



# San Francisco Ethics Commission

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Received on:

## GIFTS OF TRAVEL FORM

Form SFEC-3.216(d)

A Public Document

Under San Francisco Campaign & Governmental Conduct Code Section 3.216(d) elected officers are required to file this form before accepting a gift of transportation, lodging, or subsistence for any out-of-state travel that is paid for in part by an individual or entity other than the City and County of San Francisco, another governmental body, or a bona-fide educational institution as defined in section 203 of the Revenue and Taxation Code, or that is paid for by the City in whole or in part with funds donated by any of those individuals or entities. An elected officer who reimburses an individual or entity for a gift of transportation, lodging or subsistence related to out-of-state travel must also file this form within 30 days of the reimbursement. For more information visit [www.sfethics.org](http://www.sfethics.org).

1. FILING INFORMATION		
TYPE OF FILING		DATE OF ORIGINAL FILING (for amendments only)
2. ELECTED OFFICER		
NAME		TITLE
EMAIL ADDRESS		
3. TRAVEL INFORMATION		
PURPOSE OF THE TRIP		
TRAVEL START DATE		TRAVEL END DATE
ITINERARY (dates of arrival and locations)		
4. ENTITY OR INDIVIDUAL FUNDING GIFT OF TRANSPORTATION, LODGING OR SUBSISTENCE		
NAME OF ENTITY OR INDIVIDUAL		CONTACT NAME (for entity)
STREET ADDRESS		
CITY	STATE	ZIP CODE
PHONE	EMAIL ADDRESS	

**5. COST OF TRAVEL**

Enter the amounts for costs that will be paid by the entity or individual to fund travel for the elected officer and the officer's family members (if applicable), including but not limited to the amount directly related to the cost of transportation, lodging and subsistence.

**AMOUNT FOR THE ELECTED OFFICER**

\$

**AMOUNT FOR FAMILY MEMBERS**

\$

**6. REIMBURSEMENTS**

If the gift was reimbursed by the elected officer, enter the type of reimbursement, the amount reimbursed to the entity or individual, the date of reimbursement, and the process used to determine the fair-market value of the costs. If the gift was reimbursed in full, sections 7 and 8 can be skipped.

**TYPE OF REIMBURSEMENT****AMOUNT REIMBURSED****DATE OF REIMBURSEMENT**

\$

**PROCESS USED TO DETERMINE FAIR MARKET VALUE****7. PERSONS ACCOMPANYING THE ELECTED OFFICER**

List the name of any individual accompanying the elected officer on the trip who is:

- (A) A City employee required to file a Statement of Economic Interests
- (B) A lobbyist or campaign consultant registered with the Ethics Commission
- (C) An employee of or individual who has an ownership interest in a lobbyist or campaign consultant registered with the Ethics Commission
- (D) An employee or officer of the entity that will pay for the gift of transportation, lodging or subsistence, and who is accompanying the elected officer on the trip

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#	NAME	CATEGORY (enter A, B, C or D)
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<input type="checkbox"/>	Check this box if you need to include additional names. Please submit a separate form with complete information. Select 'Supplemental' for filing type.	

**8. CONTRIBUTORS TO THE ENTITY**

List the name, occupation and employer of any contributor who contributed more than \$500 to the entity funding the trip and whose contributions were used in whole or in part to fund the trip.

#	CONTRIBUTOR	OCCUPATION	EMPLOYER
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#	CONTRIBUTOR	OCCUPATION	EMPLOYER
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<input type="checkbox"/>	Check this box if you need to include additional names. Please submit a separate form with complete information. Select 'Supplemental' for filing type.		

**9. VERIFICATION**

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge, the information I have provided here is true and complete.

**I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**

SIGNATURE

DATE SIGNED