



1500 Sullivan Road  
Aurora, IL 60503

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

IMSA 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 Agency 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 IMSA employment or the mission of IMSA;
- predominately benefits IMSA and not myself;
- is for travel in a style and manner in character with the conduct of IMSA business; and
- will be (1) paid by the prohibited source directly to the hotel, airline, car rental, etc.; (2) paid directly to IMSA or (3) reimbursed to me after the expenses have been incurred

### 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@imsa.edu](mailto:ethics@imsa.edu) for review and approval prior to acceptance of any gifts or reimbursements.