

**INSTRUCTIONS FOR DISCLOSURE BY NON-ELECTED PUBLIC EMPLOYEE
AS REQUIRED BY 930 CMR 5.08(3)(b).**

INCIDENTAL HOSPITALITY AT AN EVENT

WHEN TO USE THIS DISCLOSURE FORM

You are a **non-elected state, municipal or county employee**, and your attendance at an event will serve a **legitimate public purpose**, i.e., it will promote the interests of the Commonwealth, a county or a municipality. **Hospitality incidental to the event will be provided by a non-public entity** (but not a lobbyist). You are disclosing that you are accepting payment or waiver of **expenses of worth \$50 or more** related to your attendance at the event, including:

- **Cost of admission**
- **Refreshments**
- **Materials**
- **Transportation within the Commonwealth.**

FILING THE DISCLOSURE

Before you attend the event, **you must file a written disclosure:**

- **Disclose** the facts relating to your attendance at the event and the payment or waiver of expenses by the non-public entity;
- **Submit** the disclosure to your appointing authority.

Your appointing authority has to make a written determination both that:

- 1) Acceptance of reimbursement, waiver or payment of these expenses and costs will serve a **legitimate public purpose**; and
- 2) Such **public purpose outweighs any special non-work related benefit** to you or to the person providing the payment or waiver of expenses.

Your appointing authority should **maintain your disclosure as a public record** and should **provide you with a copy** of any signed determination.

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.