

## INSTRUCTIONS FOR DISCLOSURE AS REQUIRED BY 930 CMR 5.08(5)

### RECEIPT OF AN HONORARY DEGREE

#### WHEN TO USE THIS DISCLOSURE FORM

You are a **state, county or municipal employee**. You have been offered or have accepted an **honorary degree** from a public or private educational institution **given in whole or in part for your official actions or position**. The degree **did not include a monetary award of substantial value** (i.e., worth \$50 or more).

You also may have accepted **reasonable travel expenses** related to the conferral ceremony. These expenses were provided to **you and guests accompanying you** in accordance with the criteria and policies of the educational institution.

Under **§ 23(b)(3)**, the question is whether a reasonable person, with knowledge of all the relevant circumstances, would conclude that a person or entity 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 someone's kinship, rank, position or undue influence.

You are required to file a **disclosure under G.L. c. 268A, § 23(b)(3)** if:

- **a particular matter involving the giver of the honorary degree** came before you within the **six months prior** to your acceptance of the gift.
  - File the disclosure **before you receive the honorary degree and/or expenses**.
- **a particular matter involving the giver of the honorary degree** comes before you within the **six months after** you accept the gift.
  - File the disclosure **when you receive notice that the matter is coming before you, and before you take 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.

#### TRAVEL EXPENSES

If you are disclosing that a person or entity will pay your travel expenses, you are expected to make a reasonable effort to find out what the amount of the expenses will be. For example, you should call or e-mail the donor about the amount of the expenses or do research on the Internet about the cost of airfare or lodging.

If your actual travel expenses exceed the amount you disclosed by \$50 or more, you should file a **Reconciliation Statement** within two weeks after your travel is completed. See the form for Reconciliation Statement as Required by 930 CMR § 5.08(2)(d)3.

#### FILING THE DISCLOSURE

Complete the **disclosure** form below.

Answer all questions about **EITHER**:

A particular matter that came before you **within six months before** you received the honorary degree

**OR**

A particular matter that is coming before you **within six months after** you received the honorary degree.

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).

Form revised August 2015