

Request for Approval for Attendance at Events (RAAE)

Department: CR#

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 University 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: \$
Accommodations: \$

Meals: \$
Registration Fees: \$

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University 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 & Approval:

Date:

Note: Any substitutions or changes of circumstances must be reported to Stockton Ethics Liaison Officer

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

Attendance approved? 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)