

# KANSAS STATE UNIVERSITY

## Federal Lobbying Contact and Expense Reporting Form

The information requested on this form is needed to complete the University's Quarterly Federal Lobbying Report obligation. This form is kept confidential and filed internally, but the information you provide may be included on federal reports and may be subject to an audit by the federal government. Please provide your best good faith estimate in response to the questions below. See the Office of Governmental Relations website ([www.ksu.edu/govrelations/federallobbying](http://www.ksu.edu/govrelations/federallobbying)) for additional information on the university policies, lobbying law, definitions, etc.

If you have any questions regarding any part of this form, please contact:

Sue Peterson, Chief Government Relations Officer  
skp@ksu.edu  
785-532-6227 – office

Completed forms can be submitted by fax, email or sent through campus mail to:

Kristin Holt  
Office of the President, 110 Anderson Hall  
fedlobbying@ksu.edu  
785-532-7639 - fax

*Note: The definitions of lobbying activity and of covered executive branch and legislative branch officials can be found at [www.ksu.edu/govrelations/federallobbying](http://www.ksu.edu/govrelations/federallobbying). Please verify that you engaged in lobbying activity with a covered federal official before taking the time to fill out this form.*

### Quarter 3 – for activities occurring July 1 - September 30

### Report due to Office of Governmental Relations no later than October 5

#### PART I. INFORMATION ABOUT FACULTY/STAFF MAKING THE CONTACT:

Faculty/Staff Name: \_\_\_\_\_

Department: \_\_\_\_\_ College: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Was this lobbying activity discussed with the Office of Governmental Relations prior to you engaging in that activity?

Yes       No

If the answer is yes, with whom and when?

**PART II. INFORMATION ABOUT CONTACT WITH FEDERAL OFFICIAL(S)/EVENT/LOBBYING ACTIVITY**

Date(s) of lobbying contacts and activities:

Please provide a brief description of the activity:

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

If lobbying activities related to **legislation**, list the bill number(s), if known or describe the legislative proposal or request if the matter has not been placed into bill format:

If lobbying activities related to **executive action**, provide a brief summary (2-3 sentences) including the executive order numbers and identify the programs or policies where applicable:

If lobbying activities were to **secure funding for research**, provide a brief summary (2-3 sentences) listing the name(s) of the project(s):

List any 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 this quarter with covered legislative and executive branch officials.

<u>Hours Spent</u>	<u>Activity Description</u>
_____	Communicating in person, via telephone, or via other electronic communication 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 THIS QUARTER (July 1 to September 30)

**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, lodging, meals & incidental expenses (M&IE), parking, transportation (rental cars, taxi, Metro, etc.).

A 10% “overhead” cost will be included in the total expenses to include things such as copies, postage, telephone/fax charges). However, if you expect to incur large expenses (i.e. large mailing, numerous copies of a presentation, etc.), those should be tracked separately.

<u>Amount</u>	<u>Expense Description</u>
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____

\$ \_\_\_\_\_  
TOTAL OF EXPENSES FOR THIS QUARTER (July 1 to September 30)

**SALARY:**

In the space below, please provide your annual salary. This information is necessary in order to calculate the percentage of salary that is associated with federal lobbying activities.

Salary: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_