

CONFIDENTIAL

October 9, 2003

[Ms. Jane Doe]
Deputy Commissioner, Department of [Z]
xxx St.
Chicago, IL 606xx

Re: Case No. 03053.Q

Dear Ms. [Doe]:

On October 1, 2003 you asked whether the Governmental Ethics Ordinance prohibits you from accepting an invitation from [T], Inc., a [City]-based company that provides [] and [] management software to various departmental vendors. [T] has offered to pay your travel expenses (including round-trip airfare, hotel and lodging) so that you can speak at a breakout session on issues related to the City's experience with [T's] software applications at the company's annual users' conference on [date] at the [xx Resort] in [nice location], and attend the conference itself. According to the conference materials you provided us, over 450 representatives from other municipal [agencies] and private industry will attend. You and your department view this conference as an opportunity to gain knowledge into more efficient utilization of [] technology. Pursuant to our conversation of October 1, 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 City decisions affecting [T] or any of your department's vendors to whom it serves as a sub-contractor on City contracts. 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 sincerely appreciate your concern to abide by the standards contained in the Ordinance. Please contact us with any further questions.

Yours very truly,

Dorothy J. Eng,
Executive Director