

CITY OF BUFFALO CODE OF ETHICS DISCLOSURE

§12-11 BUSINESS TRAVEL DISCLOSURE STATEMENT

No City officer or employee shall directly or indirectly solicit, accept or receive any gift or financial benefit from or on behalf of any person or organization that has pending or is known by such City officer or employee to be considering or has pending within the prior twelve months any financial or regulatory transaction with any City agency in which he or she serves or over which he or she has any jurisdiction or appointing power. For purposes of the Code, a “gift or financial benefit” shall include money, service, loan, travel, entertainment, hospitality or any financial transaction on terms not available to the general public but shall not include normal hospitality or promotional materials if such hospitality or materials do not exceed \$100 in value and are not received in circumstances in which it might be reasonably inferred that they were given with intention to influence or reward them in relation to the performance of their duties. Code of Ethics §12-11(A).

Pursuant to §12-11(B) of the Code of Ethics, a City officer's or employee's acceptance of travel and travel-related expenses from, or on behalf of, any person or organization that has pending or is known by such City officer or employee to be considering, or has had pending within the prior twelve (12) months, may be considered a gift to the City rather than a gift to the City officer or employee when the following occur: (1) the travel is for a City purpose and therefore could be properly paid for with City funds; and (2) the travel arrangements are appropriate for the purpose; and (3) the travel is no longer than reasonably necessary to accomplish the business which is its purpose.

Code of Ethics §12-11(C) requires that advance notice of the travel must be filed with the Board of Ethics, including an itinerary and a proposed travel budget prior to one's departure. Following the conclusion of the trip, the City officer or employee should report to the Board of Ethics the itinerary and actual travel disbursements and payments or reimbursements of expenses.

Employee's Information

Name	
Department	
Title	
Work Address	
Supervisor's Name	
Supervisor Approved Travel Dates	

Conference Details*

Conference Start/End Dates	
Registration Fees (if any)	
Registration Fees Paid By	
Payee's Relationship to City (if other than the City Employee/Officer)	
*Must attach copy of Conference Agenda	

Flight Details

Destination	
Airline	
Seating Class	

Flight Details

Departure Date	
Return Date	
Total Tickets Cost	
Tickets Paid for By	
Payee's Relationship to City (if other than the City Employee/Officer)	

Hotel and Lodging

Date of Reservation	
Hotel Name/Address	
Check-In Day/Time	
Checkout Day/Time	
Room Type/ Rate per Day	
Total Room Cost	
Room Paid for By	
Meals/Per Diem (if any)	
Payee's Relationship to the City (if other than the City Employee/Officer)	

Car Rental

Date of Reservation	
Rental Company	
Vehicle/Make/Model/Year	
Pickup Day/Time	
Drop-off Day/Time	
Rate per Day	
Total Rental Costs	
Rental Vehicle Paid for By	
Payee's Relationship to City (if other than the City Employee/Officer)	

City Officer/Employee Signature

Date

The Board of Ethics reserves the right to request additional information that may aid in its review of this disclosure, including but not limited to, requesting the appearance of the City officer or employee before this Board.