic of Korea	Air Transportation		X	\$4,200
	Susan O'Shaughnessy	International Symposium on Non-destructive Diagnosis of Crop Water Stress and Precision Irrigation for Sustainable Agricultural Production	4/30/2019	Jeonju, South Korea					
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
	Research Agricultural Engineer	National Institute of Agricultural Sciences, Rural Development Administration, Republic of Korea	5/2/2019	04/30/2019 - 05/04/2019		Meals Ground Transportation		X	\$800 \$200
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE MSD Animal Health	Air Transportation		X	\$500
	Adalberto Perez de Leon	MSD Animal Health Key Opinion Leader Meeting	4/8/2019	Cancun, Mexico					
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging		X	\$1,200

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
	Supervisory Research Entomologist/Lab Director	MSD Animal Health	4/11/2019	04/07/2019 - 04/12/2019		Meals Ground Transportation		X	\$385 \$100

SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

PAGE OF PAGES YEAR
2019

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**USDA - Agricultural Research Service
PLAINS AREA**

Agency Contact: Paula DiSabella paula.disabella@usda.gov

REPORTING PERIOD: OCTOBER 1, 2018- MARCH 31, 2019 x
REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2019

NEGATIVE REPORT

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	Asia Pacific Forum Pacific Rim Foundation				
	John Smith	Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA		Hotel		X	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X		\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011	Meals		X	\$120	
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	Terrapinn				
	Douglas Gladue	World Vaccine Congress	4/14/2019	Washington, DC		Air Transportation	X		\$225
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Hotel	X		\$729
	Research Microbiologist	Terrapinn	4/17/2019	04/14/2019 - 04/17/2019					
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	Chinese Society for Immunology				
	Douglas Gladue	Conference on the Cooperation and Collaboration on Prevention and Control of Animal Diseases	5/21/2019	Hangzhou, China		Air Transportation		X	\$2,550
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Hotel		X	\$881
	Research Microbiologist	Chinese Society for Immunology	5/23/2019	05/19/2019 - 05/25/2019	Meals		X	\$574.00	
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	0				
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					

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Preparing Blank Report Forms for Each Sub-Agency (if applicable)

For each individual sub-agency report, copy the "RENAME BLANK FORM" spreadsheet (tab located at the bottom of the workbook) and rename it to describe the sub-agency.

- Ensure use of standardized acronyms where applicable.
- Spreadsheets can easily be copied by right-clicking on the sheet tab for the sheet you wish to copy. After you right click, select "Move or Copy", which will open a dialogue box. When the dialogue box appears, click the "Create a Copy" checkbox at the bottom of the dialogue box. To determine the placement of the new sheet within your workbook, left click the name of an existing sheet in the "Before Sheet" area; your new sheet will be placed before the sheet selected. Select "OK". A new sheet will appear (e.g. "RENAME BLANK FORM (2)") that you can rename.
- 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.

Semiannual Report of Payment Accepted

Agency/Sub-Agency Name

Administrative Conference of the United States
Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development
American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
Armed Services Board of Contract Appeals-- Department of Defense
Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Commission on Civil Rights
Commission of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transportation
Department of Treasury
Department of Veterans Affairs
Election Assistance Commission

Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
National Intelligence, Office of the Director
National Labor Relations Board
National Mediation Board
National Science Foundation
National Security Agency-- Department of Defense
National Security Council-- Executive Office of the President
National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
Office of Administration-- Executive Office of the President
Office of Government Ethics
Office of Management and Budget-- Executive Office of the President
Office of National Drug Control Policy
Office of Navajo & Hopi Indian Relocation
Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President

Office of Special Counsel
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project
Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Science-- Department of Defense
US Access Board
US Trade & Development Agency

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

Acronym

ACUS

ACHP

AFDF

AID

ABMC

ARC

ASC

ARTIC

AFRH

ASBCA

BGSF

BBG

CIA

CSHIB

CCFF

CCR

CFA

CPBSD

CPAHA

CFTC

CPSC

CNCS

CEA

CEQ

CSOSA

DCA

DCAA

DFAS

DISA

DIA

DLA

DNFSB

DSS

DTRA

USDA

DOC

DOD

DOED

DOE

HHS

DHS

HUD

DOJ

DOL

STATE

DAF

ARMY

DOI

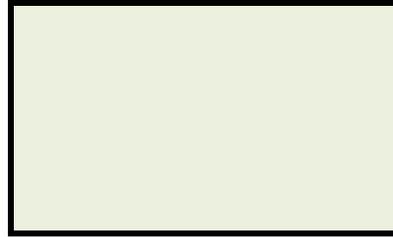
NAVY

DOT

TREASURY

VA

EAC



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

OSC

ANGTP

OIG(DOD)

SIGAR

OS(DOD)

OVP

USTR

OPIC

PEACE

PBGC

PRC

RRB

RAT BOARD

SEC

SSS

SBA

SSA

SIGIR

STB

TVA

PCB

PRESIDIO

WH

USUHS

ACCESS

USTDA

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

SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

PAGE

OF PAGES

YEAR

2019

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

USDA-ARS

[REPLACE WITH AREA NAME]

Agency Contact: Lisa Jackson-Beitia lisa.jacksonbeitia@usda.gov

REPORTING PERIOD: OCTOBER 1, 2018- MARCH 31, 2019 x REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2019

NEGATIVE REPORT

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Asia Pacific Forum Pacific Rim Foundation				
	John Smith	Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA		Hotel		X	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X		\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011	Meals		X	\$120	
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE ConNEXUS Global Pty Ltd				
	Kendra Baumgartner	IPM Master Class-Advanced Tree, Vine & Soils Event	8/7/2019	Mildura, Australia		Airfare		X	\$2,993.46
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Hotel		X	\$395.00
	Research Plant Pathologist	ConNEXUS Global Pty Ltd	8/8/2019	8/4/2019-8/9/2019	Meals			\$425.00	
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE ConNEXUS Global Pty Ltd				
	Greg Browne	IPM Master Class-Advanced Tree, Vine & Soils Event	8/7/2019	Mildura, Australia		Airfare		X	\$2,993.46
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Hotel		X	\$395.00
	Research Plant Pathologist	conNEXUS Global Pty Ltd	8/8/2019	8/4/2019-8/9/2019	Meals		X	\$425.00	
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Citrus Research Board				
	David Obenland	40th Annual Citrus Post-Harvest Pest Control Conference & Citrus Food Safety Forum	4/24/2019	Santa Barbara, CA		Hotel		X	\$450
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meals		X	\$40.00
	Research Physiologist	Citrus Research Board	4/25/2019	4/22/2019-4/26/2019	Registration		X	\$500.00	

Instructions for § 1353 Travel Report

The United States Office of Government Ethics (OGE) is required by 31 U.S.C. § 1353 to collect and make publicly available the information submitted in the semiannual § 1353 travel reports. OGE's acceptance of this information does not constitute a determination that the information is adequate or concurrence with the submitting agency's conflict of interest analysis. (See 41 CFR §304-6.9).

Starting with the October 1, 2010-March 31, 2011 reporting period, OGE will only accept § 1353 Travel Reports that are submitted *electronically* in this OGE-approved electronic form (OGE Form-1353) or on the SF-326. To the extent possible, agencies are strongly encouraged to submit their semiannual reports using the OGE Form-1353. All submissions must be made via email to 1353Travel@oge.gov in XLS, XLSX, or PDF format.

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

Completing the OGE Form-1353

Saving the Workbook

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

1353Report_[AgencyAcronym]_[Reporting Period].xls, for example 1353Report_OGE_OctMarch2011.xls.

- Select the Microsoft Button and choose "Save As" Excel Workbook from the menu. When typing the file name, use the naming convention: 1353Report_[AgencyAcronym]_[Reporting Period].xls
- Use OctMarch[Year] for the October 1- March 31st reporting cycle and AprSept[Year] for the April 1-September 30th reporting cycle.
- Note that your agency acronym can be found on the worksheet titled "Agency Acronym" (tab located at the bottom of the workbook).

Preparing Blank Report Forms for Each Sub-Agency (if applicable)

For each individual sub-agency report, copy the "RENAME BLANK FORM" spreadsheet (tab located at the bottom of the workbook) and rename it to describe the sub-agency.

- Ensure use of standardized acronyms where applicable.
- Spreadsheets can easily be copied by right-clicking on the sheet tab for the sheet you wish to copy. After you right click, select "Move or Copy", which will open a dialogue box. When the dialogue box appears, click the "Create a Copy" checkbox at the bottom of the dialogue box. To determine the placement of the new sheet within your workbook, left click the name of an existing sheet in the "Before Sheet" area; your new sheet will be placed before the sheet selected. Select "OK". A new sheet will appear (e.g. "RENAME BLANK FORM (2)") that you can rename.
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Completing the General Information

Fill in the applicable information. **Note that information to be completed by the agency always appears in white-colored cells. Information located in the colored cells should not be manipulated.** The worksheet has been protected so that you can tab between the fillable cells.

Renaming the Spreadsheet Tabs

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Filling in Page, Of Pages and Year

- Fill in the white-colored cells found below **Page, Of Pages, and Year**.
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- For example, if the Department of Example 1353 Travel Report had submissions from its only two sub-agencies: Department ABC and Department XYZ, there would be 2 total reports (2 worksheets). On the Department ABC worksheet/report, the agency would enter 1 for Page-- referring to the Department ABC's position in the workbook-- and 2 for Of Pages-- referring to the total number of worksheets/reports. The Department XYZ report would read 2 for Page-- referring to its order as the second report-- and 2 for Of Pages-- referring to the total number of sheets in the workbook.

Filling in Agency Name, Sub-Component Name, and Contact Information

- In the fillable cells below the Title, replace **[Replace with Reporting Agency Name]**, **[Replace with Sub-Agency Name]**, **[Replace with Agency Contact Name]**, and **[Replace with Agency Contact Email]** with the appropriate information. If there is no sub-agency, then delete **[Sub-Agency]** from that cell.
- Once the identifying information is completed correctly, the report title should automatically read correctly at the top of the spreadsheet.

Indicating Reporting Period

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

Filling in Travel Specific Information

Indicating a Negative Report

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

Indicating 1353 Travel

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

Submitting the Report to OGE

Ensure the file is saved using the naming convention discussed in the instruction for saving the workbook, and email the excel file as an attachment to 1353Travel@oge.gov.

Printing Reports for Internal Agency Use and Record Keeping

While reports must be submitted electronically, your agency may find it useful to print its 1353 Travel Reports for record-keeping purposes. The following instructions provide guidance for printing in Excel 2003 and Excel 2007.

In Excel 2007

- Highlight the portion of the report on each spreadsheet you would like to print. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted. Click on the Page Layout Tab on the Microsoft Excel Ribbon.
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In Excel 2003

- Highlight the desired print area. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted.
- Access the print properties menu. Scroll to the "File" tab on the command bar and select "Print Area."

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

Semiannual Report of Payment Accepted

Agency/Sub-Agency Name

Administrative Conference of the United States
Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development
American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
Armed Services Board of Contract Appeals-- Department of Defense
Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Commission on Civil Rights
Commission of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transportation
Department of Treasury
Department of Veterans Affairs
Election Assistance Commission

Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
National Intelligence, Office of the Director
National Labor Relations Board
National Mediation Board
National Science Foundation
National Security Agency-- Department of Defense
National Security Council-- Executive Office of the President
National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
Office of Administration-- Executive Office of the President
Office of Government Ethics
Office of Management and Budget-- Executive Office of the President
Office of National Drug Control Policy
Office of Navajo & Hopi Indian Relocation
Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President

Office of Special Counsel
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project
Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Science-- Department of Defense
US Access Board
US Trade & Development Agency

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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

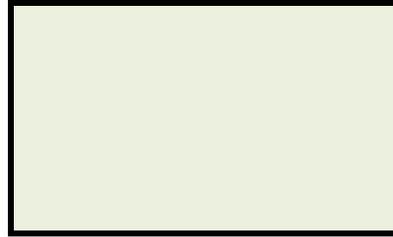
NAVY

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

OF PAGES

YEAR

2019

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.

AMS

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

REPORTING PERIOD:
OCTOBER 1, 2018- MARCH 31, 2019

REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2019

NEGATIVE REPORT

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	John Smith	Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA	Asia Pacific Forum Pacific Rim Foundation	Hotel		X	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X		\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011		Meals		X	\$120
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Donna L. Burkes-Fonda	International Inter-Agency Working Group for Specialized Nutritious Food Products Annual Meeting	6/18/2019	Geneva, Switzerland	Tufts University	Lodging		x	\$1,248.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Common Carrier		x	\$2,000.00
	Assistant Chief	Tufts University	6/20/2019	6/16/19-6/21/19					
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Jason Julian	White House Easter Egg Roll	4/22/2019	WDC	American Egg Board	Common Carrier	x	x	\$500.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Taxi/Shuttle	x		\$100.00
	Agricultural Marketing Specialist	American Egg Board	4/22/2019	4/21/19-4/23/19		POV travel	x		\$60.00
						Parking	x		\$40.00
						Lodging			\$425.00
						Travel Syst. Fee	x	x	\$25.00
						Baggage	x		\$60.00
						Per Diem (at Gov Rate)	x		\$190.00
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Demeseh Cobb	Applications of Direct Mass Spectrometry in Food & Agriculture	4/8/2019	MA	Walters Corporation	Common Carrier		x	\$234.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Taxi/Shuttle		x	\$50.00
	Chemist	Waters Corporation	4/10/2019	4/8/19-4/10/19		Lodging		x	\$546.00
						Meals		x	\$177.50

Instructions for § 1353 Travel Report

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Starting with the October 1, 2010-March 31, 2011 reporting period, OGE will only accept § 1353 Travel Reports that are submitted *electronically* in this OGE-approved electronic form (OGE Form-1353) or on the SF-326. To the extent possible, agencies are strongly encouraged to submit their semiannual reports using the OGE Form-1353. All submissions must be made via email to 1353Travel@oge.gov in XLS, XLSX, or PDF format.

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

Completing the OGE Form-1353

Saving the Workbook

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

1353Report_[AgencyAcronym]_[Reporting Period].xls, for example 1353Report_OGE_OctMarch2011.xls.

- Select the Microsoft Button and choose "Save As" Excel Workbook from the menu. When typing the file name, use the naming convention: 1353Report_[AgencyAcronym]_[Reporting Period].xls
- Use OctMarch[Year] for the October 1- March 31st reporting cycle and AprSept[Year] for the April 1-September 30th reporting cycle.
- Note that your agency acronym can be found on the worksheet titled "Agency Acronym" (tab located at the bottom of the workbook).

Preparing Blank Report Forms for Each Sub-Agency (if applicable)

For each individual sub-agency report, copy the "RENAME BLANK FORM" spreadsheet (tab located at the bottom of the workbook) and rename it to describe the sub-agency.

- Ensure use of standardized acronyms where applicable.
- Spreadsheets can easily be copied by right-clicking on the sheet tab for the sheet you wish to copy. After you right click, select "Move or Copy", which will open a dialogue box. When the dialogue box appears, click the "Create a Copy" checkbox at the bottom of the dialogue box. To determine the placement of the new sheet within your workbook, left click the name of an existing sheet in the "Before Sheet" area; your new sheet will be placed before the sheet selected. Select "OK". A new sheet will appear (e.g. "RENAME BLANK FORM (2)") that you can rename.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Completing the General Information

Fill in the applicable information. **Note that information to be completed by the agency always appears in white-colored cells. Information located in the colored cells should not be manipulated.** The worksheet has been protected so that you can tab between the fillable cells.

Renaming the Spreadsheet Tabs

- Rename the spreadsheet tab with your agency name, using standardized acronyms where applicable.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Filling in Page, Of Pages and Year

- Fill in the white-colored cells found below **Page, Of Pages**, and **Year**.
- **Page** refers to the numerical position of the current sheet relative to the other sheets in the workbook and **Of Pages** refer to the total number of report pages in the entire workbook.

- For example, if the Department of Example 1353 Travel Report had submissions from its only two sub-agencies: Department ABC and Department XYZ, there would be 2 total reports (2 worksheets). On the Department ABC worksheet/report, the agency would enter 1 for Page-- referring to the Department ABC's position in the workbook-- and 2 for Of Pages-- referring to the total number of worksheets/reports. The Department XYZ report would read 2 for Page-- referring to its order as the second report-- and 2 for Of Pages-- referring to the total number of sheets in the workbook.

Filling in Agency Name, Sub-Component Name, and Contact Information

- In the fillable cells below the Title, replace **[Replace with Reporting Agency Name]**, **[Replace with Sub-Agency Name]**, **[Replace with Agency Contact Name]**, and **[Replace with Agency Contact Email]** with the appropriate information. If there is no sub-agency, then delete **[Sub-Agency]** from that cell.
- Once the identifying information is completed correctly, the report title should automatically read correctly at the top of the spreadsheet.

Indicating Reporting Period

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

Filling in Travel Specific Information

Indicating a Negative Report

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

Indicating 1353 Travel

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

Submitting the Report to OGE

Ensure the file is saved using the naming convention discussed in the instruction for saving the workbook, and email the excel file as an attachment to 1353Travel@oge.gov.

Printing Reports for Internal Agency Use and Record Keeping

While reports must be submitted electronically, your agency may find it useful to print its 1353 Travel Reports for record-keeping purposes. The following instructions provide guidance for printing in Excel 2003 and Excel 2007.

In Excel 2007

- Highlight the portion of the report on each spreadsheet you would like to print. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted. Click on the Page Layout Tab on the Microsoft Excel Ribbon.
- With the printing area highlighted, click the "Print Area" button, which should provide a drop-down menu including the option to "Set Print Area". Select "Set Print Area".
- On the Page Layout Tab, locate the "Scale to Fit" option. Use the drop-down menu to restrict the width to "1 page".
- To verify the margins are correct on your printing job, use the Print Preview option. Click on the Microsoft button in the upper right-hand corner and hover over Print. Select "Print Preview" from the right-hand menu.
- You can select Print from the Print Preview view or Print as you traditionally would.

In Excel 2003

- Highlight the desired print area. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted.
- Access the print properties menu. Scroll to the "File" tab on the command bar and select "Print Area."

- Set the print area. A submenu will open. Scroll to "Set Print Area" and left-click to set the print area. The print area will be outlined with a dashed border inside of the spreadsheet.
- Check the print area in the preview screen. Scroll to the "File" tab on the command bar and select "Print Preview" to see how the file will look when it is printed.
- Adjust the print area. To make any changes, just hover the mouse over a corner of the dashed border surrounding the print area. When the cursor turns to a cross-sectioned arrow, left-click and hold. Drag the print area to the desired size.

Semiannual Report of Payment Accepted

Agency/Sub-Agency Name

Administrative Conference of the United States
Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development
American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
Armed Services Board of Contract Appeals-- Department of Defense
Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Commission on Civil Rights
Commission of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transportation
Department of Treasury
Department of Veterans Affairs
Election Assistance Commission

Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
National Intelligence, Office of the Director
National Labor Relations Board
National Mediation Board
National Science Foundation
National Security Agency-- Department of Defense
National Security Council-- Executive Office of the President
National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
Office of Administration-- Executive Office of the President
Office of Government Ethics
Office of Management and Budget-- Executive Office of the President
Office of National Drug Control Policy
Office of Navajo & Hopi Indian Relocation
Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President

Office of Special Counsel
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project
Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Science-- Department of Defense
US Access Board
US Trade & Development Agency

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

Acronym

ACUS

ACHP

AFDF

AID

ABMC

ARC

ASC

ARTIC

AFRH

ASBCA

BGSF

BBG

CIA

CSHIB

CCFF

CCR

CFA

CPBSD

CPAHA

CFTC

CPSC

CNCS

CEA

CEQ

CSOSA

DCA

DCAA

DFAS

DISA

DIA

DLA

DNFSB

DSS

DTRA

USDA

DOC

DOD

DOED

DOE

HHS

DHS

HUD

DOJ

DOL

STATE

DAF

ARMY

DOI

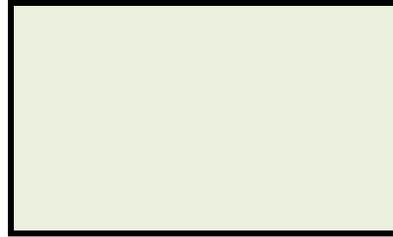
NAVY

DOT

TREASURY

VA

EAC



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

OSC

ANGTP

OIG(DOD)

SIGAR

OS(DOD)

OVP

USTR

OPIC

PEACE

PBGC

PRC

RRB

RAT BOARD

SEC

SSS

SBA

SSA

SIGIR

STB

TVA

PCB

PRESIDIO

WH

USUHS

ACCESS

USTDA

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

SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

PAGE OF PAGES YEAR
2019

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.

APHIS

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

REPORTING PERIOD: OCTOBER 1, 2018- MARCH 31, 2019 X
REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2019

NEGATIVE REPORT

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Asia Pacific Forum Pacific Rim Foundation	Hotel		X	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X		\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011		Meals		X	\$120
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Argentine Congress of Citriculture	Common Carrier		x	\$1,000.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging		x	\$875.00
	Hilda Delia Gomez	IX Argentine Congress of Citriculture	6/11/2019	Argentina		6/10/19-6/15/19	Meals		x
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE International Council for the Exploration of the Sea	Lodging	x		\$702.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Common Carrier	x		\$3,175.00
	Janet V. Warg	Workshop on Emerging Molluscan Pathogens	6/6/2019	Copenhagen, Denmark		6/4/19-6/8/19	Meals	x	
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE National Socio-Environmental Synthesis Center	Parking	x		\$30.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Taxi	x		\$50.00
	Lindsay Campbell	Changing Urban Forests Pursuit, Workshop 2	5/29/2019	Annapolis, MD		5/25/19-6/1/19	Voucher Fee	x	
					Mileage	x		\$115.00	
					Common Carrier		x	\$200.00	
					Per Diem (University of Maryland Rate)	x		\$115.00	

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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

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Printing Reports for Internal Agency Use and Record Keeping

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Semiannual Report of Payment Accepted

Agency/Sub-Agency Name

Administrative Conference of the United States
Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development
American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
Armed Services Board of Contract Appeals-- Department of Defense
Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Commission on Civil Rights
Commission of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transportation
Department of Treasury
Department of Veterans Affairs
Election Assistance Commission

Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
National Intelligence, Office of the Director
National Labor Relations Board
National Mediation Board
National Science Foundation
National Security Agency-- Department of Defense
National Security Council-- Executive Office of the President
National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
Office of Administration-- Executive Office of the President
Office of Government Ethics
Office of Management and Budget-- Executive Office of the President
Office of National Drug Control Policy
Office of Navajo & Hopi Indian Relocation
Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President

Office of Special Counsel
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project
Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation Board
Tennessee Valley Authority
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The Presidio Trust
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Uniformed Services University of the Health Science-- Department of Defense
US Access Board
US Trade & Development Agency

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ACHP

AFDF

AID

ABMC

ARC

ASC

ARTIC

AFRH

ASBCA

BGSF

BBG

CIA

CSHIB

CCFF

CCR

CFA

CPBSD

CPAHA

CFTC

CPSC

CNCS

CEA

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CSOSA

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DIA

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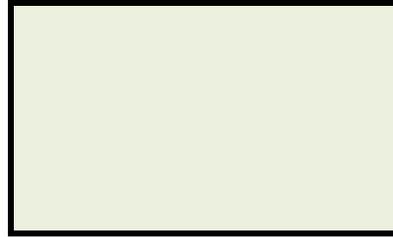
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TREASURY

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EAC



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EOP
EX-IM BANK
FCA
FCC
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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
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NLRB
NMB
NSF
NSA
NSC
NTSB
NRC
NWTRB
OSHRC
OA
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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

2019

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.

ARS

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

REPORTING PERIOD:
OCTOBER 1, 2018- MARCH 31, 2019

REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2019

NEGATIVE REPORT

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Asia Pacific Forum Pacific Rim Foundation	Hotel		X	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X		\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011		Meals		X	\$120
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Argentine Congress of Citriculture	Common Carrier		x	\$1,000.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging		x	\$875.00
	Hilda Delia Gomez	IX Argentine Congress of Citriculture	6/11/2019	Argentina		6/10/19-6/15/19	Meals		x
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE World Organization for Animal Health	Common Carrier		x	\$2,000.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging	x		\$960.00
	David Eugene Swayne	3rd. Mtg. , World Organizationf or Animal Health	6/11/2019	Paris, France		6/9/19-6/14/19	Meals	x	
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Institute of Food Technologists	Lodging		x	\$750.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Registration Fee		x	\$540.00
	Tara H. McHugh	Institute of Food Technologists Annual Meeting	6/2/2019	New Orleans, LA		6/1/19-6/5/19			
	WRRC Center Director	Institute of Food Technologists	6/5/2019						

Instructions for § 1353 Travel Report

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Starting with the October 1, 2010-March 31, 2011 reporting period, OGE will only accept § 1353 Travel Reports that are submitted *electronically* in this OGE-approved electronic form (OGE Form-1353) or on the SF-326. To the extent possible, agencies are strongly encouraged to submit their semiannual reports using the OGE Form-1353. All submissions must be made via email to 1353Travel@oge.gov in XLS, XLSX, or PDF format.

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

Completing the OGE Form-1353

Saving the Workbook

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

1353Report_[AgencyAcronym]_[Reporting Period].xls, for example 1353Report_OGE_OctMarch2011.xls.

- Select the Microsoft Button and choose "Save As" Excel Workbook from the menu. When typing the file name, use the naming convention: 1353Report_[AgencyAcronym]_[Reporting Period].xls
- Use OctMarch[Year] for the October 1- March 31st reporting cycle and AprSept[Year] for the April 1-September 30th reporting cycle.
- Note that your agency acronym can be found on the worksheet titled "Agency Acronym" (tab located at the bottom of the workbook).

Preparing Blank Report Forms for Each Sub-Agency (if applicable)

For each individual sub-agency report, copy the "RENAME BLANK FORM" spreadsheet (tab located at the bottom of the workbook) and rename it to describe the sub-agency.

- Ensure use of standardized acronyms where applicable.
- Spreadsheets can easily be copied by right-clicking on the sheet tab for the sheet you wish to copy. After you right click, select "Move or Copy", which will open a dialogue box. When the dialogue box appears, click the "Create a Copy" checkbox at the bottom of the dialogue box. To determine the placement of the new sheet within your workbook, left click the name of an existing sheet in the "Before Sheet" area; your new sheet will be placed before the sheet selected. Select "OK". A new sheet will appear (e.g. "RENAME BLANK FORM (2)") that you can rename.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Completing the General Information

Fill in the applicable information. **Note that information to be completed by the agency always appears in white-colored cells. Information located in the colored cells should not be manipulated.** The worksheet has been protected so that you can tab between the fillable cells.

Renaming the Spreadsheet Tabs

- Rename the spreadsheet tab with your agency name, using standardized acronyms where applicable.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Filling in Page, Of Pages and Year

- Fill in the white-colored cells found below **Page, Of Pages**, and **Year**.
- **Page** refers to the numerical position of the current sheet relative to the other sheets in the workbook and **Of Pages** refer to the total number of report pages in the entire workbook.

- For example, if the Department of Example 1353 Travel Report had submissions from its only two sub-agencies: Department ABC and Department XYZ, there would be 2 total reports (2 worksheets). On the Department ABC worksheet/report, the agency would enter 1 for Page-- referring to the Department ABC's position in the workbook-- and 2 for Of Pages-- referring to the total number of worksheets/reports. The Department XYZ report would read 2 for Page-- referring to its order as the second report-- and 2 for Of Pages-- referring to the total number of sheets in the workbook.

Filling in Agency Name, Sub-Component Name, and Contact Information

- In the fillable cells below the Title, replace **[Replace with Reporting Agency Name]**, **[Replace with Sub-Agency Name]**, **[Replace with Agency Contact Name]**, and **[Replace with Agency Contact Email]** with the appropriate information. If there is no sub-agency, then delete **[Sub-Agency]** from that cell.
- Once the identifying information is completed correctly, the report title should automatically read correctly at the top of the spreadsheet.

Indicating Reporting Period

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

Filling in Travel Specific Information

Indicating a Negative Report

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

Indicating 1353 Travel

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

Submitting the Report to OGE

Ensure the file is saved using the naming convention discussed in the instruction for saving the workbook, and email the excel file as an attachment to 1353Travel@oge.gov.

Printing Reports for Internal Agency Use and Record Keeping

While reports must be submitted electronically, your agency may find it useful to print its 1353 Travel Reports for record-keeping purposes. The following instructions provide guidance for printing in Excel 2003 and Excel 2007.

In Excel 2007

- Highlight the portion of the report on each spreadsheet you would like to print. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted. Click on the Page Layout Tab on the Microsoft Excel Ribbon.
- With the printing area highlighted, click the "Print Area" button, which should provide a drop-down menu including the option to "Set Print Area". Select "Set Print Area".
- On the Page Layout Tab, locate the "Scale to Fit" option. Use the drop-down menu to restrict the width to "1 page".
- To verify the margins are correct on your printing job, use the Print Preview option. Click on the Microsoft button in the upper right-hand corner and hover over Print. Select "Print Preview" from the right-hand menu.
- You can select Print from the Print Preview view or Print as you traditionally would.

In Excel 2003

- Highlight the desired print area. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted.
- Access the print properties menu. Scroll to the "File" tab on the command bar and select "Print Area."

- Set the print area. A submenu will open. Scroll to "Set Print Area" and left-click to set the print area. The print area will be outlined with a dashed border inside of the spreadsheet.
- Check the print area in the preview screen. Scroll to the "File" tab on the command bar and select "Print Preview" to see how the file will look when it is printed.
- Adjust the print area. To make any changes, just hover the mouse over a corner of the dashed border surrounding the print area. When the cursor turns to a cross-sectioned arrow, left-click and hold. Drag the print area to the desired size.

Semiannual Report of Payment Accepted

Agency/Sub-Agency Name

Administrative Conference of the United States
Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development
American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
Armed Services Board of Contract Appeals-- Department of Defense
Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Commission on Civil Rights
Commission of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transportation
Department of Treasury
Department of Veterans Affairs
Election Assistance Commission

Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
National Intelligence, Office of the Director
National Labor Relations Board
National Mediation Board
National Science Foundation
National Security Agency-- Department of Defense
National Security Council-- Executive Office of the President
National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
Office of Administration-- Executive Office of the President
Office of Government Ethics
Office of Management and Budget-- Executive Office of the President
Office of National Drug Control Policy
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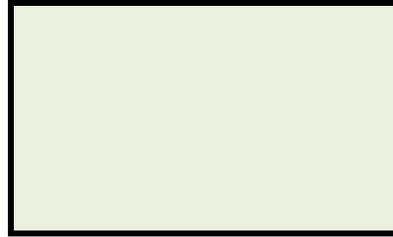
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GAO
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IAF
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NASA
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NCPC
NCUA
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NWTRB
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ONHIR
OPM
OSTP

OSC

ANGTP

OIG(DOD)

SIGAR

OS(DOD)

OVP

USTR

OPIC

PEACE

PBGC

PRC

RRB

RAT BOARD

SEC

SSS

SBA

SSA

SIGIR

STB

TVA

PCB

PRESIDIO

WH

USUHS

ACCESS

USTDA

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Semiannual Report of Payment Accepted

Agency/Sub-Agency Name

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Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development
American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
Armed Services Board of Contract Appeals-- Department of Defense
Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Commission on Civil Rights
Commission of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
Defense Information Systems Agency-- Department of Defense
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Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transportation
Department of Treasury
Department of Veterans Affairs
Election Assistance Commission

Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
National Intelligence, Office of the Director
National Labor Relations Board
National Mediation Board
National Science Foundation
National Security Agency-- Department of Defense
National Security Council-- Executive Office of the President
National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
Office of Administration-- Executive Office of the President
Office of Government Ethics
Office of Management and Budget-- Executive Office of the President
Office of National Drug Control Policy
Office of Navajo & Hopi Indian Relocation
Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President

Office of Special Counsel
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project
Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Science-- Department of Defense
US Access Board
US Trade & Development Agency

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

Acronym

ACUS

ACHP

AFDF

AID

ABMC

ARC

ASC

ARTIC

AFRH

ASBCA

BGSF

BBG

CIA

CSHIB

CCFF

CCR

CFA

CPBSD

CPAHA

CFTC

CPSC

CNCS

CEA

CEQ

CSOSA

DCA

DCAA

DFAS

DISA

DIA

DLA

DNFSB

DSS

DTRA

USDA

DOC

DOD

DOED

DOE

HHS

DHS

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DOJ

DOL

STATE

DAF

ARMY

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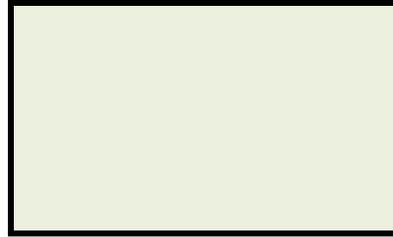
NAVY

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

2019

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.

ERS

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

REPORTING PERIOD:
OCTOBER 1, 2018- MARCH 31, 2019

REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2019

NEGATIVE REPORT

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

Instructions for § 1353 Travel Report

The United States Office of Government Ethics (OGE) is required by 31 U.S.C. § 1353 to collect and make publicly available the information submitted in the semiannual § 1353 travel reports. OGE's acceptance of this information does not constitute a determination that the information is adequate or concurrence with the submitting agency's conflict of interest analysis. (See 41 CFR §304-6.9).

Starting with the October 1, 2010-March 31, 2011 reporting period, OGE will only accept § 1353 Travel Reports that are submitted *electronically* in this OGE-approved electronic form (OGE Form-1353) or on the SF-326. To the extent possible, agencies are strongly encouraged to submit their semiannual reports using the OGE Form-1353. All submissions must be made via email to 1353Travel@oge.gov in XLS, XLSX, or PDF format.

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

Completing the OGE Form-1353

Saving the Workbook

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

1353Report_[AgencyAcronym]_[Reporting Period].xls, for example 1353Report_OGE_OctMarch2011.xls.

- Select the Microsoft Button and choose "Save As" Excel Workbook from the menu. When typing the file name, use the naming convention: 1353Report_[AgencyAcronym]_[Reporting Period].xls
- Use OctMarch[Year] for the October 1- March 31st reporting cycle and AprSept[Year] for the April 1-September 30th reporting cycle.
- Note that your agency acronym can be found on the worksheet titled "Agency Acronym" (tab located at the bottom of the workbook).

Preparing Blank Report Forms for Each Sub-Agency (if applicable)

For each individual sub-agency report, copy the "RENAME BLANK FORM" spreadsheet (tab located at the bottom of the workbook) and rename it to describe the sub-agency.

- Ensure use of standardized acronyms where applicable.
- Spreadsheets can easily be copied by right-clicking on the sheet tab for the sheet you wish to copy. After you right click, select "Move or Copy", which will open a dialogue box. When the dialogue box appears, click the "Create a Copy" checkbox at the bottom of the dialogue box. To determine the placement of the new sheet within your workbook, left click the name of an existing sheet in the "Before Sheet" area; your new sheet will be placed before the sheet selected. Select "OK". A new sheet will appear (e.g. "RENAME BLANK FORM (2)") that you can rename.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Completing the General Information

Fill in the applicable information. **Note that information to be completed by the agency always appears in white-colored cells. Information located in the colored cells should not be manipulated.** The worksheet has been protected so that you can tab between the fillable cells.

Renaming the Spreadsheet Tabs

- Rename the spreadsheet tab with your agency name, using standardized acronyms where applicable.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Filling in Page, Of Pages and Year

- Fill in the white-colored cells found below **Page, Of Pages**, and **Year**.
- **Page** refers to the numerical position of the current sheet relative to the other sheets in the workbook and **Of Pages** refer to the total number of report pages in the entire workbook.

- For example, if the Department of Example 1353 Travel Report had submissions from its only two sub-agencies: Department ABC and Department XYZ, there would be 2 total reports (2 worksheets). On the Department ABC worksheet/report, the agency would enter 1 for Page-- referring to the Department ABC's position in the workbook-- and 2 for Of Pages-- referring to the total number of worksheets/reports. The Department XYZ report would read 2 for Page-- referring to its order as the second report-- and 2 for Of Pages-- referring to the total number of sheets in the workbook.

Filling in Agency Name, Sub-Component Name, and Contact Information

- In the fillable cells below the Title, replace **[Replace with Reporting Agency Name]**, **[Replace with Sub-Agency Name]**, **[Replace with Agency Contact Name]**, and **[Replace with Agency Contact Email]** with the appropriate information. If there is no sub-agency, then delete **[Sub-Agency]** from that cell.
- Once the identifying information is completed correctly, the report title should automatically read correctly at the top of the spreadsheet.

Indicating Reporting Period

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

Filling in Travel Specific Information

Indicating a Negative Report

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

Indicating 1353 Travel

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

Submitting the Report to OGE

Ensure the file is saved using the naming convention discussed in the instruction for saving the workbook, and email the excel file as an attachment to 1353Travel@oge.gov.

Printing Reports for Internal Agency Use and Record Keeping

While reports must be submitted electronically, your agency may find it useful to print its 1353 Travel Reports for record-keeping purposes. The following instructions provide guidance for printing in Excel 2003 and Excel 2007.

In Excel 2007

- Highlight the portion of the report on each spreadsheet you would like to print. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted. Click on the Page Layout Tab on the Microsoft Excel Ribbon.
- With the printing area highlighted, click the "Print Area" button, which should provide a drop-down menu including the option to "Set Print Area". Select "Set Print Area".
- On the Page Layout Tab, locate the "Scale to Fit" option. Use the drop-down menu to restrict the width to "1 page".
- 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.

Semiannual Report of Payment Accepted

Agency/Sub-Agency Name

Administrative Conference of the United States
Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development
American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
Armed Services Board of Contract Appeals-- Department of Defense
Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Commission on Civil Rights
Commission of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transportation
Department of Treasury
Department of Veterans Affairs
Election Assistance Commission

Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
National Intelligence, Office of the Director
National Labor Relations Board
National Mediation Board
National Science Foundation
National Security Agency-- Department of Defense
National Security Council-- Executive Office of the President
National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
Office of Administration-- Executive Office of the President
Office of Government Ethics
Office of Management and Budget-- Executive Office of the President
Office of National Drug Control Policy
Office of Navajo & Hopi Indian Relocation
Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President

Office of Special Counsel
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project
Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
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The President's Council on Bioethics
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The White House Office-- Executive Office of the President
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US Access Board
US Trade & Development Agency

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CCR

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CFTC

CPSC

CNCS

CEA

CEQ

CSOSA

DCA

DCAA

DFAS

DISA

DIA

DLA

DNFSB

DSS

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DOC

DOD

DOED

DOE

HHS

DHS

HUD

DOJ

DOL

STATE

DAF

ARMY

DOI

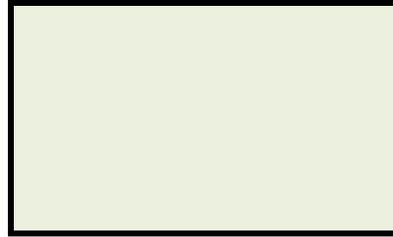
NAVY

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
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ONDCP
ONHIR
OPM
OSTP

OSC

ANGTP

OIG(DOD)

SIGAR

OS(DOD)

OVP

USTR

OPIC

PEACE

PBGC

PRC

RRB

RAT BOARD

SEC

SSS

SBA

SSA

SIGIR

STB

TVA

PCB

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

2019

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FAS

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

REPORTING PERIOD:
OCTOBER 1, 2018- MARCH 31, 2019

REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2019

NEGATIVE REPORT

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	John Smith	Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA	Asia Pacific Forum Pacific Rim Foundation	Hotel		X	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X		\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011		Meals		X	\$120
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Brian Dutoi	Washington DC Educational Fellowship Program	9/7/2019	Northern California	California Agricultural Leadership Foundation	Common Carrier Lodging		x	\$600.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meals		x	\$446.00
	Special Assistant	California Agricultural Leadership Foundation	9/15/2019	9/6/19-9/16/19		Taxi/Shuttle		x	\$270.00
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Caitlin M. Blair	2019 Washington DC, Educational Fellowship Program	9/8/2019	Northern California	California Agricultural Leadership Foundation	Common Carrier Lodging		x	\$600.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meals		x	\$446.00
	Senior Advisor	California Agricultural Leadership Foundation	9/14/2019	9/7/19-9/15/19		Taxi/Shuttle		x	\$270.00
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	James W. Johnson	2019 China Cotton Textile Forum	6/13/2019	Chanzhou, China	CCFGroup	Lodging		x	\$145.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
	Economist	CCFGroup	6/14/2019	6/9/19-6/22/19					

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Completing the OGE Form-1353

Saving the Workbook

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

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- Use OctMarch[Year] for the October 1- March 31st reporting cycle and AprSept[Year] for the April 1-September 30th reporting cycle.
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Preparing Blank Report Forms for Each Sub-Agency (if applicable)

For each individual sub-agency report, copy the "RENAME BLANK FORM" spreadsheet (tab located at the bottom of the workbook) and rename it to describe the sub-agency.

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Completing the General Information

Fill in the applicable information. **Note that information to be completed by the agency always appears in white-colored cells. Information located in the colored cells should not be manipulated.** The worksheet has been protected so that you can tab between the fillable cells.

Renaming the Spreadsheet Tabs

- Rename the spreadsheet tab with your agency name, using standardized acronyms where applicable.
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Filling in Page, Of Pages and Year

- Fill in the white-colored cells found below **Page, Of Pages, and Year**.
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- For example, if the Department of Example 1353 Travel Report had submissions from its only two sub-agencies: Department ABC and Department XYZ, there would be 2 total reports (2 worksheets). On the Department ABC worksheet/report, the agency would enter 1 for Page-- referring to the Department ABC's position in the workbook-- and 2 for Of Pages-- referring to the total number of worksheets/reports. The Department XYZ report would read 2 for Page-- referring to its order as the second report-- and 2 for Of Pages-- referring to the total number of sheets in the workbook.

Filling in Agency Name, Sub-Component Name, and Contact Information

- In the fillable cells below the Title, replace **[Replace with Reporting Agency Name]**, **[Replace with Sub-Agency Name]**, **[Replace with Agency Contact Name]**, and **[Replace with Agency Contact Email]** with the appropriate information. If there is no sub-agency, then delete **[Sub-Agency]** from that cell.
- Once the identifying information is completed correctly, the report title should automatically read correctly at the top of the spreadsheet.

Indicating Reporting Period

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

Filling in Travel Specific Information

Indicating a Negative Report

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

Indicating 1353 Travel

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

Submitting the Report to OGE

Ensure the file is saved using the naming convention discussed in the instruction for saving the workbook, and email the excel file as an attachment to 1353Travel@oge.gov.

Printing Reports for Internal Agency Use and Record Keeping

While reports must be submitted electronically, your agency may find it useful to print its 1353 Travel Reports for record-keeping purposes. The following instructions provide guidance for printing in Excel 2003 and Excel 2007.

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- 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.

Semiannual Report of Payment Accepted

Agency/Sub-Agency Name

Administrative Conference of the United States
Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development
American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
Armed Services Board of Contract Appeals-- Department of Defense
Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Commission on Civil Rights
Commission of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transportation
Department of Treasury
Department of Veterans Affairs
Election Assistance Commission

Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
National Intelligence, Office of the Director
National Labor Relations Board
National Mediation Board
National Science Foundation
National Security Agency-- Department of Defense
National Security Council-- Executive Office of the President
National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
Office of Administration-- Executive Office of the President
Office of Government Ethics
Office of Management and Budget-- Executive Office of the President
Office of National Drug Control Policy
Office of Navajo & Hopi Indian Relocation
Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President

Office of Special Counsel
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project
Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Science-- Department of Defense
US Access Board
US Trade & Development Agency

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

Acronym

ACUS

ACHP

AFDF

AID

ABMC

ARC

ASC

ARTIC

AFRH

ASBCA

BGSF

BBG

CIA

CSHIB

CCFF

CCR

CFA

CPBSD

CPAHA

CFTC

CPSC

CNCS

CEA

CEQ

CSOSA

DCA

DCAA

DFAS

DISA

DIA

DLA

DNFSB

DSS

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HHS

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DOJ

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STATE

DAF

ARMY

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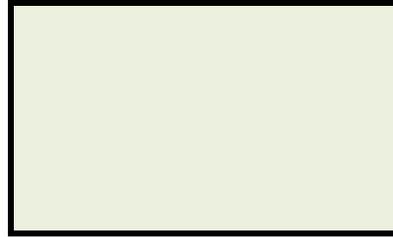
NAVY

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

2019

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.

FNS

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

REPORTING PERIOD:
OCTOBER 1, 2018- MARCH 31, 2019

REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2019

NEGATIVE REPORT

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	John Smith	Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA	Asia Pacific Forum Pacific Rim Foundation	Hotel		X	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X		\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011		Meals		X	\$120
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Laura Castro	American Commodity Distribution Association National Conference	5/6/2019	New York	American Commodity Distribution Association	Registration		x	\$1,350.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
	Division Director	American Commodity Distribution Association	5/8/2019	5/5/19-5/8/19					
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Christina Conell	Eating City Summer Campus	7/22/2019	France	The Charles Leopold Mayer Foundation &	Common Carrier		x	\$900.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging		x	\$1,784.00
	Chief, Child Nutrition Operations Branch	The Charles Leopold Mayer Foundation & International University College of Turin	7/31/2019	7/21/19-7/31/19		Meals		x	\$500.00
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Christina Conell	2019 WDC Educational Fellowship Program	9/7/2019	California	California Agricultural Leadership Foundation	Common Carrier		x	\$600.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Taxi/Shuttle		x	\$270.00
	Chief, Child Nutrition Operations Branch	California Agricultural Leadership Foundation	9/15/2019	9/7/19-9/15/19		Lodging		x	\$898.00
						Meals		x	\$446.00

Instructions for § 1353 Travel Report

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Starting with the October 1, 2010-March 31, 2011 reporting period, OGE will only accept § 1353 Travel Reports that are submitted *electronically* in this OGE-approved electronic form (OGE Form-1353) or on the SF-326. To the extent possible, agencies are strongly encouraged to submit their semiannual reports using the OGE Form-1353. All submissions must be made via email to 1353Travel@oge.gov in XLS, XLSX, or PDF format.

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

Completing the OGE Form-1353

Saving the Workbook

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

1353Report_[AgencyAcronym]_[Reporting Period].xls, for example 1353Report_OGE_OctMarch2011.xls.

- Select the Microsoft Button and choose "Save As" Excel Workbook from the menu. When typing the file name, use the naming convention: 1353Report_[AgencyAcronym]_[Reporting Period].xls
- Use OctMarch[Year] for the October 1- March 31st reporting cycle and AprSept[Year] for the April 1-September 30th reporting cycle.
- Note that your agency acronym can be found on the worksheet titled "Agency Acronym" (tab located at the bottom of the workbook).

Preparing Blank Report Forms for Each Sub-Agency (if applicable)

For each individual sub-agency report, copy the "RENAME BLANK FORM" spreadsheet (tab located at the bottom of the workbook) and rename it to describe the sub-agency.

- Ensure use of standardized acronyms where applicable.
- Spreadsheets can easily be copied by right-clicking on the sheet tab for the sheet you wish to copy. After you right click, select "Move or Copy", which will open a dialogue box. When the dialogue box appears, click the "Create a Copy" checkbox at the bottom of the dialogue box. To determine the placement of the new sheet within your workbook, left click the name of an existing sheet in the "Before Sheet" area; your new sheet will be placed before the sheet selected. Select "OK". A new sheet will appear (e.g. "RENAME BLANK FORM (2)") that you can rename.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Completing the General Information

Fill in the applicable information. **Note that information to be completed by the agency always appears in white-colored cells. Information located in the colored cells should not be manipulated.** The worksheet has been protected so that you can tab between the fillable cells.

Renaming the Spreadsheet Tabs

- Rename the spreadsheet tab with your agency name, using standardized acronyms where applicable.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Filling in Page, Of Pages and Year

- Fill in the white-colored cells found below **Page, Of Pages**, and **Year**.
- **Page** refers to the numerical position of the current sheet relative to the other sheets in the workbook and **Of Pages** refer to the total number of report pages in the entire workbook.

- For example, if the Department of Example 1353 Travel Report had submissions from its only two sub-agencies: Department ABC and Department XYZ, there would be 2 total reports (2 worksheets). On the Department ABC worksheet/report, the agency would enter 1 for Page-- referring to the Department ABC's position in the workbook-- and 2 for Of Pages-- referring to the total number of worksheets/reports. The Department XYZ report would read 2 for Page-- referring to its order as the second report-- and 2 for Of Pages-- referring to the total number of sheets in the workbook.

Filling in Agency Name, Sub-Component Name, and Contact Information

- In the fillable cells below the Title, replace **[Replace with Reporting Agency Name]**, **[Replace with Sub-Agency Name]**, **[Replace with Agency Contact Name]**, and **[Replace with Agency Contact Email]** with the appropriate information. If there is no sub-agency, then delete **[Sub-Agency]** from that cell.
- Once the identifying information is completed correctly, the report title should automatically read correctly at the top of the spreadsheet.

Indicating Reporting Period

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

Filling in Travel Specific Information

Indicating a Negative Report

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

Indicating 1353 Travel

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

Submitting the Report to OGE

Ensure the file is saved using the naming convention discussed in the instruction for saving the workbook, and email the excel file as an attachment to 1353Travel@oge.gov.

Printing Reports for Internal Agency Use and Record Keeping

While reports must be submitted electronically, your agency may find it useful to print its 1353 Travel Reports for record-keeping purposes. The following instructions provide guidance for printing in Excel 2003 and Excel 2007.

In Excel 2007

- Highlight the portion of the report on each spreadsheet you would like to print. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted. Click on the Page Layout Tab on the Microsoft Excel Ribbon.
- With the printing area highlighted, click the "Print Area" button, which should provide a drop-down menu including the option to "Set Print Area". Select "Set Print Area".
- On the Page Layout Tab, locate the "Scale to Fit" option. Use the drop-down menu to restrict the width to "1 page".
- To verify the margins are correct on your printing job, use the Print Preview option. Click on the Microsoft button in the upper right-hand corner and hover over Print. Select "Print Preview" from the right-hand menu.
- You can select Print from the Print Preview view or Print as you traditionally would.

In Excel 2003

- Highlight the desired print area. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted.
- Access the print properties menu. Scroll to the "File" tab on the command bar and select "Print Area."

- Set the print area. A submenu will open. Scroll to "Set Print Area" and left-click to set the print area. The print area will be outlined with a dashed border inside of the spreadsheet.
- Check the print area in the preview screen. Scroll to the "File" tab on the command bar and select "Print Preview" to see how the file will look when it is printed.
- Adjust the print area. To make any changes, just hover the mouse over a corner of the dashed border surrounding the print area. When the cursor turns to a cross-sectioned arrow, left-click and hold. Drag the print area to the desired size.

Semiannual Report of Payment Accepted

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
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Commission of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
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Consumer Product Safety Commission
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Defense Finance & Accounting Service-- Department of Defense
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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
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Department of Treasury
Department of Veterans Affairs
Election Assistance Commission

Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
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Federal Labor Relations Authority
Federal Maritime Commission
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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
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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
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Office of National Drug Control Policy
Office of Navajo & Hopi Indian Relocation
Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President

Office of Special Counsel
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project
Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Science-- Department of Defense
US Access Board
US Trade & Development Agency

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CFA

CPBSD

CPAHA

CFTC

CPSC

CNCS

CEA

CEQ

CSOSA

DCA

DCAA

DFAS

DISA

DIA

DLA

DNFSB

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STATE

DAF

ARMY

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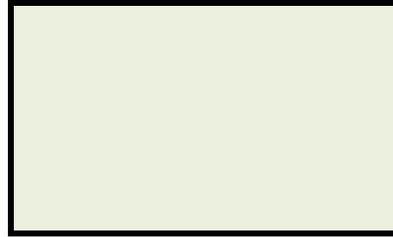
NAVY

DOT

TREASURY

VA

EAC



EPA
EEOC
EOP
EX-IM BANK
FCA
FCC
FDIC
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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
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NSC
NTSB
NRC
NWTRB
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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

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FOREST SERVICE 1353 TRAVEL REPORT

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

REPORTING PERIOD:
OCTOBER 1, 2018- MARCH 31, 2019

REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2019

NEGATIVE REPORT

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Asia Pacific Forum Pacific Rim Foundation	Hotel		X	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X		\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011		Meals		X	\$120
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE International Union of Forest Research	Common Carrier		x	\$1,573.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Registration		x	\$700.00
	Cynthia Louise Miner	25th IUFRO World Congress & Side Event	9/29/2019	Curitiba, Parana					
	Asst. Station Director	International Union of Forest Research	10/5/2019	9/27/19-10/6/19					
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Wisconsin Arborist Association	Lodging		x	\$94.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Per Diem (at Gov Rate)		x	\$55.00
	Robert C. Venette	Wisconsin Arborist Association 2019 Summer Conference	7/16/2019	7/15/19-7/16/19		Conference Reg.		x	\$110.00
	Research Biologist	Wisconsin Arborist Association e	7/16/2019						
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE National Socio- Environmental Synthesis	Lodging		x	\$556.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Parking		x	\$40.00
	Michelle Leigh Johnson	Changing Urban Forest Pursuit, Workshop 2	5/29/2019	5/28/19-6/1/19		Mileage	x		\$250.70
	Research Ecologist	National Socio-Environmental Synthesis Center	5/31/2019			Per Diem (University of Maryland Rate)	x		\$110.00

Instructions for § 1353 Travel Report

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Completing the OGE Form-1353

Saving the Workbook

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- 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.

Semiannual Report of Payment Accepted

Agency/Sub-Agency Name

Administrative Conference of the United States
Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development
American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
Armed Services Board of Contract Appeals-- Department of Defense
Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Commission on Civil Rights
Commission of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transportation
Department of Treasury
Department of Veterans Affairs
Election Assistance Commission

Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
National Intelligence, Office of the Director
National Labor Relations Board
National Mediation Board
National Science Foundation
National Security Agency-- Department of Defense
National Security Council-- Executive Office of the President
National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
Office of Administration-- Executive Office of the President
Office of Government Ethics
Office of Management and Budget-- Executive Office of the President
Office of National Drug Control Policy
Office of Navajo & Hopi Indian Relocation
Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President

Office of Special Counsel
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project
Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Science-- Department of Defense
US Access Board
US Trade & Development Agency

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

Acronym

ACUS

ACHP

AFDF

AID

ABMC

ARC

ASC

ARTIC

AFRH

ASBCA

BGSF

BBG

CIA

CSHIB

CCFF

CCR

CFA

CPBSD

CPAHA

CFTC

CPSC

CNCS

CEA

CEQ

CSOSA

DCA

DCAA

DFAS

DISA

DIA

DLA

DNFSB

DSS

DTRA

USDA

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DOED

DOE

HHS

DHS

HUD

DOJ

DOL

STATE

DAF

ARMY

DOI

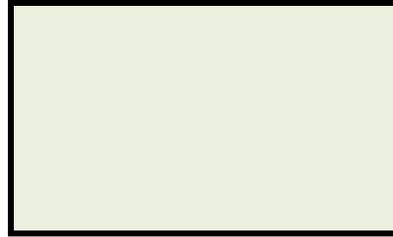
NAVY

DOT

TREASURY

VA

EAC



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

OSC

ANGTP

OIG(DOD)

SIGAR

OS(DOD)

OVP

USTR

OPIC

PEACE

PBGC

PRC

RRB

RAT BOARD

SEC

SSS

SBA

SSA

SIGIR

STB

TVA

PCB

PRESIDIO

WH

USUHS

ACCESS

USTDA

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

SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

PAGE

OF PAGES

YEAR

2019

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.

FSA

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

REPORTING PERIOD:
OCTOBER 1, 2018- MARCH 31, 2019

REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2019

NEGATIVE REPORT

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Asia Pacific Forum Pacific Rim Foundation				
	John Smith	Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA		Hotel		X	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X		\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011	Meals		X	\$120	
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE SCORE				
	Grant Stumbough	2019 Score National Leadership Conference	8/12/2019	Nevada		Common Carrier Taxi/Shuttle		x	\$415.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging		x	\$1,500.00
	Public Affairs Outreach Specialist	SCORE	8/14/2019	8/12/19-8/15/19	Meals		x	\$231.00	
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					

Instructions for § 1353 Travel Report

The United States Office of Government Ethics (OGE) is required by 31 U.S.C. § 1353 to collect and make publicly available the information submitted in the semiannual § 1353 travel reports. OGE's acceptance of this information does not constitute a determination that the information is adequate or concurrence with the submitting agency's conflict of interest analysis. (See 41 CFR §304-6.9).

Starting with the October 1, 2010-March 31, 2011 reporting period, OGE will only accept § 1353 Travel Reports that are submitted *electronically* in this OGE-approved electronic form (OGE Form-1353) or on the SF-326. To the extent possible, agencies are strongly encouraged to submit their semiannual reports using the OGE Form-1353. All submissions must be made via email to 1353Travel@oge.gov in XLS, XLSX, or PDF format.

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

Completing the OGE Form-1353

Saving the Workbook

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

1353Report_[AgencyAcronym]_[Reporting Period].xls, for example 1353Report_OGE_OctMarch2011.xls.

- Select the Microsoft Button and choose "Save As" Excel Workbook from the menu. When typing the file name, use the naming convention: 1353Report_[AgencyAcronym]_[Reporting Period].xls
- Use OctMarch[Year] for the October 1- March 31st reporting cycle and AprSept[Year] for the April 1-September 30th reporting cycle.
- Note that your agency acronym can be found on the worksheet titled "Agency Acronym" (tab located at the bottom of the workbook).

Preparing Blank Report Forms for Each Sub-Agency (if applicable)

For each individual sub-agency report, copy the "RENAME BLANK FORM" spreadsheet (tab located at the bottom of the workbook) and rename it to describe the sub-agency.

- Ensure use of standardized acronyms where applicable.
- Spreadsheets can easily be copied by right-clicking on the sheet tab for the sheet you wish to copy. After you right click, select "Move or Copy", which will open a dialogue box. When the dialogue box appears, click the "Create a Copy" checkbox at the bottom of the dialogue box. To determine the placement of the new sheet within your workbook, left click the name of an existing sheet in the "Before Sheet" area; your new sheet will be placed before the sheet selected. Select "OK". A new sheet will appear (e.g. "RENAME BLANK FORM (2)") that you can rename.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Completing the General Information

Fill in the applicable information. **Note that information to be completed by the agency always appears in white-colored cells. Information located in the colored cells should not be manipulated.** The worksheet has been protected so that you can tab between the fillable cells.

Renaming the Spreadsheet Tabs

- Rename the spreadsheet tab with your agency name, using standardized acronyms where applicable.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Filling in Page, Of Pages and Year

- Fill in the white-colored cells found below **Page, Of Pages, and Year**.
- **Page** refers to the numerical position of the current sheet relative to the other sheets in the workbook and **Of Pages** refer to the total number of report pages in the entire workbook.

- For example, if the Department of Example 1353 Travel Report had submissions from its only two sub-agencies: Department ABC and Department XYZ, there would be 2 total reports (2 worksheets). On the Department ABC worksheet/report, the agency would enter 1 for Page-- referring to the Department ABC's position in the workbook-- and 2 for Of Pages-- referring to the total number of worksheets/reports. The Department XYZ report would read 2 for Page-- referring to its order as the second report-- and 2 for Of Pages-- referring to the total number of sheets in the workbook.

Filling in Agency Name, Sub-Component Name, and Contact Information

- In the fillable cells below the Title, replace **[Replace with Reporting Agency Name]**, **[Replace with Sub-Agency Name]**, **[Replace with Agency Contact Name]**, and **[Replace with Agency Contact Email]** with the appropriate information. If there is no sub-agency, then delete **[Sub-Agency]** from that cell.
- Once the identifying information is completed correctly, the report title should automatically read correctly at the top of the spreadsheet.

Indicating Reporting Period

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

Filling in Travel Specific Information

Indicating a Negative Report

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

Indicating 1353 Travel

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

Submitting the Report to OGE

Ensure the file is saved using the naming convention discussed in the instruction for saving the workbook, and email the excel file as an attachment to 1353Travel@oge.gov.

Printing Reports for Internal Agency Use and Record Keeping

While reports must be submitted electronically, your agency may find it useful to print its 1353 Travel Reports for record-keeping purposes. The following instructions provide guidance for printing in Excel 2003 and Excel 2007.

In Excel 2007

- Highlight the portion of the report on each spreadsheet you would like to print. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted. Click on the Page Layout Tab on the Microsoft Excel Ribbon.
- With the printing area highlighted, click the "Print Area" button, which should provide a drop-down menu including the option to "Set Print Area". Select "Set Print Area".
- On the Page Layout Tab, locate the "Scale to Fit" option. Use the drop-down menu to restrict the width to "1 page".
- 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.

Semiannual Report of Payment Accepted

Agency/Sub-Agency Name

Administrative Conference of the United States
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African Development Foundation
Agency for International Development
American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
Armed Services Board of Contract Appeals-- Department of Defense
Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Commission on Civil Rights
Commission of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
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Council on Environmental Quality-- Executive Office of the President
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Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transportation
Department of Treasury
Department of Veterans Affairs
Election Assistance Commission

Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
National Intelligence, Office of the Director
National Labor Relations Board
National Mediation Board
National Science Foundation
National Security Agency-- Department of Defense
National Security Council-- Executive Office of the President
National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
Office of Administration-- Executive Office of the President
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Office of National Drug Control Policy
Office of Navajo & Hopi Indian Relocation
Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President

Office of Special Counsel
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project
Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Science-- Department of Defense
US Access Board
US Trade & Development Agency

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BBG

CIA

CSHIB

CCFF

CCR

CFA

CPBSD

CPAHA

CFTC

CPSC

CNCS

CEA

CEQ

CSOSA

DCA

DCAA

DFAS

DISA

DIA

DLA

DNFSB

DSS

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HHS

DHS

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DOJ

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DAF

ARMY

DOI

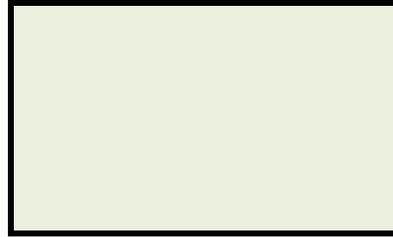
NAVY

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
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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

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OF PAGES

YEAR

2019

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.

FSIS

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

REPORTING PERIOD:
OCTOBER 1, 2018- MARCH 31, 2019

REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2019

NEGATIVE REPORT

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
	EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE			
John Smith		Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA	Asia Pacific Forum Pacific Rim Foundation	Hotel		X	\$280
TRAVELER TITLE		EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X		\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011		Meals		X	\$120
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Sheryl Shaw	2019 Washington DC, Educational Fellowship Program	9/7/2019	Sonoma County	California Agricultural Leadership Foundation	Common Carrier Taxi/Shuttle		x	\$600.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging		x	\$898.00
	AES Director	California Agricultural Leadership Foundation	9/15/2019	9/7/19-9/15/19		Meals		x	\$446.00
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Louis Blum	2ALA President's Advisory Council	5/13/2019	Frederick, MD	A2LA American Association for	Common Carrier Taxi/Shuttle		x	\$397.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging		x	\$200.00
	Director	A2LA American Association for Laboratory Accreditation	5/14/2019	5/12/19-5/14/19		Hotel Taxes		x	\$22.00
						Rental Car		x	\$166.36
						Meals		x	\$50.00
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Udit Minocha	Thermal Processing of Ready-to-eat meat product by Ohio State University	4/23/2019	Columbus, OH	Ohio State University Meat Extension	Common Carrier Taxi/Shuttle		x	\$300.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging		x	\$250.00
	Microbiologist	Ohio State University Meat Extension	4/24/2019	4/22/19-4/25/19		Per Diem (at Gov Rate)		x	\$227.48

Instructions for § 1353 Travel Report

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Starting with the October 1, 2010-March 31, 2011 reporting period, OGE will only accept § 1353 Travel Reports that are submitted *electronically* in this OGE-approved electronic form (OGE Form-1353) or on the SF-326. To the extent possible, agencies are strongly encouraged to submit their semiannual reports using the OGE Form-1353. All submissions must be made via email to 1353Travel@oge.gov in XLS, XLSX, or PDF format.

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

Completing the OGE Form-1353

Saving the Workbook

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

1353Report_[AgencyAcronym]_[Reporting Period].xls, for example 1353Report_OGE_OctMarch2011.xls.

- Select the Microsoft Button and choose "Save As" Excel Workbook from the menu. When typing the file name, use the naming convention: 1353Report_[AgencyAcronym]_[Reporting Period].xls
- Use OctMarch[Year] for the October 1- March 31st reporting cycle and AprSept[Year] for the April 1-September 30th reporting cycle.
- Note that your agency acronym can be found on the worksheet titled "Agency Acronym" (tab located at the bottom of the workbook).

Preparing Blank Report Forms for Each Sub-Agency (if applicable)

For each individual sub-agency report, copy the "RENAME BLANK FORM" spreadsheet (tab located at the bottom of the workbook) and rename it to describe the sub-agency.

- Ensure use of standardized acronyms where applicable.
- Spreadsheets can easily be copied by right-clicking on the sheet tab for the sheet you wish to copy. After you right click, select "Move or Copy", which will open a dialogue box. When the dialogue box appears, click the "Create a Copy" checkbox at the bottom of the dialogue box. To determine the placement of the new sheet within your workbook, left click the name of an existing sheet in the "Before Sheet" area; your new sheet will be placed before the sheet selected. Select "OK". A new sheet will appear (e.g. "RENAME BLANK FORM (2)") that you can rename.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Completing the General Information

Fill in the applicable information. **Note that information to be completed by the agency always appears in white-colored cells. Information located in the colored cells should not be manipulated.** The worksheet has been protected so that you can tab between the fillable cells.

Renaming the Spreadsheet Tabs

- Rename the spreadsheet tab with your agency name, using standardized acronyms where applicable.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Filling in Page, Of Pages and Year

- Fill in the white-colored cells found below **Page, Of Pages**, and **Year**.
- **Page** refers to the numerical position of the current sheet relative to the other sheets in the workbook and **Of Pages** refer to the total number of report pages in the entire workbook.

- For example, if the Department of Example 1353 Travel Report had submissions from its only two sub-agencies: Department ABC and Department XYZ, there would be 2 total reports (2 worksheets). On the Department ABC worksheet/report, the agency would enter 1 for Page-- referring to the Department ABC's position in the workbook-- and 2 for Of Pages-- referring to the total number of worksheets/reports. The Department XYZ report would read 2 for Page-- referring to its order as the second report-- and 2 for Of Pages-- referring to the total number of sheets in the workbook.

Filling in Agency Name, Sub-Component Name, and Contact Information

- In the fillable cells below the Title, replace **[Replace with Reporting Agency Name]**, **[Replace with Sub-Agency Name]**, **[Replace with Agency Contact Name]**, and **[Replace with Agency Contact Email]** with the appropriate information. If there is no sub-agency, then delete **[Sub-Agency]** from that cell.
- Once the identifying information is completed correctly, the report title should automatically read correctly at the top of the spreadsheet.

Indicating Reporting Period

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

Filling in Travel Specific Information

Indicating a Negative Report

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

Indicating 1353 Travel

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

Submitting the Report to OGE

Ensure the file is saved using the naming convention discussed in the instruction for saving the workbook, and email the excel file as an attachment to 1353Travel@oge.gov.

Printing Reports for Internal Agency Use and Record Keeping

While reports must be submitted electronically, your agency may find it useful to print its 1353 Travel Reports for record-keeping purposes. The following instructions provide guidance for printing in Excel 2003 and Excel 2007.

In Excel 2007

- Highlight the portion of the report on each spreadsheet you would like to print. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted. Click on the Page Layout Tab on the Microsoft Excel Ribbon.
- With the printing area highlighted, click the "Print Area" button, which should provide a drop-down menu including the option to "Set Print Area". Select "Set Print Area".
- On the Page Layout Tab, locate the "Scale to Fit" option. Use the drop-down menu to restrict the width to "1 page".
- To verify the margins are correct on your printing job, use the Print Preview option. Click on the Microsoft button in the upper right-hand corner and hover over Print. Select "Print Preview" from the right-hand menu.
- You can select Print from the Print Preview view or Print as you traditionally would.

In Excel 2003

- Highlight the desired print area. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted.
- Access the print properties menu. Scroll to the "File" tab on the command bar and select "Print Area."

- Set the print area. A submenu will open. Scroll to "Set Print Area" and left-click to set the print area. The print area will be outlined with a dashed border inside of the spreadsheet.
- Check the print area in the preview screen. Scroll to the "File" tab on the command bar and select "Print Preview" to see how the file will look when it is printed.
- Adjust the print area. To make any changes, just hover the mouse over a corner of the dashed border surrounding the print area. When the cursor turns to a cross-sectioned arrow, left-click and hold. Drag the print area to the desired size.

Semiannual Report of Payment Accepted

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Administrative Conference of the United States
Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development
American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
Armed Services Board of Contract Appeals-- Department of Defense
Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Commission on Civil Rights
Commission of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transportation
Department of Treasury
Department of Veterans Affairs
Election Assistance Commission

Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
National Intelligence, Office of the Director
National Labor Relations Board
National Mediation Board
National Science Foundation
National Security Agency-- Department of Defense
National Security Council-- Executive Office of the President
National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
Office of Administration-- Executive Office of the President
Office of Government Ethics
Office of Management and Budget-- Executive Office of the President
Office of National Drug Control Policy
Office of Navajo & Hopi Indian Relocation
Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President

Office of Special Counsel
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project
Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Science-- Department of Defense
US Access Board
US Trade & Development Agency

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

Acronym

ACUS

ACHP

AFDF

AID

ABMC

ARC

ASC

ARTIC

AFRH

ASBCA

BGSF

BBG

CIA

CSHIB

CCFF

CCR

CFA

CPBSD

CPAHA

CFTC

CPSC

CNCS

CEA

CEQ

CSOSA

DCA

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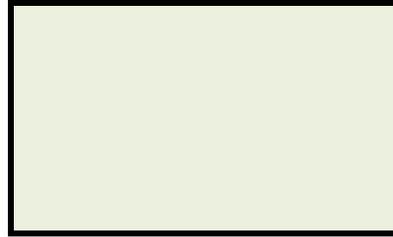
NAVY

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TREASURY

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EAC



EPA
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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

2019

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.

APHIS

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

REPORTING PERIOD:
OCTOBER 1, 2018- MARCH 31, 2019

REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2019

NEGATIVE REPORT

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Asia Pacific Forum Pacific Rim Foundation	Hotel		X	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X		\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011		Meals		X	\$120
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Argentine Congress of Citriculture	Common Carrier		x	\$1,000.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging		x	\$875.00
	Plant Pathologist	Argentine Congress of Citriculture	6/14/2019	6/10/19-6/15/19		Meals		x	\$702.00
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					

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- 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.

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Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transportation
Department of Treasury
Department of Veterans Affairs
Election Assistance Commission

Environmental Protection Agency
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Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
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Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
National Intelligence, Office of the Director
National Labor Relations Board
National Mediation Board
National Science Foundation
National Security Agency-- Department of Defense
National Security Council-- Executive Office of the President
National Transportation Safety Board
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Office of the Federal Coordinator for Alaska Natural Gas Transportation Project
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Office of the Secretary-- Department of Defense
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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

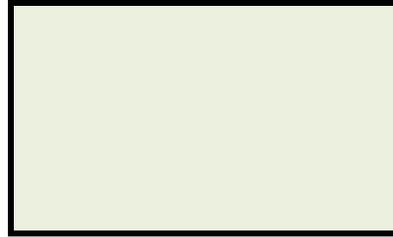
NAVY

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
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NSF
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NRC
NWTRB
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OMB
ONDCP
ONHIR
OPM
OSTP

OSC

ANGTP

OIG(DOD)

SIGAR

OS(DOD)

OVP

USTR

OPIC

PEACE

PBGC

PRC

RRB

RAT BOARD

SEC

SSS

SBA

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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

PAGE

OF PAGES

YEAR

2019

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

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

REPORTING PERIOD:
OCTOBER 1, 2018- MARCH 31, 2019

REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2019

NEGATIVE REPORT

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Asia Pacific Forum Pacific Rim Foundation	Hotel		X	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X		\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011		Meals		X	\$120
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE National Rural Electric cooperative Association	Registration Fee		x	\$950.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
	Teresa Temme-Dietz	NRECA Legal Seminar 59	7/15/2019	Charleston Place Hotel					
	Attorney	National Rural Electric Cooperative Association	7/17/2019	7/15/19-7/17/19					
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Theodore Roosevelt Conservation Partnership	Lodging		x	\$300.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meals		x	\$155.00
	William Hohenstein	Climate and Agriculture Retreat	6/23/2019	New York					
	Director, Energy & Environmental Policy	Theodore Roosevelt Conservation Partnership	6/25/2019	6/23/19-6/25/19					
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE World Meteorological Organization	Common Carrier		x	\$2,800.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
	Harlan Shannon	CagM Implementation/Coordination Team	5/27/2019	Switzerland					
	Agricultural Meteorologist	World Meteorological Organization	5/29/2019	5/27/19-5/30/19					

Instructions for § 1353 Travel Report

The United States Office of Government Ethics (OGE) is required by 31 U.S.C. § 1353 to collect and make publicly available the information submitted in the semiannual § 1353 travel reports. OGE's acceptance of this information does not constitute a determination that the information is adequate or concurrence with the submitting agency's conflict of interest analysis. (See 41 CFR §304-6.9).

Starting with the October 1, 2010-March 31, 2011 reporting period, OGE will only accept § 1353 Travel Reports that are submitted *electronically* in this OGE-approved electronic form (OGE Form-1353) or on the SF-326. To the extent possible, agencies are strongly encouraged to submit their semiannual reports using the OGE Form-1353. All submissions must be made via email to 1353Travel@oge.gov in XLS, XLSX, or PDF format.

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

Completing the OGE Form-1353

Saving the Workbook

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

1353Report_[AgencyAcronym]_[Reporting Period].xls, for example 1353Report_OGE_OctMarch2011.xls.

- Select the Microsoft Button and choose "Save As" Excel Workbook from the menu. When typing the file name, use the naming convention: 1353Report_[AgencyAcronym]_[Reporting Period].xls
- Use OctMarch[Year] for the October 1- March 31st reporting cycle and AprSept[Year] for the April 1-September 30th reporting cycle.
- Note that your agency acronym can be found on the worksheet titled "Agency Acronym" (tab located at the bottom of the workbook).

Preparing Blank Report Forms for Each Sub-Agency (if applicable)

For each individual sub-agency report, copy the "RENAME BLANK FORM" spreadsheet (tab located at the bottom of the workbook) and rename it to describe the sub-agency.

- Ensure use of standardized acronyms where applicable.
- Spreadsheets can easily be copied by right-clicking on the sheet tab for the sheet you wish to copy. After you right click, select "Move or Copy", which will open a dialogue box. When the dialogue box appears, click the "Create a Copy" checkbox at the bottom of the dialogue box. To determine the placement of the new sheet within your workbook, left click the name of an existing sheet in the "Before Sheet" area; your new sheet will be placed before the sheet selected. Select "OK". A new sheet will appear (e.g. "RENAME BLANK FORM (2)") that you can rename.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Completing the General Information

Fill in the applicable information. **Note that information to be completed by the agency always appears in white-colored cells. Information located in the colored cells should not be manipulated.** The worksheet has been protected so that you can tab between the fillable cells.

Renaming the Spreadsheet Tabs

- Rename the spreadsheet tab with your agency name, using standardized acronyms where applicable.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Filling in Page, Of Pages and Year

- Fill in the white-colored cells found below **Page, Of Pages**, and **Year**.
- **Page** refers to the numerical position of the current sheet relative to the other sheets in the workbook and **Of Pages** refer to the total number of report pages in the entire workbook.

- For example, if the Department of Example 1353 Travel Report had submissions from its only two sub-agencies: Department ABC and Department XYZ, there would be 2 total reports (2 worksheets). On the Department ABC worksheet/report, the agency would enter 1 for Page-- referring to the Department ABC's position in the workbook-- and 2 for Of Pages-- referring to the total number of worksheets/reports. The Department XYZ report would read 2 for Page-- referring to its order as the second report-- and 2 for Of Pages-- referring to the total number of sheets in the workbook.

Filling in Agency Name, Sub-Component Name, and Contact Information

- In the fillable cells below the Title, replace **[Replace with Reporting Agency Name]**, **[Replace with Sub-Agency Name]**, **[Replace with Agency Contact Name]**, and **[Replace with Agency Contact Email]** with the appropriate information. If there is no sub-agency, then delete **[Sub-Agency]** from that cell.
- Once the identifying information is completed correctly, the report title should automatically read correctly at the top of the spreadsheet.

Indicating Reporting Period

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

Filling in Travel Specific Information

Indicating a Negative Report

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

Indicating 1353 Travel

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

Submitting the Report to OGE

Ensure the file is saved using the naming convention discussed in the instruction for saving the workbook, and email the excel file as an attachment to 1353Travel@oge.gov.

Printing Reports for Internal Agency Use and Record Keeping

While reports must be submitted electronically, your agency may find it useful to print its 1353 Travel Reports for record-keeping purposes. The following instructions provide guidance for printing in Excel 2003 and Excel 2007.

In Excel 2007

- Highlight the portion of the report on each spreadsheet you would like to print. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted. Click on the Page Layout Tab on the Microsoft Excel Ribbon.
- With the printing area highlighted, click the "Print Area" button, which should provide a drop-down menu including the option to "Set Print Area". Select "Set Print Area".
- On the Page Layout Tab, locate the "Scale to Fit" option. Use the drop-down menu to restrict the width to "1 page".
- To verify the margins are correct on your printing job, use the Print Preview option. Click on the Microsoft button in the upper right-hand corner and hover over Print. Select "Print Preview" from the right-hand menu.
- You can select Print from the Print Preview view or Print as you traditionally would.

In Excel 2003

- Highlight the desired print area. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted.
- Access the print properties menu. Scroll to the "File" tab on the command bar and select "Print Area."

- Set the print area. A submenu will open. Scroll to "Set Print Area" and left-click to set the print area. The print area will be outlined with a dashed border inside of the spreadsheet.
- Check the print area in the preview screen. Scroll to the "File" tab on the command bar and select "Print Preview" to see how the file will look when it is printed.
- Adjust the print area. To make any changes, just hover the mouse over a corner of the dashed border surrounding the print area. When the cursor turns to a cross-sectioned arrow, left-click and hold. Drag the print area to the desired size.

Semiannual Report of Payment Accepted

Agency/Sub-Agency Name

Administrative Conference of the United States
Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development
American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
Armed Services Board of Contract Appeals-- Department of Defense
Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Commission on Civil Rights
Commission of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transportation
Department of Treasury
Department of Veterans Affairs
Election Assistance Commission

Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
National Intelligence, Office of the Director
National Labor Relations Board
National Mediation Board
National Science Foundation
National Security Agency-- Department of Defense
National Security Council-- Executive Office of the President
National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
Office of Administration-- Executive Office of the President
Office of Government Ethics
Office of Management and Budget-- Executive Office of the President
Office of National Drug Control Policy
Office of Navajo & Hopi Indian Relocation
Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President

Office of Special Counsel
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project
Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Science-- Department of Defense
US Access Board
US Trade & Development Agency

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

Acronym

ACUS

ACHP

AFDF

AID

ABMC

ARC

ASC

ARTIC

AFRH

ASBCA

BGSF

BBG

CIA

CSHIB

CCFF

CCR

CFA

CPBSD

CPAHA

CFTC

CPSC

CNCS

CEA

CEQ

CSOSA

DCA

DCAA

DFAS

DISA

DIA

DLA

DNFSB

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DOJ

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STATE

DAF

ARMY

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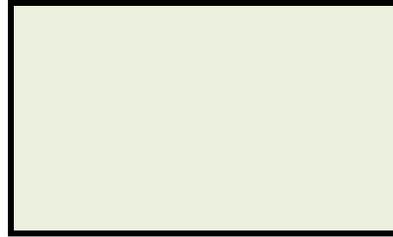
NAVY

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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

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NASS

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

REPORTING PERIOD:
OCTOBER 1, 2018- MARCH 31, 2019

REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2019

NEGATIVE REPORT

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Asia Pacific Forum Pacific Rim Foundation	Hotel		X	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X		\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011		Meals		X	\$120
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Argentine Congress of Citriculture	Common Carrier		x	\$1,000.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging		x	\$875.00
	Hilda Delia Gomez	IX Argentine Congress of Citriculture	6/11/2019	Argentina		6/10/19-6/15/19	Meals		x
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Thomson Reuters	Meals		x	\$85.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					

Instructions for § 1353 Travel Report

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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.

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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.
- 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.

Renaming the Spreadsheet Tabs

- Rename the spreadsheet tab with your agency name, using standardized acronyms where applicable.
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Filling in Page, Of Pages and Year

- Fill in the white-colored cells found below **Page, Of Pages**, and **Year**.
- **Page** refers to the numerical position of the current sheet relative to the other sheets in the workbook and **Of Pages** refer to the total number of report pages in the entire workbook.

- For example, if the Department of Example 1353 Travel Report had submissions from its only two sub-agencies: Department ABC and Department XYZ, there would be 2 total reports (2 worksheets). On the Department ABC worksheet/report, the agency would enter 1 for Page-- referring to the Department ABC's position in the workbook-- and 2 for Of Pages-- referring to the total number of worksheets/reports. The Department XYZ report would read 2 for Page-- referring to its order as the second report-- and 2 for Of Pages-- referring to the total number of sheets in the workbook.

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.
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Semiannual Report of Payment Accepted

Agency/Sub-Agency Name

Administrative Conference of the United States
Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development
American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
Armed Services Board of Contract Appeals-- Department of Defense
Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Commission on Civil Rights
Commission of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transportation
Department of Treasury
Department of Veterans Affairs
Election Assistance Commission

Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
National Intelligence, Office of the Director
National Labor Relations Board
National Mediation Board
National Science Foundation
National Security Agency-- Department of Defense
National Security Council-- Executive Office of the President
National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
Office of Administration-- Executive Office of the President
Office of Government Ethics
Office of Management and Budget-- Executive Office of the President
Office of National Drug Control Policy
Office of Navajo & Hopi Indian Relocation
Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President

Office of Special Counsel
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project
Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Science-- Department of Defense
US Access Board
US Trade & Development Agency

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

Acronym

ACUS

ACHP

AFDF

AID

ABMC

ARC

ASC

ARTIC

AFRH

ASBCA

BGSF

BBG

CIA

CSHIB

CCFF

CCR

CFA

CPBSD

CPAHA

CFTC

CPSC

CNCS

CEA

CEQ

CSOSA

DCA

DCAA

DFAS

DISA

DIA

DLA

DNFSB

DSS

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USDA

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STATE

DAF

ARMY

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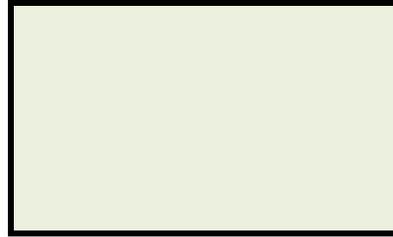
NAVY

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)

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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

2019

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.

NIFA

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

REPORTING PERIOD:
OCTOBER 1, 2018- MARCH 31, 2019

REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2019

NEGATIVE REPORT

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

Instructions for § 1353 Travel Report

The United States Office of Government Ethics (OGE) is required by 31 U.S.C. § 1353 to collect and make publicly available the information submitted in the semiannual § 1353 travel reports. OGE's acceptance of this information does not constitute a determination that the information is adequate or concurrence with the submitting agency's conflict of interest analysis. (See 41 CFR §304-6.9).

Starting with the October 1, 2010-March 31, 2011 reporting period, OGE will only accept § 1353 Travel Reports that are submitted *electronically* in this OGE-approved electronic form (OGE Form-1353) or on the SF-326. To the extent possible, agencies are strongly encouraged to submit their semiannual reports using the OGE Form-1353. All submissions must be made via email to 1353Travel@oge.gov in XLS, XLSX, or PDF format.

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

Completing the OGE Form-1353

Saving the Workbook

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

- Select the Microsoft Button and choose "Save As" Excel Workbook from the menu. When typing the file name, use the naming convention: 1353Report_[AgencyAcronym]_[Reporting Period].xls
- Use OctMarch[Year] for the October 1- March 31st reporting cycle and AprSept[Year] for the April 1-September 30th reporting cycle.
- Note that your agency acronym can be found on the worksheet titled "Agency Acronym" (tab located at the bottom of the workbook).

Preparing Blank Report Forms for Each Sub-Agency (if applicable)

For each individual sub-agency report, copy the "RENAME BLANK FORM" spreadsheet (tab located at the bottom of the workbook) and rename it to describe the sub-agency.

- Ensure use of standardized acronyms where applicable.
- Spreadsheets can easily be copied by right-clicking on the sheet tab for the sheet you wish to copy. After you right click, select "Move or Copy", which will open a dialogue box. When the dialogue box appears, click the "Create a Copy" checkbox at the bottom of the dialogue box. To determine the placement of the new sheet within your workbook, left click the name of an existing sheet in the "Before Sheet" area; your new sheet will be placed before the sheet selected. Select "OK". A new sheet will appear (e.g. "RENAME BLANK FORM (2)") that you can rename.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Completing the General Information

Fill in the applicable information. **Note that information to be completed by the agency always appears in white-colored cells. Information located in the colored cells should not be manipulated.** The worksheet has been protected so that you can tab between the fillable cells.

Renaming the Spreadsheet Tabs

- Rename the spreadsheet tab with your agency name, using standardized acronyms where applicable.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Filling in Page, Of Pages and Year

- Fill in the white-colored cells found below **Page, Of Pages**, and **Year**.
- **Page** refers to the numerical position of the current sheet relative to the other sheets in the workbook and **Of Pages** refer to the total number of report pages in the entire workbook.

- For example, if the Department of Example 1353 Travel Report had submissions from its only two sub-agencies: Department ABC and Department XYZ, there would be 2 total reports (2 worksheets). On the Department ABC worksheet/report, the agency would enter 1 for Page-- referring to the Department ABC's position in the workbook-- and 2 for Of Pages-- referring to the total number of worksheets/reports. The Department XYZ report would read 2 for Page-- referring to its order as the second report-- and 2 for Of Pages-- referring to the total number of sheets in the workbook.

Filling in Agency Name, Sub-Component Name, and Contact Information

- In the fillable cells below the Title, replace **[Replace with Reporting Agency Name]**, **[Replace with Sub-Agency Name]**, **[Replace with Agency Contact Name]**, and **[Replace with Agency Contact Email]** with the appropriate information. If there is no sub-agency, then delete **[Sub-Agency]** from that cell.
- Once the identifying information is completed correctly, the report title should automatically read correctly at the top of the spreadsheet.

Indicating Reporting Period

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

Filling in Travel Specific Information

Indicating a Negative Report

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

Indicating 1353 Travel

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

Submitting the Report to OGE

Ensure the file is saved using the naming convention discussed in the instruction for saving the workbook, and email the excel file as an attachment to 1353Travel@oge.gov.

Printing Reports for Internal Agency Use and Record Keeping

While reports must be submitted electronically, your agency may find it useful to print its 1353 Travel Reports for record-keeping purposes. The following instructions provide guidance for printing in Excel 2003 and Excel 2007.

In Excel 2007

- Highlight the portion of the report on each spreadsheet you would like to print. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted. Click on the Page Layout Tab on the Microsoft Excel Ribbon.
- With the printing area highlighted, click the "Print Area" button, which should provide a drop-down menu including the option to "Set Print Area". Select "Set Print Area".
- On the Page Layout Tab, locate the "Scale to Fit" option. Use the drop-down menu to restrict the width to "1 page".
- 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.

Semiannual Report of Payment Accepted

Agency/Sub-Agency Name

Administrative Conference of the United States
Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development
American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
Armed Services Board of Contract Appeals-- Department of Defense
Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Commission on Civil Rights
Commission of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transportation
Department of Treasury
Department of Veterans Affairs
Election Assistance Commission

Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
National Intelligence, Office of the Director
National Labor Relations Board
National Mediation Board
National Science Foundation
National Security Agency-- Department of Defense
National Security Council-- Executive Office of the President
National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
Office of Administration-- Executive Office of the President
Office of Government Ethics
Office of Management and Budget-- Executive Office of the President
Office of National Drug Control Policy
Office of Navajo & Hopi Indian Relocation
Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President

Office of Special Counsel
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project
Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Science-- Department of Defense
US Access Board
US Trade & Development Agency

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

Acronym

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AFDF

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CIA

CSHIB

CCFF

CCR

CFA

CPBSD

CPAHA

CFTC

CPSC

CNCS

CEA

CEQ

CSOSA

DCA

DCAA

DFAS

DISA

DIA

DLA

DNFSB

DSS

DTRA

USDA

DOC

DOD

DOED

DOE

HHS

DHS

HUD

DOJ

DOL

STATE

DAF

ARMY

DOI

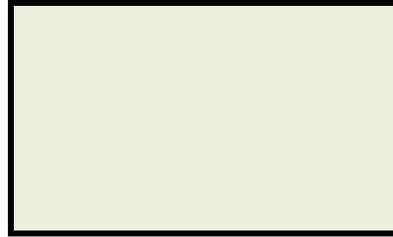
NAVY

DOT

TREASURY

VA

EAC



EPA
EEOC
EOP
EX-IM BANK
FCA
FCC
FDIC
FEC
FERC
FHFB
FLRA
FMC
FMCS
MSHRC
FRS
FRTIB
FTC
GSA
GAO
HTS
IMLS
IAF
IBWC
IJC
ITC
JMM
JFC
MMC
MSPB
MCC
MUF
NASA
NARA
NCPC
NCUA
NEA
NEH
DMA
DNI
NLRB
NMB
NSF
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ONDCP
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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

2019

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

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

REPORTING PERIOD:
OCTOBER 1, 2018- MARCH 31, 2019

REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2019

NEGATIVE REPORT

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	John Smith	Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA	Asia Pacific Forum Pacific Rim Foundation	Hotel		X	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X		\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011		Meals		X	\$120
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Edwin Martinez	Summer Research Opportunities Program	6/18/2019	Michigan	Michigan State University	Common Carrier		x	\$300.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging		x	\$91.00
	Natural Resource Specialist	Michigan State University	6/18/2019	6/17/18-6/19/19					
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Jay D. Fuhrer	Groundswell No-Till Show and Conference	6/26/2019	United Kingdom	Groundswell No-Till Show & Conference	Common Carrier		x	\$1,702.73
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Taxi/Shuttle		x	\$200.00
	Soil Health Specialist	Groundswell No-Till Show and Conference	6/27/2019	6/23/19-6/30/19		Baggage Fees		x	\$200.00
						Lodging		x	\$2,093.00
						Lodging Taxes		x	\$630.00
						Per Diem (at Gov Rate)	x	x	\$1,555.50
									\$533.50-PA
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Kenneth Spaeth	Food & Agriculture Organization of the United Nations partners and Kazakh partners	5/28/2019	Kazakhstan	Michigan State University	Common Carrier		x	\$2,030.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Taxi/Shuttle		x	\$150.00
	Rangeland Hydrologist	Michigan State University	6/3/2019	5/26/19-6/3/19		Baggage Fees		x	\$200.00
						Lodging		x	\$1,680.00
						Per Diem (at Gov Rate)		x	\$1,130.50

Instructions for § 1353 Travel Report

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

Completing the OGE Form-1353

Saving the Workbook

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

- Select the Microsoft Button and choose "Save As" Excel Workbook from the menu. When typing the file name, use the naming convention: 1353Report_[AgencyAcronym]_[Reporting Period].xls
- Use OctMarch[Year] for the October 1- March 31st reporting cycle and AprSept[Year] for the April 1-September 30th reporting cycle.
- Note that your agency acronym can be found on the worksheet titled "Agency Acronym" (tab located at the bottom of the workbook).

Preparing Blank Report Forms for Each Sub-Agency (if applicable)

For each individual sub-agency report, copy the "RENAME BLANK FORM" spreadsheet (tab located at the bottom of the workbook) and rename it to describe the sub-agency.

- Ensure use of standardized acronyms where applicable.
- Spreadsheets can easily be copied by right-clicking on the sheet tab for the sheet you wish to copy. After you right click, select "Move or Copy", which will open a dialogue box. When the dialogue box appears, click the "Create a Copy" checkbox at the bottom of the dialogue box. To determine the placement of the new sheet within your workbook, left click the name of an existing sheet in the "Before Sheet" area; your new sheet will be placed before the sheet selected. Select "OK". A new sheet will appear (e.g. "RENAME BLANK FORM (2)") that you can rename.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Completing the General Information

Fill in the applicable information. **Note that information to be completed by the agency always appears in white-colored cells. Information located in the colored cells should not be manipulated.** The worksheet has been protected so that you can tab between the fillable cells.

Renaming the Spreadsheet Tabs

- Rename the spreadsheet tab with your agency name, using standardized acronyms where applicable.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Filling in Page, Of Pages and Year

- Fill in the white-colored cells found below **Page, Of Pages, and Year**.
- **Page** refers to the numerical position of the current sheet relative to the other sheets in the workbook and **Of Pages** refer to the total number of report pages in the entire workbook.

- For example, if the Department of Example 1353 Travel Report had submissions from its only two sub-agencies: Department ABC and Department XYZ, there would be 2 total reports (2 worksheets). On the Department ABC worksheet/report, the agency would enter 1 for Page-- referring to the Department ABC's position in the workbook-- and 2 for Of Pages-- referring to the total number of worksheets/reports. The Department XYZ report would read 2 for Page-- referring to its order as the second report-- and 2 for Of Pages-- referring to the total number of sheets in the workbook.

Filling in Agency Name, Sub-Component Name, and Contact Information

- In the fillable cells below the Title, replace **[Replace with Reporting Agency Name]**, **[Replace with Sub-Agency Name]**, **[Replace with Agency Contact Name]**, and **[Replace with Agency Contact Email]** with the appropriate information. If there is no sub-agency, then delete **[Sub-Agency]** from that cell.
- Once the identifying information is completed correctly, the report title should automatically read correctly at the top of the spreadsheet.

Indicating Reporting Period

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

Filling in Travel Specific Information

Indicating a Negative Report

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

Indicating 1353 Travel

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

Submitting the Report to OGE

Ensure the file is saved using the naming convention discussed in the instruction for saving the workbook, and email the excel file as an attachment to 1353Travel@oge.gov.

Printing Reports for Internal Agency Use and Record Keeping

While reports must be submitted electronically, your agency may find it useful to print its 1353 Travel Reports for record-keeping purposes. The following instructions provide guidance for printing in Excel 2003 and Excel 2007.

In Excel 2007

- Highlight the portion of the report on each spreadsheet you would like to print. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted. Click on the Page Layout Tab on the Microsoft Excel Ribbon.
- With the printing area highlighted, click the "Print Area" button, which should provide a drop-down menu including the option to "Set Print Area". Select "Set Print Area".
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- 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.

Semiannual Report of Payment Accepted

Agency/Sub-Agency Name

Administrative Conference of the United States
Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development
American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
Armed Services Board of Contract Appeals-- Department of Defense
Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Commission on Civil Rights
Commission of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
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Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
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Defense Contract Audit Agency-- Department of Defense
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Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transportation
Department of Treasury
Department of Veterans Affairs
Election Assistance Commission

Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
National Intelligence, Office of the Director
National Labor Relations Board
National Mediation Board
National Science Foundation
National Security Agency-- Department of Defense
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Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
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Office of Special Counsel
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Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Science-- Department of Defense
US Access Board
US Trade & Development Agency

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

Acronym

ACUS

ACHP

AFDF

AID

ABMC

ARC

ASC

ARTIC

AFRH

ASBCA

BGSF

BBG

CIA

CSHIB

CCFF

CCR

CFA

CPBSD

CPAHA

CFTC

CPSC

CNCS

CEA

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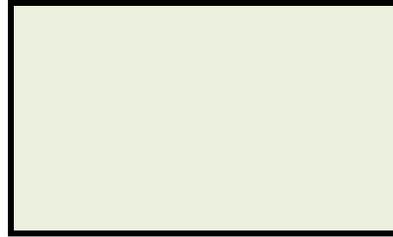
NAVY

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
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ONDCP
ONHIR
OPM
OSTP

OSC

ANGTP

OIG(DOD)

SIGAR

OS(DOD)

OVP

USTR

OPIC

PEACE

PBGC

PRC

RRB

RAT BOARD

SEC

SSS

SBA

SSA

SIGIR

STB

TVA

PCB

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

2019

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.

RMA

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

REPORTING PERIOD:
OCTOBER 1, 2018- MARCH 31, 2019

REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2019

NEGATIVE REPORT

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

Instructions for § 1353 Travel Report

The United States Office of Government Ethics (OGE) is required by 31 U.S.C. § 1353 to collect and make publicly available the information submitted in the semiannual § 1353 travel reports. OGE's acceptance of this information does not constitute a determination that the information is adequate or concurrence with the submitting agency's conflict of interest analysis. (See 41 CFR §304-6.9).

Starting with the October 1, 2010-March 31, 2011 reporting period, OGE will only accept § 1353 Travel Reports that are submitted *electronically* in this OGE-approved electronic form (OGE Form-1353) or on the SF-326. To the extent possible, agencies are strongly encouraged to submit their semiannual reports using the OGE Form-1353. All submissions must be made via email to 1353Travel@oge.gov in XLS, XLSX, or PDF format.

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

Completing the OGE Form-1353

Saving the Workbook

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

- Select the Microsoft Button and choose "Save As" Excel Workbook from the menu. When typing the file name, use the naming convention: 1353Report_[AgencyAcronym]_[Reporting Period].xls
- Use OctMarch[Year] for the October 1- March 31st reporting cycle and AprSept[Year] for the April 1-September 30th reporting cycle.
- Note that your agency acronym can be found on the worksheet titled "Agency Acronym" (tab located at the bottom of the workbook).

Preparing Blank Report Forms for Each Sub-Agency (if applicable)

For each individual sub-agency report, copy the "RENAME BLANK FORM" spreadsheet (tab located at the bottom of the workbook) and rename it to describe the sub-agency.

- Ensure use of standardized acronyms where applicable.
- Spreadsheets can easily be copied by right-clicking on the sheet tab for the sheet you wish to copy. After you right click, select "Move or Copy", which will open a dialogue box. When the dialogue box appears, click the "Create a Copy" checkbox at the bottom of the dialogue box. To determine the placement of the new sheet within your workbook, left click the name of an existing sheet in the "Before Sheet" area; your new sheet will be placed before the sheet selected. Select "OK". A new sheet will appear (e.g. "RENAME BLANK FORM (2)") that you can rename.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Completing the General Information

Fill in the applicable information. **Note that information to be completed by the agency always appears in white-colored cells. Information located in the colored cells should not be manipulated.** The worksheet has been protected so that you can tab between the fillable cells.

Renaming the Spreadsheet Tabs

- Rename the spreadsheet tab with your agency name, using standardized acronyms where applicable.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Filling in Page, Of Pages and Year

- Fill in the white-colored cells found below **Page, Of Pages**, and **Year**.
- **Page** refers to the numerical position of the current sheet relative to the other sheets in the workbook and **Of Pages** refer to the total number of report pages in the entire workbook.

- For example, if the Department of Example 1353 Travel Report had submissions from its only two sub-agencies: Department ABC and Department XYZ, there would be 2 total reports (2 worksheets). On the Department ABC worksheet/report, the agency would enter 1 for Page-- referring to the Department ABC's position in the workbook-- and 2 for Of Pages-- referring to the total number of worksheets/reports. The Department XYZ report would read 2 for Page-- referring to its order as the second report-- and 2 for Of Pages-- referring to the total number of sheets in the workbook.

Filling in Agency Name, Sub-Component Name, and Contact Information

- In the fillable cells below the Title, replace **[Replace with Reporting Agency Name]**, **[Replace with Sub-Agency Name]**, **[Replace with Agency Contact Name]**, and **[Replace with Agency Contact Email]** with the appropriate information. If there is no sub-agency, then delete **[Sub-Agency]** from that cell.
- Once the identifying information is completed correctly, the report title should automatically read correctly at the top of the spreadsheet.

Indicating Reporting Period

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

Filling in Travel Specific Information

Indicating a Negative Report

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

Indicating 1353 Travel

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

Submitting the Report to OGE

Ensure the file is saved using the naming convention discussed in the instruction for saving the workbook, and email the excel file as an attachment to 1353Travel@oge.gov.

Printing Reports for Internal Agency Use and Record Keeping

While reports must be submitted electronically, your agency may find it useful to print its 1353 Travel Reports for record-keeping purposes. The following instructions provide guidance for printing in Excel 2003 and Excel 2007.

In Excel 2007

- Highlight the portion of the report on each spreadsheet you would like to print. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted. Click on the Page Layout Tab on the Microsoft Excel Ribbon.
- With the printing area highlighted, click the "Print Area" button, which should provide a drop-down menu including the option to "Set Print Area". Select "Set Print Area".
- On the Page Layout Tab, locate the "Scale to Fit" option. Use the drop-down menu to restrict the width to "1 page".
- 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.

Semiannual Report of Payment Accepted

Agency/Sub-Agency Name

Administrative Conference of the United States
Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development
American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
Armed Services Board of Contract Appeals-- Department of Defense
Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Commission on Civil Rights
Commission of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
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Department of Veterans Affairs
Election Assistance Commission

Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
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Federal Reserve System
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Institute of Museum & Library Services
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Japan/US Friendship Commission
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National Capital Planning Commission
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National Intelligence, Office of the Director
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National Mediation Board
National Science Foundation
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National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
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Office of Administration-- Executive Office of the President
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Office of Navajo & Hopi Indian Relocation
Office of Personnel Management
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CFA

CPBSD

CPAHA

CFTC

CPSC

CNCS

CEA

CEQ

CSOSA

DCA

DCAA

DFAS

DISA

DIA

DLA

DNFSB

DSS

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USDA

DOC

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ARMY

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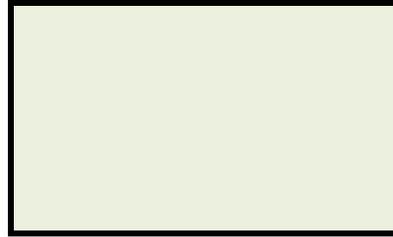
NAVY

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TREASURY

VA

EAC



EPA
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EOP
EX-IM BANK
FCA
FCC
FDIC
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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
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NSC
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NRC
NWTRB
OSHRC
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ONDCP
ONHIR
OPM
OSTP

OSC

ANGTP

OIG(DOD)

SIGAR

OS(DOD)

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PEACE

PBGC

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RRB

RAT BOARD

SEC

SSS

SBA

SSA

SIGIR

STB

TVA

PCB

PRESIDIO

WH

USUHS

ACCESS

USTDA

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SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

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YEAR

2019

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RURAL DEVELOPMENT

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

REPORTING PERIOD:
OCTOBER 1, 2018- MARCH 31, 2019

REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2019

NEGATIVE REPORT

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Asia Pacific Forum Pacific Rim Foundation	Hotel		X	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X		\$825
	John Smith	Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA		Meals		X	\$120
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Kentucky Telecommunications	Conference Registration Fee		x	\$275.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		GFR			
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Tennessee Telecommunications	Conference Registration Fee		x	\$285.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		James Wilson			
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Virginia Resources Authority	Conference Registration Fee		x	\$275.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Janice Stroud-Bicks			
	Associate Director	Virginia Resources Authority	4/5/2019	4/3/19-4/5/19					