



United States Department of State

Washington, D.C. 20520

TO: EUR-IO/EX – Karen E. Mummaw

FROM: Tri-Mission Brussels - Robert Needham, MGT/C

DATE: December 1, 2015

SUBJECT: Request to accept donation of invitational travel for USEU Minister-Counselor for Economic Affairs Michael Koplovsky

Recommendation: That you approve the acceptance of an offer of invitational travel offered to Michael Koplovsky to Leiden University in the Netherlands. The offer appears to meet the requirements of 2 FAM 962.

Approve _____ Disapprove _____

Background: Mr. Koplovsky has been invited to speak at a conference on the Transatlantic Trade and Investment Partnership (TTIP): an EU perspective on global economic governance. On 4-5 December 2015 the Europa Institute and the LUC Research Centre of Leiden University will organize a conference on the Transatlantic Trade and Investment Partnership (TTIP). The conference organizers will provide round-trip first-class rail travel and accommodations at the conference venue. U.S. Mission funds will pay for Mr. Koplovsky's M&IE.

How does the proffered travel relate to the employee's duties? As Minister Counselor for Economic Affairs at the U.S. Mission to the EU, outreach on TTIP to key stakeholders and influential audiences (such as academics and students who will attend the conference) is a key specific objective in his work requirements statements and consistent with USEU, EUR bureau, EB bureau, and Ambassador Gardner's highest priorities.

Does the proposed travel represent a priority use of the employee's time? Yes.

Is the employee traveling for the minimum time necessary to carry out USG business? Yes.

Does the donor have any business pending before the Department? No.

Would acceptance of the travel create real or apparent conflict of interest? (Would a reasonable person believe that the traveling official or the Department would lose objectivity as a result of accepting the travel donation?) No.

Does your office have funding to pay for his trip? Our travel budget is limited and we did not anticipate this expense.

UNCLASSIFIED

If your office had sufficient funding to pay for this trip, would you do so? Yes. We do consider this a priority use of his time and if we had the funding, we would use it for this trip.

Value of Travel:

Participation Costs:	€230,00
1 night accommodation	
Conference attendance fees	
Total:	€230,00