

Necessary Expenses Flowchart

Knowing when to fill out a necessary expenses form (Form ETHN-E) can be confusing. The following example and flow chart are meant to assist faculty and staff in determining when this form must be completed and sent to the Office of State Ethics. Remember, Necessary Expenses are considered “necessary travel expenses, lodging for the nights before, of and after the appearance, speech or event, meals and any related conference or seminar registration fees”.

EXAMPLE: You are asked to speak at a conference. The entity that has invited you has offered to reimburse you for your airfare, hotel and meals. Do you have to fill out a necessary expenses form?

