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CONFIDENTIAL

travel

January 14, 2003

[John Smith]
[Title], Department of [X]

Chicago, IL 606 xx

Re: Case No. 03002.Q

Dear Mr. Smith:

On January 13, 2003 you asked whether the Governmental Ethics Ordinance prohibits you from accepting an invitation from the [I] Corporation, a departmental vendor. [I] has offered to pay your travel expenses (including round-trip airfare, hotel and lodging) so that you can speak on issues related to the City's implementation of the [I]-based [H] and [M] programs at [I's] annual users' conference on January 20-21 in San Francisco. To your knowledge, all of [I]'s clients have been invited; you view the conference as an opportunity to gain knowledge into more efficient utilization of the City's [I] programs. Pursuant to our conversation of January 14, 2003, this letter confirms that the Ordinance does not prohibit you from accepting this offer.

While you attend the conference, please keep in mind that, under § 2-156-040 of the Ordinance, the travel expenses must be reasonable and reasonably related to the business purpose of the trip, and may not be made or accepted in exchange for your willingness to influence decisions affecting [I's] City business. We also remind you that, if you are offered and accept any honorarium or gift for your presentation, the Ordinance requires you to report it to the Board in writing within 5 business days.

We appreciate your concern to abide by the standards contained in the Ordinance. Please contact us with any further questions.

Yours very truly,

Steven I. Berlin,
Deputy Director

Approved:

Dorothy J. Eng,
Executive Director