

## 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

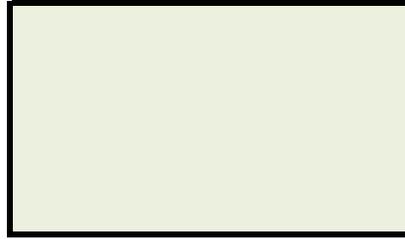
NAVY

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](mailto:1353travel@oge.gov)

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

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

|  |   |  |                        |
|--|---|--|------------------------|
| <b>Department of Interior</b><br>National Park Service<br>Agency Contact: Caitlin Rogalski    caitlin_rogalski@nps.gov | REPORTING PERIOD:<br>OCTOBER 1, 2017- MARCH 31, 2018    X | REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2018 | <b>NEGATIVE REPORT</b> |
|--|---|--|------------------------|

| 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<br>Asia Pacific Forum<br>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<br>M.J. Kaplan Fund                             |                     |                  |                 |              |
|     | Robert Arzola                        | Presentation and Training on HABS                             | 8/24/2018                              | Tuskegee, AL  |  | Air Transportation  |                  | X               | \$505        |
|     | TRAVELER TITLE                       | EVENT SPONSOR   | ENDING DATE [MM/DD/YYYY]               | TRAVEL DATE(S)                                      |  | Hotel               |                  | X               | \$360        |
|     | HABS Architect                       | M.J. Kaplan Fund  | 8/28/2018                              | 8/24/2018-8/28/2018                                 |  |                     |                  |                 |              |
| 2   | TRAVELER NAME                        | EVENT DESCRIPTION   | BEGINNING DATE [MM/DD/YYYY]            | LOCATION  | BENEFIT SOURCE<br>Wyandotte Nation                             |                     |                  |                 |              |
|     | Scott Bentley                        | Cultural Training and Meeting with Tribal Nations             | 9/4/2018                               | Wyandotte, OK                                       |  | Hotel               |                  | X               | \$295        |
|     | TRAVELER TITLE                       | EVENT SPONSOR   | ENDING DATE [MM/DD/YYYY]               | TRAVEL DATE(S)                                      |  |                     |                  |                 |              |
|     | Superintendent                       | Wyandotte Nation  | 9/8/2018                               | 9/03/2018-9/08/2018                                 |  |                     |                  |                 |              |
| 3   | TRAVELER NAME                        | EVENT DESCRIPTION   | BEGINNING DATE [MM/DD/YYYY]            | LOCATION  | BENEFIT SOURCE<br>Paulson Institute                            |                     |                  |                 |              |
|     | Rudy D'Alessandro                    | Study Tour for Chinese Planning and Park Government Officials | 8/30/2018                              | Anchorage, AK                                       |  | Air Transportation  |                  | X               | \$1,437      |
|     | TRAVELER TITLE                       | EVENT SPONSOR   | ENDING DATE [MM/DD/YYYY]               | TRAVEL DATE(S)                                      |  | Lodging and M&IE    |                  | X               | \$3,203      |
|     | International Cooperation Specialist | Paulson Institute   | 9/16/2018                              | 8/30/2018-9/16/2018                                 |  |                     |                  |                 |              |

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

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##### 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."

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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  
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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

**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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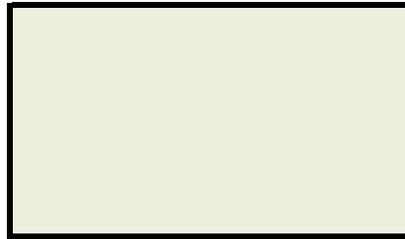
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NWTRB  
OSHRC  
OA  
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ONDCP  
ONHIR  
OPM  
OSTP

OSC

ANGTP

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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](mailto:1353travel@oge.gov)

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

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

|  |   |  |                        |
|--|---|--|------------------------|
| <b>Department of Interior</b><br>National Park Service<br>Agency Contact: Caitlin Rogalski    caitlin_rogalski@nps.gov | REPORTING PERIOD:<br>OCTOBER 1, 2017- MARCH 31, 2018    X | REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2018 | <b>NEGATIVE REPORT</b> |
|--|---|--|------------------------|

| 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<br>Asia Pacific Forum<br>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<br>M.J. Kaplan Fund                             |                     |                  |                 |              |
|     | Robert Arzola                        | Presentation and Training on HABS                             | 8/24/2018                              | Tuskegee, AL  |  | Air Transportation  |                  | X               | \$505        |
|     | TRAVELER TITLE                       | EVENT SPONSOR   | ENDING DATE [MM/DD/YYYY]               | TRAVEL DATE(S)                                      |  | Hotel               |                  | X               | \$360        |
|     | HABS Architect                       | M.J. Kaplan Fund  | 8/28/2018                              | 8/24/2018-8/28/2018                                 |  |                     |                  |                 |              |
| 2   | TRAVELER NAME                        | EVENT DESCRIPTION   | BEGINNING DATE [MM/DD/YYYY]            | LOCATION  | BENEFIT SOURCE<br>Wyandotte Nation                             |                     |                  |                 |              |
|     | Scott Bentley                        | Cultural Training and Meeting with Tribal Nations             | 9/4/2018                               | Wyandotte, OK                                       |  | Hotel               |                  | X               | \$295        |
|     | TRAVELER TITLE                       | EVENT SPONSOR   | ENDING DATE [MM/DD/YYYY]               | TRAVEL DATE(S)                                      |  |                     |                  |                 |              |
|     | Superintendent                       | Wyandotte Nation  | 9/8/2018                               | 9/03/2018-9/08/2018                                 |  |                     |                  |                 |              |
| 3   | TRAVELER NAME                        | EVENT DESCRIPTION   | BEGINNING DATE [MM/DD/YYYY]            | LOCATION  | BENEFIT SOURCE<br>Paulson Institute                            |                     |                  |                 |              |
|     | Rudy D'Alessandro                    | Study Tour for Chinese Planning and Park Government Officials | 8/30/2018                              | Anchorage, AK                                       |  | Air Transportation  |                  | X               | \$1,437      |
|     | TRAVELER TITLE                       | EVENT SPONSOR   | ENDING DATE [MM/DD/YYYY]               | TRAVEL DATE(S)                                      |  | Lodging and M&IE    |                  | X               | \$3,203      |
|     | International Cooperation Specialist | Paulson Institute   | 9/16/2018                              | 8/30/2018-9/16/2018                                 |  |                     |                  |                 |              |

## 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  
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Tennessee Valley Authority  
The President's Council on Bioethics  
The Presidio Trust  
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Uniformed Services University of the Health Science-- Department of Defense  
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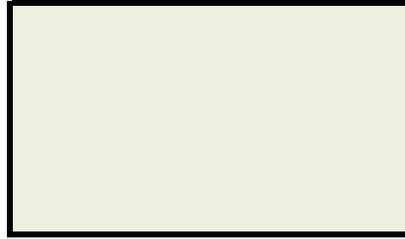
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IBWC  
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|   |   |  |                        |
|---|---|--|------------------------|
| <b>Department of the Interior</b><br>National Park Service / IMR<br>Agency Contact: Caitlin Rogalski Caitlin_Rogalski@nps.gov | REPORTING PERIOD:<br>OCTOBER 1, 2017 - MARCH 31, 2018 X | REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2018 | <b>NEGATIVE REPORT</b> |
|---|---|--|------------------------|

| 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<br>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  | NPCA   |                     |                  |                 |              |
|     | Brooke Wheellock        | Earth Day                            | 4/21/2018                              | Austin, TX  |  | Hotel               |                  | X               | \$194.54     |
|     | TRAVELER TITLE          | EVENT SPONSOR                        | ENDING DATE [MM/DD/YYYY]               | TRAVEL DATE(S)                                      |  |                     |                  |                 |              |
|     | Park Ranger             | NPCA                                 | 4/21/2018                              | 4/20/2018-04/22/2018                                |  |                     |                  |                 |              |
| 2   | TRAVELER NAME           | EVENT DESCRIPTION                    | BEGINNING DATE [MM/DD/YYYY]            | LOCATION  | NPCA   |                     |                  |                 |              |
|     | Anna Martinez-Amos      | Earth Day                            | 4/21/2018                              | Austin, TX  |  | Lodging             |                  | x               | \$125.00     |
|     | TRAVELER TITLE          | EVENT SPONSOR                        | ENDING DATE [MM/DD/YYYY]               | TRAVEL DATE(S)                                      |  | Meals               |                  | X               | \$25.00      |
|     | Park Ranger             | Huston Tillotson University          | 4/21/2018                              | 04/20/2018-04/21/2018                               | Parking                                      |                     | X                | \$15.00         |              |
| 3   | TRAVELER NAME           | EVENT DESCRIPTION                    | BEGINNING DATE [MM/DD/YYYY]            | LOCATION  | NPF  |                     |                  |                 |              |
|     | Christopher Bentley     | Spanish Immersion Training           | 5/20/2018                              | Mexico  |  | Tuition             | X                |                 | \$400.00     |
|     | TRAVELER TITLE          | EVENT SPONSOR                        | ENDING DATE [MM/DD/YYYY]               | TRAVEL DATE(S)                                      |  | Lodging & Meals     | X                |                 | \$455.00     |
|     | Supervisory Park Ranger | NPF                                  | 6/7/2018                               | 05/20/2018-06/07/2018                               | Airfare                                      | X                   |                  | \$570.00        |              |

## Instructions for § 1353 Travel Report

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

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

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

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

#### Indicating Reporting Period

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

#### Filling in Travel Specific Information

##### Indicating a Negative Report

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

##### Indicating 1353 Travel

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

#### Submitting the Report to OGE

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

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

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

##### *In Excel 2007*

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

##### *In Excel 2003*

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

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

## 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

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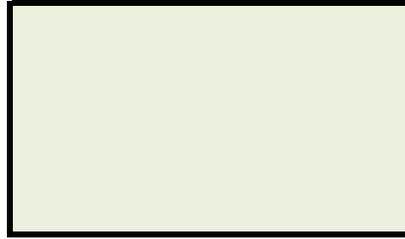
NAVY

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  
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NLRB  
NMB  
NSF  
NSA  
NSC  
NTSB  
NRC  
NWTRB  
OSHRC  
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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](mailto:1353travel@oge.gov)

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

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

**National Park Service**

Alaska Region

Agency Contact: Caitlin Rogalski caitlin\_rogalski@nps.gov

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

**NEGATIVE REPORT**

| No. | TRAVELER              | EVENT DESCRIPTION & EVENT SPONSOR                                    | EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]: | LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY] | BENEFIT SOURCE   | BENEFIT DESCRIPTION | PAYMENT BY CHECK | PAYMENT IN-KIND | TOTAL AMOUNT |
|-----|-----------------------|--|--|---|--|---------------------|------------------|-----------------|--------------|
| EX  | TRAVELER NAME         | EVENT DESCRIPTION  | BEGINNING DATE [MM/DD/YYYY]            | LOCATION  | BENEFIT SOURCE<br>Asia Pacific Forum<br>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<br>Appalachian Bear<br>Rescue                   |                     |                  |                 |              |
|     | Patricia Owen         | Bear Necessities Bear Rescue Event                                   | 9/23/2018                              | Gatlinburg, TN                                      |  | Air Transportation  |                  | X               | \$1,000      |
|     | TRAVELER TITLE        | EVENT SPONSOR  | ENDING DATE [MM/DD/YYYY]               | TRAVEL DATE(S)                                      |  | Lodging             |                  | X               | \$300        |
|     | Wildlife Biologist    | Appalachian Bear Rescue  | 9/23/2018                              | 09/21/2018 - 09/25/2018                             | Meals  |                     | x                | \$50.00         |              |
| 2   | TRAVELER NAME         | EVENT DESCRIPTION  | BEGINNING DATE [MM/DD/YYYY]            | LOCATION  | BENEFIT SOURCE<br>NFPA   |                     |                  |                 |              |
|     | Grant Crosby          | National Fire Protection Association (NFPA) Annual Committee Meeting | 5/8/2018                               | Washington, DC                                      |  | Air Transportation  | X                |                 | \$572.00     |
|     | TRAVELER TITLE        | EVENT SPONSOR  | ENDING DATE [MM/DD/YYYY]               | TRAVEL DATE(S)                                      | Lodging  | X                   |                  | \$439.68        |              |
|     | Supervisory Architect | NFPA   | 5/9/2018                               | 05/07/2018 - 05/10/2018                             |  |                     |                  |                 |              |
| 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".
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- You can select Print from the Print Preview view or Print as you traditionally would.

##### *In Excel 2003*

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- Access the print properties menu. Scroll to the "File" tab on the command bar and select "Print Area."

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

## 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  
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Defense Logistics Agency-- Department of Defense  
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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  
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Executive Office of the President  
Export-Import Bank  
Farm Credit Administration & Farm Systems Insurance Corporation  
Federal Communications Commission  
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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  
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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  
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Uniformed Services University of the Health Science-- Department of Defense  
US Access Board  
US Trade & Development Agency

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

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CIA

CSHIB

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CCR

CFA

CPBSD

CPAHA

CFTC

CPSC

CNCS

CEA

CEQ

CSOSA

DCA

DCAA

DFAS

DISA

DIA

DLA

DNFSB

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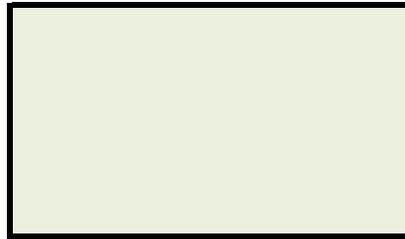
NAVY

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VA

EAC



EPA  
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FERC  
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FLRA  
FMC  
FMCS  
MSHRC  
FRS  
FRTIB  
FTC  
GSA  
GAO  
HTS  
IMLS  
IAF  
IBWC  
IJC  
ITC  
JMM  
JFC  
MMC  
MSPB  
MCC  
MUF  
NASA  
NARA  
NCPC  
NCUA  
NEA  
NEH  
DMA  
DNI  
NLRB  
NMB  
NSF  
NSA  
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RAT BOARD

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agency, please contact OGE at [1353travel@oge.gov](mailto:1353travel@oge.gov)

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

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|  |  |  |                        |
|--|--|--|------------------------|
| <b>National Park Service</b><br>Northeast Region<br>Agency Contact: Caitlin Rogalski    caitlin_rogalski@nps.gov | REPORTING PERIOD:<br>OCTOBER 1, 2017- MARCH 31, 2018 | REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2018 | <b>NEGATIVE REPORT</b> |
|--|--|--|------------------------|

| 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<br>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  |  |                     |                  |                 |              |
|     | Emily Murphy   | Museum Exhibit                       | 6/4/2018                               | Durham, England                                     |  | Air Transportation  |                  | X               | 4000         |
|     | TRAVELER TITLE | EVENT SPONSOR                        | ENDING DATE [MM/DD/YYYY]               | TRAVEL DATE(S)                                      |  | Lodging             |                  | X               | 621          |
|     | Curator        | University of Durham                 | 6/8/2018                               |   | Per Diem                                     |                     | X                | 410             |              |
| 2   | TRAVELER NAME  | EVENT DESCRIPTION                    | BEGINNING DATE [MM/DD/YYYY]            | LOCATION  |  |                     |                  |                 |              |
|     |                | TRAVELER TITLE                       | EVENT SPONSOR                          | ENDING DATE [MM/DD/YYYY]                            |  | TRAVEL DATE(S)      |                  |                 |              |
|     |                |                                      | 6/20/2018                              |   |  |                     |                  |                 |              |
| 3   | TRAVELER NAME  | EVENT DESCRIPTION                    | BEGINNING DATE [MM/DD/YYYY]            | LOCATION  | State of Mississippi                         |                     |                  |                 |              |
|     | Gerald Fabris  | Audio Engineering Society            | 6/27/2018                              | Culpepper, VA                                       |  | Conference Fee      |                  | X               | \$595        |
|     | TRAVELER TITLE | EVENT SPONSOR                        | ENDING DATE [MM/DD/YYYY]               | TRAVEL DATE(S)                                      |  |                     |                  |                 |              |
|     | Museum Curator | Audio Engineering Society            | 6/30/2018                              |   |  |                     |                  |                 |              |

## 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\_PWR\_AprilSept2018.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 Sciences-- Department of Defense  
US Access Board  
US Trade & Development Agency

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

**Acronym**

ACUS

ACHP

AFDF

AID

ABMC

ARC

ASC

ARTIC

AFRH

ASBCA

BGSF

BBG

CIA

CSHIB

CCFF

CCR

CFA

CPBSD

CPAHA

CFTC

CPSC

CNCS

CEA

CEQ

CSOSA

DCA

DCAA

DFAS

DISA

DIA

DLA

DNFSB

DSS

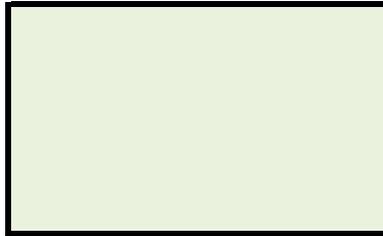
DTRA

USDA

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DOE  
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DOL  
STATE

DAF  
ARMY

DOI  
NAVY

DOT  
TREASURY

VA  
EAC  
EPA  
EEOC

EOP  
EX-IM BANK

FCA  
FCC  
FDIC  
FEC  
FERC  
FHFB  
FLRA  
FMC  
FMCS  
MSHRC

FRS  
FRTIB  
FTC  
GSA  
GAO

HTS  
IMLS  
IAF  
IBWC  
IJC

ITC

JMM  
JFC  
MMC  
MSPB  
MCC  
MUF  
NASA  
NARA  
NCPC  
NCUA  
NEA  
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NSF  
NSA  
NSC  
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ONHIR  
OPM  
OSTP  
OSC  
ANGTP  
OIG(DOD)  
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OVP  
USTR  
OPIC  
PEACE  
PBGC

PRC  
RRB  
RAT BOARD  
SEC  
SSS  
SBA  
SSA  
SIGIR  
STB  
TVA  
PCB  
PRESIDIO  
WH  
USUHS  
ACCESS  
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**agency, please contact OGE at [1353travel@oge.gov](mailto:1353travel@oge.gov)**

1353 Travel Report for National Park Service, Pacific West Region for the reporting period APRIL 1 - SEPTEMBER 30, 2018

|   |                  |                      |                     |
|---|------------------|----------------------|---------------------|
| <b>SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE</b> | <b>PAGE</b><br>5 | <b>OF PAGES</b><br>6 | <b>YEAR</b><br>2018 |
|---|------------------|----------------------|---------------------|

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

|   |   |   |                        |
|---|---|---|------------------------|
| <b>National Park Service</b><br>Pacific West Region | <b>REPORTING PERIOD:</b> OCTOBER 1, 2017 - MARCH 31, 2018 | <b>REPORTING PERIOD:</b> APRIL 1 - SEPTEMBER 30, 2018 | <b>NEGATIVE REPORT</b> |
|---|---|---|------------------------|

Agency Contact: Caitlin Rogalski caitlin\_rogalski@nps.gov

| No. | TRAVELER                      | EVENT DESCRIPTION & EVENT SPONSOR                      | EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY] | LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY] | BENEFIT SOURCE                            | BENEFIT DESCRIPTION           | PAYMENT BY CHECK | PAYMENT IN-KIND | TOTAL AMOUNT |
|-----|-------------------------------|--|---------------------------------------|---|---|-------------------------------|------------------|-----------------|--------------|
| EX  | TRAVELER NAME                 | EVENT DESCRIPTION                                      | BEGINNING DATE                        | 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                           | 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                        | LOCATION  | BENEFIT SOURCE                            |                               |                  |                 |              |
|     | Christy Brigham               | Park Friends Alliance Meeting                          | 10/9/2018                             | Glacier National Park, Montana                      | Sequoia Parks Conservancy                 | Hotel                         |                  | X               | \$402        |
|     | TRAVELER TITLE                | EVENT SPONSOR  | ENDING DATE                           | TRAVEL DATE(S)                                      |   | Air Transportation/Car Rental |                  | X               | \$671        |
|     | Chief of Resources Mgmt       | National Park Foundation                               | 10/11/2018                            | 10/09/18-10/12/18                                   |   | Meals/Conference Registration |                  | X               | \$364        |
| 2   | TRAVELER NAME                 | EVENT DESCRIPTION                                      | BEGINNING DATE                        | LOCATION  | BENEFIT SOURCE                            |                               |                  |                 |              |
|     | Christy Brigham               | OneTAM Science Conference                              | 10/5/2018                             | Mill Valley, California                             | Golden Gate National Parks Conservancy    | Hotel                         |                  | X               | \$184        |
|     | TRAVELER TITLE                | EVENT SPONSOR  | ENDING DATE                           | TRAVEL DATE(S)                                      |   | Meals                         |                  | X               | \$80         |
|     | Chief of Resources Mgmt       | Golden Gate National Parks Conservancy                 | 10/05/2018                            | 10/04/18-10/05/18                                   |   |                               |                  |                 |              |
| 3   | TRAVELER NAME                 | EVENT DESCRIPTION                                      | BEGINNING DATE                        | LOCATION  | BENEFIT SOURCE                            |                               |                  |                 |              |
|     | Christy Brigham               | California Landscape Stewardship Network meeting       | 6/13/2018                             | Pacific Grove, California                           | Golden Gate National Parks Conservancy    | Hotel                         |                  | X               | \$284        |
|     | TRAVELER TITLE                | EVENT SPONSOR  | ENDING DATE                           | TRAVEL DATE(S)                                      |   | Meals                         |                  | X               | \$148        |
|     | Chief of Resources Mgmt       | Golden Gate National Parks Conservancy                 | 06/15/2018                            | 06/13/18-06/15/18                                   |   |                               |                  |                 |              |
| 4   | TRAVELER NAME                 | EVENT DESCRIPTION                                      | BEGINNING DATE                        | LOCATION  | BENEFIT SOURCE                            |                               |                  |                 |              |
|     | Colleen Bathe                 | Las Vegas Resort and Souvineer Show                    | 9/25/2018                             | Las Vegas, Nevada                                   | Sequoia Parks Conservancy                 | Hotel                         |                  | X               | \$424        |
|     | TRAVELER TITLE                | EVENT SPONSOR  | ENDING DATE                           | TRAVEL DATE(S)                                      |   | Meals                         |                  | X               | \$172        |
|     | Chief of Interpretation       | Las Vegas Resort and Souvineer Show                    | 09/29/2018                            | 09/24/18-09/29/18                                   |   |                               |                  |                 |              |
| 5   | TRAVELER NAME                 | EVENT DESCRIPTION                                      | BEGINNING DATE                        | LOCATION  | BENEFIT SOURCE                            |                               |                  |                 |              |
|     | Colleen Bathe                 | Park Partners Training Expo                            | 7/16/2018                             | Tucson, Arizona                                     | Sequoia Parks Conservancy                 | Hotel                         |                  | X               | \$426        |
|     | TRAVELER TITLE                | EVENT SPONSOR  | ENDING DATE                           | TRAVEL DATE(S)                                      |   | Meals                         |                  | X               | \$354        |
|     | Chief of Interpretation       | Western National Parks Association                     | 07/20/2018                            | 07/16/18-07/21/18                                   |   | Registration                  |                  | X               | \$200        |
| 6   | TRAVELER NAME                 | EVENT DESCRIPTION                                      | BEGINNING DATE                        | LOCATION  | BENEFIT SOURCE                            |                               |                  |                 |              |
|     | Colleen Bathe                 | Exhibit Plan Development via Sequoia Parks Conservancy | 5/22/2018                             | San Francisco, California                           | Sequoia Parks Conservancy                 | Hotel                         |                  | X               | \$882        |
|     | TRAVELER TITLE                | EVENT SPONSOR  | ENDING DATE                           | TRAVEL DATE(S)                                      |   |                               |                  |                 |              |
|     | Chief of Interpretation       | PWR Regional Office                                    | 05/24/2018                            | 05/22/18-05/24/18                                   |   |                               |                  |                 |              |
| 7   | TRAVELER NAME                 | EVENT DESCRIPTION                                      | BEGINNING DATE                        | LOCATION  | BENEFIT SOURCE                            |                               |                  |                 |              |
|     | Erika Williams                | Exhibit Plan Development via Sequoia Parks Conservancy | 5/22/2018                             | San Francisco, California                           | Sequoia Parks Conservancy                 | Hotel                         |                  | X               | \$882        |
|     | TRAVELER TITLE                | EVENT SPONSOR  | ENDING DATE                           | TRAVEL DATE(S)                                      |   |                               |                  |                 |              |
|     | Visual Information Specialist | PWR Regional Office                                    | 05/24/2018                            | 05/22/18-05/24/18                                   |   |                               |                  |                 |              |
| 8   | TRAVELER NAME                 | EVENT DESCRIPTION                                      | BEGINNING DATE                        | LOCATION  | BENEFIT SOURCE                            |                               |                  |                 |              |
|     | Jennifer Kirk                 | Points of Light Conference                             | 6/18/2018                             | Atlanta, Georgia                                    | Sequoia Parks Conservancy                 | Hotel                         |                  | X               | \$800        |
|     | TRAVELER TITLE                | EVENT SPONSOR  | ENDING DATE                           | TRAVEL DATE(S)                                      |   | Air Transportation            |                  | X               | \$800        |
|     | Volunteer Coordinator         | Service Unites, Points of Light                        | 06/21/2018                            | 06/17/18-06/21/18                                   |   |                               |                  |                 |              |
| 9   | TRAVELER NAME                 | EVENT DESCRIPTION                                      | BEGINNING DATE                        | LOCATION  | BENEFIT SOURCE                            |                               |                  |                 |              |
|     | Emily Zivot                   | Bystander Intervention Train-the-Trainer Course        | 9/11/2018                             | San Francisco, California                           | Sequoia Parks Conservancy                 | Hotel                         |                  | X               | \$834        |
|     | TRAVELER TITLE                | EVENT SPONSOR  | ENDING DATE                           | TRAVEL DATE(S)                                      |   |                               |                  |                 |              |
|     | Park Ranger (Interpretation)  | PWR of National Park Service                           | 09/13/2018                            | 09/10/18-09/13/18                                   |   |                               |                  |                 |              |



|    |                                       |  |                             |                          |  |              |  |  |   |          |
|----|---------------------------------------|--|-----------------------------|--------------------------|--|--------------|--|--|---|----------|
| 23 | Jenkins Palmer                        | Board meeting  | 6/15/2018                   | Mt. Rainier              | WA National Park Fund                        | Meal         |  |  | x | 30       |
|    | TRAVELER TITLE                        | EVENT SPONSOR  | ENDING DATE [MM/DD/YYYY]    | TRAVEL DATE(S)           |  |              |  |  |   |          |
|    | Superintendent                        | WA National Park Fund  | 06/16/2018                  | None                     |  |              |  |  |   |          |
| 24 | Jodi Bailey                           | Technical Assistance   | 1/27/2018                   | Santiago, Chile          | CONAF Chile National Park Service            | Air Fare     |  |  | x | 5700     |
|    | TRAVELER TITLE                        | EVENT SPONSOR  | ENDING DATE [MM/DD/YYYY]    | TRAVEL DATE(S)           |  |              |  |  | x | 2812     |
|    | Program Manager International Affairs | CONAF  | 02/10/2019                  | 04/18/2018               |  |              |  |  | x | 1436     |
| 25 | Shelton Johnson                       | Participation in Public Panel  | 5/1/2018                    | New York, New York       | The Public Theater, American Prairie Reserve | Air Fare     |  |  | x | 550      |
|    | TRAVELER TITLE                        | EVENT SPONSOR  | ENDING DATE [MM/DD/YYYY]    | TRAVEL DATE(S)           |  |              |  |  | x | 1300     |
|    | Interpretive Park Ranger              | Public Broadcasting  | 04/30/2018                  | 04/30/2018 to 05/03/2018 |  |              |  |  | x | 194      |
| 26 | Ackerman, Craig                       | NPS Superintendent's Leadership Roundtable #9  | 4/23/2018                   | Chico Hot Springs, MT    | Crater Lake Natural History Association      | Airfare      |  |  | X | \$393.00 |
|    | TRAVELER TITLE                        | EVENT SPONSOR  | ENDING DATE [MM/DD/YYYY]    | TRAVEL DATE(S)           |  |              |  |  |   |          |
|    | CRLA Superintendent                   | NPS  | 04/27/2018                  | 04/23/2018 & 04/27/2018  |  |              |  |  |   |          |
| 27 | Forbes, Sheri                         | "Parks and Partners 2018" - Training in cooperating association partnerships best practices, RM-32, and Program Management | 7/16/2018                   | Tucson, AZ               | Western National Parks Association (WNPA)    | Registration |  |  | X | \$200.00 |
|    | TRAVELER TITLE                        | EVENT SPONSOR  | ENDING DATE [MM/DD/YYYY]    | TRAVEL DATE(S)           |  |              |  |  |   |          |
|    | Regional Program Lead, I&E            | NPS & Western National Parks Association   | 07/20/2018                  | 07/16/2018 & 07/20/2018  |  |              |  |  |   |          |
| 28 | Low, Jared                            | WNPF Spring Dinner & Auction   | 4/7/2018                    | Seattle, WA              | WNPF   | Lodging      |  |  | X | \$175.00 |
|    | TRAVELER TITLE                        | EVENT SPONSOR  | ENDING DATE [MM/DD/YYYY]    | TRAVEL DATE(S)           |  |              |  |  | X | \$50.00  |
|    | Park Ranger (I)                       | WNPF   | 04/07/2018                  | 04/07/2018 & 04/08/2018  |  |              |  |  |   |          |
| 29 | Oriando, Cindy                        | Preservation Honor Awards Ceremony   | 5/23/2018                   | Honolulu, HI             | Hawaii Pacific Parks Association             | Registration |  |  | X | \$50.00  |
|    | TRAVELER TITLE                        | EVENT SPONSOR  | ENDING DATE [MM/DD/YYYY]    | TRAVEL DATE(S)           |  |              |  |  |   |          |
|    | HAVO Superintendent                   | Historic Hawaii Foundation   | 05/23/2018                  | 05/23/2018 & 05/23/2018  |  |              |  |  |   |          |
| 30 | Taylor-Goodrich, Karen                | Washington's National Park Fund (WNPF) Meeting/Annual Board of Directors Retreat   | 6/15/2018                   | Longmire, WA             | WNPF   | Lodging      |  |  | X | \$200.00 |
|    | TRAVELER TITLE                        | EVENT SPONSOR  | ENDING DATE [MM/DD/YYYY]    | TRAVEL DATE(S)           |  |              |  |  | X | \$50.00  |
|    | NOCA Superintendent                   | WNPF   | 06/16/2018                  | 06/15/2018 & 06/16/2018  |  |              |  |  |   |          |
| 31 | TRAVELER NAME                         | EVENT DESCRIPTION  | BEGINNING DATE [MM/DD/YYYY] | LOCATION                 | BENEFIT SOURCE                               |              |  |  |   |          |
|    | TRAVELER TITLE                        | EVENT SPONSOR  | ENDING DATE [MM/DD/YYYY]    | TRAVEL DATE(S)           |  |              |  |  |   |          |
| 32 | TRAVELER NAME                         | EVENT DESCRIPTION  | BEGINNING DATE [MM/DD/YYYY] | LOCATION                 | BENEFIT SOURCE                               |              |  |  |   |          |
|    | TRAVELER TITLE                        | EVENT SPONSOR  | ENDING DATE [MM/DD/YYYY]    | TRAVEL DATE(S)           |  |              |  |  |   |          |
| 33 | TRAVELER NAME                         | EVENT DESCRIPTION  | BEGINNING DATE [MM/DD/YYYY] | LOCATION                 | BENEFIT SOURCE                               |              |  |  |   |          |
|    | TRAVELER TITLE                        | EVENT SPONSOR  | ENDING DATE [MM/DD/YYYY]    | TRAVEL DATE(S)           |  |              |  |  |   |          |
| 34 | TRAVELER NAME                         | EVENT DESCRIPTION  | BEGINNING DATE [MM/DD/YYYY] | LOCATION                 | BENEFIT SOURCE                               |              |  |  |   |          |
|    | TRAVELER TITLE                        | EVENT SPONSOR  | ENDING DATE [MM/DD/YYYY]    | TRAVEL DATE(S)           |  |              |  |  |   |          |
| 35 | TRAVELER NAME                         | EVENT DESCRIPTION  | BEGINNING DATE [MM/DD/YYYY] | LOCATION                 | BENEFIT SOURCE                               |              |  |  |   |          |
|    | TRAVELER TITLE                        | EVENT SPONSOR  | ENDING DATE [MM/DD/YYYY]    | TRAVEL DATE(S)           |  |              |  |  |   |          |
| 36 | TRAVELER NAME                         | EVENT DESCRIPTION  | BEGINNING DATE [MM/DD/YYYY] | LOCATION                 | BENEFIT SOURCE                               |              |  |  |   |          |
|    | TRAVELER TITLE                        | EVENT SPONSOR  | ENDING DATE [MM/DD/YYYY]    | TRAVEL DATE(S)           |  |              |  |  |   |          |
| 37 | TRAVELER NAME                         | EVENT DESCRIPTION  | BEGINNING DATE [MM/DD/YYYY] | LOCATION                 | BENEFIT SOURCE                               |              |  |  |   |          |
|    | TRAVELER TITLE                        | EVENT SPONSOR  | ENDING DATE [MM/DD/YYYY]    | TRAVEL DATE(S)           |  |              |  |  |   |          |
| 38 | 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**

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

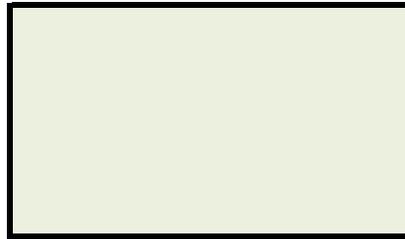
NAVY

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](mailto:1353travel@oge.gov)

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

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

**DOI, NPS, NCR, WASO, NER, SER**

National Park Service

Agency Contact: Caitlin Rogalski caitlin\_rogalski@nps.gov

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

**NEGATIVE REPORT**

| No. | TRAVELER            | EVENT DESCRIPTION & EVENT SPONSOR    | EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]: | LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY] | BENEFIT SOURCE   | BENEFIT DESCRIPTION  | PAYMENT BY CHECK | PAYMENT IN-KIND | TOTAL AMOUNT |
|-----|---------------------|--------------------------------------|--|---|--|----------------------|------------------|-----------------|--------------|
| EX  | TRAVELER NAME       | EVENT DESCRIPTION                    | BEGINNING DATE [MM/DD/YYYY]            | LOCATION  | BENEFIT SOURCE<br>Asia Pacific Forum<br>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<br>Bard Graduate Center                         |                      |                  |                 |              |
|     | Janet Folkerts      | Open house for Vets                  | 9/27/2018                              | New York NY   |  | Train Transportation |                  | X               | \$162        |
|     | TRAVELER TITLE      | EVENT SPONSOR                        | ENDING DATE [MM/DD/YYYY]               | TRAVEL DATE(S)                                      | Hotel  |                      | X                | \$216.30        |              |
|     | Museum Curator      | Bard Graduate Center                 | 27-Sep                                 | 9/27/2018   |  |                      |                  |                 |              |
| 2   | TRAVELER NAME       | EVENT DESCRIPTION                    | BEGINNING DATE [MM/DD/YYYY]            | LOCATION  | BENEFIT SOURCE<br>Grand Teton Nat'l Park Foundation            |                      |                  |                 |              |
|     | Carlos del la Torre | Workshop on Community Engagement     | 4/15/2018                              | Jackson WY  |  | Hotel                |                  | X               | \$275        |
|     | TRAVELER TITLE      | EVENT SPONSOR                        | ENDING DATE [MM/DD/YYYY]               | TRAVEL DATE(S)                                      | Meals  |                      | X                | \$125           |              |
|     | Park Guide          | Groundworks USA                      | 20-Apr                                 | 4/15-4/20   |  |                      |                  |                 |              |
| 3   | TRAVELER NAME       | EVENT DESCRIPTION                    | BEGINNING DATE [MM/DD/YYYY]            | LOCATION  | BENEFIT SOURCE<br>Groundworks USA                              |                      |                  |                 |              |
|     | Carlos del la Torre | Workshop on Community Engagement     | 4/15/2018                              | Jackson WY  |  | Air Transportation   |                  | X               | \$834        |
|     | TRAVELER TITLE      | EVENT SPONSOR                        | ENDING DATE [MM/DD/YYYY]               | TRAVEL DATE(S)                                      |  |                      |                  |                 |              |
|     | Park Guide          | Groundworks USA                      | 20-Apr                                 | 4/15-4/20   |  |                      |                  |                 |              |