UNITED STATES DEPARTMENT OF COMMERCE
International Trade Administration
Washington, DC 20230

MEMORANDUM FOR: Michelle O. McClelland
Assistant General Counsel for Administration and Transactions

FROM: Marcus Points
Chief Financial and Administrative Officer

Marcus Points
Digitally signed by Marcus Points
Date: 2022.05.12 15:41:28 -04'00'

SUBJECT: ITA Submission of Semi-Annual Report for Travel Payments from Non-Federal Sources – October 2021 to April 2022

The International Trade Administration (ITA) has queried E2 reports and its Business Units and submits the attached Gift or Bequests for the Semi-Annual Report for Travel Payments from Non-Federal Sources for the period of October 2021 to March 2022. During this time period, due to COVID-19, no other ITA employees accepted travel gifts over the $250 (per event) reporting threshold.

If you have questions, please contact ITA's Travel Manager, Jeff Scherr, at (202) 482-3266 or Jeffrey.Scherr@trade.gov.

Attachment:
SF-326 Semi-Annual Reports of Payments Accepted from a Non-Federal Source

SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

Form Approval No.: **0416-GSA-SA**

PAGE | OF PAGES

This report implements 31 U.S.C. 1353. It does not supersede other reports that may have to be filed when travel or travel expenses are accepted under other authority. For defintions and policies, see 41 CFR part 304-1.

REPORTING DEPARTMENT OR AGENCY: INTERNATIONAL TRADE ADMINISTRATION

REPORTING PERIOD: ✓ OCTOBER 1 - MARCH 31 *(Year)* 2022 | APRIL 1 - SEPTEMBER 30 (Year) | NEGATIVE REPORT

	TRAVELER *(Name/Title)*	EVENT DESCRIPTION/SPONSOR/DATES	LOCATION AND TRAVEL DATES	BENEFITS ACCEPTED: SOURCE	DESCRIPTION	CHECK	IN-KIND	AMOUNT
EXAMPLES	John Smith Secretary	Conference on Asia-Pacific Relations sponsored by Asia-Pacific Forum.	San Francisco, CA 8/11 - 13/93	Asia-Pacific Forum Pacific Rim Assoc.	Hotel Air Transportation Meals	 X 	X X	$280 825 120
EXAMPLES	Joyce Smith Spouse of Secretary	Conference on Asia-Pacific Relations sponsored by Asia-Pacific Forum.	San Francisco, CA 8/11 - 13/93	Asia-Pacific Forum Pacific Rim Assoc.	Air Transportation Meals	X 	 X	$825 120
NAME: Monica Gorman	DESCRIPTION: Presidential Leadership Scholar (PLS) training program	LOCATION: Dallas, TX	PLS	Hotel		✓	400.00
				Airfare		✓	313.00
TITLE: Deputy Assistant Secretary, Manufacturing	SPONSOR: PLS	DATES: Feb. 09-11,2022		Meals/Event fees		✓	325.00
	DATES: Feb. 09-11,2022			Ground Transporati		✓	150.00
NAME	DESCRIPTION	LOCATION					
TITLE	SPONSOR	DATES					
	DATES:						
NAME	DESCRIPTION	LOCATION					
TITLE	SPONSOR	DATES					
	DATES:						
NAME	DESCRIPTION	LOCATION					
TITLE	SPONSOR	DATES					
	DATES:						

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INTERNATIONAL TRADE ADMINISTRATION

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NAME Jeff Hamilton	DESCRIPTION To serve as USG lead representative for a delegation of 150 senior Brazilian business delegates	LOCATION New York City, NY	Instituto de Pesquisas e Estudos em Distribuição e Varejo (IPEDV) Rua Januário Cardoso, 15, Vila Nova Conceição, São Paulo (SP) - CEP 04507-070	Lodging		✓	2406
TITLE Commercial Officer	SPONSOR Instituto de Pesquisas e Estudos em Distribuição e Varejo (IPEDV) DATES: 1/12-19/2022	DATES 1/12-19/2022					
NAME	DESCRIPTION	LOCATION					
TITLE	SPONSOR DATES:	DATES					
NAME	DESCRIPTION	LOCATION					
TITLE	SPONSOR DATES:	DATES					
NAME	DESCRIPTION	LOCATION					
TITLE	SPONSOR DATES:	DATES					

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NAME: Julie Heizer	DESCRIPTION: Go West Summit conference	LOCATION: Reno, Nevada	Go West Summit	Airfare		✓	500.00
				Hotel		✓	290.00
TITLE: Acting Director, National Travel and Tourism Office	SPONSOR: Go West Summit DATES: February 12-15, 2022	DATES: February 12-15, 2022					
NAME	DESCRIPTION	LOCATION					
TITLE	SPONSOR DATES:	DATES					
NAME	DESCRIPTION	LOCATION					
TITLE	SPONSOR DATES:	DATES					
NAME	DESCRIPTION	LOCATION					
TITLE	SPONSOR DATES:	DATES					

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INTERNATIONAL TRADE ADMINISTRATION

REPORTING PERIOD

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NAME Keiko Izumi	DESCRIPTION Japan Camping Car Show 2022	LOCATION Chiba, Japan	Japan Recreational Vehicle Association (JRVA)	Train Transportaion		✓	$275
				Lodging		✓	$125
TITLE Commercial Assistant	SPONSOR Japan Recreational Vehicle Association (JRVA) ✚ DATES: 2/10/2022	DATES 2/10/2022					
NAME	DESCRIPTION	LOCATION					
TITLE	SPONSOR DATES:	DATES					
NAME	DESCRIPTION	LOCATION					
TITLE	SPONSOR DATES:	DATES					
NAME	DESCRIPTION	LOCATION					
TITLE	SPONSOR DATES:	DATES					

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NAME: Jeffrey Porter		DESCRIPTION: Maine Trade Mission to Seafood Expo Global in Spain.	LOCATION: Barcelona, Spain	Maine International Trade Center	lodging		✔	1600
TITLE: Director, Maine US Export Assistance Center		SPONSOR: Maine International Trade Center DATES: 04/22-30/2022	DATES: 04/22-30/2022					
NAME		DESCRIPTION	LOCATION					
TITLE		SPONSOR DATES:	DATES					
NAME		DESCRIPTION	LOCATION					
TITLE		SPONSOR DATES:	DATES					
NAME		DESCRIPTION	LOCATION					
TITLE		SPONSOR DATES:	DATES					

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REPORTING DEPARTMENT OR AGENCY: GM-WH

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NAME: Renato Sabaine		DESCRIPTION: 2022 Annual IFA Convention	LOCATION: San Diego / Los Angeles	Brazilian Franchising Association (ABF)	Lodging	X	X	1,490.00
					Air Transportation	X	X	1,000.00
TITLE: Commercial Specialist		SPONSOR: International Franchise Assoc. DATES: February 22 - March 2	DATES: 2/22-3/2					
NAME		DESCRIPTION	LOCATION					
TITLE		SPONSOR DATES:	DATES					
NAME		DESCRIPTION	LOCATION					
TITLE		SPONSOR DATES:	DATES					
NAME		DESCRIPTION	LOCATION					
TITLE		SPONSOR DATES:	DATES					

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