
Gifts, Meals, Hospitality, Entertainment Disclosure Form

This form is to be used by an employee to disclose and obtain approval before accepting gifts, hospitality or entertainment outside of the limits set forth in the Conflict of Interest Policy. The employee's manager is responsible for evaluating the circumstances surrounding the gift, meal, hospitality or entertainment for potential conflicts of interest and/or appearance of impropriety in accordance with the policy.

Employee Information

Banner ID: _____ Last Name: _____ First Name: _____ Telephone #: _____

Manager's Information

Name: _____ Position: _____ Telephone #: _____

Disclosure Details

Person, group or organization providing the gift, hospitality or entertainment: _____

Describe gift, meal, hospitality or entertainment (including date, circumstances, type of transportation (if provided)):

Description of purpose of gift, meal, hospitality or entertainment:

Entertaining company's representative: _____

Estimated cost/value of each significant item provided:

Transportation:	\$	Tickets:	\$
Lodging:	\$	Gift:	\$
Meals:	\$	Other:	\$
		TOTAL	\$

Other Mohawk College employees attending event or receiving gift and their relationship with provider:

TO BE COMPLETED BY MANAGER:

Manager's remarks whether appropriate to accept gifts, hospitality or entertainment and why:

SUBMITTED BY:

Employee Signature:

Name:

Date:

Received by Conflict of Interest Committee:

APPROVED BY:

Manager Signature:

Name:

Date:

Initials: