

## INSTRUCTIONS FOR DISCLOSURE AS REQUIRED BY 930 CMR 5.08(2)(d)4

### **MATTER RELATING TO A NON-PUBLIC ENTITY THAT PAID TRAVEL EXPENSES**

#### **WHEN TO USE THIS DISCLOSURE FORM**

You are a **state, county or municipal employee**. You previously accepted **travel expenses reimbursed, waived or paid by a person who is not a public agency or a lobbyist**. The expenses were related to travel that served a **legitimate public purpose**. You previously filed a disclosure of the travel expenses in accordance with 930 CMR 5.08.

Under G.L. c. 268A, § 23(b)(3), the question is whether a reasonable person, with knowledge of all the relevant circumstances, would conclude that a person could unduly enjoy your favor or improperly influence you in the performance of your official duties, or that you are likely to act or fail to act as a result of kinship or the rank, position or undue influence of some party or person.

You are required to file a **disclosure under § 23(b)(3)** if a particular matter involving the giver of the expenses comes before you within the **six months after** you accepted the expenses. File the disclosure **when you receive notice that the matter is coming before you, and prior to taking any action with regard to the matter**. After you file the disclosure, you do not need authorization from your appointing authority before you perform your official duties.

#### **FILING THE DISCLOSURE**

Complete the **disclosure** form below.

If you are a **non-elected** public employee, file the disclosure with your **appointing authority**.

If you are an **elected** public employee, file the disclosure in a public manner as instructed at the end of the disclosure form.

**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).**