

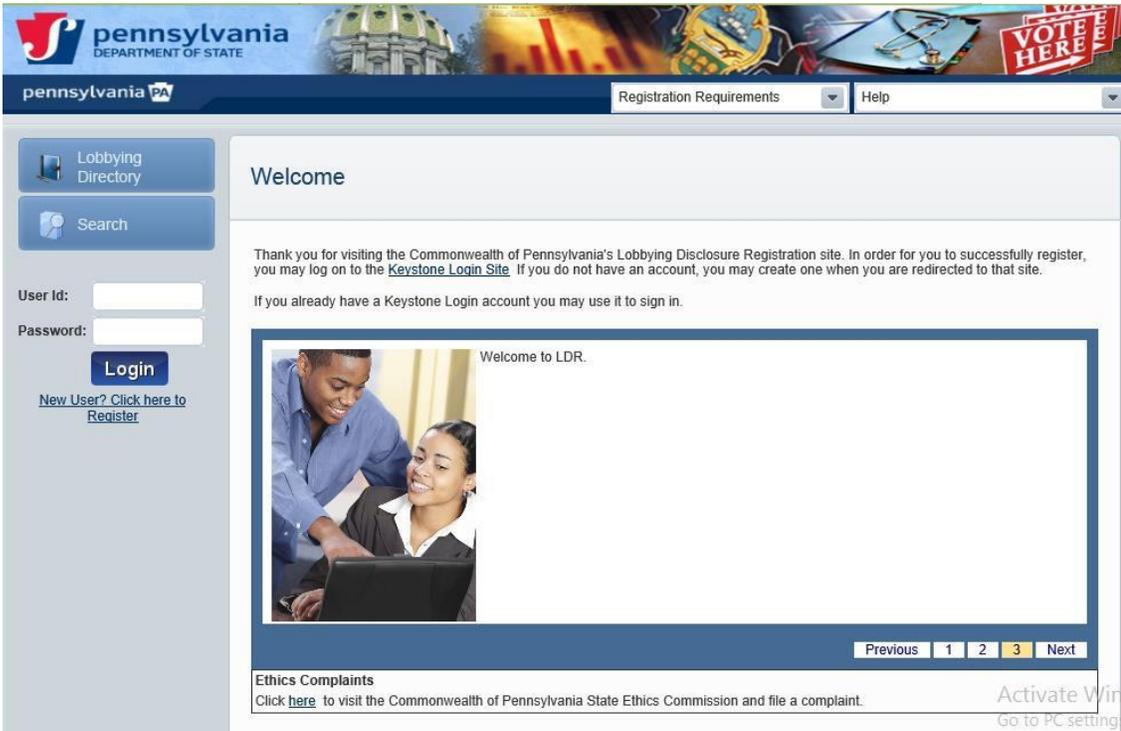


## Submitting an Expense Report Amendment

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

1. Submit an expense report amendment electronically to the Division of Lobbying Disclosure Registration and Reporting (LDR) at the Pennsylvania Department of State.

### Submitting an Expense Report Amendment

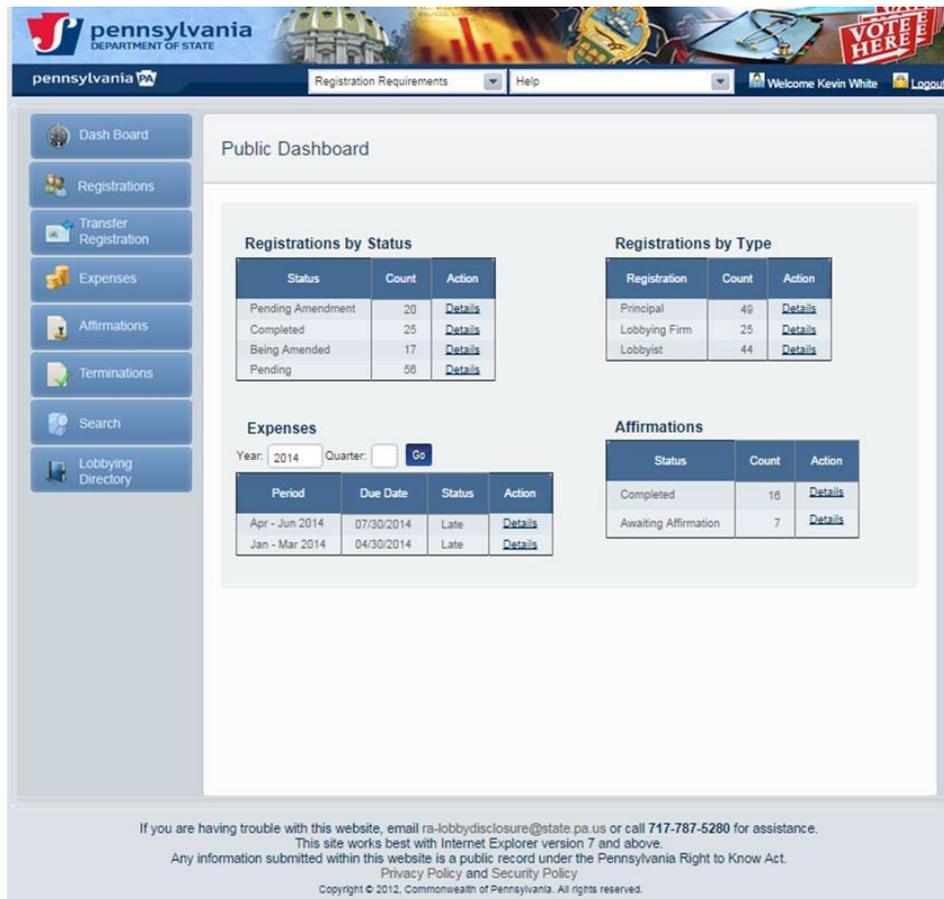
Steps	Actions
<p>1.</p>	<p>Access the LDR Website:          Enter <a href="http://www.palobbyingservices.pa.gov">www.palobbyingservices.pa.gov</a> in your internet browser's address line.</p> 

Steps	Actions
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2. Log In:  
 Enter your Keystone Login account credentials and click [Login].



The user is presented with the Public Dashboard which displays the users 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.



**Registrations by Status**

Status	Count	Action
Pending Amendment	20	<a href="#">Details</a>
Completed	25	<a href="#">Details</a>
Being Amended	17	<a href="#">Details</a>
Pending	56	<a href="#">Details</a>

**Registrations by Type**

Registration	Count	Action
Principal	49	<a href="#">Details</a>
Lobbying Firm	25	<a href="#">Details</a>
Lobbyist	44	<a href="#">Details</a>

**Expenses**

Year:  Quarter:

Period	Due Date	Status	Action
Apr - Jun 2014	07/30/2014	Late	<a href="#">Details</a>
Jan - Mar 2014	04/30/2014	Late	<a href="#">Details</a>

**Affirmations**

Status	Count	Action
Completed	16	<a href="#">Details</a>
Awaiting Affirmation	7	<a href="#">Details</a>

If you are having trouble with this website, email [ra-lobbydisclosure@state.pa.us](mailto:ra-lobbydisclosure@state.pa.us) or call 717-787-5280 for assistance. This site works best with Internet Explorer version 7 and above. Any information submitted within this website is a public record under the Pennsylvania Right to Know Act. Privacy Policy and Security Policy. Copyright © 2012, Commonwealth of Pennsylvania. All rights reserved.

Steps	Actions
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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.



**Public Dashboard**

**Registrations by Status**

Registration	Count	Action
Pending Amendment	20	<a href="#">Details</a>
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Year:  Quarter:

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**Affirmations**

Status	Count	Action
Completed	16	<a href="#">Details</a>
Awaiting Affirmation	7	<a href="#">Details</a>

The **Expense Reports to be Submitted** page is displayed:



**Expenses**

**Expense Reports to be Submitted**

Note: You can continue to make changes to the expense report until the reporting period closes. If you do make any additional changes to the expense report, please reaffirm and resubmit the expense report.

Expense Reports to be Completed | Completed Expense Reports | Registration Period: 2013-2014

Page 1 of 23   [View All](#)

Action Filter	Registration Name	Status	Registration No.	Registration Type	Expense Period	Last Update
<a href="#">Clear</a>		All		All	All	
<a href="#">Create</a>	Brittany Bonzack	Late	P42080	Principal	Apr - Jun 2014	
<a href="#">Create</a>	Opt Out Testing	Late	P42154	Principal	Apr - Jun 2014	
<a href="#">Create</a>	Stage Testing (nrg)	Late	P42119	Principal	Apr - Jun 2014	
<a href="#">Create</a>	Test new service app stag 2	Late	P42091	Principal	Apr - Jun 2014	
<a href="#">Create</a> <a href="#">View</a> <a href="#">Delete</a>	The Neighborhood Academy	Late	P24164	Principal	Apr - Jun 2014	08/25/2014
<a href="#">Create</a>	Trisha Knight	Late	P42061	Principal	Apr - Jun 2014	
<a href="#">Create</a>	Stanley and Associates	Not Due	F42085	Lobbying Firm	Apr - Jun 2014	
<a href="#">Create</a>	Test Firm 1	Not Due	F42046	Lobbying Firm	Apr - Jun 2014	
<a href="#">Create</a>	Test Firm 2	Not Due	F42047	Lobbying Firm	Apr - Jun 2014	
<a href="#">Create</a>	Brubaker, Vanessa	Not Due	L24127	Lobbyist	Apr - Jun 2014	

Steps	Actions
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4. Access the Completed Expense Reports Page:  
 Click the [**Completed Expense Reports**] button.

**Expense Reports to be Submitted**

Note: You can continue to make changes to the expense report until the reporting period closes. If you do make any additional changes to the expense report, please reaffirm and resubmit the expense report.

[Expense Reports to be Completed](#)    **Completed Expense Reports**    Registration Period: 2013-2014

Page 1 of 23    [Go](#)    [Next](#)    [View All](#)

Action Filter	Registration Name	Status	Registration No.	Registration Type	Expense Period	Last Update
<a href="#">Clear</a>	<input type="text"/>	All	<input type="text"/>	All	All	
<a href="#">Create</a>	Opt Out Testing	Late	P42154	Principal	Apr - Jun 2014	
<a href="#">Create</a>	Stage Testing (nrg)	Late	P42119	Principal	Apr - Jun 2014	
<a href="#">Create</a>	Test new service app stag 2	Late	P42091	Principal	Apr - Jun 2014	
<a href="#">Create</a> <a href="#">View</a> <a href="#">Delete</a>	The Neighborhood Academy	Late	P24164	Principal	Apr - Jun 2014	08/25/2014
<a href="#">Create</a>	Trisha Knight	Late	P42061	Principal	Apr - Jun 2014	
<a href="#">Create</a>	Stanley and Associates	Not Due	F42085	Lobbying Firm	Apr - Jun 2014	
<a href="#">Create</a>	Test Firm 1	Not Due	F42046	Lobbying Firm	Apr - Jun 2014	
<a href="#">Create</a>	Test Firm 2	Not Due	F42047	Lobbying Firm	Apr - Jun 2014	

Based on the registration period selected from the 'Registration Period' drop-down, the grid on the **Completed Expense Reports** page will display all submitted expense reports for that registration period.

Note: You can continue to make changes to the expense report until the reporting period closes. If you do make any additional changes to the expense report, please reaffirm and resubmit the expense report.

[Expense Reports to be Completed](#)    **Completed Expense Reports**    Registration Period: 2013-2014

Page 1 of 6    [Go](#)    [Next](#)    [View All](#)

Action Filter	Registration Name	Status	Registration No.	Registration Type	Expense Period	Last Update
<a href="#">Clear</a>	<input type="text"/>	All	<input type="text"/>	All	All	
<a href="#">View</a> <a href="#">Amend</a> <a href="#">Lobbying</a>	(Pennsylvania) Homecare Association	Completed	P02410	Principal	Apr - Jun 2014	07/08/2014
<a href="#">View</a> <a href="#">Amend</a> <a href="#">Lobbying</a>	Allied In-Home Services, Allied Services	Completed	P24189	Principal	Apr - Jun 2014	08/25/2014
<a href="#">View</a> <a href="#">Amend</a> <a href="#">Lobbying</a>	Andrew	Completed	P42083	Principal	Apr - Jun 2014	07/01/2014
<a href="#">View</a> <a href="#">Amend</a> <a href="#">Lobbying</a>	Bank of America	Completed	P42092	Principal	Apr - Jun 2014	07/07/2014
<a href="#">View</a> <a href="#">Amend</a> <a href="#">Lobbying</a>	Bill testing	Completed	P42094	Principal	Apr - Jun 2014	08/21/2014
<a href="#">View</a> <a href="#">Amend</a> <a href="#">Lobbying</a>	Bill testing	Completed	P42117	Principal	Apr - Jun 2014	07/21/2014
<a href="#">View</a> <a href="#">Amend</a> <a href="#">Lobbying</a>	Brice Gilbert	Completed	P42164	Principal	Apr - Jun 2014	08/27/2014
<a href="#">View</a> <a href="#">Amend</a> <a href="#">Lobbying</a>	Brittany Bonzack	Submitted	P42080	Principal	Apr - Jun 2014	09/15/2014

**Note:** If a previously submitted expense report is currently being amended, the status of the submitted report is 'Being Amended'.



Steps	Actions																																																																																				
<p>5. Select the Expense Report to be Amended: Click the <u>Amend</u> link for the desired expense report.</p>	<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p style="font-size: small; margin-bottom: 5px;">Note: You can continue to make changes to the expense report until the reporting period closes. If you do make any additional changes to the expense report, please reaffirm and resubmit the expense report.</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div> <span style="border: 1px solid #000; padding: 2px 5px;">Expense Reports to be Completed</span> <span style="border: 1px solid #000; padding: 2px 5px; margin-left: 10px;">Completed Expense Reports</span> </div> <div>           Registration Period <span style="border: 1px solid #ccc; padding: 2px 5px;">2013-2014</span> </div> </div> <div style="display: flex; justify-content: center; align-items: center; margin-top: 5px;"> <span>Page <span style="border: 1px solid #ccc; padding: 2px 5px;">1</span> of 6</span> <span style="margin: 0 10px;"><span style="border: 1px solid #000; padding: 2px 5px;">Go</span></span> <span style="margin: 0 10px;"><span style="border: 1px solid #000; padding: 2px 5px;">Next</span></span> <span style="margin-left: 10px;"><a href="#">View All</a></span> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #005596; color: white;"> <th>Action Filter</th> <th>Registration Name</th> <th>Status</th> <th>Registration No.</th> <th>Registration Type</th> <th>Expense Period</th> <th>Last Update</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"> <a href="#">Clear</a> </td> <td><input style="width: 100%;" type="text"/></td> <td style="text-align: center;"> <span style="border: 1px solid #ccc; padding: 2px 5px;">All</span> </td> <td><input style="width: 100%;" type="text"/></td> <td style="text-align: center;"> <span style="border: 1px solid #ccc; padding: 2px 5px;">All</span> </td> <td style="text-align: center;"> <span style="border: 1px solid #ccc; padding: 2px 5px;">All</span> </td> <td></td> </tr> <tr> <td style="text-align: center;"> <a href="#">View</a>  <a href="#">Amend</a>  <a href="#">Lobbying</a> </td> <td>{Pennsylvania) Homecare Association</td> <td style="text-align: center;">Completed</td> <td>P02410</td> <td style="text-align: center;">Principal</td> <td style="text-align: center;">Apr - Jun 2014</td> <td style="text-align: center;">07/08/2014</td> </tr> <tr> <td style="text-align: center;"> <a href="#">View</a>  <a href="#">Amend</a>  <a href="#">Lobbying</a> </td> <td>Allied In-Home Services, Allied Services</td> <td style="text-align: center;">Completed</td> <td>P24189</td> <td style="text-align: center;">Principal</td> <td style="text-align: center;">Apr - Jun 2014</td> <td style="text-align: center;">08/25/2014</td> </tr> <tr> <td style="text-align: center;"> <a href="#">View</a>  <a href="#">Amend</a>  <a href="#">Lobbying</a> </td> <td>Andrew</td> <td style="text-align: center;">Completed</td> <td>P42083</td> <td style="text-align: center;">Principal</td> <td style="text-align: center;">Apr - Jun 2014</td> <td style="text-align: center;">07/01/2014</td> </tr> <tr> <td style="text-align: center;"> <a href="#">View</a>  <a href="#">Amend</a>  <a href="#">Lobbying</a> </td> <td>Bank of America</td> <td style="text-align: center;">Completed</td> <td>P42092</td> <td style="text-align: center;">Principal</td> <td style="text-align: center;">Apr - Jun 2014</td> <td style="text-align: center;">07/07/2014</td> </tr> <tr> <td style="text-align: center;"> <a href="#">View</a>  <a href="#">Amend</a>  <a href="#">Lobbying</a> </td> <td>Bill testing</td> <td style="text-align: center;">Completed</td> <td>P42094</td> <td style="text-align: center;">Principal</td> <td style="text-align: center;">Apr - Jun 2014</td> <td style="text-align: center;">08/21/2014</td> </tr> <tr> <td style="text-align: center;"> <a href="#">View</a>  <a href="#">Amend</a>  <a href="#">Lobbying</a> </td> <td>Bill testing</td> <td style="text-align: center;">Completed</td> <td>P42117</td> <td style="text-align: center;">Principal</td> <td style="text-align: center;">Apr - Jun 2014</td> <td style="text-align: center;">07/21/2014</td> </tr> <tr> <td style="text-align: center;"> <a href="#">View</a>  <a href="#">Amend</a>  <a href="#">Lobbying</a> </td> <td>Brice Gilbert</td> <td style="text-align: center;">Completed</td> <td>P42164</td> <td style="text-align: center;">Principal</td> <td style="text-align: center;">Apr - Jun 2014</td> <td style="text-align: center;">08/27/2014</td> </tr> <tr> <td style="text-align: center;"> <a href="#">View</a>  <a href="#">Amend</a>  <a href="#">Lobbying</a> </td> <td>Brittany Bonzack</td> <td style="text-align: center;">Submitted</td> <td>P42080</td> <td style="text-align: center;">Principal</td> <td style="text-align: center;">Apr - Jun 2014</td> <td style="text-align: center;">09/15/2014</td> </tr> <tr> <td style="text-align: center;"> <a href="#">View</a>  <a href="#">Amend</a>  <a href="#">Lobbying</a> </td> <td>Cole Tautrole</td> <td style="text-align: center;">Completed</td> <td>P42128</td> <td style="text-align: center;">Principal</td> <td style="text-align: center;">Apr - Jun 2014</td> <td style="text-align: center;">08/25/2014</td> </tr> <tr> <td style="text-align: center;"> <a href="#">View</a>  <a href="#">Amend</a>  <a href="#">Lobbying</a> </td> <td>Garland and Sons</td> <td style="text-align: center;">Completed</td> <td>P42090</td> <td style="text-align: center;">Principal</td> <td style="text-align: center;">Apr - Jun 2014</td> <td style="text-align: center;">07/03/2014</td> </tr> </tbody> </table> </div>	Action Filter	Registration Name	Status	Registration No.	Registration Type	Expense Period	Last Update	<a href="#">Clear</a>	<input style="width: 100%;" type="text"/>	<span style="border: 1px solid #ccc; 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<p>6. Amend the Submitted Expense Report: Navigate through the expense report to the page which needs to be edited. Make the desired changes and then navigate to the final page.</p>																																																																																					



Steps	Actions
7.	<p>Check the "Affirmation" checkbox. The user has the ability to submit 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 11.</p> <div data-bbox="233 583 375 613" style="color: blue; font-weight: bold;">Affirmation</div> <div data-bbox="233 642 1446 1089" style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p><input checked="" type="checkbox"/> I acknowledge that I have actual knowledge of the contents of this form except to the extent noted on the 'Lobbyist or Lobbying Firm Statement of Limited Knowledge', if any, and that I have actual knowledge of the contents of this form and that I have received, read and understand the requirements of Act 134 of 2006 relating to lobbying disclosure. I also consent to receive service of notices, other official mailings or process from the Commonwealth of PA at the address, email or facsimile listed on this form. To the best of my knowledge, at all time relevant to the above reporting period, I have been in compliance with 65 Pa.C.S § 1307-A(d) (relating to conflicts of interest). I affirm that the information set forth above and in all attachments 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).</p> <p>First Name : * <input type="text" value="test1"/> Middle Initial : <input type="text"/></p> <p>Last Name : * <input type="text" value="last1"/> Suffix: <input type="text"/></p> <p>Title : <input type="text"/></p> <p><input type="checkbox"/> I represent a third-party.</p> </div> <div data-bbox="240 1125 1349 1205" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Do you have a statement as to inability or refusal of lobbyist/lobbying firm to sign report? <input type="checkbox"/> Yes</p> </div> <div data-bbox="240 1245 386 1283" style="background-color: #005596; color: white; padding: 5px; display: inline-block; margin-right: 10px;">Previous</div> <div data-bbox="691 1245 792 1283" style="background-color: #005596; color: white; padding: 5px; display: inline-block; margin-right: 10px;">Save</div> <div data-bbox="802 1245 924 1283" style="background-color: #005596; color: white; padding: 5px; display: inline-block; margin-right: 10px;">Cancel</div> <div data-bbox="1321 1245 1451 1283" style="background-color: #005596; color: white; padding: 5px; display: inline-block;">Submit</div>



8. 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.

Do you have a statement as to inability or refusal of lobbyist/lobbying firm to sign report?  Yes

Lobbying Firm(s)/Lobbyist(s) Lobbying on Principal's Behalf Below is a list of all the lobbying firms and lobbyists identified as lobbying on principal's behalf for the registration being processed. If this list does not match the actual list of lobbyists, you will need to amend your registration to reflect the appropriate relationships.

Lobbying Firm(s)/Lobbyist(s) Lobbying on Principal's Behalf

Page 1 of 1

Action	Name	Registration Number	Lobbyist Affirmation Status
<a href="#">RefusalToSign</a>	Duane Morris Government Strategies LLC	F32368	Awaiting Affirmation
<a href="#">RefusalToSign</a>	Christian, Theodore	L14741	Awaiting Affirmation
<a href="#">RefusalToSign</a>	GROMLICH, STACY	L01477	Awaiting Affirmation
<a href="#">RefusalToSign</a>	BOSTON, RON	L00828	Awaiting Affirmation
<a href="#">RefusalToSign</a>	MACKAVAGE, PATRICIA	L27160	Awaiting Affirmation

[Previous](#) [Save](#) [Cancel](#) [Submit](#)



9.

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):**

Contact(s) with the lobbyist/lobbying firm by;  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):

- 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).

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 : \*

Middle Initial :

Last Name : \*



10.

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.

Lobbying Firm(s)/Lobbyist(s) Lobbying on Principal's Behalf

Page 1 of 1

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

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11. 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.

