



GENESEO

NEW YORK'S
PUBLIC HONORS COLLEGE

1 College Circle • Geneseo, NY 14454
www.geneseo.edu

Approval Request for Official Activity Expense Payment or a Service Payment

An Official Activity Expense Payment is a payment or reimbursement for the cost of attendance, registration, travel, food, or lodging related to a person's official activity. Official activity is a person's attendance or service at a meeting, conference, seminar, convention, or professional program that is part of his or her official duties and benefits their State agency.

A Service Payment is any payment of money made in consideration for a service provided. An approved Service Payment shall be made directly to the State University of New York.

Instructions: Within a reasonable period of time prior to engaging in the official activity, a covered person shall submit a written request to approve an Official Activity Expense Payment or Service Payment.

Part I: Person seeking Official Activity Expense Payment or Service Payment approval

Name	
Title	
Phone Number	

Part II: Required Information

- Identity of the offeror of payment or reimbursement and nature of the offeror's business;
- Detailed description of the official activity or service, including the date and location; and
- The amount of the payment or reimbursement and, where applicable, an itemization of costs for the attendance, registration, travel, lodging, and meals, and the amount of a service payment, if any.

Part III: Additional Information

Yes No

Does the Official Activity Expense Payment or Service Payment cover only the period of time that is reasonably required to be present for such official activity?

Is the Official Activity Expense Payment made at a rate not greater than the rate at which the College would pay or reimburse under its travel policy?

If the Official Activity Expense Payment was not made by the person or entity offering payment or reimbursement, could the expense be legally paid by the College in accordance with its travel policies?

Is the Official Activity Expense Payment or Service Payment offered by or on behalf of an Interested Source*?

*Interested Source is any person or entity, on his or her own behalf or on behalf of an entity, that:

- 1) Is regulated by, negotiates with, appears before in other than a ministerial matter, seeks to contract with or has contracts with, or does other business with: (i) the covered person, in his or her official capacity; (ii) the State agency with which the covered person is employed or affiliated; or (iii) any other State agency when the covered person's agency is to receive the benefits of the contract; or
- 2) Is required to be listed on a statement of registration pursuant to §1-e(a)(1) of article 1-A of the Legislative Law and lobbies or attempts to influence actions, decisions, or policies of the State agency with which the covered person is employed or affiliated; or
- 3) Is the spouse or unemancipated child of any individual satisfying the requirements of section 930.2(g)(2); or
- 4) Is involved in any action or proceeding, in which administrative and judicial remedies thereto have not been exhausted, and which is adverse to either: (i) the covered person in his or her official capacity; or (ii) the State agency with which the covered person is employed or affiliated; or
- 5) Has received or applied for funds at any time during the previous 12 months up to and including the date of the proposed or actual receipt of the item or service from either (i) the covered person in his or her official capacity; or (ii) the State agency with which the covered person is employed or affiliated.

Requestor's Signature:	
Date:	

Pursuant to Title 19 NYCRR Part 931.7, any covered person who is required to file a financial disclosure statement shall report any Official Activity Expense Payment in excess of \$1,000 (or all Official Activity Expense Payments the aggregate total of which exceed \$1,000 received from a single offeror) in his or her financial disclosure statement for the applicable year.

Part IV: Conditions for Approval

An approving authority may approve a request for an Official Activity Expense Payment or Service Payment provided the following conditions must be met:

- 1) The Official Activity Expense Payment or Service Payment covers only the period of time that the covered person is reasonably required to be present for such official activity.
- 2) If the Official Activity Expense Payment or Service Payment is offered by or on behalf of an Interested Source*, all of the following criteria must be met:

- a. It is not reasonable, under the circumstances, to infer that the Official Activity Expense Payment or Service Payment was intended to influence the covered person in the performance of his or her official duties.
 - b. The Official Activity Expense Payment or Service Payment could not, under the circumstances, reasonably be expected to influence the covered person in the performance of his or her official duties.
 - c. The Official Activity Expense Payment or Service Payment is not, under the circumstances, intended as a reward for any official action on his or her part.
- 3) The Official Activity Expense Payment, if not made by the offeror, could be lawfully paid by the State University of New York in accordance with its travel policy.
 - 4) The Official Activity Expense Payment is made on behalf of the covered person at a rate not greater than the rate at which the State University would pay or reimburse the covered person under its travel policy.
 - 5) The approving authority determines that the offeror is not being used to conceal that the Official Activity Expense Payment or Service Payment is actually offered or paid by an Interested Source.
 - 6) The Official Activity and the corresponding Official Activity Expense Payment or Service Payment is consistent with Public Officers §74.

I have reviewed and endorse this request.

Supervisor's Signature:	
Date:	

Part V: Determination

Approved

Denied

Ethics Officer's Signature:	
Date:	

Please print and send to Human Resources once signed at:

**318 Doty Hall
1 College Circle
Geneseo, NY 14454**