



**Virginia Conflict of Interest and Ethics Advisory Council**

**Travel Request Assessment Form**

<b>REQUESTER'S INFORMATION</b>	Last Name		First Name		Middle Initial	
	Address					
	City		State		Zip	
	Phone Number(s)					
	Email Address(es)					
	Office			County/District		
	<b>TRAVEL DATE(S)</b>					
<b>DATE(S) OF CONFERENCE, SEMINAR, MEETING, EVENT, ETC.</b>						
<b>ESTIMATED VALUE OF TRAVEL</b>		\$				
<b>DESTINATION(S)</b>						
<b>PREVIOUS OR RECURRING TRAVEL OF NOTE</b>						

What is the relationship between the travel and the requester's official duties?

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Is the requester attending a meeting, conference, or other event that: (Please check all that apply)

- Will be attended primarily by public officials;
- Will have substantial public policy discussion related to the requester's duties;
- Will cover topics that will educate the requester on issues related to his/her duties;
- Will cover topics that will enhance the requester's knowledge and/or skills related to his/her duties; or
- The requester has been invited for the purpose of speaking on matters reasonably related to his/her duties?