

**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)