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:	Alanna Ogilvie
Title/ Position	Deputy Director of Scheduling
Agency/ Department	Governor's Office
Agency address:	24 Beacon Street, Boston, MA 02133
Office phone:	[redacted]
Office e-mail:	Alanna.ogilvie@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.	The NGA convening for Governors' Schedulers, Executive Assistants, Spouses' Staff, and Residence Managers is an opportunity for professionals in these roles to come together, share best practices, and learn from one another. This event is designed to provide a forum for attendees to network with their peers, exchange ideas and strategies, and discuss the unique challenges and opportunities that come with working in the governor's office or residence.
Describe your participation in the activity.	I will attend a series of panel discussions and networking events with fellow Governor's Schedulers, Executive Assistants, Spouses' Staff, and Residence Managers.
Date, time and location of activity.	Wednesday, March 22 – Friday, March 24 2023, Princeton, New Jersey
Please explain how the activity will promote the interests of the Commonwealth, a county or a municipality.	By participating in the conference programming, I will be able to deepen interstate relationships by connecting with my counterparts from across the country. The networking setting will facilitate the sharing of common practices and problem solving.

	TRAVEL EXPENSES
Identify the person or organization that offered to reimburse, waive or pay your travel expenses.	National Governor's Association
Address of person or organization.	National Governor's Association 444 National North Capitol Governors Street, Association Suite 267, Washington, D.C. 20001
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.* Flight 1 $183.90 + Flight 2 $153.20 Total = $ 337.1
Lodging:	*Overnight accommodations.* Hotel (2 nights) = $373.79
Meals:	*Breakfast, lunch, dinner, special events.* Breakfast (x2) + Lunch (x1) + Dinner (x2) = ~$110
Admission:	*Registration, admission, tickets, etc.* n/a
Other (please list):	*Refreshment, instruction, materials, entertainment, etc.*
Total:	$820.89
Write an X beside any statement that applies.	**__x__ I have attached the relevant itinerary.** **__x__ I have attached the relevant agenda.**
Employee signature:	Alanna Ogi
Date:	3/ /23

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 T. Healey
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:	Alanna Ogilvie
	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:	By attending this conference Alanna can assist myself and our team by hearing from and connecting with her national counter parts. She can support the scheduling department by bringing back new ideas and best practices, as well as furthering our interstate network.
Appointing Authority signature:	M. T. Healey
Date:	3/20/23

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.