



Sponsored Travel Commitment Form Letter

Sponsor must provide all required information before travel can be authorized

Smithsonian Astrophysical Observatory
60 Garden St
Cambridge, MA 02138

Attention: _____
(traveler or traveler's administrator - provide address/email/fax)

This letter confirms the commitment of _____
(organization/panel/peer review/advisory committee/observatory)

to sponsor travel costs of _____
(traveler) (purpose)

during the period of _____
(date from) (date to) (location)

The _____ will provide support for the following (please fill in all that apply)
(organization)

Sponsor is a:

US Federal Entity	US Non-Profit, US State, or Local Government Entity	Individual	For Profit Entity	Foreign Non-Profit	Foreign Governmental
Category		Purchased by SAO or Traveler to be Reimbursed by Sponsor		Purchased and Provided By Sponsor (in kind support)	
Airfare		\$			
Lodging/Lodging Tax		\$			
M&IE (may be limited by sponsor)		\$			
Ground Transportation (Taxi, Rental Car, Gas, Tolls, Mileage, Parking)		\$			
Registration Fees		\$			
Other (Phone Calls, Internet Usage)		\$			
Not-to-exceed total:		\$			

Do you intend to reimburse the traveler directly (allowed only for US Governmental and US Non-Profits)?
If no, please complete the Billing Section below.

Billing Section

Upon completion of the travel, the Smithsonian Astrophysical Observatory Financial Management Department will provide an invoice with the travel voucher (STANDARD FORM 1012 (REV. 10-77) attached for all expenses incurred by the Smithsonian, including those incurred by the traveler.
SPONSOR WILL PAY SMITHSONIAN, NOT TRAVELER.

SPONSOR NAME _____

SPONSOR BILLING ADDRESS

_____ [bill to street] _____ [bill to city] _____ [contact name]

_____ [bill to state] _____ [bill to zip code] _____ [contact phone]

Comments _____

Sincerely,

_____ [authorized staff from sponsoring organization]

_____ [authorized staff phone]

_____ [authorized staff email]