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301-1.35(b) Who has the authority to authorize an in-kind donation for travel which exceeds exceeds by $500 the value of an expenditure (i.e., for accommodations or transportation) available under the DOC Travel Handbook? (“Exceeds by $500" is defined as an in-kind donation which exceeds maximum allowances for official travel by $500.)
301-1.35(c) What form(s) authorizes acceptance of payment for travel expenses from a non-Federal source?
301-1.35(d) How do we know when it is appropriate to accept payment from a non-Federal source for official travel?

Subpart A -- Employee

301-1.2(a)(1) What are the responsibilities of an employee traveling on official travel?

Employees are responsible for:

1) Knowing the Federal Travel Regulations (FTR), Department of Commerce (DOC) Travel Regulations, and the NOAA Travel Regulations (NTR);
2) Performing official travel that is advantageous to the government and does not directly nor personally benefit the employee;
3) Exercising the same care in incurring expenses that a prudent person would exercise when traveling on personal business;
4) Ensuring that all necessary official expenses are either authorized in advance on a travel authorization or post approved on a travel voucher;
5) Submitting an accurate and factual travel voucher within five business days upon completion of temporary duty (TDY) travel or every thirty days while performing extended TDY; and
6) Paying their J.P. Morgan Chase travel card bill within 25 days of the statement date if they have one.

301-1.2(c)(1) What is the definition of invitational travel?

Invitational travel is travel paid in part or whole by NOAA of persons other than DOC employees, serving without pay, or at $1 a year.
See FTR, Chapter 301-1.

301-1.2(c)(2) What travel allowances are invitational travelers entitled to receive?

Invitational travelers are held to the same rules and regulations as NOAA employees and are therefore entitled to the same travel allowances as NOAA employees, i.e., lodging and M&IE not to exceed the maximum. Invitational travelers are entitled to travel advances and are required to procure common carrier transportation through a servicing Travel Management Center.
See NTR, Chapter 301-51

301-1.2(c)(3) How can we ensure that invitational travelers follow the same rules that a NOAA employee follows?

Officials authorizing invitational travel authorizations should ensure, at the time the invitation is extended, that the traveler is aware that **all** of the travel arrangements are being made by NOAA. This is to prevent the invitational traveler from purchasing transportation with personal funds.

301-1.2(c)(4) How are travelers noted as "invitational" on travel authorizations?

"Invitational" is annotated in the title block of the travel authorization.

301-1.2(c)(5) What type of travel can we authorize for invitational travel?

You may only authorize invitational travel to a conference or meeting, but you cannot authorize invitational travel for training purposes.

301-1.2(c)(6) How are employees from other Federal Agencies who work in NOAA offices classified?

Employees from other Federal Agencies who work in NOAA offices are considered an employee for purposes of Travel Manager ™ system access. However, they are not eligible for a NOAA travel card. They are required to obtain a travel card from their respective agency.

301-1.3(e) Are cost-reimbursable contractors or grantees eligible for invitational travel authorizations?

Travel authorizations cannot be issued to contractors who receive a fee for services rendered to NOAA. Travel authorizations cannot be issued to individuals who have received a grant, and are using the grant.

Subpart B – Authorizing Official

301-1.10 What is an authorizing official?

An authorizing official holds the authority to approve travel authorizations subject to the limitations established in the NOAA Travel Regulations (NTR) which is comprised of the Federal Travel Regulations (FTR), Department of Commerce (DOC) Travel Regulations, and NOAA specific travel regulations. The authorizing officials who have been delegated the authority to approve travel must personally sign the travel authorization.

301-1.11 Who can sign travel authorizations when an authorizing official is physically away from the office and cannot approve travel authorizations?

Only individuals in suitable management positions should be permitted to sign for authorizing officials during their absences. The term "suitable management positions" excludes secretaries or other office staff performing duties at the clerical or other non-management levels. Authorizing officials are responsible for travel authorizations authorized for them in their absence.

301-1.12 What are the responsibilities of the authorizing official?

Within the bounds of the NTR, it is the authorizing official's responsibility to:

1) Determine whether the travel required, is in the interest of the Government, and complies with the overall travel plans of the organizational unit;
2) Approve itineraries which will most effectively serve program needs at the least cost, but within the rules of the NTR;
3) Approve transportation that is advantageous to the government, by the most expeditious means practicable, and commensurate with the mission at hand;
4) Approve appropriate per diem rates, i.e., reduced per diem, actual subsistence, etc.;
5) Schedule employee's travel within their regular workweek to the maximum extent possible;

6) Ensure that the travel authorization is properly prepared and includes where necessary:
    a. A valid justification when a contract carrier is not used;
    b. An acknowledgement statement when special fares will be used where change/cancellation fees may be charged;
    c. An attached valid justification for the use of a foreign flag air carrier;
    d. The dates of any authorized leave points. Note, while leave dates must be shown on a travel authorization, leave points (location) are not shown; and
    e. The location of an authorized rest stop.
7) Ensure that a CD-334, "Request for Approval for Other than Coach-Class Accommodations" is processed in accordance with FTR and NTR, Chapter 301-10 whenever premium class travel is authorized.

301-1.13 What is the difference between an authorizing official and an approving official as it relates to travel?

An authorizing official authorizes the obligation of funding on the travel authorization and an approving official authorizes reimbursement of the travel expenses on the travel voucher.

Subpart C — Travel Delegations

301-1.20 Who has the authority to authorize all types of travel for NOAA employees?

This section sets forth the responsibilities assigned by the Under Secretary and Administrator to authorizing officials, and the exceptions thereto, and lists by organization title the officials who may authorize official travel. Within NOAA, the following officials have the authority to authorize all types of travel for NOAA employees:

Under Secretary and Administrator
Assistant Secretary and Deputy Administrator
Deputy Under Secretary
General Counsel
Assistant Administrators
Deputy Assistant Administrators
Director, NOAA Marine and Aviation Operations
Director, Marine and Aviation Operations Centers
Chief Financial Officer (CFO)
Deputy CFO
Director, Finance Office/Comptroller
Director, NOAA Budget Office
Chief Administrative Officer (CAO)
Deputy CAO
Director, Public, Constituent and Intergovernmental Affairs
Director, Education and Sustainable Development
Director, Legislative Affairs
Director, International Affairs
Director, Acquisition and Grants Office
Director, Workforce Management Office
Chief Information Officer
Federal Coordinator, Office of the Federal Coordinator for Meteorological Services and Supporting Research
Directors, Corporate Offices
Deputy Directors, Corporate Offices
***For political employees**, the Under Secretary and Administrator will authorize foreign and domestic travel for AAs, DAAs, and Corporate Office Directors.
***For career employees**, the Deputy Under Secretary will authorize foreign and domestic travel for AAs, DAAs, and Corporate Office Directors.

The following types of travel (301-1.21 - 301-1.35) have been redelegated from the levels specified in NTR, Chapter 301-1.20. These delegations require specific authorization or prior approval:

301-1.21 Who has the authority to authorize domestic/non-foreign and permanent change of station (PCS) travel?

Officials listed in *NTR, Chapter 301-1.20*
Within NOAA, each Line and Corporate Office is responsible for maintaining a listing of those who are authorized to approve domestic/non-foreign and PCS travel. Those same individuals are also authorized to approve the following types of travel:

- **Ship Travel** - *See NTR, Chapter 301-11.*
- **Emergency travel -** *See FTR, Chapter 301-30.*
- **Evacuation travel -** *See NTR, Chapter 301-32.*
- **Per Diem Within the Vicinity of one's Official Duty Station or Residence** *See NTR, Chapter 301-11.*
- **Reduced Per Diem -** *See FTR, Chapter 301-11.*
- **Rental Car -** *See FTR, Chapter 301-10.*
- **Transportation Expenses Related to Threatened Law Enforcement/Investigative Employees and Members of their family** – *See FTR, Chapter 301-31.*
- **Conference Lodging Allowance for a Non-Government Sponsored Conference** *See NTR, Chapter 301-74.*
- **Foreign Air Carriers** *See FTR, Chapter 301-10*

These delegations require specific authorization or prior approval. For more information on this listing, call your Line or Corporate Office.

301-1.22 Who has the authority to authorize permanent change of station (PCS) travel for commissioned personnel?

Under Secretary and Administrator
Assistant Secretary and Deputy Administrator
Deputy Under Secretary
Director, NOAA Corps
Director, Commissioned Personnel Center

301-1.23 Who has the authority to authorize foreign travel?

Officials listed in *NTR, Chapter 301-1.20*
CFO/CAO, NWS
Director of the Office of Strategic Planning and Policy, NWS
CIO, NWS
Directors, Financial Management Centers, NWS
Chief Financial Officer/Chief Administrative Officer, OAR
Deputy Chief Financial Officer/Chief Administrative Officer, OAR
Director, Management and Organizational Development, OAR
Directors, OAR Laboratories, OAR
Deputy/Assistant Directors, OAR Laboratories, OAR
Division Directors, Earth System Research Laboratory, OAR
Director, National Sea Grant College Program, OAR
Director, Climate Program Offices, OAR
Director, Ocean Exploration and Research, OAR
Director, Office of Weather and Air Quality, OAR
Director, Policy, Planning and Evaluation, OAR
Chief Financial Officer, NMFS
Regional Administrators, NMFS
Science Center Directors, NMFS
Chief, of Staff, Office of the Assistant Administrator, NESDIS
Deputy Chief, of Staff, Office of the Assistant Administrator, NESDIS
Director, Strategic Planning Office, Program Planning and Integration (PPI)
Director, Office of Legislative and Intergovernmental Affairs (OLIA)
Associate Director, OLIA
Operations Manager, OLIA
Deputy Director, Marine and Aviation Operations (OMAO)
Deputy Director, Marine and Aviation Operations Center(MAOC)
Chief Financial Officer and Deputy Chief Financial Officer (OMAO)
Deputy Director, Marine Operations Center (MOC)
Director, Marine Operations Center (MOC)
Commanding Officer, Atlantic Marine Operations Center (MOC-A)
Commanding Officer, Pacific Marine Operations Center (MOC-P)
Commanding Officer, Aircraft Operations Center (AOC)
Director, Commissioned Personnel Center (CPC)

- Foreign travel for Presidential Appointees must be authorized by the Under Secretary and Administrator.
- Foreign travel for the Director, Marine and Aviation Operations Centers and Director, Commissioned Personnel Center will be authorized by the Director, NOAA Marine and Aviation Operations.
- Foreign travel for Assistant Administrators of Line Offices and Directors of Corporate Offices, will be authorized by the Under Secretary and Administrator, Assistant Secretary and Deputy Administrator, or the Deputy Under Secretary. *(All requests for foreign travel will be authorized and processed in accordance with DOC Travel Handbook, Chapter 306, and NTR, Chapter 306.)*

301-1.24 Who has the authority to authorize domestic/non-foreign invitational travel?

Officials listed in *NTR, Chapter 301-1.20*
Directors, All NWS Headquarters Offices
Directors, All NWS Regions
Director, NWS Training Center
Director, NWS National Data Buoy Center
Chief Financial Officer/Chief Administrative Officer, OAR
Deputy Chief Financial Officer/Chief Administrative Officer, OAR
Director, Management and Organizational Development, OAR
Directors, OAR Laboratories, OAR
Deputy/Assistant Directors, OAR Laboratories, OAR
Division Directors, Earth System Research Laboratory, OAR
Division Chiefs, OAR Laboratories, OAR
Director, National Sea Grant College Program, OAR
Deputy Director, National Sea Grant College Program, OAR
Director, Office of Weather and Air Quality, OAR
Director, Climate Program Offices, OAR
Deputy Assistant Director, Climate Program Offices, OAR
Director, Ocean Exploration and Research, OAR
Deputy Director, Ocean Exploration and Research, OAR
Director, Policy, Planning and Evaluation, OAR
Chief, of Staff, Office of the Assistant Administrator, NESDIS
Deputy Chief, of Staff, Office of the Assistant Administrator, NESDIS
Regional Administrators, NMFS
Science Directors, NMFS
Office Directors and Deputies, NMFS

Laboratory Directors, NMFS
Chief of Enforcement and Deputy, NMFS
Special Agents in Charge, NMFS
Division Chiefs, NMFS
Director, NOAA Coastal Services Center, NOS
Program Manager, NOAA Coastal Services Center, NOS
Director, Center for Operational Oceanographic Products and Services, NOS
Director, National Centers for Coastal Ocean Science, NOS
Director, Center for Coastal Environmental Health and Biomolecular Research at Charleston, NOS
Director, Center for Coastal Fisheries and Habitat Research at Beaufort, NOS
Director, Office of Response and Restoration, NOS
Chief, Hazardous Materials Response Division, NOS
Chief, Coastal Protection and Restoration Division, NOS
Director, Office of Legislative and Intergovernmental Affairs (OLIA)
Associate Director, OLIA
Operations Manager, OLIA
Deputy Director, Marine and Aviation Operations (OMAO)
Deputy Director, Marine and Aviation Operations Center(MAOC)
Chief Financial Officer and Deputy Chief Financial Officer (OMAO)
Deputy Director, Marine Operations Center (MOC)
Director, Marine Operations Center (MOC)
Commanding Officer, Atlantic Marine Operations Center (MOC-A)
Commanding Officer, Pacific Marine Operations Center (MOC-P)
Commanding Officer, Aircraft Operations Center (AOC)
Director, Commissioned Personnel Center (CPC)
See FTR & NTR Chapters 301-1

301-1.25 Who has the authority to authorize domestic/non-foreign blanket travel?

Officials listed in *NTR, Chapter 301-1.20*
Directors, All NWS Headquarters Offices
Directors, All NWS Regions
Director, NWS Training Center
Director, NWS National Data Buoy Center
Chief Financial Officer/Chief Administrative Officer, OAR
Deputy Chief Financial Officer/Chief Administrative Officer, OAR
Director, Management and Organizational Development, OAR
Directors, OAR Laboratories, OAR

Deputy/Assistant Directors, OAR Laboratories, OAR
Division Directors, Earth System Research Laboratory, OAR
Division Chiefs, OAR Laboratories, OAR
Director, National Sea Grant College Program, OAR
Deputy Director, National Sea Grant College Program, OAR
Director, Climate Program Offices, OAR
Deputy Assistant Director, Climate Program Offices, OAR
Director, Ocean Exploration and Research, OAR
Deputy Director, Ocean Exploration and Research, OAR
Director, Office of Weather and Air Quality, OAR
Director, Policy, Planning and Evaluation, OAR
Regional Administrators, NMFS
Science Directors, NMFS
Office Directors and Deputies, NMFS
Chief of Enforcement and Deputy, NMFS
Directors, Center for Operational Oceanographic Products and Services, NOS
Director, Office of Response and Restoration, NOS
Chief, Hazardous Materials Response Division, NOS
Chief, Coastal Protection and Restoration Division, NOS
Director, National Centers for Coastal Ocean Science, NOS
Director, Office of National Geodetic Survey, NOS
Director, Office of Coast Survey, NOS
Director, Office of Aeronautical Charting and Cartography, NOS
Director, Office of Legislative and Intergovernmental Affairs (OLIA)
Associate Director, OLIA
Operations Manager, OLIA
Deputy Director, Marine and Aviation Operations (OMAO)
Deputy Director, Marine and Aviation Operations Center(MAOC)
Chief Financial Officer and Deputy Chief Financial Officer (OMAO)
Deputy Director, Marine Operations Center (MOC)
Director, Marine Operations Center (MOC)
Commanding Officer, Atlantic Marine Operations Center (MOC-A)
Commanding Officer, Pacific Marine Operations Center (MOC-P)
Commanding Officer, Aircraft Operations Center (AOC)
Director, Commissioned Personnel Center (CPC)
See NTR, Chapter 301-2.

301-1.26 Who has the authority to authorize actual expenses for domestic/non-foreign travel?

Officials listed in *NTR, Chapter 301-1.20*
OFA Office Directors
Directors, All NWS Headquarters Offices
Directors, All NWS Regions
Director, NWS Training Center
Director, NWS National Data Buoy Center
Chief Financial Officer/Chief Administrative Officer, OAR
Deputy Chief Financial Officer/Chief Administrative Officer, OAR
Director, Management and Organizational Development, OAR
Directors, OAR Laboratories, OAR
Deputy/Assistant Directors, OAR Laboratories, OAR
Division Directors, Earth System Research Laboratory, OAR
Director, Climate Program Offices, OAR
Deputy Assistant Director, Climate Program Offices, OAR
Director, National Sea Grant College Program, OAR
Deputy Director, National Sea Grant College Program, OAR
Director, Ocean Exploration and Research, OAR
Deputy Director, Ocean Exploration and Research, OAR
Director, Office of Weather and Air Quality, OAR
Director, Policy, Planning and Evaluation, OAR
Director, Office of Research Technology and Applications, OAR
Regional Administrators, NMFS
Science Directors, NMFS
Office Directors and Deputies, NMFS
Laboratory Directors, NMFS
Chief of Enforcement and Deputy, NMFS Chief Financial Officer (CFO)
CFO/CAO, NESDIS
CIO, NESDIS
Director, Integrated Program Office, NESDIS
Director, Office of Satellite Operations, NESDIS
Director, Office of Satellite Data Processing and Distribution, NESDIS
Director, Office of Research and Applications, NESDIS
Director, Office of Systems Development, NESDIS
Director, National Climatic Data Center, NESDIS
Director, National Oceanographic Data Center, NESDIS
Director, National Geophysical Data Center, NESDIS
Director, Office of Legislative and Intergovernmental Affairs (OLIA)
Associate Director, OLIA
Operations Manager, OLIA

Deputy Director, Marine and Aviation Operations (OMAO)
Deputy Director, Marine and Aviation Operations Center (MAOC)
Chief Financial Officer and Deputy Chief Financial Officer (OMAO)
Deputy Director, Marine Operations Center (MOC)
Director, Marine Operations Center (MOC)
Commanding Officer, Atlantic Marine Operations Center (MOC-A)
Commanding Officer, Pacific Marine Operations Center (MOC-P)
Commanding Officer, Aircraft Operations Center (AOC)
Director, Commissioned Personnel Center (CPC)
See FTR & NTR, Chapters 301-11

301-1.27 Who has the authority to authorize a conference lodging allowance for a Government sponsored conference?

Officials listed in *NTR, Chapter 301-1.20*
OFA Office Directors
Directors, All NWS Headquarters Offices
Directors, All NWS Regions
Director, NWS Training Center
Director, NWS National Data Buoy Center
Chief Financial Officer/Chief Administrative Officer, OAR
Deputy Chief Financial Officer/Chief Administrative Officer, OAR
Director, Management and Organizational Development, OAR
Directors, OAR Laboratories, OAR
Deputy/Assistant Directors, OAR Laboratories, OAR
Division Directors, Earth System Research Laboratory, OAR
Director, Climate Program Offices, OAR
Deputy Assistant Director, Climate Program Offices, OAR
Director, National Sea Grant College Program, OAR
Deputy Director, National Sea Grant College Program, OAR
Director, Ocean Exploration and Research, OAR
Deputy Director, Ocean Exploration and Research, OAR
Director, Office of Weather and Air Quality, OAR
Director, Policy, Planning and Evaluation, OAR
Director, Office of Research Technology and Applications, OAR
Regional Administrators, NMFS
Science Directors, NMFS
Office Directors and Deputies, NMFS
Laboratory Directors, NMFS
Chief of Enforcement and Deputy, NMFS

CFO/CAO, NESDIS
CIO, NESDIS
Director, Integrated Program Office, NESDIS
Director, Office of Satellite Operations, NESDIS
Director, Office of Satellite Data Processing and Distribution, NESDIS
Director, Office of Research and Applications, NESDIS
Director, Office of Systems Development, NESDIS
Director, National Climatic Data Center, NESDIS
Director, National Oceanographic Data Center, NESDIS
Director, National Geophysical Data Center, NESDIS
Director, Office of Legislative and Intergovernmental Affairs (OLIA)
Associate Director, OLIA
Operations Manager, OLIA
Deputy Director, Marine and Aviation Operations (OMAO)
Deputy Director, Marine and Aviation Operations Center(MAOC)
Chief Financial Officer and Deputy Chief Financial Officer (OMAO)
Deputy Director, Marine Operations Center (MOC)
Director, Marine Operations Center (MOC)
Commanding Officer, Atlantic Marine Operations Center (MOC-A)
Commanding Officer, Pacific Marine Operations Center (MOC-P)
Commanding Officer, Aircraft Operations Center (AOC)
Director, Commissioned Personnel Center (CPC)
See FTR & NTR, Chapters 301-11

301-1.28 Who has the authority to authorize air, train, and/or ship, premium-class travel accommodations (business and 1st class) for both foreign and domestic/non-foreign travel?

Officials listed in *NTR, Chapter 301-1.20*
Chief Financial Officer/Chief Administrative Officer, OAR
Directors, OAR Laboratories, OAR
Deputy/Assistant Directors, OAR Laboratories, OAR
Division Directors, Earth System Research Laboratory, OAR
Director, National Sea Grant College Program, OAR
Director, Climate Program Offices, OAR
Director, Ocean Exploration and Research, OAR
Director, Policy, Planning and Evaluation, OAR
All premium class travel must be approved on a CD-334, "Request for Approval for Other than Coach-Class Accommodations" in accordance with FTR & NTR, Chapter 301-10.

301-1.29 Who has the authority to approve group travel?

1) Domestic group travel: Memoranda of request for groups of twenty or more employees, from the same bureau, including invitational travelers, traveling to the same location or event, must be submitted to and approved by the Deputy Under Secretary or their designee,

2) Foreign and non-foreign group travel: Memoranda of request for groups of ten or more employees, from the same bureau, including invitational travelers, traveling to the same location or event, must be submitted to and approved by the Deputy Under Secretary or their designee.
See DOC Travel Handbook, Chapter 301-81

301-1.30 Who has the authority to approve travel of an immediate family member to attend award ceremonies?

Officials listed in *NTR, Chapter 301-1.20*
Regional Administrators, NMFS
Science Center Directors, NMFS
Office Directors, NMFS

301-1.31 Who has the authority to approve Commercial Aviation services (CAS)?
See NTR, Chapter 301-10

301-1.32(a) Who has the authority to approve the use of cash to pay for common carrier transportation exceeding $100?

Memoranda of request for the use of cash to pay for common carrier transportation exceeding $100 must be submitted to and approved by either the Director, Financial Policy & Compliance Division, Finance Office, if the travel voucher is processed by the Eastern Operations Branch (EOB), Germantown, MD, or by the Chief, Western Operations Branch (WOB), Finance Office, if the travel voucher is processed by the WOB, Seattle, WA.
See FTR, Chapter 301-51

301-1.32(b) What information must be included in a memorandum of request for the use of cash to pay for common carrier transportation exceeding $100?

Memoranda of request must come from the authorizing official and must fully explain why cash was used and must be accompanied by:
-A copy of the travel authorization;
-A copy of the passenger's ticket coupon; and
-Original travel voucher or reclaim travel voucher.

301-1.33 Who has the authority to change policy and/or add travel delegations to the NOAA Travel Regulations?

Memoranda of request to change policy and/or add travel delegations to the NOAA Travel Regulations must be submitted to and approved by the Director, Finance Office/Comptroller.

301-1.34 Who has the authority to request exemptions from the mandatory use of the JPMC Government travel card?

Memoranda of request for exemptions from the mandatory use of the JPMC Government travel card must be signed by the Line Office Chief Financial Officer (CFO)/Management and Budget Chief, or Corporate Office Director, and be submitted through the Director, Finance Office/Comptroller, to the NOAA CFO. The NOAA CFO will forward requests to the DOC Chief Financial Officer and Assistant Secretary for Administration for approval. DOC must report all exemptions to General Services Administration (GSA).
See NTR, Chapter 301-51

301-1.35 Who has the authority to authorize acceptance of payment from a non-Federal source for travel expenses over $35,000?

Secretary of Commerce

301-1.35(a) Who has the authority to authorize acceptance of payment from a non-Federal source for travel expenses under $35,000?

The Authorizing Official of the travel authorization.

301-1.35(b) Who has the authority to authorize an in-kind donation for travel which exceeds by $500 the value of an expenditure (i.e., for accommodations or transportation) available under the DOC Travel Handbook? ("Exceeds by $500" is defined as an in-kind donation which exceeds maximum allowances for official travel by $500.)

Chief Financial Officer and Assistant Secretary for Administration, DOC

301-1.35(c) What form(s) authorizes acceptance of payment for travel expenses from a non-Federal source?

The Form CD-210 is used to authorize acceptance of payment for travel expenses from a non-Federal source. This includes gifts of travel valued at less than $250. The Form SF-326, Semiannual Report of Payment Accepted from a Non-Federal Source for Travel Expenses must also accompany the CD-210 whenever the payment exceeds $250. Note, the CD-210 replaces the CD-342 when reporting acceptance of travel gifts from foreign governments.
See NOAA Finance Handbook, Chapter 4, Section 4.04.07: http://www.corporateservices.noaa.gov/~finance/docs/Chapter%204%20Appendices.pdf and FTR, Chapter 304. Also see NTR, Chapter 301-2 for travel authorization/travel voucher requirements.

301-1.35(d) How do we know when it is appropriate to accept payment from a non-Federal source for official travel?

Office of General Councel, Ethics Law and Program Division (OGC, ELPD) (ethicsdivision@doc.gov/(202)-482-5384) reviews all gifts via the SF-326 process and will order re-payment of any gift deemed contrary to law, regulation, and/or policy.

Although pre-clearance of a travel gift is not required, upon request, OGC will review any travel gift prior to travel. Pre-clearance of a travel gift must be submitted to OGC using the following "4-09, Appendix D: NOAA Travel Gift Questionnaire:
http://www.rdc.noaa.gov/~finance/Chapter%204%20Appendices.pdf