

ILLINOIS STATE
UNIVERSITY



University Ethics Office

207 Hovey Hall
Campus Box 1120
Normal, IL 61790-1120
Telephone: (309) 438-2339

Educational Materials and Missions or Business Travel Exception – Request for Approval

University employees may not claim Gift Ban exceptions #4 (Educational Materials and Missions) or #5 (Travel Expenses to Discuss State Business) per Executive Order 15-09 unless the trip is approved in advance by the University Ethics Officer, as delegated by the Executive Director of the Illinois Executive Ethics Commission.

Exception Information

Employee Name and Title: _____

Prohibited Source/Vendor Paying Expenses: _____
Include full name and any company ACRONYMS

Event Title/Description: _____

Date(s) of Travel: _____ Location of Travel: _____
City, State or County

Description of expenses to be covered by the prohibited source (e.g., partial or full conference waiver if not a speaker or if paid by an entity other than the conference sponsor, transportation (airline, mileage, train, taxi, etc.), lodging, parking, tolls, meals, list of employees):

I confirm the request identified above:

- has a close connection to my University employment or the mission of the University;
- predominately benefits the University and not myself;
- is for travel in a style and manner in character with the conduct of University business; and
- will be (1) paid by the prohibited source directly to the hotel, airline, car rental, etc.; (2) paid directly to Illinois State University; or (3) reimbursed to me after the expenses have been incurred (note: if being directly reimbursed, I will provide copies of receipts to my department for their records).

Employee Signature and Ethics Officer Approval

Employee Signature: _____ Request Date: _____

Ethics Officer Signature: _____ Approval Date: _____

The completed form should be signed and emailed to ethics@ilstu.edu for review and approval prior to acceptance of any gifts or reimbursements.