

**Pmt. of Travel Expenses From Non-Fed. Source**

**§ 304-6.4**

**§ 304-5.6 May we authorize acceptance of payment from more than one non-Federal source for a single trip?**

Yes, you may accept payment from more than one non-Federal source for a single trip, as long as the total of such payments do not exceed the total cost of the trip.

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**PART 304-6—PAYMENT GUIDELINES**

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Sec.

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**Subpart A—General**

**§ 304-6.1 May we accept a monetary payment in the form of cash from a non-Federal source?**

No, you may not accept a monetary payment in the form of cash from a non-Federal source. Monetary payment(s) received from a non-Federal source must be in the form of a check or similar instrument made payable to the agency.

**§ 304-6.2 What should we do if a non-Federal source does not pay the full cost for expenses that an employee will incur during travel?**

If you determine in advance of the employee's travel that payment from a non-Federal source will cover some but not all of the employee's allowable travel and subsistence expenses you should state on the employee's travel authorization that the employee will be reimbursed the difference between the full allowances and the payment from the non-Federal source. See chapter 301 of this Title, 6 Foreign Affairs Manual, Chapter 100, or the Joint Travel Regulations (JTR), Chapter 4, Parts L and Q, as applicable to determine the applicable maximum allowances.

**§ 304-6.3 What happens if an employee accepts payment from a non-Federal source that is in violation of this part?**

If an employee accepts payment from a non-Federal source in violation of this part—

(a) You may require the employee, in addition to any penalty provided by law and applicable regulations, to pay the general fund of the Treasury, an amount equal to the payment so accepted; and

(b) The employee shall not be entitled to any reimbursement from the Government for such expenses.

**Subpart B—Reports**

**§ 304-6.4 What form must we use to report payments received by the agency from non-Federal sources?**

Your agency head or designee must submit Standard Form (SF) 326, Semi-annual Report of Payments Accepted