

CHAPTER 12**REPORT OF PAYMENTS FROM NON-FEDERAL SOURCES**1201 GENERAL

The Report of Payments From Non-Federal Sources is required by the Office of Government Ethics (OGE) to provide evidence that NASA properly accepted payments, or authorized an employee to accept payments on NASA's behalf, from non-Federal sources for travel, subsistence, and related expenses with respect to attendance of the employee at any meeting or similar function relating to both the official duties and personal interest of the employee. This data is reported in accordance with [31 U.S.C 1353](#).

1202 REQUIREMENTS

All Deputy Chief Financial Officers (Finance) are required to submit to Headquarters a semiannual report of payments which total more than \$250 per event and which have been accepted under the Federal Travel Regulation Chapter 304, Payments From Non-Federal Sources, with respect to attendance at, or participation in, a meeting or similar function by a NASA employee and/or accompanying spouse of such employee when applicable. Negative reports are required.

This section sets forth the Agency wide system for preparation and submission of the Semiannual Report as required by the Federal Travel Regulations. The report shall be based on when payment is received rather than when travel is performed.

1203 FORMAT

The reports will be submitted in the format identified in the NFTRS 304-1.9.

1204 RESPONSIBILITY

120401. Responsibility for preparation and submission of the required reports is assigned as follows:

A. To Center Directors for all events attended by center employees. The report will be prepared by the Center Financial Management Office with review and comments from the Center Office of Chief Counsel;

B. To the Director, Regional Financial Office, for all events attended by Headquarters employees. The report will be prepared by the Regional Finance Office, Goddard Space Flight Center with review and comments by the Office of General Counsel;

C. To the Office of the Chief Financial Officer (OCFO) Financial Management Division, at Headquarters, for preparation of the Agency consolidated report and its submission to the Office of Government Ethics.

1205 INSTRUCTIONS

Specific instructions applicable to individual line items on the semiannual report are as follows:

120501. Reporting Center. The name of the Center submitting the report shall be included on each page.

120502. Reporting Period. Place an "X" in the box next to the appropriate reporting period.

120503. Traveler. The name and government position for each employee for which the Center accepted payment shall be shown.

120504. Event.

A. Describe the nature of the event and specify how the traveler participated. Include the sponsors name and specific date of the event.

B. Sponsor. Person or organization facilitating the event.

C. Dates. Date the event actually took place.

120505. Location and Travel Date. Show the actual place the event took place and the dates the employee traveled. Temporary duty assignments should not exceed three weeks.

120506. Source. Show the identity of the non-Federal source from which payment was accepted.

120507. Benefits Accepted.

A. Itemize benefits accepted in connection with attendance at the event.

B. Method of payment; check or similar instrument.

C. Total value of payments accepted for the employee and spouse.

1206 SUBMISSION

120601. Form. The General Service Administration Standard Form 326 has been modified for convenience in preparing the report and is available in Microsoft Excel format.

120602. Due Dates. Centers will submit the report semiannually as follows: by April 30 of each year with respect to payments received in the preceding period beginning on

October 1 and ending March 31; and By October 31 of each year with respect to payments received in the preceding period beginning on April 1 and ending on September 30.

120603. Certification. The Center Office of Chief Counsel should review and comment on all information submitted.

120604. Mailing. NASA Centers' reports will be mailed to the Office of the Chief Financial Officer, Financial Management Directorate, NASA Headquarters Washington, D.C. 20546.

1207 REPORT OF PAYMENTS FROM NON-FEDERAL SOURCES

The Report of Payments from Non-Federal Sources is included on the next page.

FMM 9700 NASA Federal Travel Regulation Supplement (NFTRS) , Chapter 304, Section 304-1.9

| SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE | | | | Form Approval No.: 0416-GSA-SA | | PAGE | OF PAGES |
|--|---------------------------|------------------------------|-------------------------|--------------------------------|-------|---------|----------|
| This report implements 31 U.S.C. 1353. It does not supersede other reports that may have to be filed when travel or travel expenses are accepted under other authority. For definitions and policies, see 41 CFR part 304-1. | | | | | | | |
| REPORTING CENTER | | REPORTING PERIOD | | | | | |
| | | October 1-to-March 31 | April 1-to-September 30 | | | | |
| TRAVELER (Name/Title) | EVENT | LOCATION AND TRAVEL DATES | BENEFITS ACCEPTED | | | | |
| | DESCRIPTION/SPONSOR/DATES | | SOURCE | DESCRIPTION | CHECK | IN-KIND | AMOUNT |
| NAME _____ TITLE _____ | | | | Airfare | | | |
| | | | | Hotel/Meals | | | |
| | | | Total Amount | Transportation | | | |
| | | | \$0 | Miscellaneous | | | |
| NAME _____ TITLE _____ | | | | Airfare | | | |
| | | | | Hotel/Meals | | | |
| | | | Total Amount | Transportation | | | |
| | | | \$0 | Miscellaneous | | | |
| NAME _____ TITLE _____ | | | | Airfare | | | |
| | | | | Hotel/Meals | | | |
| | | | Total Amount | Transportation | | | |
| | | | \$0 | Miscellaneous | | | |
| NAME _____ TITLE _____ | | | | Airfare | | | |
| | | | | Hotel/Meals | | | |
| | | | Total Amount | Transportation | | | |
| | | | \$0 | Miscellaneous | | | |
| NAME _____ TITLE _____ | | | | Airfare | | | |
| | | | | Hotel/Meals | | | |
| | | | Total Amount | Transportation | | | |
| | | | \$0 | Miscellaneous | | | |