



ETHICS TRAVEL CERTIFICATION FORM

Ethics review is **required** when a Board vendor, prospective Board vendor, or an event organizer is paying for any part of an employee's travel or participation in any event off of CPS premises. Ethics review IS NOT REQUIRED when all travel costs are paid by an employee, school fundraising, a grant, or CPS (even a different unit or department).

To facilitate an ethics review, please attach this completed form, conference brochures, invitations, and other relevant documents in Oracle for review. For professional development under an existing contract, attach the contract with relevant sections highlighted. This form may be completed electronically, but **must** be printed out and signed by the employee and the employee's approver prior to submission. PLEASE LEAVE AMPLE TIME FOR REVIEW PRIOR TO TRAVEL.

PLEASE NOTE: For general questions about travel approval **unrelated to ethics review**, schools and networks should contact their Business Service Centers and Central Office staff should contact the Department of Finance. For questions **regarding ethics review**, please contact Jennifer L. Chan or ethicsinquiries@cps.edu.

TRAVEL INFORMATION	
NAME OF CONFERENCE OR EVENT	
LOCATION	DATES OF TRAVEL
FUNDING SOURCE(S)	

CPS EMPLOYEE AND APPROVER CERTIFICATION OF COMPLIANCE
<p>We certify that this travel and/or event participation is a necessary part of the employee's responsibilities and any benefit the employee will receive is incidental. If payment is made by a vendor or prospective vendor, we certify that to our knowledge their contributions are not based upon any understanding that official actions will be influenced. Please see the chart below for travel approvers.</p>

APPROVAL CHART	
Type of Employee	Approver
Chief Executive Officer	President of the Board
General Counsel	President of the Board
Inspector General	President of the Board
Employees in the Administrative Office of the Board	President of the Board
Chief Educational Officer	Chief Executive Officer
Executive Officers Reporting to Chief Executive Officer	Chief Executive Officer
Executive Officers Reporting to Chief Education Officer	Chief Education Officer
Attorneys and employees in the Law Department	General Counsel
School-based employees	School Principal
Principals and Network Office Employees	Chief Of Schools
Independent School Principals	Director of Special Projects, Teacher Quality
Principal Fellows	Chief Education Officer
All other employees	Department's Chief Officer

TRAVELER NAME	TRAVELER SIGNATURE	TRAVELER JOB TITLE	DATE
APPROVER NAME	APPROVER SIGNATURE	APPROVER JOB TITLE	DATE