Smithsonian Astrophysical Observatory

NO-FEE CONSULTANT APPOINTMENT

TO

ADDRESS

TELEPHONE **FAX**

FROM **For Laura Conway, Director, SAO Human Resources**

DATE **CC**

This memorandum confirms your no-fee consultant appointment at the Smithsonian Astrophysical Observatory (SAO). Listed below are the details of your appointment. Please see the Div./Dept. Contact (indicated at the bottom) during your visit to complete the necessary paperwork for your expense reimbursement.

Host Division/Department

Subject of Collaboration

Start Date End Date Duty Station

TOTAL COST NOT TO EXCEED $ **OR**

Reimbursable Costs (receipts are required for any expense over $75)

Lodging Perdiem	$		Per Day	Not to Exceed	$
M&IE Perdiem	$		Per Day	Not to Exceed	$
Miscellaneous (Estimate)	$		Total	Not to Exceed	$

Other Costs (airline tickets must be issued on US carrier stock and flights must be on US carriers)

Round Trip Airfare	$		To be purchased by Traveler	
Other (see below)	$		To be purchased by Traveler	

Total Reimbursable Cost (Estimate) $ **Not to Exceed $**

Comments

Contact Information

SAO Travel Div./Dept. Contact