

MEMORANDUM

FROM: Michael A. Tripodi, Esq. Ethics Liaison Officer

DATE: September 25, 2023

As we all know, the COVID pandemic put an abrupt halt to most, if not all, attendance at events and travel. As these activities resume, it is important to revisit the rules and regulations relating to attendance at events, and the process in place to ensure compliance. Please don't hesitate to contact ethics@ramapo.edu with any questions you may have.

REQUEST FOR APPROVAL FOR ATTENDANCE AT EVENTS:

As required by the State of New Jersey, approval from the Ethics Liaison Officer **must be obtained prior to attendance at events** via the *Request for Approval for Attendance at Events* form. Please complete, obtain supervisor approval and forward with back up materials to the Ethics Liaison Officer **at least 30 days prior to the date of travel**. Employees will be notified regarding approval, denial or questions.

This applies to faculty who attend events in a **non-scholarly capacity**, e.g. attending an event related to Middle States.

Form can be accessed here: <https://www.ramapo.edu/ethics-officer/wp-content/uploads/sites/83/2023/03/RCNJ-Request-for-Approval-for-Attendance-at-Events.pdf>

TRAVEL AUTHORIZATION REQUEST (non-faculty staff):

When overnight travel is required, the College requires a *Travel Authorization Request* (TAR) form be completed, signed, and submitted *with* the *Request for Approval for Attendance at Events* form. Complete both forms, obtain approvals and forward to Ethics@ramapo.edu. The ELO will forward the TAR to Accounts Payable for their records.

Form can be accessed here: <https://www.ramapo.edu/ethics-officer/wp-content/uploads/sites/83/2023/05/RCNJ-Travel-Authorization-Request-TAR-Fillable-1page.pdf>

Summary of submission process to Ethics Liaison Officer 30 days prior to travel

Events with no costs:

- Request for Approval for Attendance at Events form including back up documentation (*Please note restrictions on attending events when no expenses are paid by College or employee and are incurred by event sponsors)

Events with expenses (i.e. registration, travel, etc.):

- Request for Approval for Attendance at Events form with back up documentation
- Travel Authorization Request (TAR) for overnight trips (non faculty)

Ethics Liaison Officer intranet site for reference: <https://www.ramapo.edu/ethics-officer/>