





## Agenda Required for Gifts of Travel Disclosures

At the meeting on December 17, 2021, the Select Committee on Legislative Ethics voted unanimously to require that an agenda be provided when filing a disclosure under the exception in AS 24.60.080)(c)(4) for gifts of travel and hospitality primarily for obtaining information on matters of legislative concern. This is a change from previous practices where a copy of the agenda and a narrative addressing how the information obtained was a matter of legislative concern was requested but not required.

**Attach the agenda when you file your disclosure.** If you do not provide an agenda for a travel and hospitality event, you will be required to repay to the donor organization the amount gifted for the travel and hospitality. Failure to provide an agenda or to repay the gifted amount of money could be considered a violation of the Legislative Ethics Act as a prohibited gift under AS 24.60.080(a).

Contact the Ethics Office at 907-269-0150 for more information.

### Reminder: Disclosures Required for New Associations

Disclosures must be filed within 30 days of the beginning of an association regardless of whether it begins during session, during a recess, or during interim.

**Board memberships** (within 30 days of the beginning of the association). *Example:* A legislator or legislative employee is elected to a condo association board on March 12, 2022.

**Close economic associations** (both parties must file a disclosure within 30 days of the beginning of the association). *Example:* A legislator purchases a piece of artwork worth \$250 or more from a legislative employee on March 15, 2022.

**State Benefit and Loan Programs** (within 30 days of the beginning of participation). *Example:* A legislator or legislative employee receives a new commercial fishing loan on April 7, 2022.

**State Contracts, Leases, and Grants** (within 30 days of the beginning of the association). *Example:* A legislator or legislative employee renegotiates a state contract on April 14, 2022.

**If you are unsure whether you need to file a disclosure,** contact the Ethics Office at 907-269-0150 or 907-269-8179.

### How Do I Submit Ethics Disclosures? File Online

1. Go to <http://intranet.akleg.gov/> and scroll down and click on **Login** in the **File an Ethics Disclosure** section.
2. Enter the filer's computer login (not email address) and password. NOTE: If the filer is a legislator, use the legislator's computer login and password.
3. Click on **Sign in**.
4. Click on the type of disclosure you want to file.
5. Complete the form using drop down menus when available. (Remember, **gifts of travel are for the purpose of obtaining information about matters of legislative concern**. Provide complete information about the donor, a one or two sentence narrative that addresses how the information obtained is a matter of legislative concern, and attach a copy of the agenda.)
6. Check your completed disclosure and click "Proceed."
7. Review your disclosure and if correct, press "Submit."

### Need More Help Filing Your Disclosure?

Download a four-page detailed instruction handout at <https://ethics.akleg.gov/disclosures.php> or **contact the Ethics Office at 907-269-0150 or 907-269-8179 if you need more information.**

#### Contact the Select Committee on Legislative Ethics

**Mailing Address:**  
PO Box 90251  
Anchorage, AK 99509-0251

**Physical Location:**  
Anchorage Legislative Office Building  
1500 W Benson Blvd Suite 220  
Anchorage, AK 99503

**Phone:** 907-269-0150  
**FAX:** 907-269-0152  
**Email:** [Ethics.Committee@akleg.gov](mailto:Ethics.Committee@akleg.gov)  
**Website:** <http://ethics.akleg.gov/>