

**MEMORANDUM FOR USUHS ETHICS OFFICIAL/OFFICE OF GENERAL COUNSEL**

**USE OF NON-PROFIT FUNDS BY FEDERAL EMPLOYEES**

**REQUEST FOR APPROVAL OF ACCEPTANCE OF EXPENSES FOR EDUCATIONAL, SCIENTIFIC AND RELATED ACTIVITIES FROM HJF SPF/R&E OR OTHER NON-PROFIT ORGANIZATION**

The following information is provided in support of this request

Name:

Dept. and Position:

Dates and Place of Event:

Phone:

Nature of the Proposed Expenditure (Meetings with an agenda not open to the public, professional courses, seminars, etc., + explain the benefit to the department) :

Anticipated total number of attendees:

Anticipated number of federal employees:

Are any of the anticipated attendees spouses of Federal personnel?

Identify the specific HJF fund (by account number and fund) or other non-profit entity providing the funds:

**VALUE OF PAYMENT MADE DIRECTLY TO VENDOR:**

Meals:

Registration:

Other:

Total:

**I understand that all payments should be made directly to the vendor involved. I further understand that each meal should not exceed \$30 for lunch, \$50 for dinner, before tax and gratuity (not to exceed 20%), and alcohol may not be purchased with these funds.**

TO THE BEST OF MY KNOWLEDGE, EXPENDITURES OF THESE FUNDS WOULD NOT CAUSE A REASONABLE PERSON WITH KNOWLEDGE OF ALL OF THE FACTS TO QUESTION THE PROPRIETY OF THIS EXPENDITURE.

**I have attached a copy of the meeting agenda or other documents relating to this request.**

Number of pages attached:

List of attendees provided:

Name, Signature and Date of Requestor

Name and Signature of HJF Fund Coordinator /Dept Chair or Dean

#### APPROVAL

Using 5 CFR 2635.204(L) and as delegated by the University President, I specifically find that:

(i) The contribution, award, or payment is not a reward for services to the organization prior to the training or meeting; and

(ii) Acceptance of the contribution, award, or payment:

(A) Would not reflect unfavorably on the employee's ability to carry out official duties in a fair and objective manner;

(B) Would not compromise the honesty and integrity of Government programs or of Government employees and their official actions or decisions;

(C) Would be compatible with the Ethics in Government Act of 1978, as amended; and

(D) Would otherwise be proper and ethical for the employee concerned given the circumstances of the particular case.

Additional Remarks:

Signature and Date of Ethics Official