

## **KU 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 Accountability Office.

Please provide your best good faith estimate in response to the questions below. See [https://documents.ku.edu/policies/Public\\_Affairs/FederalLobbying.htm](https://documents.ku.edu/policies/Public_Affairs/FederalLobbying.htm) for more information on the lobbying law, reporting periods, definitions, etc.

If you have any questions regarding this form, please contact: Jack Cline, Director of Federal Relations, University of Kansas, 444 North Capitol Street, NW, Suite 221, Washington, D.C. 20001, 202-434-4790, [jackcline@ku.edu](mailto:jackcline@ku.edu)

**Submit completed forms to Jack Cline at the address provided above. This is a "fillable" PDF form that you will be able to save electronically. Forms may be completed electronically, typed or hand-written. Deliver electronically via email or send a print copy via U.S. Mail.**

**Note: The definitions of lobbying activity and of covered executive branch and legislative branch officials can be found at [https://documents.ku.edu/policies/Public\\_Affairs/FederalLobbying.htm](https://documents.ku.edu/policies/Public_Affairs/FederalLobbying.htm). These definitions can assist you in determining whether you engaged in reportable lobbying activity for the University of Kansas with a covered federal official and thus need to complete and submit this form. A list of covered officials is available at [https://documents.ku.edu/policies/Public\\_Affairs/CoveredOfficials.pdf](https://documents.ku.edu/policies/Public_Affairs/CoveredOfficials.pdf).**

### **PART I. CONTACT INFORMATION:**

**Faculty/Staff Name and Title:** \_\_\_\_\_

**Unit/Department/College or School:** \_\_\_\_\_

**Your Contact Information:**

**Campus address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **email:** \_\_\_\_\_

**Was this lobbying activity discussed with the Office of Federal Relations?** \_\_\_\_ Yes \_\_\_\_ No

### **PART II. LOBBYING ACTIVITY DETAILS:**

**Dates of lobbying contacts and activities:**

**Which covered federal officials were contacted as part of your activities? (See list at [https://documents.ku.edu/policies/Public\\_Affairs/CoveredOfficials.pdf](https://documents.ku.edu/policies/Public_Affairs/CoveredOfficials.pdf).) Please provide a schedule of visits and who from the University and the federal office attended the covered meeting or occasion.**

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

If lobbying activities related to executive action, list the executive order numbers, federal regulation, or contract number, 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 fed. govt officials |
| _____       | Preparing letters, correspondence, forms, educational materials, etc.                   |
| _____       | Preparation for communication with a covered federal government official                |
| _____       | Travel time   |
| _____       | Other: _____  |

**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                           |
|----------|---|
| \$ _____ | _____   |
| \$ _____ | _____   |
| \$ _____ | _____   |
| \$ _____ | _____   |
| \$ _____ | _____   |
| \$ _____ | _____   |
| \$ _____ | <b>TOTAL OF EXPENSES FOR REPORTING PERIOD</b> |

**PART IV. 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:** \_\_\_\_\_

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