



**The Pennsylvania State University
Federal Lobbying Contact and Expense Reporting Form**

This information is needed to complete the University's Quarterly Federal Lobbying Report. The information is kept confidential and filed internally, but may be subject to an audit by the federal government. Please provide your best good faith estimate in response to the questions below. See web site (www.govt.psu.edu/federallobbying.html) for more information on the lobbying law, reporting periods, definitions, etc.

If you have any questions regarding any aspect of this form, please contact: Zack Moore, Director of Federal Relations, Office of Governmental Affairs, 117 Old Main, University Park, PA 16802 - (814) 865-5431, fax: (814) 863-8476, zmoore@psu.edu

**Submit completed forms to Zack Moore at the address provided above.
Forms may be typed or hand-written and may be faxed, emailed or sent through inter-office mail.**

Note: The definitions of lobbying activity and of covered executive branch and legislative branch officials can be found at www.govt.psu.edu/federallobbying.html. Please be sure that you engaged in lobbying activity with a covered federal official before taking the time to fill out this form.

PART I. CONTACT INFORMATION:

Faculty/Staff Name:

Department/College:

Administrative Area:

Your Contact Information (address/phone/email):

Was this lobbying activity discussed with the Office of Governmental Affairs?

Yes

No

PART II. LOBBYING ACTIVITY DETAILS:

Dates of lobbying contacts and activities:

What covered federal officials were contacted as part of your activities?

If lobbying activities related to legislation, list the bill number(s), if known:

If lobbying activities related to executive action, list the executive order numbers, where applicable, and identify the programs or policies, where applicable, by providing a brief summary (2 sentences) of each:

If lobbying activities were to secure funding for research, list the name(s) of the project(s) and provide brief summaries (2 sentences) of the projects:

List other details you feel are pertinent to the lobbying activities:

PART III. LOBBYING EXPENDITURES: The Lobbying Disclosure Act calls for a “good faith estimate” of expenses.

TIME:

Please use the following checklist to estimate the time you spent on lobbying contacts/activities with covered legislative and executive branch officials.

Hours Spent

Activity Description

- _____ Communicating in person, via telephone, or via email with a covered federal government official
- _____ Preparing letters, correspondence, forms, educational materials, etc.
- _____ Researching to prepare for communication with a covered federal government official
- _____ Travel time
- _____ Other: _____

TOTAL HOURS SPENT FOR REPORTING PERIOD

EXPENSES:

Please identify and itemize all expenses related to federal lobbying activities on the chart below. Add more lines as necessary. Expenses include such things as airfare, fleet rental, lodging, meals, parking, ground transportation, telephone charges, postage, copying costs etc.

Example: \$40.00	Mailing expenses
\$50.00	Phone Calls
\$400.00	Lodging, 2 nights
\$10.00	Metro

Amount

Expense Description

\$ _____	_____
\$ _____	_____
\$ _____	_____

\$ _____
\$ _____
\$ _____
\$ _____ **TOTAL OF EXPENSES FOR REPORTING PERIOD**

Signature of Employee: _____ **Date:** _____