

Budget and Fiscal Travel Reimbursement from Outside Source

United States Department of Justice
Justice Management Division
Departmental Ethics Office

All fields are required.

Use this form to request approval for travel expenses reimbursement from a nonfederal organization. Save a copy of the form so that you can complete the Benefits Received table at the bottom after the event.

Date:

Your Name:

Your Title:

1.a Event Title:

1.b Event Sponsor (s):

2. Event Location:

3. Event Dates: *Describe the event dates and dates that you will attend.*

4. Event Description: *Provide a general description of the event and attendees.*

5. Your Participation: *Describe the nature of your participation in the event.*

6. Your Travel Dates:

7. Paying Organization: *Enter the name of any organization (other than the sponsor) offering to pay your expenses.*

8. Benefits Offered: *Describe all benefits and their estimated costs that are offered (such as airfare, lodging, meals, conference fee, and so on). Include the class of airfare or train. Note: Foreign travel must be within [per diem rates](#).*

8a. Paid in Kind: *Identify the type of benefits to be paid in kind.*

8b. Paid by Check: *Identify the type of benefits to be paid by check. Checks must be made out to: Justice Department*

10. Conflict of Interest: *Are you working on any matter pending before the Department that would affect the interests of the organization paying your expenses?*

Yes No

11. Other Business: *Describe any other official business (other than attendance at the event) that will be conducted during this trip.*

12. Requested Leave: *Did you request leave in connection with this trip?*

Yes No

Deputy Designated Agency Ethics Official Approval

Comments:

If you change the Your Name or Event Title fields on page 1, your comments in this field will be lost.

Deputy Designated Agency Ethics Official Signature	Date
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Approved Denied

	Date
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Benefits Received

After receiving payment for your travel expenses, provide the following information and send a copy of this form to your Deputy Designated Agency Ethics Official. Report exact amounts. You may report approximate costs for meals if exact amounts are not available.

Benefit Received (i.e., lodging, airfare, train fare, taxi, parking, meals, etc.)	Actual Cost	How were we paid?	Notes