

STATE OF CONNECTICUT
Office of State Ethics
18-20 Trinity Street
Hartford, CT 06106-1660
Tel: (860) 566-4472

REPORT OF NECESSARY EXPENSES RECEIVED BY A PUBLIC OFFICIAL OR STATE EMPLOYEE
(SEE Conn. Gen. Stat. §1-84(k))

PLEASE TYPE THIS FORM IN THE FIELDS PROVIDED.
HANDWRITTEN FORMS ARE INCOMPATIBLE WITH OUR SYSTEM.

WHAT ARE "NECESSARY EXPENSES" - Necessary expenses are a public official's or state employee's expenses for **an article, appearance or speech or for participation at an event**, in his or her official capacity, and are limited to necessary travel expenses, lodging for the nights before, of and after the appearance, speech or event, meals and any related conference or seminar registration fees. (See Conn. Gen. Stat. §1-79(q))

WHO FILES - Any public official or state employee who receives payment or reimbursement of necessary expenses for **LODGING and/or OUT-OF-STATE TRAVEL**, unless the payment or reimbursement was provided by the state of Connecticut, another state government, or the federal government.

WHEN TO FILE - **Within 30 days** of receiving a reportable payment or reimbursement.

IMPORTANT! If, intentionally or due to gross negligence, a public official or state employee does not timely file a required report of the payment or reimbursement of necessary expenses, he or she shall be required to return the payment or reimbursement, and may be subject to a civil penalty of up to \$10,000.

WHERE TO FILE – Office of State Ethics, 18- 20 Trinity Street, Hartford, CT 06106-1660

Your Name:

Your Title/Agency:

Name of Person or Entity Paying or Reimbursing Expenses:

Date of Receipt of Payment/Reimbursement:

Description, Location of Event (include dates):

Description of Official Activity (i.e., article, appearance, speech or active participation – as opposed to mere attendance):

Lodging and/or Out-of-State Travel Expense(s) for Which Payment or Reimbursement was Received (include dollar amounts, if known):

I DO HEREBY CERTIFY under penalty of false statement that I make this report in accordance with the requirements of Conn. Gen. Stat. §1-84(k), and that this report contains all the information required by such statute.

X _____
(Signature of Public Official/State Employee)

(Date)