FORM NLRB-5475
(7-92)

REQUEST FOR AUTHORIZATION OF ACCEPTANCE OF TRAVEL EXPENSES FROM A NON-FEDERAL SOURCE UNDER 31 USC 1353

31 USC 1353 provides that under certain circumstances agencies may accept reimbursement for the travel of their employees from non-Federal sources. This form is to be used to request authorization of acceptance of travel expenses and must be approved by an appropriate approving official and concurred in by the Designated Agency Ethics Official who may disqualify a non-Federal source from providing reimbursement based on a conflict of interest. Written authorization must be obtained prior to the travel. A written offer of reimbursement from the non-Federal source must accompany this form.

1. Traveler's Name Mark Gaston Pearce, Chairman
2. Type of Meeting or Function *(Check One)* ☐ Conference ☐ Seminar ☒ Speaking Engagement ☐ Training Course ☐ Other
3. Date(s) of Attendance 11/25 - 12/1/12
4. Location Taipei, Taiwan
5. Traveler to be accompanied by spouse? ☐ YES ☒ NO
   Are spouse's travel expenses to be reimbursed by the non-Federal source? ☐ YES ☒ NO
6. Name of non-Federal source(s) providing reimbursement. *(If more than one non-Federal source is to provide reimbursement, list each source.)*

American Institute in Taiwan - 1700 North Moore Street, Suite 1700 - Arlington, VA 22209
Attention: Francis F. Ruzicka, Director Trade and Commercial Programs, AIT
Telephone: (703) 525-8474 - Fax (703) 841-1385

Capital Travel, Inc. - 932 Hungerford Drive, Suite 38A - Rockville, MD 20850 (Domestic Luggage Fees)
Attention: [redacted] - Telephone: (301) 430-1664 - Fax (301) 340-8124

For further information the Agency may contact the organization(s) at:

Address:

Telephone Number ____________________

Telephone Number ____________________

7. Cost to be reimbursed or provided in kind *(include estimated amount of each)*.

Transportation	$ 8,000.00	(provided in kind)
Meals	$ 2,000.00	(provided in kind)
Lodging	$ 1,000.00	(provided in kind)
Total Estimated Reimbursement	$ 11,000.00	

8. Attendance at this meeting is authorized by 31 USC 1353 and meets the following conditions:
   (1) Payment for travel is related to the employee's official duties under an official travel authorization;
   (2) Payment is for attendance at a meeting or similar function that takes place away from the employee's official duty station;
   (3) Payment is from a non-Federal source that is not disqualified by a conflict of interest.

APPROVED BY: ______________________________ *(Approving Official)**

DATE: 11/16/2012

CONCURRENCE: ______________________________ *(Designated Agency Ethics Official)*

DATE: 11/19/12

This form must accompany the traveler's travel voucher when submitted to Finance so they can directly bill the non- Federal source. Employees/spouses may <u>not</u> accept payments in cash or in the form of checks payable to any party other than the National Labor Relations Board.

*APPROVING OFFICIALS: Chairman and Board Members for immediate staffs; Executive Secretary for other Board Staff; Chief Administrative Law Judge for all Administrative Law Judges; General Counsel for immediate staff and Directors or equivalent; Division Directors or equivalents for immediate staff.