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:	Karissa Hand
Title/ Position	Press Secretary
Agency/ Department	Office of the Governor
Agency address:	24 Beacon Street, Boston, MA 02133
Office phone:	[redacted]
Office e-mail:	Karissa.Hand@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.	I am traveling to the Democratic Governors Association's Senior Staff Retreat to connect with my senior staff counterparts from other states and discuss current policy issues.
Describe your participation in the activity.	I will attend networking receptions and panel discussions with other senior staff.
Date, time and location of activity.	Friday, March 7, 2025 – Sunday, March 9, 2025 New Orleans, LA
Please explain how the activity will promote the interests of the Commonwealth, a county or a municipality.	While at the retreat, I will build relationships with senior staffers from other state governments from across the country. I will also participate in a series of solution-driven policy conversations.
	TRAVEL EXPENSES

Identify the person or organization that offered to reimburse, waive or pay your travel expenses.	Democratic Governors Association
Address of person or organization.	Democratic Governors Association 7920 Sunset Boulevard Los Angeles, CA 90046
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.* $498.59
Lodging:	*Overnight accommodations.* Hotel: $508 (2 nights)
Meals:	*Breakfast, lunch, dinner, special events.*
Admission:	*Registration, admission, tickets, etc.*
Other (please list):	*Refreshment, instruction, materials, entertainment, etc.*
Total:	$1,006.59
Write an X beside any statement that applies.	**____ I have attached the relevant itinerary.** **____ I have attached the relevant agenda.**
Employee signature:	/s/ Karissa Hand
Date:	03/07/2025

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:	Office of the Governor/Governor
Agency address:	24 Beacon Street, Boston, MA 02133
Office phone:	(617) 725-4000
Employee who filed the disclosure:	Karissa Hand
	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:	Karissa will represent Massachusetts and demonstrate the Administration's commitment to connecting and collaborating with various state leaders on current issues. Karissa will participate in a series of solution-driven policy conversations with counterparts from other states.
Appointing Authority signature:	/s/ Kate Cook
Date:	03/07/2025

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.