

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 in effect 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 will be required for that quarter.

- **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)(b)].

▪ **What is required to be reported?**

In Part A:

- Line 1 – Enter the aggregate sum of all expenditures incurred for food, refreshment or entertainment as a result of efforts to promote a desired legislative outcome or the goodwill of a legislative official or executive 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) & (N)]**
- Line 2 – Enter the total of lobby expense sums reimbursed to you and the names of the clients or employers who provided the reimbursement.
- Line 3 – Subtract Line 2 from Line 1. The result will be your net expenditures for the reporting period.

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. Expenditures for the official's relatives 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. [OAR 199-010-0075(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. [ORS 244.100(2)(a),(b)] The notices are required for food, lodging and travel over \$50 for an event defined in ORS 244.020(5)(b)(F) and for 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 FOR EACH DAY THEREAFTER, UP TO A MAXIMUM OF \$5,000.

If you have questions regarding this form or your registration, 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.