

## Elements of a Letter of Invitation for Sponsored Travel

The Letter of Invitation (LOI) must be received from the non-Federal sponsor and must be complete in order for the trip to be approved and the voucher paid. The LOI must contain the following specific elements:

1. Submitted on the sponsoring organization's letterhead.
  - The Letter of invitation may arrive via facsimile or email provided it originates from an appropriate representative of the sponsor.
2. The purpose, location, and dates of the trip.
3. A clear statement indicating *exactly* which travel expenses will be paid (such as airline tickets, M&IE, lodging, etc) *and* the method of payment (e.g. in-kind).
4. A statement validating that the sponsor will not be using federal funds to pay for travel expenses.
  - If any federal grant funds will be used to fund sponsored travel, the funds may not be confined to HHS and the LOI must state as such.
5. A statement confirming no honorarium will be given to the CDC employee.
6. A statement indicating that no money (cash or check) will be given to the employee unless authorized by CDC.
7. The sponsor's complete billing address, including ZIP or postal code.
8. The sponsor's Tax ID number (if applicable).
9. Complete contact information and signature from the sponsor's representative.

CDC no longer accepts offers for sponsored reimbursable travel. Sponsors must provide the expenses it has offered to pay *in-kind*. That is, it must pre-pay the expenses (e.g. airline ticket) or pay on the traveler's behalf when the trip is complete (e.g. lodging costs). Typically, expenses like taxis and meals/incidentals cannot be provided in-kind. CDC would be responsible for paying such costs, in addition to any not offered by the sponsor, provided the trip is deemed necessary and approved.



Gwendolyn Humphreys, MD  
Mather's Society  
Gotlick Building  
1300 Pennsylvania Avenue  
Washington, DC 20012

Dear Dr. Jones,

This letter is to confirm that you will be joining us at the annual meeting of the Mather's Society on June 15-17 in Cannes, France to speak on diabetes and cardiovascular disease. The registration fee for the conference will be waived.

Your lodging will be pre-paid for (3) nights (6/14, 15 & 16). The Society will purchase a round-trip economy class airline ticket for your travel to Cannes. The conference will include dinner on June 14th and all meals from the 15th-17th include breakfast, lunch & dinner. You will receive no cash or honorarium for speaking at this meeting. No federal funds will be used for this travel.

CDC will be responsible for paying all other expenses that cannot be provided in-kind by the Mather's Society such as ground transportation (taxis, parking, tolls, etc.) and meals outside those provided during the meeting.

If you have questions regarding your travel or the conference please contact Marcia Jackson at our Washington, DC office via 202-555-6666.

Thanks for your participation. I look forward to seeing you at the conference.

Kindest regards,

Gwendolyn Humphreys