

# Necessary Expenses / Gifts to the State Disclosure Flowchart

## WHAT ARE “NECESSARY EXPENSES” REPORTING REQUIREMENTS?

Necessary expenses are related to your 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 using their electronic form.

## WHAT ARE “GIFTS TO THE STATE” REPORTING REQUIREMENTS?

While a “Gifts to the State” may include other examples, 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 (i.e., the event must facilitate state action or function). 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 using their electronic form.

### WHO FILES?

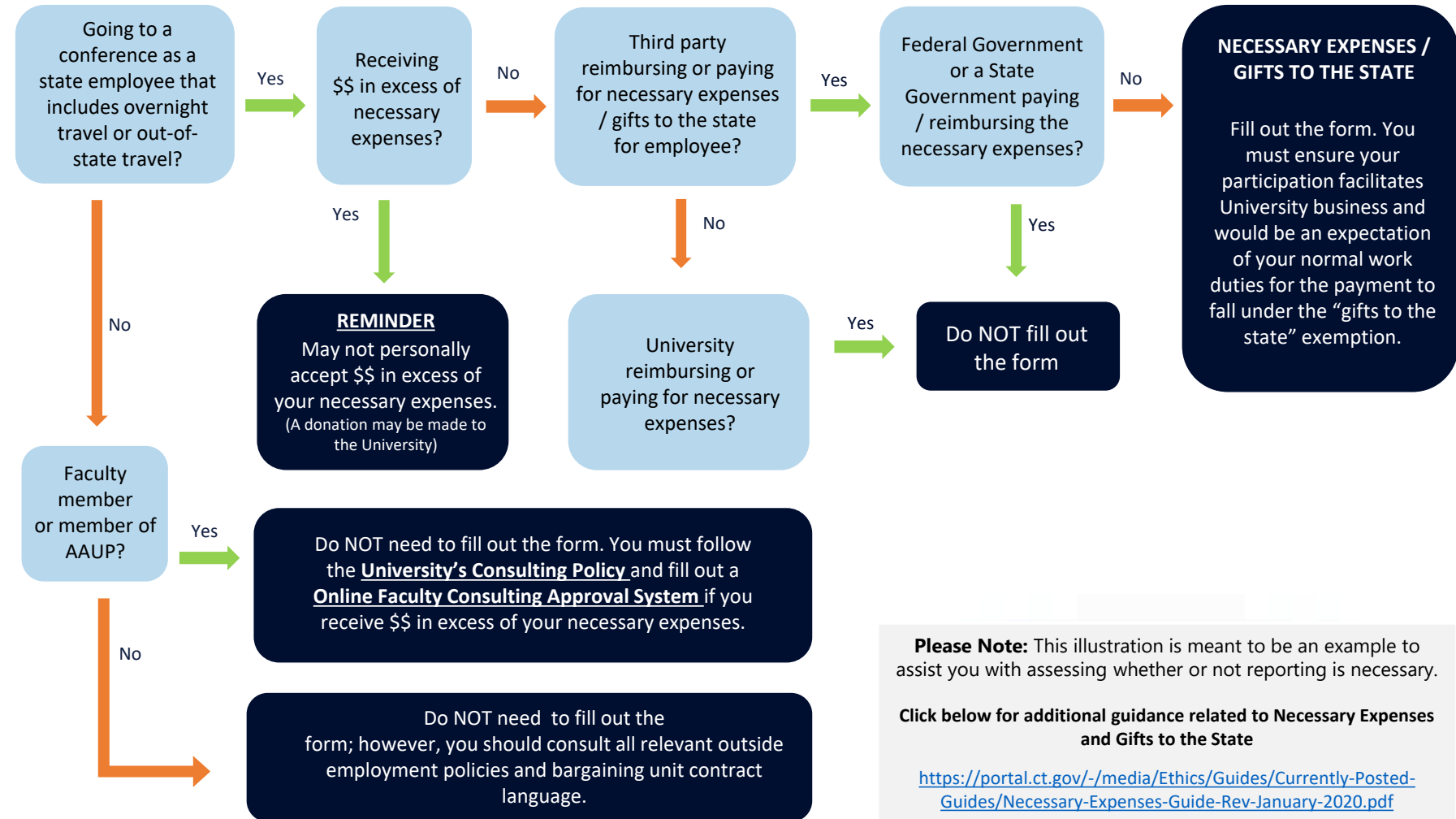
Any public official or state employee who receives payment or reimbursement of expenses including goods or services for lodging and/or out-of-state travel, unless the payment or reimbursement was provided by the state of Connecticut, another state government, or the federal government.

### 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](#) website to file necessary expenses / gifts to the state.



**Please Note:** This illustration is meant to be an example to assist you with assessing whether or not reporting is necessary.

Click below for additional guidance related to Necessary Expenses and Gifts to the State

<https://portal.ct.gov/-/media/Ethics/Guides/Currently-Posted-Guides/Necessary-Expenses-Guide-Rev-January-2020.pdf>