

# Executive Order 15-09 Gift Ban Exception Request Form

Agencies and employees subject to Executive Order 15-09 may not claim Gift Ban exception #4 (Educational Materials and Missions) or #5 (Travel Expenses to Discuss State Business) unless the exceptions comply with the provisions of 2 Ill. Admin. Code 1620.700, the Prohibited Source makes or arranges payment or reimbursement directly with the agency, and the trip is approved in advance by the Executive Director of the Executive Ethics Commission or its delegate. The Executive Ethics Commission has delegated this authority to the Southern Illinois University Ethics Officer.

**Prohibited Source:**

**Employee Name:**

**Dates of Travel (MM/DD/YY):** Begin Date -

End Date -

**Destination of Travel:**

**Type of Travel related expenses to be paid by the prohibited source (i.e. hotel, airfare, etc.):**

**Approximate Value to be paid by prohibited source**

*(breakdown dollar amounts by category- i.e. \$200 transportation, \$150 hotel, etc):*

**Additional information to explain how this benefits the University and why approval should be granted (attach additional sheets if necessary, include any available itinerary, meeting agenda, etc.):**

I confirm that the travel identified above:

- 1) has a close connection to the employee's University employment or the mission of the University;
- 2) predominately benefits the public and not the employee; and
- 3) is for travel in a style and manner in character with the conduct of State business.

I also confirm that the Prohibited Source has made or arranged payment or reimbursement of such costs:

- 1) directly with the vendor hotel, airline, car rental, etc.;
- 2) directly to the University for employee reimbursement; or
- 3) reimbursed directly to the employee but only if the expense has been incurred and adequate documentation is provided by the employee to his or her unit.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

Based upon the confirmation above, I approve this travel exception pursuant to Executive Order 15-09 as delegated to the Southern Illinois University Ethics Officer by the Executive Ethics Commission.

\_\_\_\_\_  
**Ethics Officer Signature**

\_\_\_\_\_  
**Date**

**NOTE: Submit a completed copy of this form to [ethics1@siu.edu](mailto:ethics1@siu.edu).**

*This form was adapted from the EEC exception request form.*