

**U.S. DEPARTMENT OF ENERGY**  
**FOREIGN TRAVEL STATEMENT**  
**(Statement Concerning Acceptance of Travel or Travel Expenses from a Foreign Government)**

<b>1. Name of Employee</b>		<b>2. Date</b>
<b>3. Division</b>	<b>4. Position</b>	
<b>5. Name of Recipient</b>	<b>6. Relationship to Employee</b>	
<b>7a. Description of Transportation Provided:</b>		<b>7b. Description of Other Travel Expenses Provided:</b>
Approximate Value      \$ <input style="width: 150px;" type="text"/>		Approximate Value      \$ <input style="width: 150px;" type="text"/>
<b>8. Date of Acceptance</b>	<b>9. Total Value of Transportation and Expenses Provided</b> \$ <input style="width: 150px;" type="text"/>	
<b>10. Nature of Employee's Official Business Related to Travel:</b>		
<b>11. Circumstances Justifying Acceptance:</b>		
<b>12. Foreign Government Donor</b>		
<b>13a. Name of Individual Responsible for Payment of Travel or Travel Expenses</b>	<b>13b. Position of Individual Responsible</b>	
<b>Signature of Recipient</b>		<b>Date</b>

Statement Concerning Acceptance of Travel  
or Travel Expenses from a Foreign Government

- Item 1. This statement is to be filed pursuant to the provisions of the Foreign Gifts and Decorations Act (5 U.S.C. 7342, as amended by Pub. L. 95-105, August 17, 1977) and DOE implementing regulations at 10 CFR Part 1050. These provisions apply to travel or travel expenses for travel entirely outside of the United States\* tendered to or accepted by Federal employees and their spouses and dependents. The name of the employee should always be indicated in item 1; if the employee is the recipient of the travel or travel expenses, then items 5 and 6 should be marked N/A-not applicable; if the recipient is a spouse or dependent, then the appropriate information shall be included in items 5 and 6.
- Item 2. Self explanatory.
- Items 3 and 4. The Office or Division of the employee should be indicated here regardless of whether the recipient is the employee or a spouse or dependent.
- Items 5 and 6. See above, item 1.
- Item 7a. Indicate the location and mode of transportation and approximate value in U.S. dollars, if possible. Attach itinerary if available.
- Item 7b. Indicate nature and location of travel expenses provided and approximate value in U.S. dollars, if possible. Attach itinerary if available.
- Item 8. Indicate dates of travel.
- Item 9. Self explanatory.
- Item 10. Travel and travel expenses may be accepted in accordance with DOE regulations where the travel is official agency business. Spouses and dependents may accept such travel and expenses only when accompanying the employee. Item 10 therefore should be completed to identify the employee's official business whether the recipient is an employee or a spouse or dependent.
- Item 11. Identify in this item any treaty or diplomatic custom that related to acceptance of the travel or expenses, and any circumstances indicating that acceptance would be consistent with the interests of the U.S. Also provide information regarding any prior approval of the acceptance.
- Items 12, 13a,  
and 13b. Self explanatory.

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\* The Congress has consented in Pub. L. 95-105 only to acceptance of travel or travel expenses that is entirely outside of the United States. Travel, any portion of which (such as the origination or termination of a flight) is within the United States, may not be paid for by a foreign government. All such travel must be handled within DOE Travel Regulations and Standards of Conduct Regulations.