

Attendance At Events (AAE) Forms

All UH employees and officers must receive prior approval from the Ethics Liaison Officer before attending meetings or functions that meet the following criteria:

- 1) You are being invited in your their official capacity;
- 2) The event takes place away from your work location; and
- 3) The event is sponsored (or co-sponsored) by a non-State government source.

Note: If all three of the above apply, the function is considered an “event” as defined in [N.J.A.C. 19:61-6.2](#)

To receive the appropriate approval prior to attending an event, a Request for Approval for Attendance at Events Form should be completed, at least 1 – 2 weeks in advance.

The AAE must be approved by both your supervisor and the ELO prior to attending the event.

For further guidance and/or additional questions, please contact the Office of Ethics and Compliance at: 973-972-3450 or uhethics@uhnj.org

