

## Lobbyist Quarterly Expenditure Report Instructions

Your name appears on a lobbyist registration statement that was filed with the Oregon Government Ethics Commission. All registered lobbyists must file a quarterly expenditure report as required by ORS 171.745. The report must list certain expenditures incurred for lobbying-related activities that occurred during each calendar quarter.

### **DEFINITIONS**

*“Lobbying” means influencing, or attempting to influence, legislative action through oral or written communication with legislative officials, solicitation of executive officials 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 your registration was active for one day during any calendar quarter, an expense report is required for that quarter (even if you were only registered for one day before the reporting period ended, or even if your 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 if the client or employer I represent reimburses me for my expenditures?**

You must report all expenditures for lobbying-related activities even though the client or employer you represent reimbursed you for the expenses. If the client or employer paid expenses incurred during a lobbying activity that you arranged and were a participant, you must report those expenses as reimbursed. The client or employer providing reimbursement must be identified.
- **Do I have to report expenses if I use my client’s or employer’s credit card to pay for a lobbying related activity?**

The use of a client’s or employer’s credit card, debit card or other such payment device is the equivalent of a reimbursed expense and is to be reported as such. The expenses paid by these methods should be included in the totals as expenses incurred and expenses reimbursed. [OAR 199-010-0075(1)(c)].

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

Total Expended:

- Enter the aggregate sum of all expenditures incurred for food, refreshment or entertainment as a result of your 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”. All sections are limited to reporting expenses for food, refreshment, and entertainment.**

Reimbursed Expenses:

- Click “+ Add an Expense” to enter information about each lobby expense that was reimbursed to you in the quarter (the names of the clients or employers who provided reimbursements and the amounts reimbursed). Click the “Check here for none” box if no expenses were reimbursed to you.

**NOTE: The information you input for “Total Expended” and “Reimbursed Expenses” auto-calculates and fills the “Total Reimbursed” and “Net Expenditures” fields that follow.**

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. Attach copies of such notices to 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 your email, mailing address, or phone number will result in your inability to receive notices, reminders, and other important communications related to your account.**

**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 your 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](http://www.oregon.gov/ogec).