

Request for Approval of Educational Materials and Missions and/or Business Travel

Exceptions to the Gift Ban and Executive Order 15-9 Instructions

1. Complete the sections of the form to the best of your knowledge. If you have any questions, please call the Office of Compliance and Ethics at 217-545-8532 or email ethics@siumed.edu
2. Dates of travel – if you will be traveling regularly for meetings for the same entity, you can include a listing of dates and locations to be approved for the year.
3. Travel-related expenses to be paid by the sponsor should be reasonably estimated if the sponsor is paying the hotel or airline directly.
4. Additional information to explain why travel should be granted. Please attach or email the invitation or agenda related to the meeting or event for Ethics Officer review.
5. PDF date stamped Electronic Signatures are acceptable if emailing the form.