

**REQUEST FOR EXEMPTION FROM COOK COUNTY GIFT BAN FOR
GIFTS RELATED TO TRAVEL EXPENSES TO DISCUSS COUNTY BUSINESS**

Please complete this form and return it via email it to the Board of Ethics staff (cookcounty.ethics@cookcountyil.gov) at least 14 days prior to any proposed travel for which you seek an exemption under Ethics Ordinance § 2-574(b)(5).

Please attach the agenda for all activities associated with the proposed travel, including business meetings, social or entertainment components, etc., as well as any other documents that may be helpful in determining whether the gift meets an exemption from the Gift Ban.

1. Name of Recipient: _____
2. Recipient's County title and department/agency: _____
3. Phone number and email address of Recipient: _____
4. Name of Donor: _____
5. If Donor is an entity, Donor Contact Person who is knowledgeable about the proposed gift: _____

6. Phone number and email address of Donor/Contact Person: _____
7. Please provide a description of the County's relationship with the Donor, including whether (a) the Donor is doing business with, seeks to do business with, or seeks official action from, the County, (b) annual County expenditures to the Donor, and (c) whether competitive bidding was used to procure any products or services provided by the Donor: _____

8. The date and location of the proposed travel: _____

9. Indicate the purpose of the travel, including the specific County, Board, or Commission business to be discussed, and why the meeting must or should occur outside of Cook County: _____

10. The market value of the gift provided, with a breakout, where possible, of the various components of the gift (*e.g.*, travel, meals, educational sessions, promotional materials, entertainment, *etc.*): _____

VERIFICATION: To the best of my knowledge, the information I have provided on this form is accurate and complete. I acknowledge that an inaccurate or incomplete disclosure is punishable by law, including but not limited to fines.

Signature of Requester

Date

Printed Name of Requester