

**INSTRUCTIONS FOR RECONCILIATION STATEMENT  
AS REQUIRED BY 930 CMR 5.08(2)(d)3.**

**WHEN TO USE THE RECONCILIATION STATEMENT**

You are a **state, municipal or county employee**.

You are filing this **Reconciliation Statement** because

- You previously submitted a disclosure because you were **offered travel expenses** related to an activity or speaking engagement that **serves a legitimate public purpose**; and
- The **actual expenses** for the event **exceed the amounts originally disclosed by \$50 or more**.

You can use this form, for example, if you did not have definite information and you estimated the travel expenses when you filed your previous disclosure, or if circumstances that occurred when you traveled caused your travel expenses to increase.

You must complete a **statement of reconciliation stating how and why the actual travel differed** from the original proposal. You must file the Reconciliation Statement **within two weeks after the travel is completed**.

**FILING THE RECONCILIATION STATEMENT**

Complete the Reconciliation Statement and **file it in the same way you filed your original disclosure**. See the instructions at the end of the form.

An **elected employee** who attended an event with members of his or her staff may file a **single Reconciliation Statement for himself or herself and the staff members**.

If you need advice about completing the disclosure, please call the Attorney of the Day at (617) 371-9500 or e-mail the State Ethics Commission at [requestadvice@massmail.state.ma.us](mailto:requestadvice@massmail.state.ma.us).