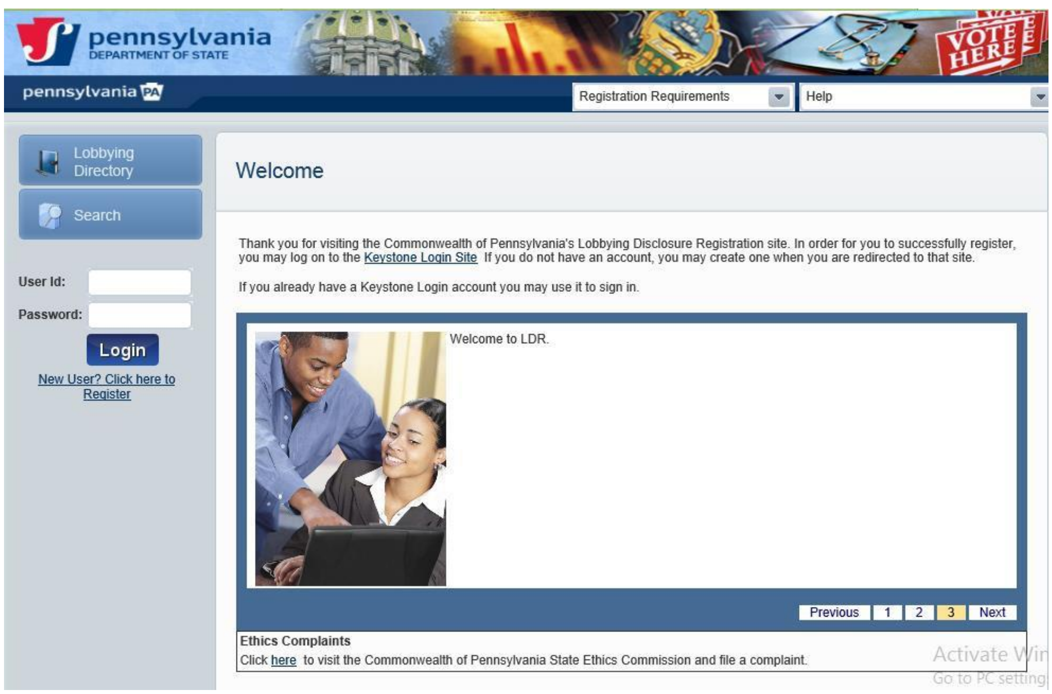
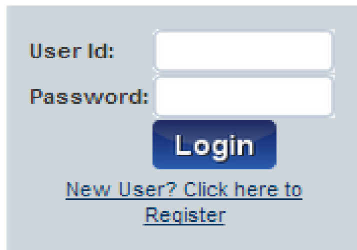
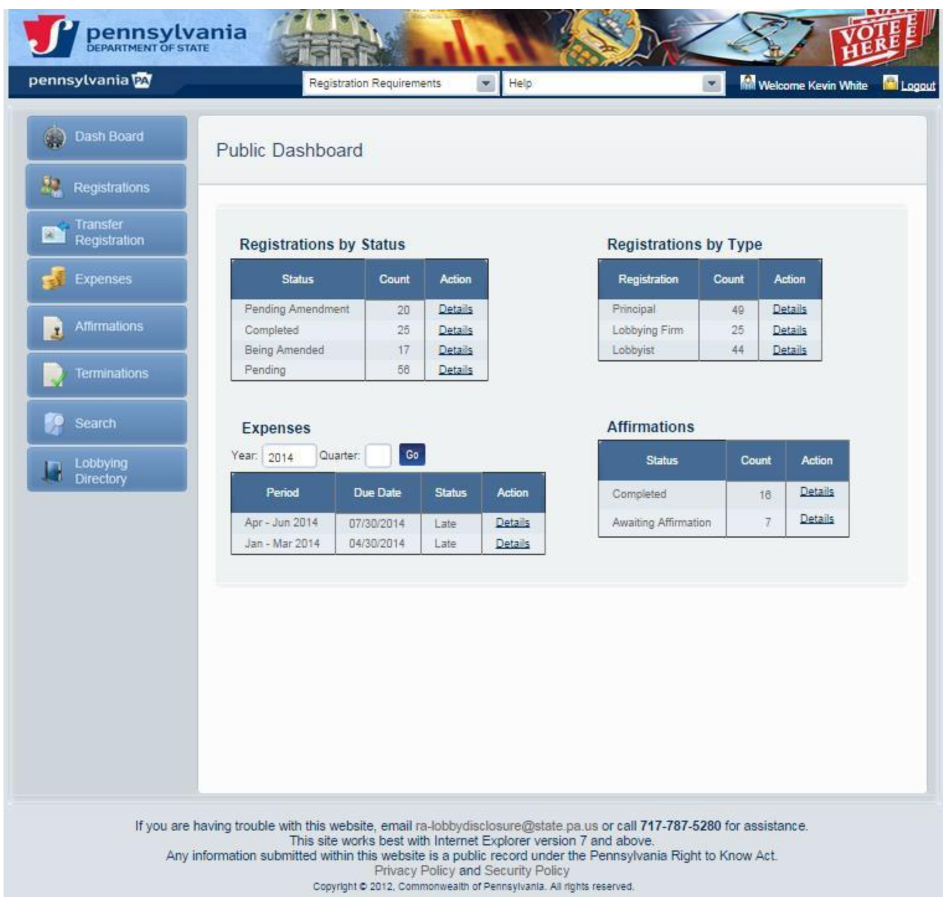
Creating a New Expense Report

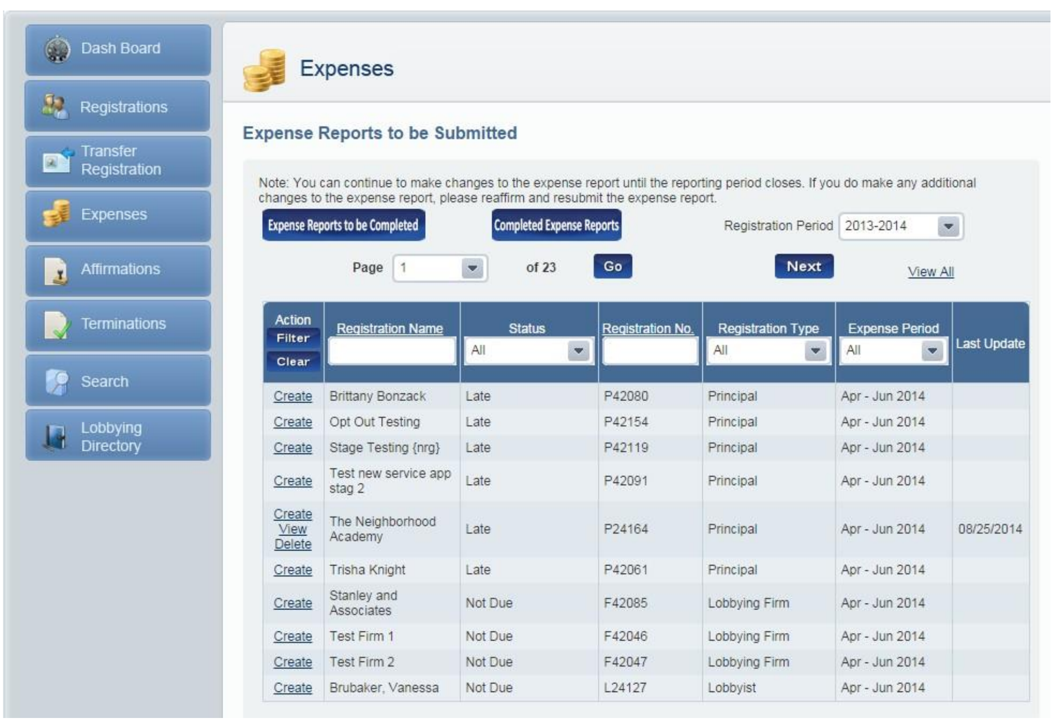
This job aid will outline the steps necessary to perform the below operations:

1. Electronically submit an expense report to the Division of Lobbying Disclosure Registration and Reporting at the Pennsylvania Department of State

Submitting an Expense Report

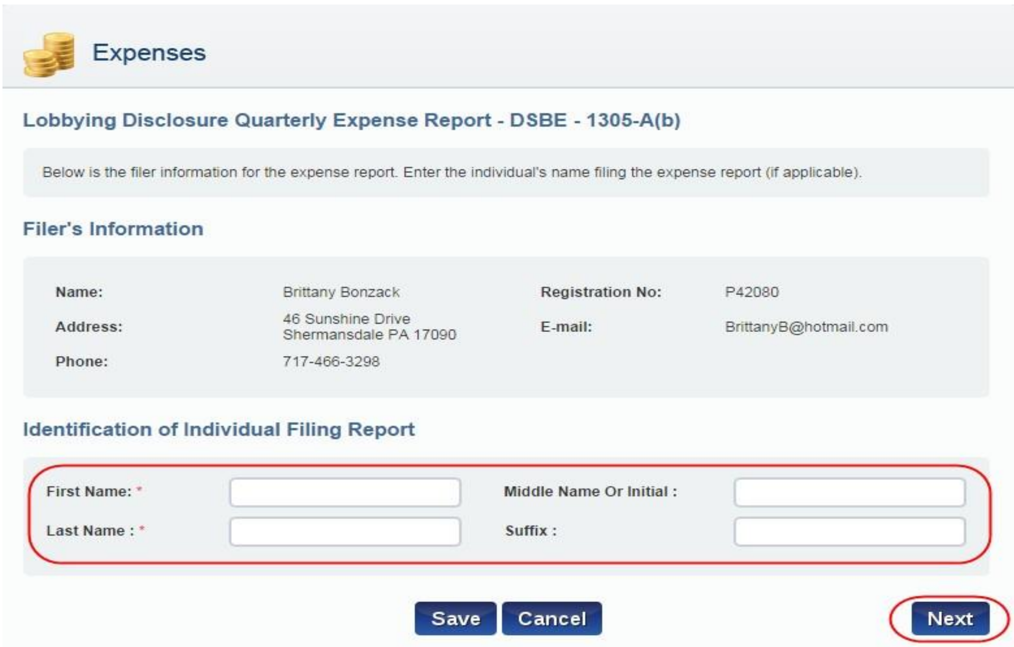
Steps	Actions
1.	Access the **LDR** Website: Enter www.palobbyingservices.pa.gov in your internet browser's address line. 

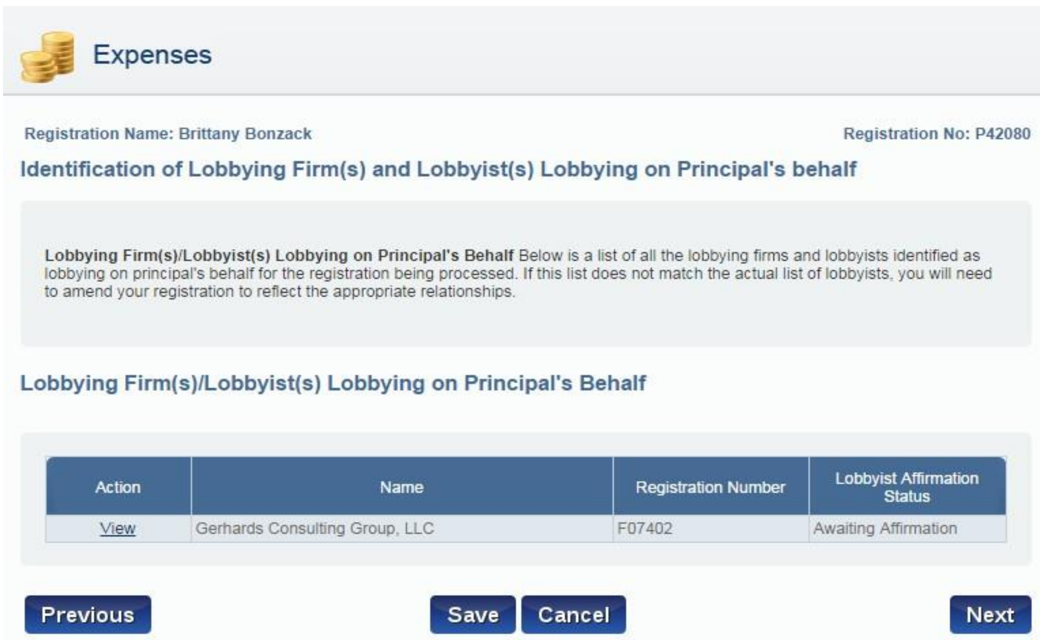
Steps	Actions
2.	Log In: Enter your Keystone Login account credentials and click **[Login].**  The user is presented with the Public Dashboard which displays the user's Number of Registrations by Status, Number of Registrations by Type, any Expense reports which are late or due as well as the status of any Affirmations. 

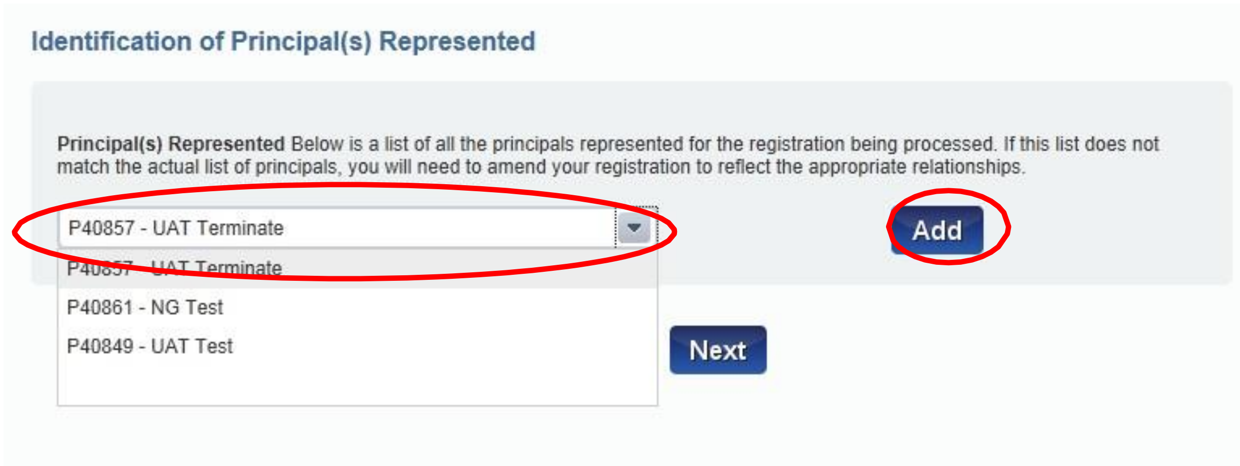
Steps	Actions
3.	Access the ***My Expense*** page: To access the **Expense** page, select [**My Expenses**] from the ***Expenses*** sub-menu or by clicking the Details link in the **Expenses** grid.  The **Expense Reports to be Submitted** page is displayed: 

Steps	Actions
	Based on the registration period selected from the 'Registration Period' drop-down, the grid on the **Expense Reports to be Submitted** page will display all un-submitted expense reports for that registration period. Principal expense reports will show with a status of either 'Due' or 'Late'. Lobbying Firm and Lobbyist expense reports will show with a status of 'Not Due'. If the logged in user is the owner of multiple Principal registrations, even if one of those registrations are late or due, the registration status will appear as 'Late' or 'Due' in the **Status** column of the **Expenses** grid on the **Public User Dashboard**.
4.	Select the Expense Report to be Submitted: Click the Create link for the desired expense report. NOTE: If an expense report has been started but not yet submitted, a View and Delete link will be displayed. View will display the view of the data entered so far and Delete will delete the un-submitted expense report. 

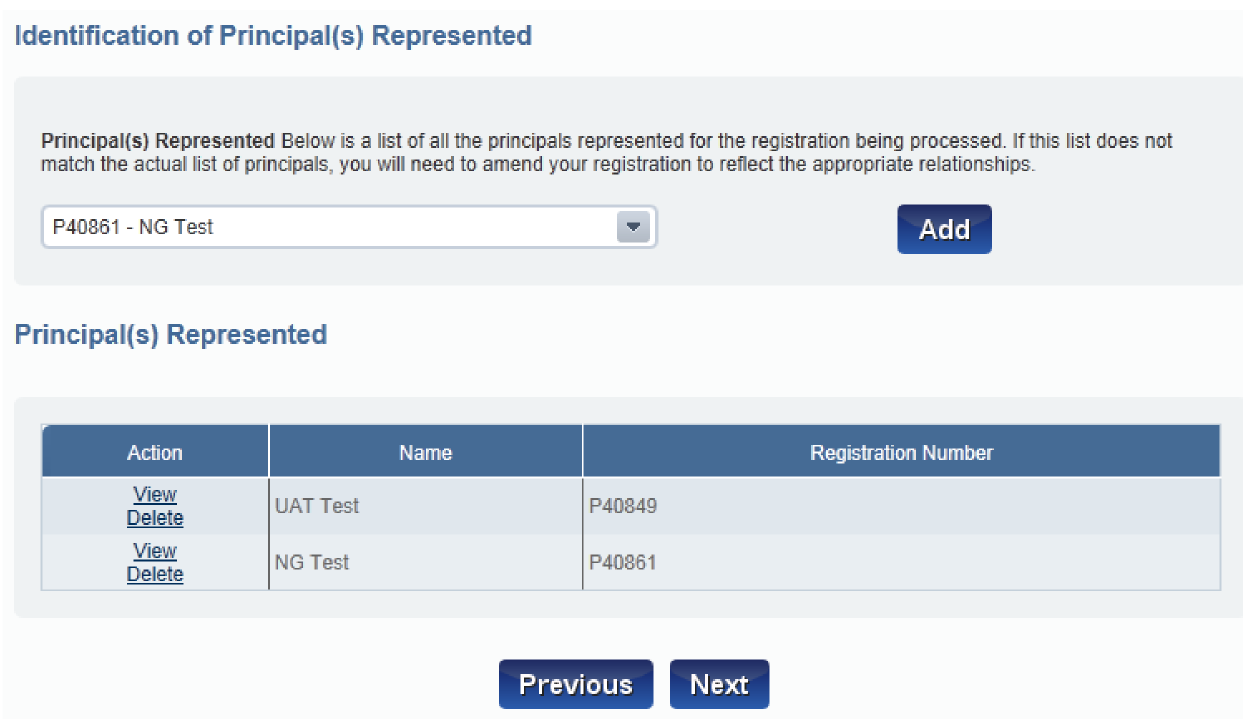
Steps	Actions
5.	Enter the Filer's Information: Enter the 'First Name' and 'Last Name' of the person submitting the expense report. If desired a Middle Name/Initial and/or Suffix may also be entered. Click [**Next**].



6.	Review Identification Affiliations: The following page will display the registrations affiliated to the registration which is submitting the expense report. If submitting an expense report as a Principal, the page will show all Lobbying Firms and Lobbyist which were identified on the registration as being affiliated with the principal during the expense quarter. The filer may not make any edits or additions to the affiliations through this page. They may however view the affiliation's registration by clicking on the View action link.  If the filer is submitting an expense report as a Lobbying Firm or a Lobbyist, this page will display the Principals which the Lobbying Firm or Lobbyist identified during their registration as being affiliated to them. The user must add the Principals for which they are reporting expenses. To do this, the user selects the desired Principal from the drop-down list and click **[Add].** This will be repeated until all desired Principals have been identified.



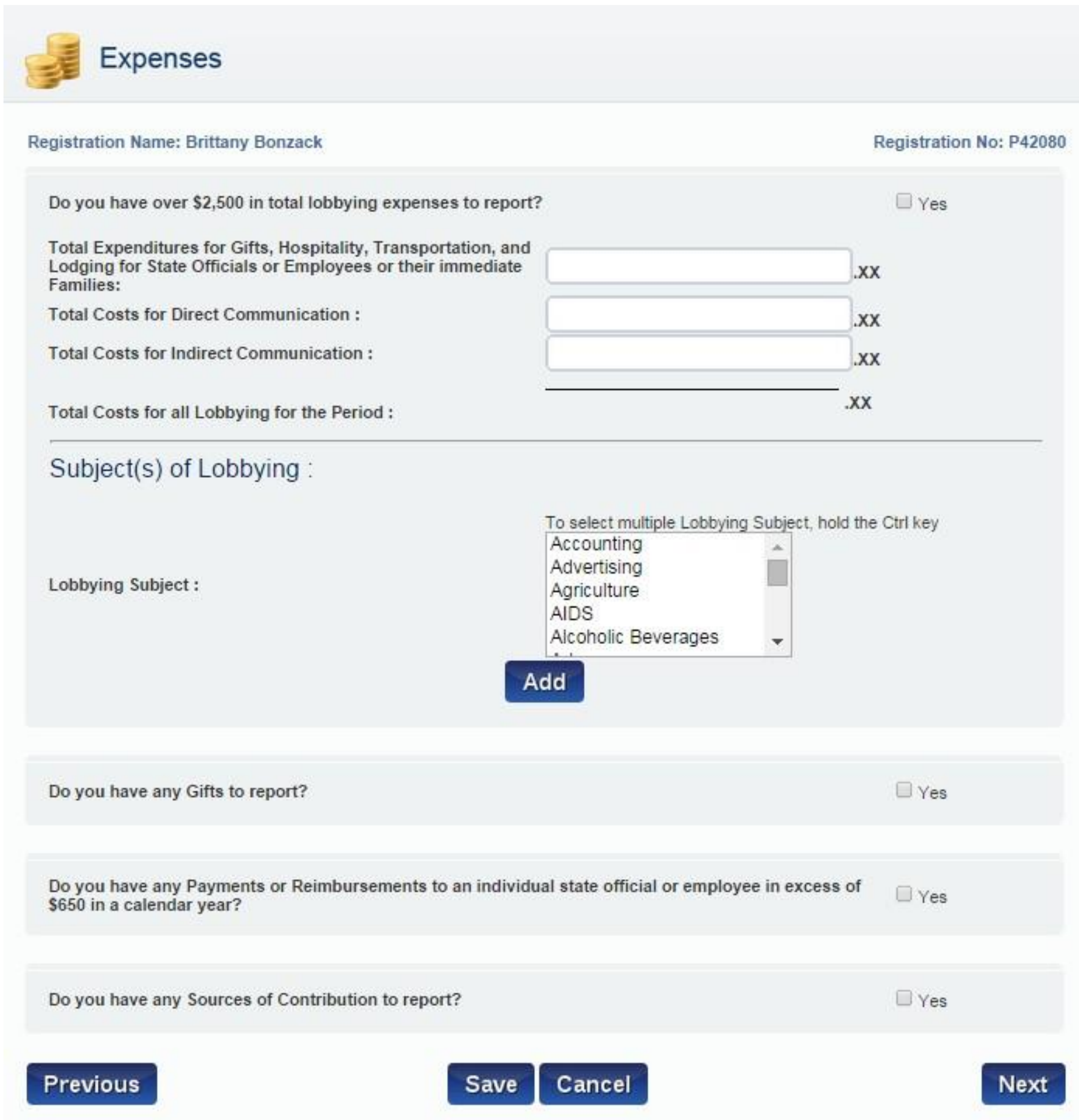
After clicking **[Add]** a grid will be displayed containing the identified principals.



Once all affiliations have been reviewed or added, click **[Next].**

7. Submit the Expense Details:

After identifying all affiliations, the user is directed to a page to enter the expense details. There are four questions on the page, each containing a 'Yes' checkbox.



Question 1: Do you have over $2,500 in total lobbying expenses to report?

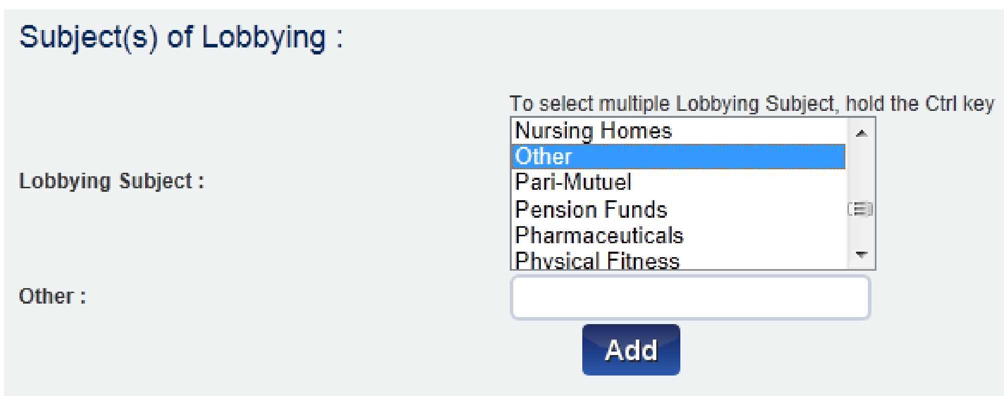
If there is more than $2,500 in total lobbying expenses to report, select the 'Yes' checkbox for 'Do you have over $2,500 in total lobbying expenses to report?'. If selected, the following fields will be required:

- Total Expenditures for Gifts, Hospitality, Transportation and Lodging for State Officials or Employees or their immediate families
- Total Costs for Direct Communication
- Total Costs for Indirect Communication

The 'Total Costs for all Lobbying for the Period' is automatically updated as amounts are added in each of the above fields.

Note: Data for these fields may be entered if the 'Yes' checkbox for 'Do you have over $2,500 in total lobbying expenses to report?' but will not be required.

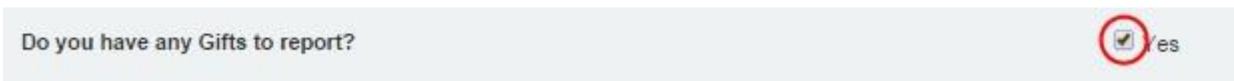
Enter the **Subject(s) of Lobbying** by selecting a Lobbying Subject from the list and clicking **[Add]**. A user may select more than one subject by holding the **[Ctrl]** key and clicking the desired subjects. If the user selects 'Other' as a subject, an additional field is displayed allowing the user to enter in a description for that subject.



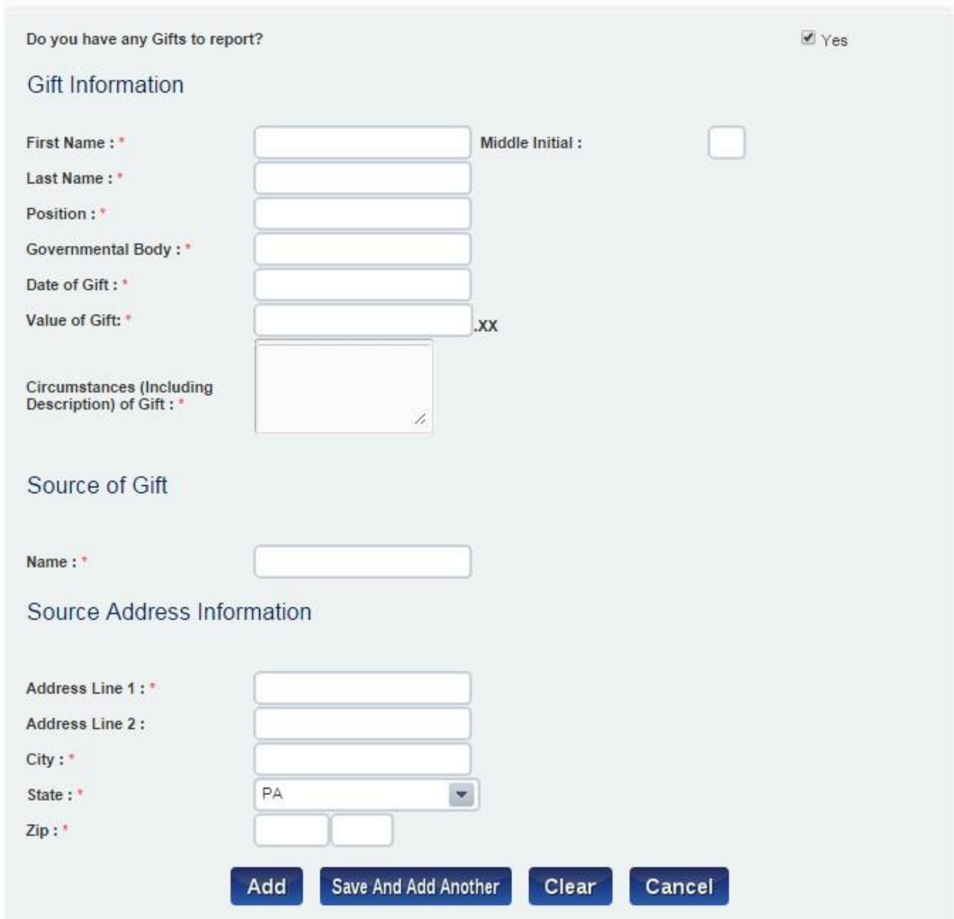
As the desired subjects are added, a **Subject(s) of Lobbying** grid is displayed and updated with each addition.

Question 2: Do you have any Gifts to report?

If there are gifts to be reported, select the 'Yes' checkbox for the 'Do you have any Gifts to report?' question.

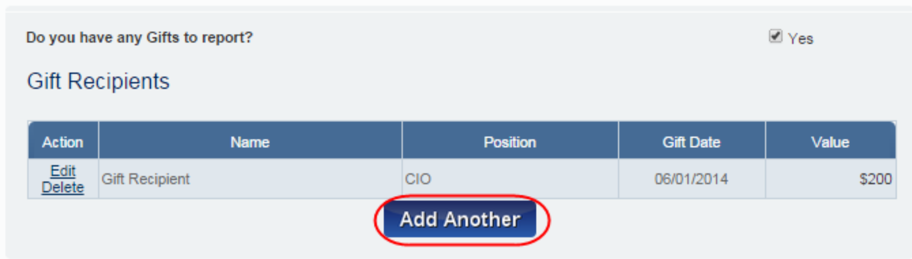


Upon selecting the 'Yes' checkbox, the Gift fields will be displayed. To report a Gift, populate the gift fields.



To add multiple gifts for the same recipient, click **[Save and Add Another]**. Clicking [**Save and Add Another]** will update the Gift Recipients grid and will clear each of the gift fields except 'First Name', 'Last Name', 'Position' and 'Governmental Body'. If there is only one gift to enter for the recipient or this is the final gift for this recipient, click [**Add**]. As the gifts are added, the **Gift Recipients** grid is updated.

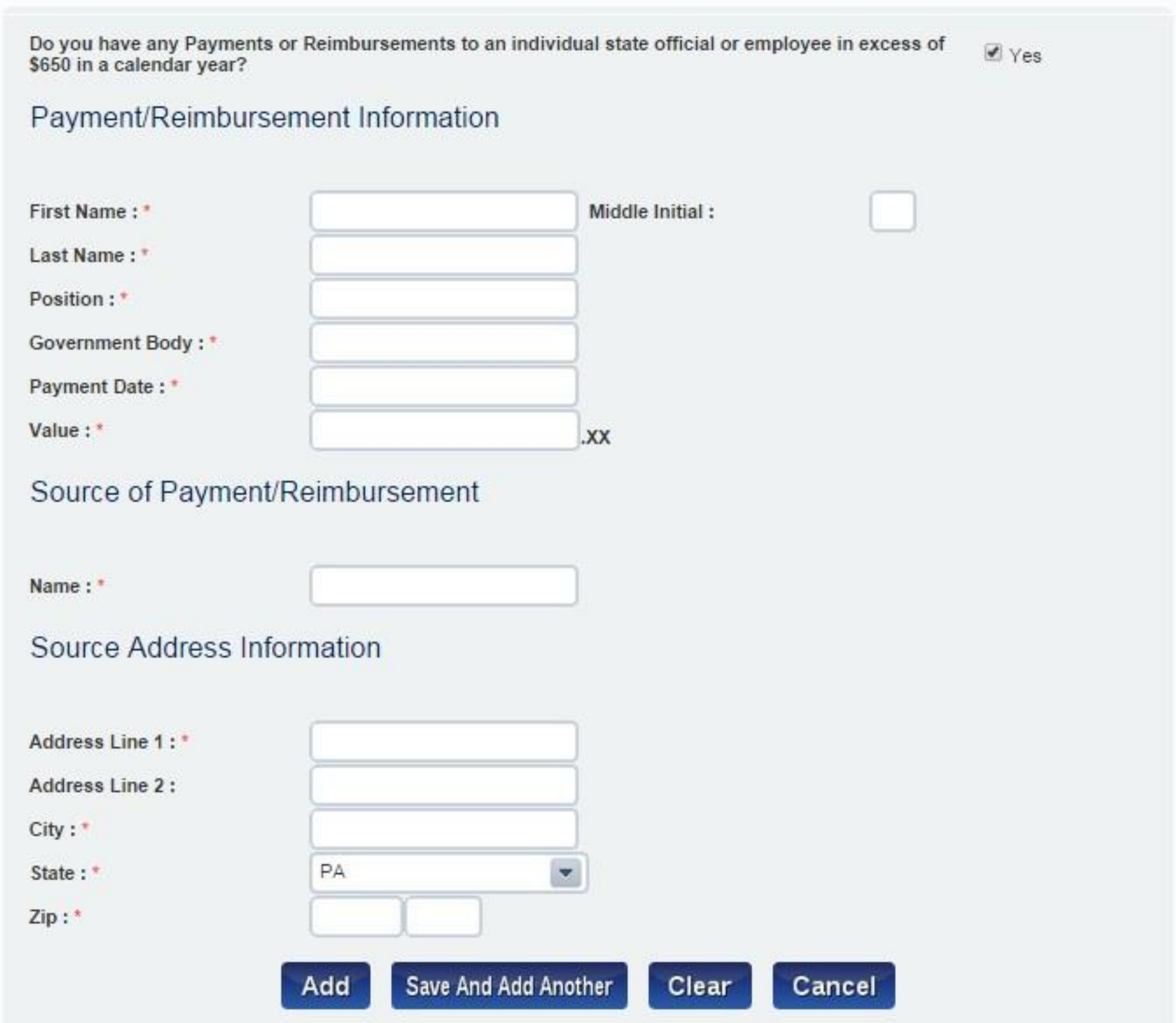
To add another gift for a new recipient, click the [**Add Another**] button located below the **Gift Recipients** grid.



Question 3: Do you have any Payments or Reimbursements to an individual state official or employee in excess of $650 in a calendar year?

If there are payments or reimbursements to be reported, select the 'Yes' checkbox for the 'Do you have any Payments or Reimbursements to an individual state official or employee in excess of $650 in a calendar year?' question.

Upon selecting the 'Yes' checkbox, the Payment/Reimbursement Information fields will be displayed. To report a Payment or Reimbursement, populate the Payment/Reimbursement Information fields.



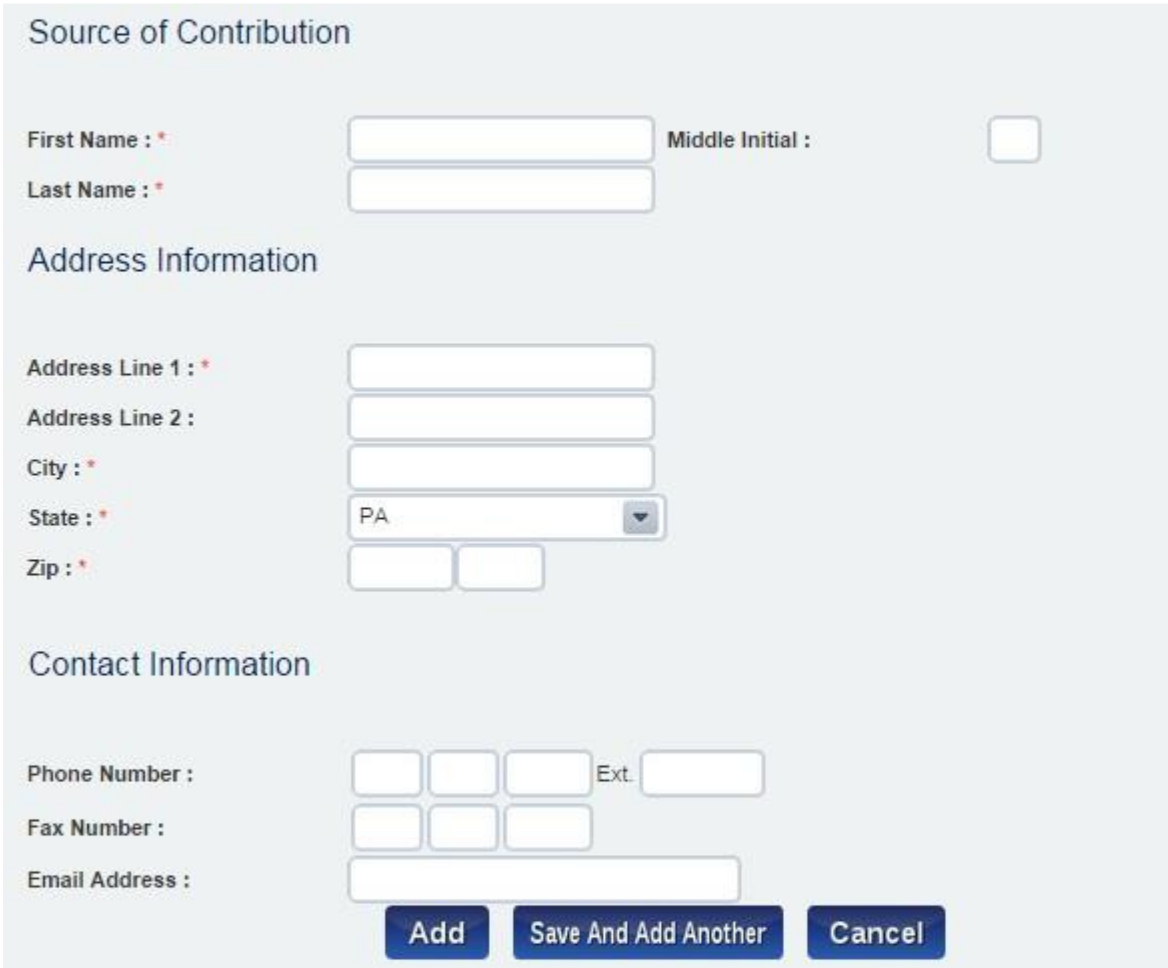
To add multiple Payment or Reimbursements for the same recipient, click **[Save and Add Another]**. Clicking [**Save and Add Another]** will update the **Payments/Reimbursements** grid and will clear each of the Payment/Reimbursement Information fields except 'First Name', 'Last Name', 'Position' and 'Governmental Body'. If there is only one Payment or Reimbursement to enter for the recipient or this is the final Payment or Reimbursement for this recipient, click [**Add**]. As the Payments or Reimbursements are added, the **Payments/Reimbursements** grid is updated.

To add another payment/reimbursement for a new recipient, click the [**Add Another**] button located below the **Payments/Reimbursements** grid.

Question 4: Do you have any Sources of Contribution to report?

If there are sources of contributions to be reported, select the 'Yes' checkbox for the 'Do you have any Sources of Contribution to report?' question.

Upon selecting the 'Yes' checkbox, the Source of Contribution fields will be displayed. To report a Source of Contribution, populate the Source of Contribution fields.



Source of Contribution

First Name : *
Middle Initial :
Last Name : *

Address Information

Address Line 1 : *
Address Line 2 :
City : *
State : * PA
Zip : *

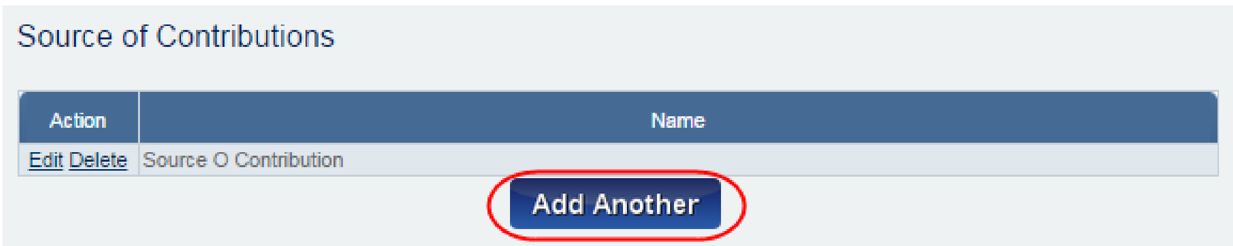
Contact Information

Phone Number : Ext.
Fax Number :
Email Address :

Add | Save And Add Another | Cancel

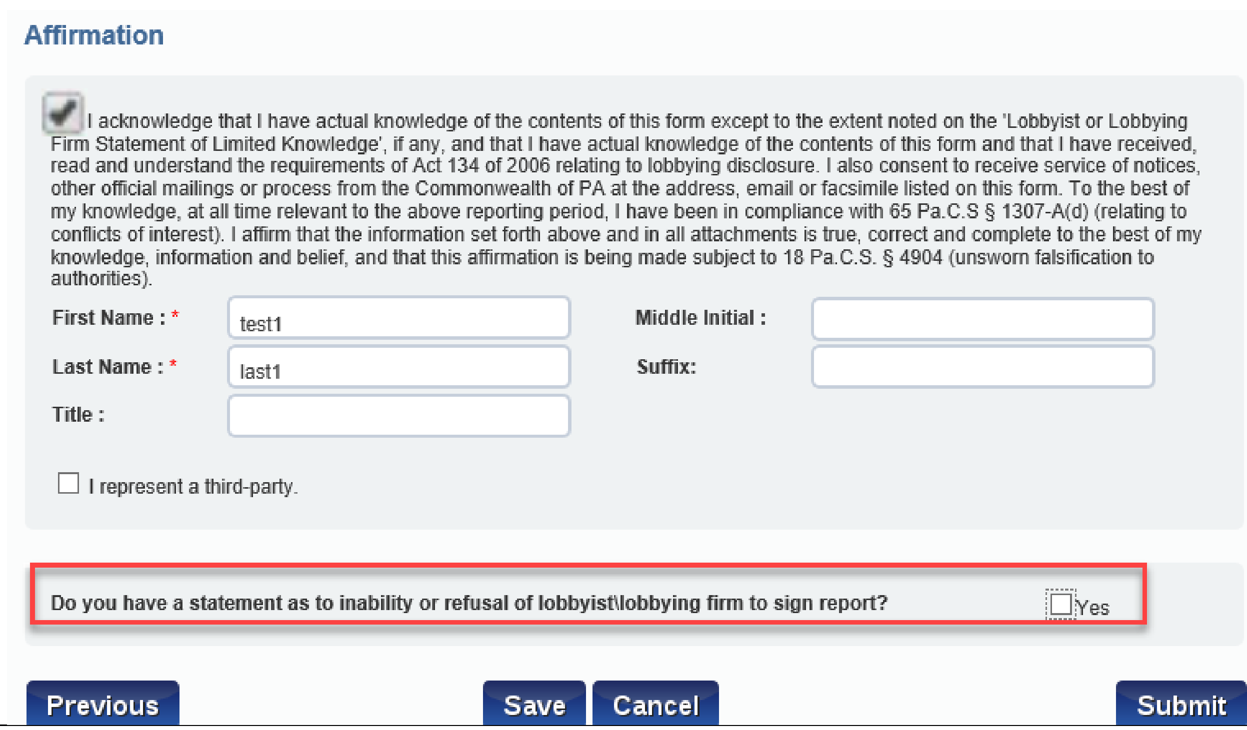
If there are multiple Sources of Contribution to report, click **[Save and Add Another]**. Clicking **[Save and Add Another]** will update the **Source of Contributions** grid and will clear each of the Sources of Contribution fields. If there is only one Sources of Contribution to enter or this is the final Sources of Contribution click [**Add**]. As the Sources of Contributions are added, the **Source of Contributions** grid is updated.

To add another Source of Contribution after the fields have been closed, click the [**Add Another**] button located below the **Source of Contributions** grid.



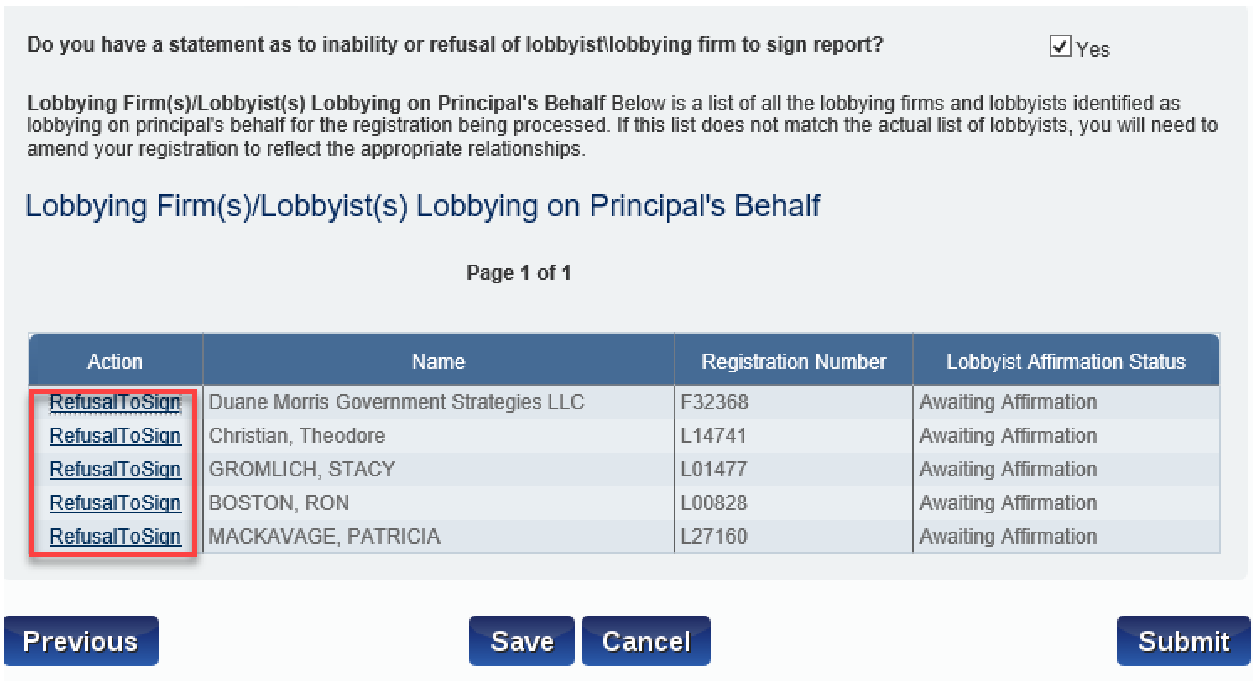
8.

Check the "Affirmation" checkbox. The user has the ability to sign the "Do you have a statement as to inability or refusal of lobbyist/lobbying firm to sign report'" checkbox. If you do not wish to sign the refusal report, proceed directly to Step 12.



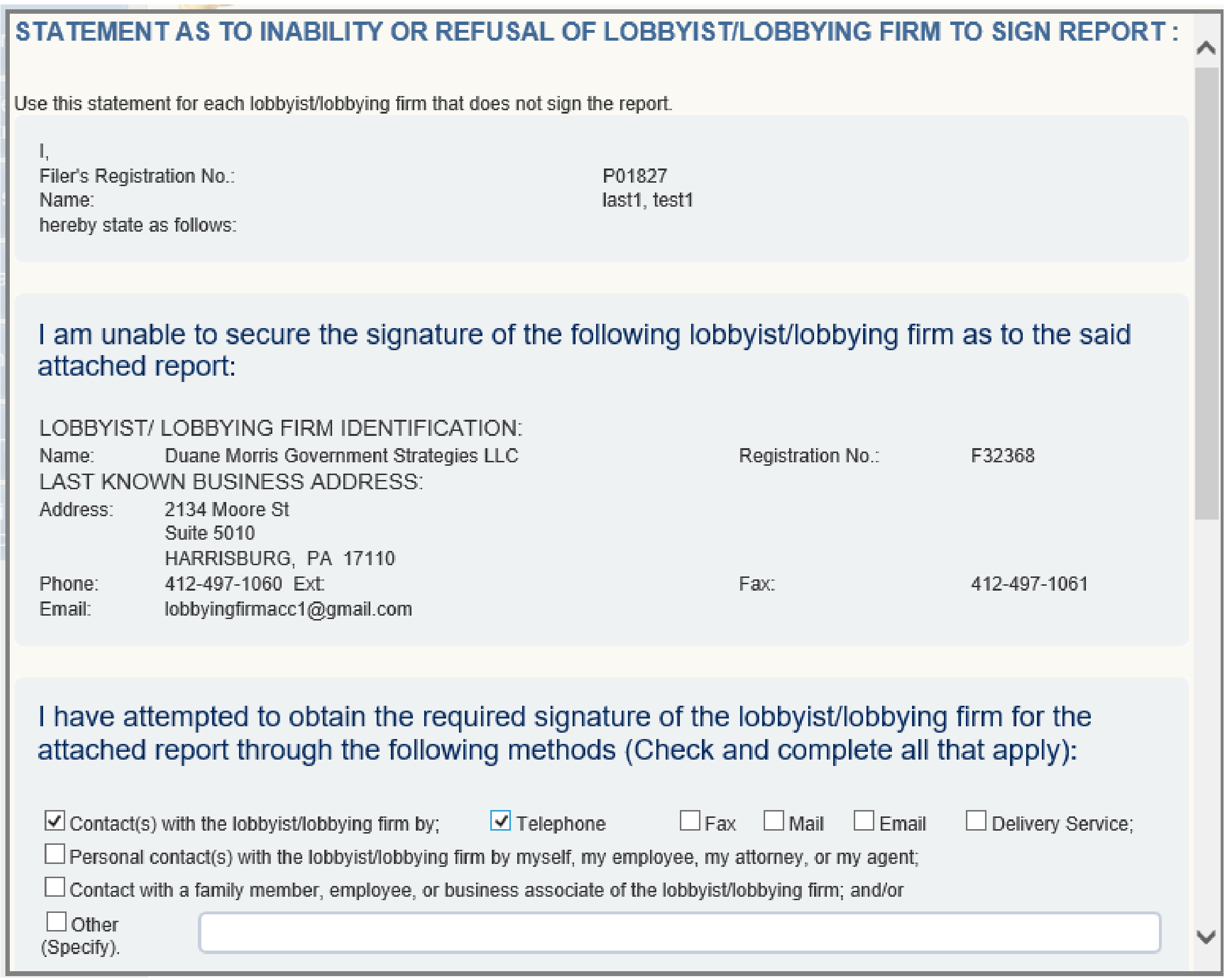
9.

Upon selecting "Yes" to the checkbox, the lobbying firms and lobbyists associated to the principal registration will appear in the grid. Click on the RefusalToSign link to open the report.



10.

The filer information and the lobbying firm or lobbyist information will be prepopulated on the report based on the selection chosen from the grid. Select a “Method of Contact” and a “Reason for Inability” from the options. Check the Affirmation checkbox, enter the First Name, Last Name, and click [**Submit**].


STATEMENT AS TO INABILITY OR REFUSAL OF LOBBYIST/LOBBYING FIRM TO SIGN REPORT :

Use this statement for each lobbyist/lobbying firm that does not sign the report.

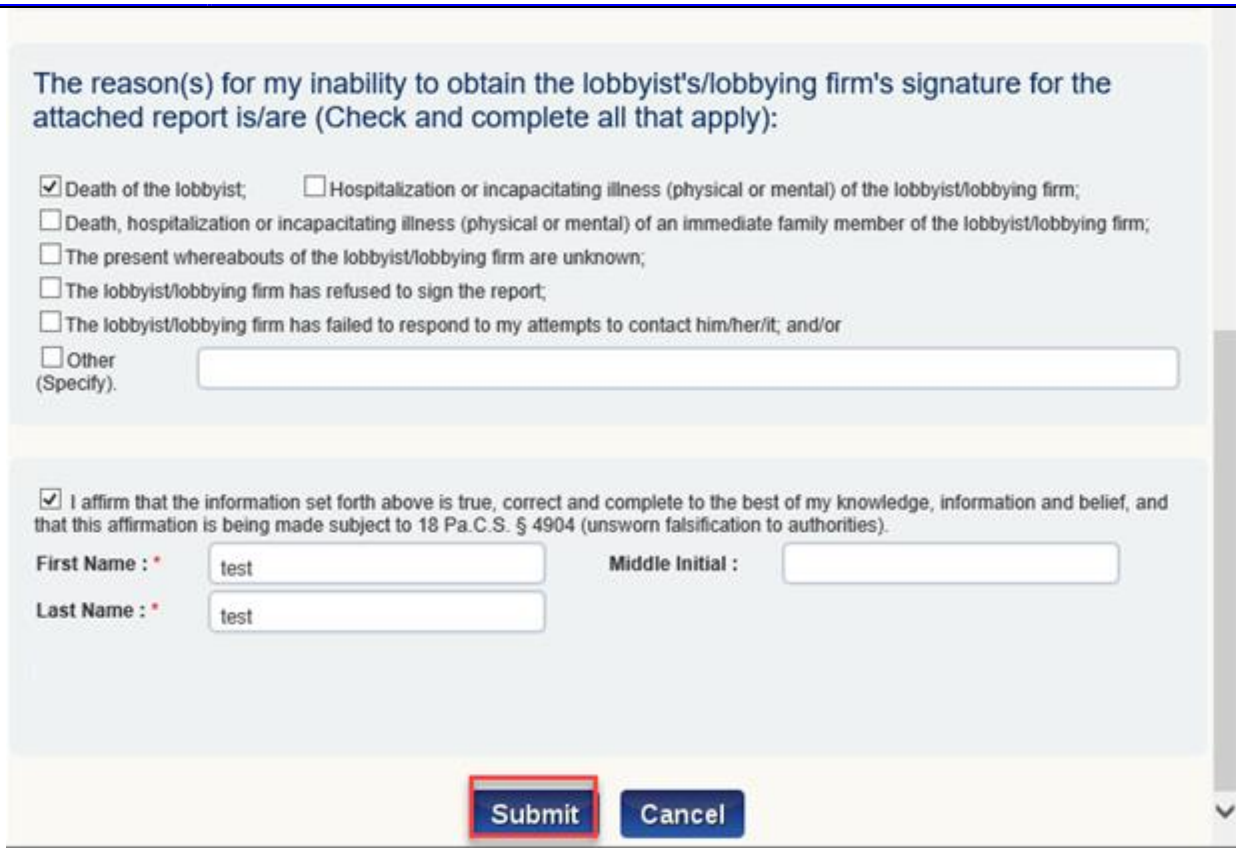
I,
Filer's Registration No.: P01827
Name: last1, test1
hereby state as follows:

I am unable to secure the signature of the following lobbyist/lobbying firm as to the said attached report:

LOBBYIST/ LOBBYING FIRM IDENTIFICATION:
Name: Duane Morris Government Strategies LLC   Registration No.: F32368
LAST KNOWN BUSINESS ADDRESS:
Address: 2134 Moore St
Suite 5010
HARRISBURG, PA 17110
Phone: 412-497-1060 Ext: Fax: 412-497-1061
Email: lobbyingfirmacc1@gmail.com

I have attempted to obtain the required signature of the lobbyist/lobbying firm for the attached report through the following methods (Check and complete all that apply):

- [x] Contact(s) with the lobbyist/lobbying firm by; [x] Telephone [ ] Fax [ ] Mail [ ] Email [ ] Delivery Service;
- [ ] Personal contact(s) with the lobbyist/lobbying firm by myself, my employee, my attorney, or my agent;
- [ ] Contact with a family member, employee, or business associate of the lobbyist/lobbying firm; and/or
- [ ] Other (Specify).



The reason(s) for my inability to obtain the lobbyist's/lobbying firm's signature for the attached report is/are (Check and complete all that apply):

- [x] Death of the lobbyist;
- [ ] Hospitalization or incapacitating illness (physical or mental) of the lobbyist/lobbying firm;
- [ ] Death, hospitalization or incapacitating illness (physical or mental) of an immediate family member of the lobbyist/lobbying firm;
- [ ] The present whereabouts of the lobbyist/lobbying firm are unknown;
- [ ] The lobbyist/lobbying firm has refused to sign the report;
- [ ] The lobbyist/lobbying firm has failed to respond to my attempts to contact him/her/it; and/or
- [ ] Other (Specify).

- [x] I affirm that the information set forth above is true, correct and complete to the best of my knowledge, information and belief, and that this affirmation is being made subject to 18 Pa.C.S. § 4904 (unsworn falsification to authorities).

First Name : * test

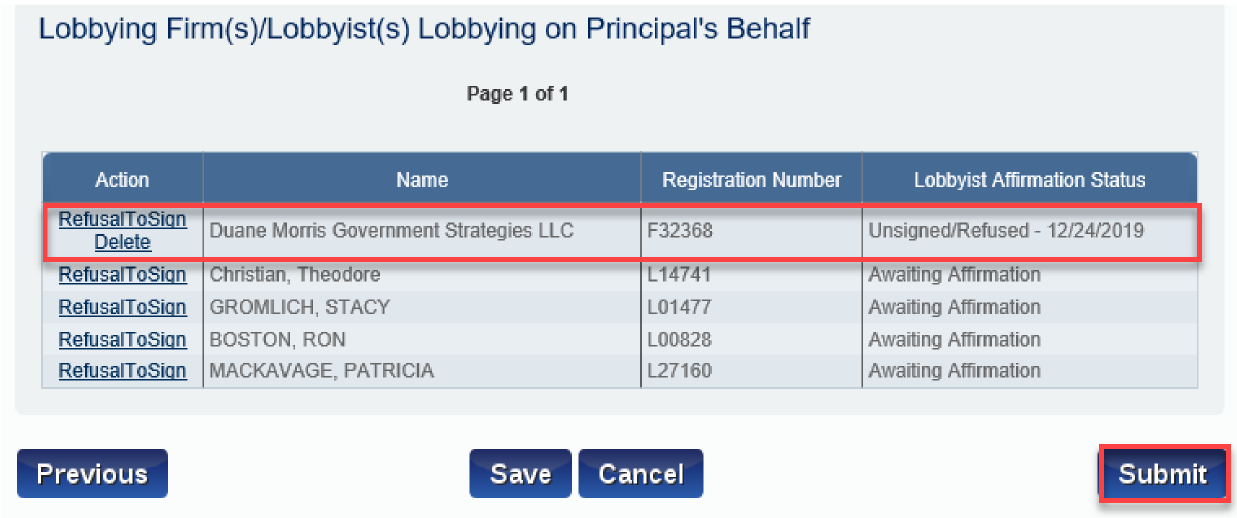
Middle Initial :

Last Name : * test

Submit Cancel

11.

The report is closed. The grid updates the "Action" column to include a "Delete" link for the signed report. The "Unsigned/Refused" date is displayed under the "Lobbyist Affirmation Status" The user can select another lobbying firm or lobbyist or click [**Submit**] to submit the expense report.



Action	Name	Registration Number	Lobbyist Affirmation Status
RefusalToSign Delete	Duane Morris Government Strategies LLC	F32368	Unsigned/Refused - 12/24/2019
RefusalToSign	Christian, Theodore	L14741	Awaiting Affirmation
RefusalToSign	GROMLICH, STACY	L01477	Awaiting Affirmation
RefusalToSign	BOSTON, RON	L00828	Awaiting Affirmation
RefusalToSign	MACKAVAGE, PATRICIA	L27160	Awaiting Affirmation

12. Click “Submit”. The expense report is submitted successfully. User can print a friendly version of the expense report, return to their dashboard or return to the expenses page.