

APPENDIX B - GIFTS AND HOSPITALITY DISCLOSURE FORM

(Paragraph 3.1)

Gifts and Hospitality ("G&H") Disclosure Form

TYPE OF G&H:	<input type="checkbox"/> EXPENDITURE ON GOV'T OFFICIAL	<input type="checkbox"/> EXPENDITURE ON NON-GOV'T OFFICIAL OR THIRD PARTY	<input type="checkbox"/> RECEIPT OF THING OF VALUE FROM THIRD PARTY
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YOUR INFORMATION	
EMPLOYEE NAME	
POSITION	
PHONE NUMBER/E-MAIL	
DEPARTMENT/COMPANY	

EXCHANGE DETAILS*					
THING OF VALUE:	<input type="checkbox"/> MEAL(S)	<input type="checkbox"/> ENTERTAINMENT	<input type="checkbox"/> GIFT(S)	<input type="checkbox"/> TRAVEL	<input type="checkbox"/> OTHER
DESCRIPTION OF G&H (include sufficient details on item, venue, location and dates)					
ANTICIPATED VALUE OR EXPENSE (include value of item, cost per person and/or payment method)					
BUSINESS JUSTIFICATION					
YOUR ROLE IN EXCHANGE (employee sponsor or recipient)					
OTHERS INVOLVED IN EXCHANGE (offerors, recipients, participants, etc.) <i>Note: expenses may only be incurred for persons with legitimate business reason to attend</i>	NAME/TITLE	COMPANY/ ORGANIZATION	Gov't OFFICIAL?		
RELATIONSHIP CONSIDERATIONS (describe any pending business (e.g., agent, customer) or existing contract obligations (e.g., required site visit))					

APPROVAL & CERTIFICATION				
CERTIFICATION	TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION PROVIDED IN THIS FORM IS TRUE, ACCURATE AND COMPLETE YES <input type="checkbox"/> NO <input type="checkbox"/>			
	SIGNATURE: DATE:			
APPROVAL (WHERE APPLICABLE)	HOD	CEO/COO	MGB BOARD	
	SIGNATURE: DATE:	SIGNATURE: DATE:	SIGNATURE: DATE:	