

ADS Supplementary Reference: 522
File Name: 522516s1 DR-CD 12

***Conference Sponsorship - Notification of Approval** (Please note: This file is also found with the WordPerfect files on the CD)



memorandum

*United States
Agency for
International
Development*

DATE: *

TO: Chief, M/AS/TT

THRU: AA/*

FROM: *

SUBJECT: Conference Sponsorship - Notification of Approval

Please be advised of the following conference sponsorship has been approved:

SPONSORING BUREAU/OFFICE: * _

CONFERENCE DATES: * _

CONFERENCE LOCATION: * _

NUMBER OF ATTENDEES: * _

NUMBER OF USAID EMPLOYEES ATTENDING: * _
(If 30 or more, this memo must be approved by the Director, M/AS)

PURPOSE OF CONFERENCE: * _

LIST THREE LOCATIONS CONSIDERED AND THE ESTIMATED COST FOR EACH LOCATION:

| | CITY | COST |
|-------------------|-------------|-------------|
| LOCATION 1 | * | \$* |
| LOCATION 2 | * | \$* |
| LOCATION 3 | * | \$* |

**IF THE LOWEST COST CITY WAS NOT SELECTED,
PLEASE PROVIDE JUSTIFICATION: ***

M/AS/OD Approval _____
(Required when employee attendance is 30 or more)

Date _____

DRCD12\522516s1