

U.S. DEPARTMENT OF THE INTERIOR
INSTRUCTIONS FOR COMPLETING FORM DI-2000

AUTHORIZATION FOR ACCEPTANCE OF TRAVEL EXPENSES FROM NON-FEDERAL SOURCES

*This form is for the acceptance of travel expenses from a non-Federal source for an employee on official travel.
** If you are attending/speaking at an event within 50 miles of your official duty location or residence, please consult an ethics official, as you may need to submit a different form.*

INSTRUCTIONS: Please complete Parts I-V and sign the form, then submit it to your ethics official for review. Please provide as much of the requested information as possible. Missing information may prevent the ethics official from being able to review your request and/or can cause delays in providing ethics guidance.

Once the ethics official reviews the material and provides you with written ethics guidance, you **must** provide the form and the ethics guidance received from the ethics official to your approving official. **Written approval by your approving official is required prior to travel.** You and your approving official should retain copies of the final form and the ethics guidance from the ethics counselor.

QUESTIONS? Please contact your ethics official or consult the DI-2000 FAQs and other guidance at www.doi.gov/ethics/forms.

PART I – EMPLOYEE/INVITEE’S INFORMATION

- **Questions 1-6:** Please provide all requested information so that the ethics official reviewing the form can follow up on questions in a timely manner. Your duty location is needed in order to ensure that you are submitting the appropriate form.
- **Questions 7-8:** Please provide the name and contact information of your supervisor. This information is needed in case the ethics official has questions related to your work or matters that might involve the donor.
- **Question 9:** If you are submitting this form on behalf of the traveling employee, please provide your contact information so that the ethics official reviewing the form can follow up on questions in a timely manner.

PART II – EVENT INFORMATION

- **Questions 10-11:** Please provide the title and location of the event. **You must also provide a copy of the offer or invitation** and any other information you may have about the meeting/event involving the travel, such as an agenda, contact person, and/or website, with the Form DI-2000.
 - Even if the invitation or supplemental information you provide contains many of the details requested in Part II, please provide your affirmative responses in this form. Your ethics official needs these responses in order to complete a timely review of the travel expenses offered and to ensure accurate reporting of the travel expenses to the Office of Government Ethics (OGE).
- **Question 12:** Please provide the name of the organization that is hosting or sponsoring the meeting/event. If one entity is hosting and another entity is sponsoring the event, please provide the names of both entities.
- **Questions 13-16:** Please provide the date of the event, as well as your planned dates of travel; please note that these dates may be different. If the dates are tentative, please indicate this in the space provided.
- **Question 17:** Please indicate whether you will be speaking, presenting, or otherwise providing information on behalf of the Bureau/Office or the Department at the meeting/event. If yes, please describe the nature of this speaking/presenting engagement. If known, please also provide the date(s) you are speaking and whether you will be attending the event on days when you will not be a speaker/presenter.
- **Question 18:** Please describe what you understand the *purpose* of the meeting/event to be, that is, the reason why the event is being held. If you are not sure about the purpose of the event, please describe your understanding of the purpose of your attendance at the event.

- **Question 19:** If you don't have knowledge about who will be attending the event, please make your best guess based on the invitation or what you do know about the event. For example, if an industry association is hosting/sponsoring the event, will other industry representatives be in attendance? If the event is hosted by a nonprofit, will there likely also be attendees from academics, the public and private sector, etc.? Are you aware of any other DOI employees who may also be attending?
- **Question 20:** Please describe how the official travel is related to your official duties. For example, what does this meeting/event have to do with the work that you do for the Bureau/Office or the Department?

PART III – DONOR INFORMATION

- **Question 21:** Please provide the name of the donor(s) who have offered to pay travel expenses for you to attend the event or meeting as part of your official duties. The donor and the sponsor of the event may be the same entity, but in some cases, the offer of travel expenses may be extended by another source. Please confirm the source of the non-Federal travel expenses.
 - Please check the corresponding boxes for all travel expenses that have been offered for you to participate in this meeting/event. If travel expenses have been offered by more than one donor, please provide the name of the donor next to the travel expense offered.
- **Question 22:** If you are aware that the same travel expenses have been offered to other attendees of the event, or alternatively, if you believe that the expenses offered for you to travel to this event were *not* extended to other attendees, please provide any relevant information.
- **Question 23:** Please indicate whether you are aware of any matters that the donor has before you, your Bureau/Office, or the Department generally. This includes contracts, litigation, applications for permits, leases, or other DOI-administered right or benefit, as well as any DOI-related decision or ruling, in which the donor(s) may have a direct or indirect interest. If you are not aware of any such matters, please indicate "none."
 - This information helps the ethics official and the approving official determine whether acceptance of the travel expenses from the donor(s) under the circumstances would cause a reasonable person with knowledge of all the facts to question the integrity of DOI programs or operations.
- **Question 24:** If there are any other circumstances that you believe might create a reasonable person to question the integrity of DOI programs or operations if the travel expenses were to be accepted, please describe those circumstances here. If you are not aware of any such matters, please indicate "none."

PART IV – TRAVEL EXPENSES INFORMATION

- **Question 25:** If at the time you are filling out this form, you know the exact cost of your travel expenses, for example, your transportation, lodging cost, etc., please provide this information in the table provided. However, if exact amounts are not available when submitting the form, please provide a good faith estimate. Estimates should be based on comparable rates and/or preliminary research conducted prior to travel.
 - As noted on the form, if estimates are given, you are required to provide the ethics official with updated information with exact amounts of travel expenses within 15 days of returning from travel. Please note that if you accept a travel expense that was not previously authorized, you are required to request authorization for acceptance from the non-Federal source within seven (7) working days after your trip ends.
 - As noted on the form, please be advised that you must NEVER personally accept payment, such as a check or cash, from the donor(s).
 - Exact amounts are required because travel expenses accepted from non-Federal sources must be reported to OGE twice a year. The details required on that report are reflected on the table provided on the DI-2000;

therefore, it is important that you fill out all fields on this table with exact amounts for all travel expenses that were accepted from the non-Federal donor(s).

- Please note that you may be required to note on your travel authorization/order that certain expenses were paid by a non-Federal source, as well as whether they were in-kind or reimbursed back to the agency. If applicable, please confirm with your travel coordinator that any check is made out to the proper entity (i.e., your Bureau/Office, the Department) and that an endorsement is provided if necessary.
- **Question 26:** Please provide any additional comments about the travel expenses in the field below the table. For example, indicate whether your spouse was offered travel expenses, or any other information that would be helpful to the ethics official's analysis.

PART V – EMPLOYEE/INVITEE'S SIGNATURE

- **Questions 27-29:** Your signature indicates that you have completed the information accurately and to the best of your knowledge. It also indicates that you understand that you should not leave for official travel, pursuant to the non-Federal travel expenses described, until an ethics official has provided ethics guidance **and** your approving official has approved the Department's acceptance of the travel expenses from the non-Federal source in writing. By signing you also affirm that you have not solicited the travel expenses, and that if you provided estimates, you will provide exact amounts of travel expenses accepted within 15 days of return from travel.

An ethics official will likely be in touch with you for follow-up questions regarding this request.

PART VI – FOR THE ETHICS OFFICIAL

- **Questions 30-37:** The ethics official who reviews the event will confirm that they have completed the review and provided written ethics guidance. Please note that the ethics official's review is not an approval or rejection of the request; it is an indication that they have reviewed the event and provided you with written guidance on whether the acceptance of travel expenses from the non-Federal source for you to attend the meeting/event meets statutory and regulatory requirements. If you or your approving official have questions about the ethics guidance, you may contact the reviewing ethics official using the contact information provided on the form.

PART VII – FOR THE APPROVING OFFICIAL

****NOTE: The employee's approving official completes Part VII after receiving ethics guidance from an ethics official. Both the form and the ethics guidance must be provided to the employee's approving official.****

- **Questions 38-41:** After the employee has provided the signed form and the ethics guidance received, the approving official should review the information and determine whether to approve or not approve the acceptance of non-Federal travel expenses in order for the employee to attend the meeting/event. Please note that the employee must obtain written approval from the appropriate official prior to travel. The Departmental Ethics Office recommends that the approving official use both the guidance provided by the ethics official and the information provided by the employee in the DI-2000 to help guide this decision. The approving official should then sign the form, return a signed copy to the employee, and retain a copy for Bureau/Office records.