

## Federal Lobbying Activity Expense Report

Please complete this report after returning from any official Emory trip to Washington, D.C. to meet with a Member(s) of Congress or their staff, government agencies, or high ranking officials in the Executive Branch. This report should be completed within 10 days of returning, and submitted to the **Office of Government Affairs by email to [abbymeadors@emory.edu](mailto:abbymeadors@emory.edu)**. For help or guidelines, please call or email Abby Meadors, 404-727-5311.

Name: \_\_\_\_\_

Date(s) of travel: \_\_\_\_\_

U.S. Senate Office(s) visited: \_\_\_\_\_

U.S. Representative Office(s) visited: \_\_\_\_\_

Agency visited: \_\_\_\_\_

Number of days at destination spent lobbying: \_\_\_\_\_

\*\*\*Please describe type of event and topic(s) discussed on feedback form located on our website: <http://communications.emory.edu/government-community/visit-form.html>\*\*\*

**Subtotal**

Airfare (if paid for by or reimbursed by Emory): \_\_\_\_\_

Ground Transportation (if paid for or reimbursed by Emory): \_\_\_\_\_

Parking (if paid for by or reimbursed by Emory): \_\_\_\_\_

Lodging (if paid for or reimbursed by Emory): \_\_\_\_\_

Meals (if paid for or reimbursed by Emory): \_\_\_\_\_

**Note:** If trip is in conjunction with other activities, please only report the percentage of expenses that correlates to lobbying activity. For example, if the trip was 3 days, but only 1 was spend lobbying, please report 1/3 of all trip expenses.

**Subtotal**

\*Daily Salary (if no vacation day was used): \_\_\_\_\_

plus X 28%  
Benefits =

\*Please note, salary must be factored by the amount of time spent lobbying. For more than a half day trip, please report one full day salary.

**Total:**

Emory is required to report all lobbying expenses under the Honest Leadership and Open Government Act (HLOGA) which is overseen by the Ethics Committees of both chambers of Congress. For guidance on the law, please visit <http://lobbyingdisclosure.house.gov/>. Individual names and specific meetings will not be reported.