



From time-to-time, Microsoft invites customers from the public sector to participate in events. These sessions are a valuable opportunity for customers to learn about Microsoft products and solutions that meet customer needs.

To facilitate attendance at these events, Microsoft sometimes offers a meal/reception at no expense for attendees. Accordingly, Microsoft would be pleased to cover the cost of meal fees while attending the Beyond US Roadshow on January 24, 2017 at the Microsoft Technology Center located in Edina, MN. The total estimated fair market value of the meal expenses for this event is \$30 per person.

To ensure that covering the fees associated with the event listed above does not create any violation of the letter or spirit of the Agency's applicable gifts and ethics rules, please have your ethics officer, designated executive/office responsible for your organization's gifts/ethics policy, or responsible attorney review this letter, and if approved, sign in the space provided. Then return a copy of the form to Microsoft in one of the following ways:

1. Fax a copy of signed document to MSUS Compliance (425) 708-0880
2. Scan and email copy of signed document to MSUS Compliance compsup@microsoft.com
3. If you cannot provide approval prior to the event, please bring a copy of this signed letter with you to the event and provide it upon registration.

If you wish to pay the cost of the meal, you may do so by check payable to Microsoft Corporation. We cannot accept cash or credit card.

*If multiple attendees are from the same Agency/Organization, one letter is sufficient to cover all of them as long as participant's name, title and name of agency is attached.

If you have any questions or concerns regarding this letter, please feel free to send an e-mail message to msusevnt@microsoft.com. Thank you for your timely attention to this matter.

Counsel or Ethics Officer Approval

Attendee Name (Please Print): Jeff Nyberg, Paul Hogrefe, Amanda Swan, and Jeanna Martin

Approver Name (Please Print): _____

Title (Please Print): _____

Date: _____

Organization Name (Please Print): _____

☐ I accept and approve of this offer from Microsoft to fund \$30 per attendee to cover meal expenses at the Beyond US Roadshow.

Signature of ethics officer or agency counsel: _____