



Controller's Office

220 Pawtucket St.
Suite M30
Lowell, MA 01854

Conflict of Interest Guidelines

An employee is not prohibited from accepting reimbursement, waiver, or payment of travel expenses, ***if*** a prior written determination is made that (1) such acceptance will serve a legitimate public purpose and (2) such public purpose outweighs any special non-work-related benefit to the employee, or to the person providing payment of expenses. This would require completion of the [Appointed employee reimbursement of travel expenses disclosure form](#) pursuant to [930 CMR 5.08\(2\)](#).

For employees presenting at the conference, the determination should first be made if the presentations constitute a legitimate speaking engagement under [930 CMR 5.08 \(4\)\(a\)](#). It is important to note that the only expenses that are able to be covered under 5.08(4)(a) may cover only the day or days on which the public employee is actually speaking and the days on which the public employee must travel to the conference and return to the Commonwealth. A public employee who speaks only on the first day of a week-long conference can accept travel expenses in connection with the other days only subject to compliance with 930 CMR 5.08(2). This would require completion of the [Appointed employee reimbursement of travel expenses disclosure form](#) pursuant to 930 CMR 5.08(2). The form should be completed by the employee's appointing authority (head of their department).

The employee is responsible for retaining the approved form.