

## SAMPLE LETTER OF ACCEPTANCE

*(To be prepared on Agency letterhead with the signature block of the traveler's supervisor. **Note:** This letter may not be signed or dated and sent to the sponsor of travel until the Conflict of Analysis has been completed by an Agency Ethics Official.)*

Dr. I. M. Smith  
Chairman, Organizing Committee  
CNMPS/ENA  
Williamsport, Pennsylvania 17707

Dear Dr. Smith:

I am pleased to learn the work of Dr. Jones has been found to be of a level of significance and quality to warrant your invitation to *present (must specify reason for attendance)* at the 5th National Symposium on Plant Soil Interactions at Low pH to be held in South Williamsport, Pennsylvania, August 21 - 23, 2014.

I understand that your organization has had significant findings in the pH balance levels required for a variety of plant growth which would complement our recent Agency studies in soil and plant sciences. I'm confident that you will find Dr. Jones' research in pH balance quite beneficial to your ongoing work. In view of the mutual benefits to be gained from this meeting, *(Agency)* accepts your invitation on behalf of Dr. Jones.

Thank you for your offer to finance the registration fee, hotel costs, round trip travel, and per diem for Dr. Jones' participation. *(Agency)* will finance Dr. Jones' salary while participating in the symposium. Please understand that as a Federal employee Dr. Jones must adhere to certain administrative procedures related to the travel arrangements and attendance at the symposium. I would like to communicate several of those procedures as follows:

- Since Dr. Jones will participate in the activity as a Federal employee, no honoraria may be accepted. Dr. Jones may not accept any form of direct payment (cash or check) to defray the cost of travel and trip expenses.
- You may provide "in kind" assistance, whereby you furnish airline tickets or pay vendors directly for lodging, meals, local transportation, etc.
- If "in-kind" assistance cannot be provided, Dr. XXX will travel on *(Agency)* funds and upon completion of his/her travel; *(Agency)* will submit receipts for travel expenses incurred directly to your organization for reimbursement. Should you have any questions regarding these arrangements, please contact XXX – *(provide administrative contact at your location)*.

Please contact *(Name, title, and address of Agency Budget Contact)*, on *(telephone number)* for questions pertaining to financing arrangements.

Sincerely,

Approving Official's Name, Title  
*(The traveler's supervisor in most cases would be the approving official)*