Your name or the name of your business, company, public agency or organization is listed as a client or employer of a lobbyist, who has registered with the Oregon Government Ethics Commission to represent you. ORS Chapter 171.750 requires a client or employer of a lobbyist to submit a lobbying expenditure report that lists lobbying activity expenses incurred during each calendar quarter.

**DEFINITIONS**

“Client/Employer” means any person, business, company, public agency, organization or group that authorizes a lobbyist to register with the Oregon Government Ethics Commission to represent the client/employer in gaining a legislative outcome or to obtain the goodwill of a legislative or executive official.

“Lobbying” means influencing, or attempting to influence, legislative action through oral or written communication with legislative officials, solicitation of executive officials or other persons to influence or attempt to influence legislative action or attempting to obtain the goodwill of legislative officials. [ORS 171.725(8)]

“Lobbyist” means any individual who agrees to provide personal services for money or any other consideration for the purpose of lobbying or any individual who provides personal services as a representative of a public agency, corporation, association, organization or other group for the purpose of lobbying. [ORS 171.725(9)]

“Legislative Action” means introduction, sponsorship, testimony, debate, voting or any other official action on any measure, resolution, amendment, nomination, appointment, or report, or any matter that may be the subject of action by either house of the Legislative Assembly, or any committee of the Legislative Assembly, or the approval or veto thereof by the Governor. [ORS 171.725(6)]

“Legislative Official” means any member or member-elect of the Legislative Assembly, any member of an agency, board or committee that is part of the legislative branch, and any staff person, assistant or employee thereof. [ORS 171.725(7)]

“Executive Official” means any member or member-elect of an executive agency and any member of the staff or an employee of an executive agency. A member of a state board or commission, other than a member who is employed in full-time public service, is not an executive official for purposes of ORS 171.725 to 171.785. [ORS 171.725(4)]

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**FREQUENTLY ASKED QUESTIONS**

The following are some of the most frequently asked questions:

- **If a registration was in effect for only a few days of the reporting period, does a report still need to be filed?**

  Yes. If a lobbyist was registered on your behalf one day before a reporting period ended or if the registration expired or was terminated one day into a new reporting period, an expense report will be required for those periods.

- **What if there are no expenses to report?**

  You must complete and return the report even if there were no expenditures for the reporting period.

- **What kinds of expenditures are exempt from reporting?**

  - Do not list expenses related to travel, lodging, food or parking fees that result from a lobbyist performing lobbying services.
  - Do not report political contributions or expenditures reported under ORS Chapter 260.
What kinds of expenditures are reported?

- Examples of reported expenditures may include:
  - Compensation paid to lobbyists.
    *Include any prorated portion of an employed lobbyist’s salary.*
  - Reimbursement of expenses paid to lobbyists.
    *You must report amounts reimbursed to lobbyists for expenses. Use the spaces in Section A for itemizing those payments made during the reporting period. Reimbursements may include items such as payment of credit card charges incurred by the lobbyist.*
  - Prorated or estimated costs for support employees engaged in lobbying activities.
  - Prorated or estimated costs for overhead, telephone, postage and printing attributed to lobbying activity.
  - Generally, any expenditure incurred as a result of efforts to promote a desired legislative outcome or the goodwill of a legislator or legislative staff member should be reported.

In Part A:

- **Line 1** – Enter the total of all expenditures incurred as a result of efforts to promote a desired legislative outcome or the goodwill of a legislator, member of the legislative staff or executive public official. *(NOTE: Legislative officials, executive officials and other public officials may not accept entertainment, except for entertainment that is incidental to the main purpose of another event or is provided for a ceremonial purpose. [ORS 244.020(5)(b)(M) and (N)])*

- **Line 2** – List the name of any lobbyist who was compensated or reimbursed for lobbying-activity expenses. List the amount of compensation that was paid and list the amount paid in reimbursement to the lobbyist. If the compensation or reimbursement was made to a business that consisted of two or more lobbyists who represented you as a client, identify the business and any compensation or reimbursement paid to them.

In Part B:

- If an amount was expended by one or more persons on a lobbying-related activity for the benefit of a legislative or executive public official on any one occasion with a cost exceeding $50, you must report it in Part B unless the expenditure has been included on the lobbyist’s report. Expenditures for relatives of the official are considered as “for the benefit” of the official. If more than one person contributed on the occasion, you must list the names of the other contributors. Please refer to OAR 199-010-0095(2)(c).

- Also note that some lobbying related expenditures require the provider to give the legislative or executive official a written notice of the value of the benefit within 10 days and copies of those notices must be attached to this report. The notices are required for food, lodging and travel over $50 for an event defined in ORS 244.020(5)(b)(F) and honoraria or other items over $15 identified in ORS 244.042.

In Part C – Sign and date the form. Please indicate any changes to your name or address in the spaces provided at the bottom of the expenditure report. Do not alter the imprinted address label area as it contains coding necessary to ensure the proper recording of your filing. Please be certain to make a copy of your report and retain it for your records.

Please do not disregard this notice. The expenditure report must be returned to the Oregon Government Ethics Commission on or before October 15, 2013. A postmark of October 15, 2013 is acceptable. **FAILURE TO COMPLETE AND FILE THIS FORM BY THE FINAL DATE FOR FILING MAY SUBJECT YOU TO AN AUTOMATIC CIVIL PENALTY OF $10 PER DAY FOR 14 DAYS AND $50 EACH DAY THEREAFTER, UP TO A MAXIMUM OF $5,000.**

If you have questions regarding this form or lobbyist registrations, please contact the Oregon Government Ethics Commission at 503-378-5105. Please review the latest version of the “Guide to Lobbying in Oregon” for more detailed information regarding lobbying regulation. The guide, administrative rules, other forms and publications may be viewed on our website at [www.oregon.gov/ogec](http://www.oregon.gov/ogec).