TRAVEL RELATED EXPENSES
PAID FOR BY NON-GOVERNMENT ENTITIES

To: David B. Schacher, Ethics Officer
52 Chambers Street, Room 308
New York, NY 10007
Phone: (212) 374 3438 Fax (212) 374 5596

Date: _____

From: _____
Name, Title, District Number

Address: _____
_____

Telephone: _____ **Fax:** _____

E-Mail: _____

_____ (name of non-government entity) has agreed to pay the travel expenses of _____ (name of DOE employee or official) to attend a meeting, conference, seminar or show.

I have approved this trip as it is for a DOE purpose. If the Office of Ethics and Conflicts of Interest approves accepting payment of expenses for the trip, _____ (name of non-government entity) will be informed in writing that the travel expenses are being accepted by the DOE as a gift to the DOE and that the acceptance of this gift will not give _____ (name of non-government entity) any advantage in its present or future business dealings with the DOE.

Details of Travel Plans: (You MUST attach schedule(s) for the event)

Date(s) of departure and return: _____

Date(s) of event to be attended by employee/official: _____

Travel arrangements (for air arrangements, please indicate whether the employee/official is traveling economy class): _____
_____

Accommodations (name of hotel and an indication of whether the accommodations are in a tourist class hotel and/or the hotel at which the event is taking place): _____
_____

Please note that if the non-government entity gives the employee or official items worth more than $50, the items may only be accepted as a gift to the Department of Education (DOE), and the employee or official's supervisor must approve their acceptance in writing. The items are the property of the DOE and may only be used for DOE purposes.

Approved By:

_____ _____
Signature (Superintendent/Executive Director/Head of Office) Date

Final Approval: _____ _____
Ethics Officer Date

Revised: July 2007