

Gift and Honoraria or Payment of Expenses Form

Name: _____ Date: _____

City Office or Position Held: _____

GIFTS or ENTERTAINMENT

List individual and organizations that provided YOU with ENTERTAINMENT or GIFTS of more than \$50.

Name of Provider: _____

City & State: _____

Describe Gift or Entertainment: _____

Approximate Value of Gift or Entertainment: _____

HONORARIA or PAYMENT of EXPENSES

List sources of HONORARIA and payment of EXPENSES of more than \$50 related to your city duties.

Payer: _____

Approximate value of Expenses: _____

Amount of Honorarium: _____

Circumstances of receipt: _____

Signature: _____ Date: _____

**This disclosure becomes a part of your annual Statement of Economic Interest Filing.
Please keep a copy of this form for your records.**

Dear City Officials and Employees:

Gift Reporting

According to Chapter 303-5-3, MCO: "No person may offer or give to an official or other City employe, directly or indirectly, and no official or other city employe may solicit or accept from any person, directly or indirectly, anything of value if it could reasonably be considered as a reward for any official action or inaction on the part of the official or other City employe."

- A "gift" includes any money, property, favor, service, entertainment, travel, or payment furnished without valuable consideration. Includes tickets to sporting or theatrical events, golfing fees, prizes, samples and promotional items, items from sales representatives, or a part of business promotions, and similar items.
- A "gift" does not include political contributions reported to the Election Commission, or meals, beverages, or lodging that an individual offers as hospitality at his or her own expense, and not as a business expense, for reasons unrelated to your holding a city office or position.

Chapter 303-13-7, MCO requires individuals who file the annual Statement of Economic Interest form must disclose the identity of each person from which the individual received, directly or indirectly, any gift or gifts having an aggregate value of more than \$50 within the taxable year preceding the filing.

Honoraria or Payment of Expenses

According to Chapter 303-9-1, MCO, City officials are encouraged to meet with groups to discuss and interpret legislative, administrative, executive or judicial processes and proposals and issues initiated by or affecting any city department or agency.

- List each individual or organization from which you received lodging, transportation, meals, expenses, or honoraria having a total value of more than \$50, for attendance at a conference, presentation of a talk, participation in a meeting, or for a published work about issues initiated by or affecting city government or city agencies.
- Do not list information about lodging, transportation, meals, money or any other thing of pecuniary value if you:
 - returned it within 30 days
 - received it from the agency of which your city public office is a part
 - received it from a source already listed in Part 1 or Part 2
 - already reported the payment to the Ethics Board as a matter of public record

If you need additional forms or have questions, call **286-8641**. Mail or Fax completed forms to:

**The City of Milwaukee
Ethics Board
200 E. Wells Street, Room 205
Milwaukee, WI 53202**

**Phone: (414) 286-8641
Fax: (414) 286-0723**