

Educational Materials and Missions Exception
Resource Page - What You Need to Know in Less than 5 Minutes

Do you attend conferences, give presentations, or travel on official university business where another entity pays for all or part of the expenses?



Those costs may be allowable under the Educational Materials and Missions (EMM) exception ([Administrative Rule 1620.700](#)) to the State Officials and Employees Ethics Act banning the acceptance of gifts from a prohibited source (a person or entity that does or seeks to do business with the university – most often a vendor). The EMM exception is used when a prohibited source offers to pay for your travel, lodging, meals, or other expenses related to an event you are attending on behalf of the university.



To apply the EMM exception for costs to be paid or waived by a prohibited source, university employees must obtain **ADVANCE** approval from the University Ethics Officer. If pre-approval is not obtained, the gift of covered expenses cannot be accepted.



TO OBTAIN APPROVAL:

1. The expenses being paid or waived must have a close connection to your work or the mission of your department;
2. Your participation must predominately benefit the public or the university, as opposed to you individually; and
3. Travel is in a style and manner in character with conduct of university business.

A quick, electronic approval request form is located here:
https://www.ethics.uillinois.edu/forms/educational_materials_and_missions/
NetID and password are needed to access the form. The university Ethics Officer reviews are typically provided by the following business day.

There are two types of gifts employees may accept without obtaining EMM approval, as long as there are no additional items being covered. They are:

1

Single copies of academic or professional publications or software in the employee's area of responsibility or field of study.

2

Waived conference registration fees for employees serving as conference speakers, committee members, or invitees of the conference host.

A few related reminders...

1. When attending a conference or similar event, any related items provided as part of the registration fee, as well as any meals provided at the conference venue, are not considered gifts and may be accepted without advance approval.
2. Food or beverages may not be accepted from a prohibited source unless they are: 1) of minimal value and, 2) are served at a business meeting or reception attended in the course of official university duties.

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