

**INSTRUCTIONS FOR DISCLOSURE BY NON-ELECTED EMPLOYEE  
AS REQUIRED BY 930 CMR 5.08(2)(d)1.**

**RECEIPT OF TRAVEL EXPENSES**

**WHEN TO USE THIS DISCLOSURE FORM**

You are a **non-elected state, municipal or county employee**, and you are going to engage in an activity that serves a **legitimate public purpose**, i.e., it is intended to promote the interests of the Commonwealth, a county or a municipality. You are disclosing that a **non-public entity** (but not a lobbyist) **will reimburse, waive or pay \$50 or more of your travel expenses**, including any of the following: air, train, bus, taxi fare and rental car hire, the cost of meals and lodging, and the costs of registration, admission, tickets, food, refreshments, instruction, materials and entertainment.

These expenses may cover only the day or days on which you have participation or presentation responsibilities and the days on which you must travel to the event and return to the Commonwealth.

**FILING THE DISCLOSURE**

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

- **Disclose** the facts relating to the offer, including an itemization and explanation of the travel expenses or costs related to the event.
  - o 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.
- Provide any relevant **itinerary or agenda**.
- **Submit** the disclosure and itinerary or agenda **to your appointing authority**.

Your **appointing authority** must 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 reimbursement, waiver or payment.

Your appointing authority should maintain your disclosure, along with the itinerary or agenda, as a **public record** and should provide you with a copy of any signed determination.

**RECONCILIATION STATEMENT**

If you disclose travel expenses and your actual travel expenses exceed the amount you disclosed by \$50 or more, you must submit 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.

**ADDITIONAL § 23(b)(3) DISCLOSURE**

Under § 23(b)(3), as a state, county or municipal employee, you must file a disclosure before performing official duties if you have an affiliation or relationship with a person or organization that would cause a reasonable person to conclude that someone can unduly enjoy your favor or improperly influence you when you perform your official duties. In addition to the disclosures explained above, you must **file a disclosure under § 23(b)(3)** if a particular matter involving the non-public entity that reimbursed, paid or waived your travel expenses comes before you during the **six months after** you accepted them. See Disclosure Required by 930 CMR 5.08(2)(d)4.

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 [opinions@eth.state.ma.us](mailto:opinions@eth.state.ma.us).