

**PRIOR APPROVAL GIFT FORM
FOR GIFTS PRESENTED WHILE HOSTING INTERNATIONAL VISITORS OR DURING OFFICIAL
TRAVEL OUTSIDE THE UNITED STATES**

(Signed approval must be received by the Legislative Information Office prior to delivering gifts)

Today's date: _____

Representative of General Assembly traveling/hosting:

Printed name: _____

Signature: _____

Hosting dates/ _____ Travel dates/ _____

Country of Origin of Hosted Visitor: _____

Destination visiting outside the U.S.: _____

Title/Status of hosted visitor or individuals in country visited:

Government Officials: _____ Business Leaders: _____

International Students: _____ Other _____

Gifts selected for presentation as official gifts:

Quantity	Item	Cost per
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\$ _____ Total Cost submitted for prior approval

APPROVAL TO INVOICE INTERNATIONAL RELATIONS ACCOUNT

Signature Chairperson _____

Signature Vice Chairperson _____

Signature LSA Director _____

Signature Secretary of the Senate _____

Signature Chief Clerk _____

Please direct any questions to the Legislative Information Office: Legislative Information
515-281-8122