

Request For Approval For Attendance At Events

ARTV#: _____ — _____

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 supervised; 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 college 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 \$

College 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).