



NECESSARY EXPENSES

- May be received by public officials or state employees **only** if the official or employee, in his/her official capacity, is actively participating in an event (giving a speech or presentation, running a workshop, etc.).
- Necessary expenses can include:
 - Travel (coach);
 - Lodging (standard cost of room for the nights before, of, and immediately following the event);
 - Meals; and
 - Related conference expenses.
- Entertainment costs (tickets to sporting events, golf outings, night clubs, etc.) are **not** necessary expenses.
- Necessary expense payments **do not** include payment of expenses for family members or other guests.
- Within 30 days of receiving payment or reimbursement of necessary expenses for **lodging or out-of-state travel**, state employees must file an ETH-NE form with the Office of State Ethics (OSE).

FEES/HONORARIUMS

- Public officials and state employees may **not** accept fees or honorariums for an article, appearance, speech or participation at an event in their official capacity.
- Fees or honorariums for such activities, if offered based solely on expertise and without any regard to official capacity, may be acceptable. Contact the OSE before accepting any such payment.

GIFTS TO THE STATE AND NON-RESTRICTED DONORS

- If the donor is not a registered lobbyist or a prequalified state contractor under General Statutes § 4a -100, and is not regulated by, doing business with, or seeking to do business with your state agency, then it is a non-restricted donor for purposes of the gift limitations in the Code of Ethics for Public Officials.
- A non-restricted donor may pay for a state employee to **attend** an event that is educational in nature and relevant to the agency employee's state duties, even if he/she is not actively participating in the event. (Note: This type of "gift to the state" would be prohibited if donated by a restricted donor.)"

Please direct any questions to:
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