

REQUEST FOR ADVANCE APPROVAL OF OFFER TO PAY TRAVEL EXPENSES  
FOR UNIVERSITY EMPLOYEE ON UNIVERSITY BUSINESS  
(9 AAC 52.060)

University employee whose travel expenses are to be paid: \_\_\_\_\_

Department & Name of Supervisor: \_\_\_\_\_

Entity offering to pay travel expenses: \_\_\_\_\_

Dates of travel: \_\_\_\_\_

Destination/itinerary: \_\_\_\_\_

Purpose: \_\_\_\_\_

- This is travel for me to carry out official responsibilities in my capacity as an employee of the University of Alaska.
- The monetary value of the travel or lodging to be provided under this offer is comparable to the cost the University would pay for the travel or lodging.
- I understand that, although approval of this removes the need for me to fill out a “Notification of Receipt of Gift” form for this travel, if I do receive a payment of expenses exceeding my actual travel expenses by more than \$50.00, or receive while traveling another gift with a value exceeding \$150.00, I will need to make a separate disclosure of that on a “Notification of Receipt of Gift” form.
- Either (check one)
  - I am asking my supervisor to determine that this provision of travel/lodging is a gift to the university rather than to me as an individual; or
  - I certify that this travel or lodging is incidental transportation by or hospitality at the residence of an individual.

Date: \_\_\_\_\_

[To be completed by employee’s supervisor]:

I have reviewed this request as the employee’s supervisor. I agree that this travel is being undertaken as part of the employee’s official duties; that, resources permitting, I would approve a University travel request for the employee to have this travel paid for by the University; that the monetary cost of the travel or lodging is comparable to what the University would have had to pay for the travel or lodging; and that I regard the offer to pay for the travel or lodging as a gift to the University and not to the individual employee.

Date: \_\_\_\_\_

Designated Ethics Supervisor Approval:

I have reviewed this request and approve acceptance of the offer.

Date: \_\_\_\_\_