



Travel Policy Program
Request for Transaction-Related Travel Payments

Employee's Name

Transaction Name & Number

Non-Federal Payment Source

Note: Please attach written confirmation from the non-Federal source of offer to pay travel, lodging, and/or Meals and Incidental Expenses (M&IE).

Purpose of Trip

Participants

Location

Date(s) of Event

Reasons why meeting(s) cannot be in D.C.

Proposed Cost of Travel:

Sponsor:

Ex-Im Bank

Method of Payment (check as applicable)

	Reimbursement	In Kind
Travel	<input type="checkbox"/>	<input type="checkbox"/>
Lodging	<input type="checkbox"/>	<input type="checkbox"/>
M&IE	<input type="checkbox"/>	<input type="checkbox"/>

Note: If transportation costs are paid from a non-federal source, and the scheduled flight time is in excess of 14 hours, I may accept travel accommodations in Business Class. My initials below indicate the non-federal source has offered to pay for this class of service.
[CFR 301-10.124](#)

Traveler's initials _____

Billing Instructions (unless payments in kind) must be provided in letter of invitation.

I have determined that the above-described travel meets the conditions of 12 CFR 412.7 and that Ex-Im Bank's interest in the employee's attendance at or participation in the meeting or similar event outweighs the concern that acceptance of the payment by Ex-Im Bank may cause a reasonable person to question the integrity of Ex-Im Bank's programs and operations.

Employee Signature

Date

Employee's Supervisor

Date

Authorization by Ethics Official

Date