
For VA employees, here is an updated reminder of documentation required prior to travel when you will be receiving compensation from any non-federal source. If you are requesting reimbursement through SCIRE, we cannot fund the travel unless the documents and all signatures have to obtained, prior to the trip. In order to ensure we have adequate time to obtain signatures, we are requesting a lead time of at least 30 days.

Thursday, January 05, 2012

Important News on Donated Non-Federal Travel

The Office of Government Ethics requires VA to submit semi-annual reports on donated travel. As such, please take note of the following:

- Beginning with travel ending after September 30, 2011, you **should** submit VA Form 0893 **electronically, if possible**, via the [OGC Client Portal](#). This form is electronically routed through one's Department Head and the Office of Regional Counsel/General Counsel before ultimately being approved by the Medical Center Director / Associate / Assistant Director. The form must contain the specific monetary value of any lodging, meals, travel fares, transportation, registration fees, etc., offered by the Non-Federal Source.
- All travel must be approved in advance;
- Travelers cannot be on Authorized Absence (AA), as AA is not an official duty status. Rather, to ensure our employees are adequately, and legally, protected, managers must approve only travelers on official travel status with a valid travel authorization; and
- All travelers must comply with all local travel policies, including filing a timely expense report upon the completion of travel.

VA Official Travelers **MUST** Obtain Regional Counsel Review *PRIOR* to Acceptance of Donated Travel Support from a Non-Federal Source Pursuant to 31 U.S. Code §1353 or 5 U.S. Code §4111.

As a reminder, all VA employees who wish to accept an unsolicited offer of monetary or in-kind support from a Non-Federal Source to attend a meeting while on official travel **MUST** complete VA Form 0893 ("Advance Review of Offer to Donate Support for Official Travel") prior to travel and acceptance of the travel support.

If the proposed reimbursement is to be by cash or check, then the traveler must certify on the form that the outside donor is a 26 U.S.C. §501(c) (3) non-profit corporation (the non-profit donor can verify this status with you).

VA and its employees are prohibited from soliciting offers of donated travel support from outside sources under the Ethics regulations. Should you have any questions, please contact your Chief of Staff's Office and/or Regional Counsel's Office.