

**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:	Megan Marszalek
Title/ Position	Director of Entrepreneurial Ecosystems
Agency/ Department	Innovation Institute at Mass Tech Collaborative
Agency address:	75 North Drive Westborough, MA 01581
Office phone:	508.870.0312
Office e-mail:	marszalek@masstech.org
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.	Lever's Berkshire Innovation Summit, convening entrepreneurial support organizations from across Massachusetts and launching of the Mass Founders Network
Describe your participation in the activity.	Attendee representing Innovation Institute at MassTech which has provided grant and technical support for development of Mass Founders Network (MFN). Agency presence to engage with current and potential future stakeholders.
Date, time and location of activity.	October 3 and 4, The Porches, North Adams, MA
Please explain how the activity will promote the interests of the Commonwealth, a county or a municipality.	Through my participation in the event, I will engage entrepreneur support organizations from across the Commonwealth and in discussions identifying best practices, opportunities for defining future projects, and fostering collaboration between organizations. Participating organizations work closely with entrepreneurs across the Commonwealth to create opportunities for economic development, and engagement with these organizations is central to the work of the Innovation Institute's mentorship program. The launch of MFN will create a virtual platform for engagement and networking for entrepreneurs across Massachusetts.

	TRAVEL EXPENSES
Identify the person or organization that offered to reimburse, waive or pay your travel expenses.	Lever, through a grant from the Feigenbaum Foundation, will pay lodging and meal costs for all attendees of the event.
Address of person or organization.	Lever, Inc. 85 Main Street, Suite 218 North Adams, MA 01247
Provide information in as much detail as possible:	<i>Itemization and explanation of amounts offered:</i>
Transportation:	<i>Air, train, bus, and taxi fare and rental car hire, etc.</i> N/A
Lodging:	<i>Overnight accommodations.</i> \$289 (per lodging website)
Meals:	<i>Breakfast, lunch, dinner, special events.</i> \$64 (GSA Per Diem M&IE Pittsfield)
Admission:	<i>Registration, admission, tickets, etc.</i> N/A
Other (please list):	<i>Refreshment, instruction, materials, entertainment, etc.</i> N/A
Total:	\$353
Write an X beside any statement that applies.	☐ I have attached the relevant itinerary. ☒ I have attached the relevant agenda.
Employee signature:	<i>Megan Marszalek</i>
Date:	9/25/2023

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:	Patrick Larkin (as designated by Carolyn Kirk, MassTech Executive Director)
Agency and Title/Position:	Massachusetts Technology Collaborative Director, Innovation Institute at MassTech
Agency address:	
Office phone:	
Employee who filed the disclosure:	Megan Marszalek
	DETERMINATION
To give approval, check <u>both</u> statements.	Upon consideration of the facts disclosed by the employee above, I find that: ☒ 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 ☒ 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:	Megan will have the opportunity to engage with entrepreneur support organizations from across the Commonwealth and participate in discussions identifying best practices, opportunities for defining future projects, and fostering collaboration between organizations. These discussions are central to the work that the Innovation Institute does through its mentorship program.
Appointing Authority signature:	Pat Larkin
Date:	9/25/23

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.