

DISCOUNTS

Employees may:	Employees may not:
<p>Take advantage of general Government discounts offered by hotels or car companies if:</p> <ul style="list-style-type: none"> • the discount is available to all Federal employees, and • the discount is available for personal use (not while on official business) 	<p>Masquerade that they are on official travel if they are not otherwise eligible to obtain the benefit of a discount.</p> <p>Request special rates that were negotiated for a specific event (such as a conference) that are exclusively for official use. However, conference organizers may build-in a provision for the extension of that rate a couple of days before or after the event that may be acceptable for personal use (must tell the hotel that you are no longer on official duty).</p>
<p>Take advantage of general Government rate discounts offered by airlines if:</p> <ul style="list-style-type: none"> • the discount is available for all Federal employees, and • the discount is available for personal use (not while on official business) 	<p>Ask for contract air fares for personal use that are the product of a negotiation between the Government and the carrier exclusively for official use.</p>
Examples - Acceptable	Examples - Unacceptable
<p>1. Employees may accept discounts on automobile rentals, hotel rates, or cell phone rates that are offered to <u>all</u> Government employees.</p>	<p>1. Employees may not participate in discounts or benefits to subgroups of employees, <i>i.e.</i>, free magazine subscriptions to <i>only</i> employees located at a particular location; or discounts on automobiles if the offer is extended <i>only</i> to scientists employed at a particular Agency or Division.</p>
<p>2. All uniformed military personnel, regardless of rank or other distinguishing characteristics, may accept discounts at a fast food chain.</p>	<p>2. Employees may not participate in discounts or benefits offered to them if their agency has a contractual relationship with the business offering the discount.</p>
<p>If you have any questions, please contact your Ethics Advisor: http://www.afm.ars.usda.gov/hrd/ethics/agency.htm</p>	