

5. What is the benefit to the University in accepting this gift, etc.?

6. What is the role of the employee(s) in influencing, recommending, or selecting the third party for University work (e.g., selection/recommendation committee, provide information or feedback regarding the third party to decision makers)?

7. What is the appropriateness of the activity for the role/position of the employee (e.g., conference presentation, technical training, professional education, continuing education credits)?

8. What social activities are included in the agenda (if applicable)?

Supervisor Name	Supervisor Signature	Date
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Employee Name	Employee Signature	Date
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Employee Name	Employee Signature	Date
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Employee Name	Employee Signature	Date
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THE ABOVE HAS BEEN APPROVED BY THE OFFICE OF ETHICS AND COMPLIANCE:

Timothy Balliett University Ethics Officer	Date
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