State Ethics Form Guide

- Please complete all fields

- “Sponsor” refers to the host organization

- Is the employee presenting, speaking, or serving as a resource person in their State Capacity as representative of Kean University?

- “Agency” refers to Kean University

- The Location and Dates should match the information on the Travel Authorization Form.

- List all expenses including those covered by the sponsor, personal funds, or other entity
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- “Agency” refers to Kean University
- “Sponsor” refers to the host organization

• Attach both the invitation letter and the agenda/description of the event.

Note: Any substitutions or changes of circumstances must be reported to your ELO.

***SPACE BELOW FOR ELO USE ONLY***

Attendance approval?  Yes  No

Note: Acceptance of honoraria or fees is not permitted.

Conditions:  
Signature  

[ ] Sponsor is an interested party and employee will be accepting event benefits as a speaker, panelist or resource person. A copy of form will be forwarded to the State Ethics Commission pursuant to N.J.A.C. 19:61-6.4(f).