

Attachment E

Sponsored Travel Examples – Approval

Below is a chart that summarizes the State of Illinois’ requirements for prior approval of industry-sponsored travel under the Illinois State Officials and Employees Ethics Act. The Ethics Act governs a state employee’s (including university faculty and staff) interactions with industry. The table below gives examples of SIUSOM Ethics Officer prior approval requirements for industry entities.

SIUSOM employees may not claim Gift Ban Exceptions #4 (Educational Materials and Missions) or #5 (Travel Expenses to Discuss State Business) per Executive Order 15-9 unless the trip is approved in advance by the SIUSOM Ethics Officer, as delegated by the Executive Director of the Illinois Executive Ethics Commission.

Industry-Sponsored Travel	
(Educational Materials or Missions and Travel To conduct State Business - excluding Secondary employment)	
Nature of Arrangement	Prior Approval Required
	SIUSOM Ethics Officer
Travel paid for by industry (directly to the individual, not via SIUSOM)	Yes
Travel to a clinical trial Investigator/Study coordinator meeting related to research conducted at SIU paid for by Industry sponsor of the clinical trial or study	Yes <small>(unless paid to the SIU as part of your University duties or contracted with SIU)</small>
Travel to a research meeting in Chicago paid for with SIUSOM department funds	No
Travel for work related to pharmaceutical company-sponsored contract through SIUSOM (for example, related monitoring or presenting data for a coordinated project)	No
Travel to a private university to give a non-ACCME-accredited educational seminar where the private university reimburses you, but the private university received funding for the seminar from a pharmaceutical company	Yes <small>(private universities require analysis under the Ethics Act)</small>
Travel to a public university to give a non-ACCME-accredited educational seminar where the public university reimburses you, but the public university received funding for the seminar from a pharmaceutical company	No
Travel to an academic meeting to present where the expenses are paid using a SIUSOM account	No
Travel paid for being an expert witness	Yes <small>(unless paid to SIU as part of your University duties or contracted with SIU)</small>
Travel that combines a trip to an advisory board paid for by the company and a family vacation for which I am paying for myself.	Yes for the business portion <small>(It is common to combine a business trip with a personal vacation. It is fine to do so as long as the vacation part of the trip is paid for by personal funds and not by the company that is paying for the</small>

Industry-Sponsored Travel

**(Educational Materials or Missions and Travel
To conduct State Business - excluding Secondary employment)**

Nature of Arrangement	Prior Approval Required SIUSOM Ethics Officer