

COMPLIANCE CHATTER



Compliance Updates & Resources for UConn & UConn Health

NECESSARY EXPENSES and GIFTS TO THE STATE Essential Takeaways and Reminders

Are you attending an out-of-state event as a public official or state employee? Are your expenses being paid for by someone other than UConn? If so, keep reading to learn about important reporting requirements for state employees.



WHAT NEEDS TO BE REPORTED?



NECESSARY EXPENSES

These are necessary costs provided to you in consideration of your active participation in your role as a state employee. Necessary Expenses include travel expenses, lodging (standard room nights, before, of and after), meals, and related conference or event registration fees.

"Active participation" requires some substantive official activity that is essential to the event (e.g., speech, participation on a panel, moderating a panel, presenting or receiving of an award, etc.).



GIFTS TO THE STATE

Goods or services (including lodging or out-of-state travel) that you (as a state employee) receive to support your attendance at a conference or event.

Under the Gifts to the State provisions, "active participation" at an event is not required, you need only attend.

The event must be relevant to your state duties (i.e., the event must facilitate state action or function).

WHO NEEDS TO REPORT IT?



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 Connecticut, another state government, or the federal government.

WHEN & HOW DOES IT NEED TO BE REPORTED?



If you receive payment or reimbursement of Necessary Expenses or for lodging and/or out-of-state travel under the “Gifts to the State” provision, you must file a Necessary Expenses (ETH-NE) or Gifts to the State Disclosure Form (ETH-GTS) with the Office of State Ethics within **30 days**.

Note regarding Necessary Expenses and Gifts to the State

Reporting is not required if payment or reimbursement of expenses is made by the State of Connecticut, the federal government or another state government.

To assist you with navigating reporting requirements for public officials or state employees, the Office of University Compliance created a [Necessary Expenses and Gifts to the State Disclosure Flowchart](#). This and other helpful resources can be found below.

[View Flowchart Here](#)

[List of Additional Resources](#)

[Visit the Office of State Ethics](#)



For additional guidance regarding compliance with the State Code of Ethics for Public Officials at UConn or UConn Health contact the Ethics Liaison, Kimberly Fearney at:

Kim.Fearney@uconn.edu
(860) 486-2530 (UConn)
(860) 679-1802 (UConn Health)

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28 Professional Park Rd. (Unit 5084)
Storrs, CT 06268

263 Farmington Ave. (MC 8214 - First Floor)
Farmington, CT 06030-8214