

# Executive Order 15-09 Gift Ban Exception Request Form

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

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Agency seeking waiver

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Prohibited Source

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Employee(s) traveling, location of travel, and date of travel

Travel-related expenses to be paid by the prohibited source and approximate value:

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I confirm that the travel identified above:

- 1) has a close connection to the recipient officer's or employee's State employment or the mission of the agency or office;
- 2) predominately benefits the public and not the employee or officer;
- 3) is for travel in a style and manner in character with the conduct of State business; and
- 4) is approved by me as the agency's ethics officer in advance.

I also confirm that the Prohibited Source has made or arranged payment or reimbursement of such costs directly with the State Agency.

Additional information to explain why approval should be granted. For example, explain (1) how expenses have a close relationship to State employment and (2) how travel is in a style and manner in character with the conduct of State business. Also, if available, please attach an agenda or other support documents (attach additional sheets):

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Ethics Officer signature

Date

Based upon the confirmation above, I approve this travel exception pursuant to Executive Order 15-09.

Executive Director, Executive Ethics Commission

Date

**Note: Return a scanned, signed copy to [EEC@Illinois.gov](mailto:EEC@Illinois.gov)**