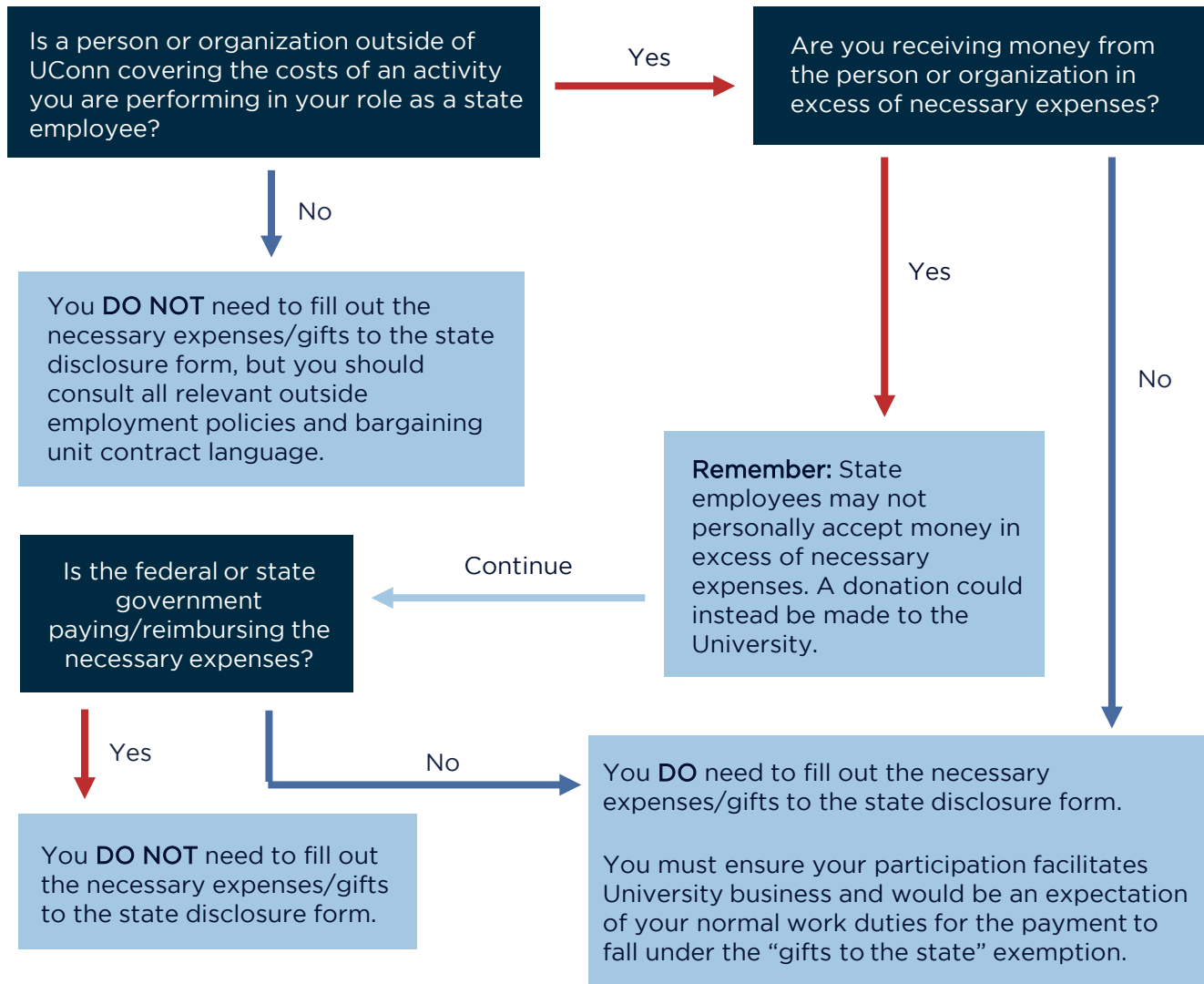


# Necessary Expenses/Gifts to the State Disclosure Flowchart

## START



### WHAT ARE "NECESSARY EXPENSES"?

Necessary expenses are related to active participation at an event in your official capacity and are limited to necessary travel expenses, lodging, meals, and related event registration fees. Necessary expenses must be reported to the Office of State Ethics.

### WHAT ARE "GIFTS TO THE STATE"?

This reporting requirement applies to instances when you receive goods or services – which include lodging or out-of-state travel – to support your participation at an event in your official capacity. Events must be educational in nature and relevant to your state duties.

Note: "active participation" at the event is not required, you need only attend. Gifts to the State must be reported to the Office of State Ethics.

### WHO FILES?

Any public official or state employee who receives payment or reimbursement of expenses including goods or services 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, reimbursement, or goods or services.

### HOW TO FILE?

[Click here](#) or visit the [Office of State Ethics](#).