

Client/Employer Quarterly Expenditure Report Instructions

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

▪ **If a registration was active 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 for one day during any calendar quarter, an expense report is required for that quarter (even if the lobbyist registered only one day before the reporting period ended, or even if the lobbyist’s registration expired or was terminated only one day into a new reporting period).

▪ **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 travel, lodging, food, or parking costs that result from a lobbyist performing lobbying services.
- Do not report political contributions or expenditures reported under ORS Chapter 260.

▪ **What kinds of expenditures must be reported?**

Examples of reportable expenditures may include:

- Compensation paid to lobbyists (*if the lobbyist is your employee, prorate their salary for time lobbying*).
- Reimbursements paid to lobbyists (*may include payment of credit card charges incurred by the lobbyist*).
- Prorated or estimated cost of support staff, telephone, postage, printing and overhead related to lobbying.
- Expenses in an effort to promote a desired legislative outcome or obtain goodwill of a legislative official.

Total Expended:

- Enter the aggregate sum of all expenditures incurred as a result of efforts to promote a desired legislative outcome or obtain the goodwill of a legislative official.

NOTE: All sections that follow are for the purpose of itemizing certain expenditures included in the “Total Expended”.

Lobbyist/Organization Paid for Lobbying:

- Click “+ Add an Expense” to individually enter the name of each lobbyist you compensated or reimbursed for lobby-related expenses during the reporting period. For each lobbyist listed, also enter the dollar amounts compensated and/or reimbursed to the lobbyist for lobbying during the reporting period. If you were represented by two or more registered lobbyists who work at the same firm, you may instead simply enter the firm’s name and the sum totals of any compensation and/or reimbursement paid to the firm and/or its lobbyists (as opposed to entering each lobbyist individually). Do not use the “Check here for none” box on this section of the form; you must list a lobbyist.

NOTE: If the lobbyist is your employee, include the prorated portion of the salary attributable to lobbying.

Itemized Expenses:

- Click to “+ Add an Itemized Expense” *only if* more than \$50 was expended on any single occasion, by one or more persons on a lobbying-related activity, for the benefit of a legislative or executive official. Expenditures for relatives are considered “for the benefit” of the official. If more than one person financially contributed on the occasion, you must list their name(s) in the next section (see “Additional Contributors” below). Click the “Check here for none” box if you have no itemized expenses to report.

Additional Contributors:

- Click “+ Add a Contributor” to report the name of any person or entity that contributed to paying any expense(s) that you were required to report under “Itemized Expenses” [OAR 199-010-0075(2)(c)]. Click the “Check here for none” box if you have no additional contributors to report.

Supporting Documentation:

- Some lobby-related expenditures require you to give the receiving public official written notice of the value of the expense within 10 days. Notice must be given if either: (a) the cost of food, lodging and/or travel spent on the public official to attend any single event defined in ORS 244.020(7)(b)(F) exceeds a combined total of \$50; or (b) the full market value of honoraria given to the public official pursuant to ORS 244.042 is worth more than \$15. Drag and drop copies of such notices into this report [ORS 244.100].

Electronic Signature:

- Once all required information is accurately entered, click the green “Submit” icon at the bottom of your screen. A pop-up box will appear – type your first and last name (*i.e.*, as it appears in the upper right-hand corner of your screen, “Welcome, [NAME]”) into the “Electronic Signature” field, check “Confirmed”, and then click “File Report.”
- If unable to complete the report in one sitting, you can always click “Save and file later” at the bottom of the screen. To continue working on a saved report, locate it in your “Reports” tab, and click the corresponding “+” symbol in the “Edit/Amend” column.

NOTE: Remember to update your Electronic Filing System account profile. Failure to make timely changes to the email, mailing address, or phone number associated with the account (particularly due to staff changes) will result in inability to receive notices, reminders, and other important communications.

FAILURE TO COMPLETE AND FILE BY THE FILING DEADLINE MAY SUBJECT YOU TO AN AUTOMATIC CIVIL PENALTY OF \$10 PER DAY FOR 14 DAYS AND \$50 PER DAY THEREAFTER, UP TO A MAXIMUM OF \$5,000.

If you have questions about this form or lobbyist registration, please contact the Oregon Government Ethics Commission at 503-378-5105. Relevant laws, rules, and other publications may be viewed on our website at www.oregon.gov/ogec.