DISCLOSURE BY NON-ELECTED PUBLIC EMPLOYEE
OF TRAVEL EXPENSES SERVING A LEGITIMATE PUBLIC PURPOSE
AS REQUIRED BY 930 CMR 5.08(2)(d)1.

	NON-ELECTED PUBLIC EMPLOYEE INFORMATION
Name of **non-elected** public employee:	Melissa Hoffer
Title/ Position	Climate Chief
Agency/ Department	Executive Office of Climate Innovation and Resilience
Agency address:	1 Ashburton Place Floor 16 Boston, MA 02108
Office phone:	[redacted]
Office e-mail:	Melissa.Hoffer@mass.gov
Write an X to confirm each statement.	I am filing this disclosure because: _X__ I am going to engage in an activity that serves a legitimate public purpose, i.e., it is intended to promote the interests of the Commonwealth, a county or a municipality; and _X__ A non-public entity (but not a lobbyist) has offered to reimburse, waive or pay travel expenses and costs worth more than $50.
	ACTIVITY THAT SERVES A LEGITIMATE PUBLIC PURPOSE
Describe the activity which is the reason for traveling.	**London Climate Action Week** brings together government leaders, businesses, investors, academic institutions, nonprofit organizations, and civil society representatives to support the transition to a climate-resilient future. The event serves as a global platform for collaboration, knowledge sharing, and partnership-building on issues including clean energy, climate finance, adaptation and resilience, sustainable infrastructure, and environmental innovation. Through a series of events and discussions, participants exchange best practices, develop cross-sector partnerships, and advance solutions to shared climate challenges at the local, national, and international levels.
Describe your participation in the activity.	I will participate in a series of policy discussions, panels, and bilateral meetings with leaders the Commonwealth seeks to partner with to advance its implementation of climate strategies
Date, time and location of activity.	June 21st – June 25th, 2026 London, United Kingdom
Please explain how the activity will promote the interests of the Commonwealth, a county or a municipality.	Attendance at London Climate Action Week will support the Commonwealth's efforts to advance climate resilience and economic competitiveness through collaboration with global partners. Massachusetts has established itself as a national leader in climate action, and participation in LCAW will enable the Commonwealth to share lessons learned while strengthening relationships with peer governments and organizations working toward similar goals.
	TRAVEL EXPENSES

Identify the person or organization that offered to reimburse, waive or pay your travel expenses.	U.S. Climate Alliance
Address of person or organization.	1750 Pennsylvania Avenue NW, Suite 300. Washington, D.C. 2000
Provide information in as much detail as possible:	***Itemization and explanation of amounts offered:***
Transportation:	*Air, train, bus, and taxi fare and rental car hire, etc.* RT Flight Boston <> London – **$2,145**
Lodging:	*Overnight accommodations.* Hotel (Moorgate by Cove) – **$2,670** ($890 /night * 3 nights)
Meals:	*Breakfast, lunch, dinner, special events.* **$150** (Assumed ~$50/day, 3 days)
Admission:	*Registration, admission, tickets, etc.* **N/A**
Other (please list):	*Refreshment, instruction, materials, entertainment, etc.*
Total:	$4,965
Write an X beside any statement that applies.	_x__ **I have attached the relevant itinerary.** ____ **I have attached the relevant agenda.**
Employee signature:	/s/ Melissa Hoffer
Date:	06/17/2026

Attach additional pages if necessary.

Complete the disclosure and submit it to your appointing authority.

DETERMINATION BY APPOINTING AUTHORITY

	APPOINTING AUTHORITY INFORMATION
Name of Appointing Authority:	Maura Healey (by Chief of Staff Kate Cook)
Agency and Title/Position:	Governor
Agency address:	State House, Room 360, Boston, MA
Office phone:	617-724-4000
Employee who filed the disclosure:	Melissa Hoffer
	DETERMINATION
To give approval, check <u>both</u> statements.	Upon consideration of the facts disclosed by the employee above, I find that: X Acceptance of the reimbursement, waiver or payment of travel expenses will serve a legitimate public purpose, i.e., it will promote the interests of the Commonwealth, a county or a municipality; AND X Such public purpose outweighs any special non-work related benefit to the employee or the person providing the reimbursement, waiver or payment.
Reason that the employee's travel or attendance will serve a legitimate public purpose:	As stated in the disclosure.
Appointing Authority signature:	Kate Cook
Date:	6/18/24

Attach additional pages if necessary.

The appointing authority should maintain the disclosure as a public record and give a copy of any signed determination to the employee.