STATE ETHICS COMMISSION

Request For Approval For Attendance At Events

Department: _____

Name: _____

Division _____

Title _____ Telephone _____ Fax _____

Email _____

Event _____

Sponsor _____

Is the Sponsor an "interested party"? Yes ☐ No ☐

"Interested party" means: 1) any person or entity your institution regulates, licenses or supervises; 2) any grantee or grantor to your institution and any employee, representative or agent thereof; 3) any supplier/vendor to your institution; 4) any advocacy group that advocates or represents the positions of its members to your institution; 5) any organization a majority of whose members fall under 1-4 above.

Is the State official a speaker, panel participant or resource person? Yes ☐ No ☐

Is the sponsor an agency of the federal government, one or more other states or a political subdivision thereof? Yes ☐ No ☐

Is the sponsor a nonprofit organization? Yes ☐ No ☐

If Yes, is the employee or agency a member? Yes ☐ No ☐

Does the nonprofit organization have any contracts with the State? Yes ☐ No ☐

Location _____ Date(s) _____

Overnight accommodations required? Yes ☐ No ☐

Out-of-state travel required? Yes ☐ No ☐

Estimated total costs? $ _____

Breakdown of Costs:

Transportation $ _____ Meals $ _____

Accommodations $ _____ Registration Fees $ _____

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Agency to pay costs? Yes ☐ No ☐

Sponsor to pay costs? Yes ☐ No ☐

Employee to pay costs? Yes ☐ No ☐

Other person or entity to pay costs? Yes ☐ No ☐ If yes, note name below:

Reason for attendance:

Will sponsor offer an honorarium or fee? Yes ☐ No ☐

Check: ☐ Copy of invitation letter attached.

☐ Copy of agenda or other description of event attached.

Employee Signature _____ Date _____

Supervisor's Signature and Approval _____ Date _____

Note: Any substitutions or changes of circumstances must be reported to your ELO.

******SPACE BELOW FOR ELO USE ONLY******

Attendance approval? Yes ☐ No ☐

Note: Acceptance of honoraria or fees is not permitted.

Conditions:

Signature _____ Date _____

Ethics Liaison Officer

☐ Sponsor is an interested party and employee will be accepting event benefits as a speaker, panelist or resource person. A copy of form will be forwarded to the State Ethics Commission pursuant to N.J.A.C. 19:61-6.4(f).