

CHAPTER 12. REPORT OF PAYMENTS FROM NON-FEDERAL SOURCES

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CHAPTER 12. REPORT OF PAYMENTS FROM NON-FEDERAL SOURCES**12.1 PURPOSE.**

12.1.1 National Aeronautics and Space Administration (NASA) is required by the Office of Government Ethics (OGE) to provide, on a semi-annual basis, evidence that NASA has properly accepted payments, or authorized an employee to accept payments on NASA's behalf, from non-Federal sources. These payments may be for travel, subsistence, and related expenses associated with employees' attendance at any meeting or similar function relating to both the official duties and personal interest of employee.

12.2 AUTHORITIES AND REFERENCES.

12.2.1 31 U.S.C 1353. This law grants Executive Branch departments and agencies authority to accept travel assistance to events held away from a Federal employee's official duty station.

12.2.2 General Services Administration (GSA) Federal Travel Regulation (FTR), Chapter 304, "Payments From Non-Federal Source." Regulations that implement statutory requirements and Executive branch policies for travel by Federal civilian employees and others authorized to travel at Government expense.

12.3 ROLES AND RESPONSIBILITIES.

12.3.1 Center Directors, will report 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.

12.3.2 Director, Regional Financial Office (RFO), will report 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.

12.3.3 Agency Office of the Chief Financial Officer (OCFO) Financial Management Division, will prepare the Agency consolidated report and its submission to the Office of Government Ethics.

12.4 REPORT REQUIREMENTS.**12.4.1 Major Components.**

A. Center 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," Negative reports are required.

- B. NASA is required to submit their report using the General Service Administration Standard Form (SF) 326 - Semiannual Report of Payments Accepted from a Non-Federal Source. The SF-326 is available on the GSA forms library website.

12.4.2 To Whom the Report Is Submitted.

- A. NASA Centers' and the RFO reports shall be mailed to the following address:

Office of the Chief Financial Officer
Financial Management Directorate
NASA Headquarters
Washington, D.C. 20546

- B. NASA OCFO submits the consolidated report to OGE via email 1353travel@oge.gov.

12.4.3 When the Report is Due.

- A. Centers and the RFO will submit the report to OCFO office 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.