

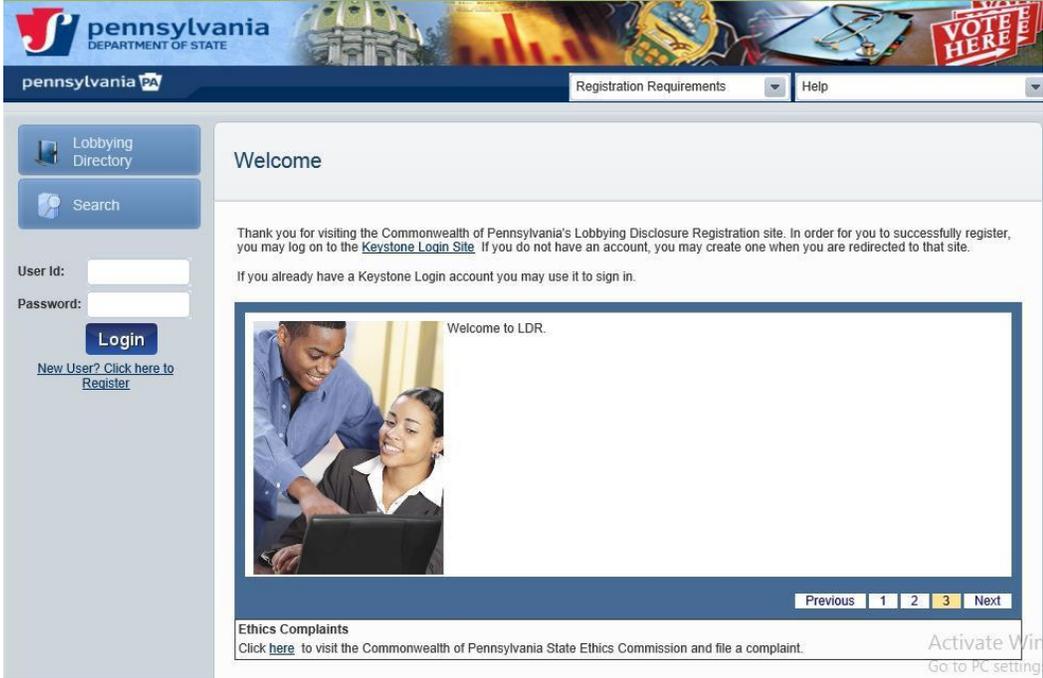


Creating a New Expense Report

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
<p>1.</p>	<p>Access the LDR Website:</p> <p>Enter www.palobbyingservices.pa.gov 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 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.

Registrations by Status

Status	Count	Action
Pending Amendment	20	Details
Completed	25	Details
Being Amended	17	Details
Pending	56	Details

Registrations by Type

Registration	Count	Action
Principal	49	Details
Lobbying Firm	25	Details
Lobbyist	44	Details

Expenses

Year: Quarter:

Period	Due Date	Status	Action
Apr - Jun 2014	07/30/2014	Late	Details
Jan - Mar 2014	04/30/2014	Late	Details

Affirmations

Status	Count	Action
Completed	16	Details
Awaiting Affirmation	7	Details

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 Privacy Policy and Security Policy
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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.



The screenshot shows the 'Public Dashboard' with a sidebar menu on the left. The 'Expenses' menu item is highlighted, and a sub-menu is visible with 'My Expenses' selected and circled in red. The main content area shows several data tables:

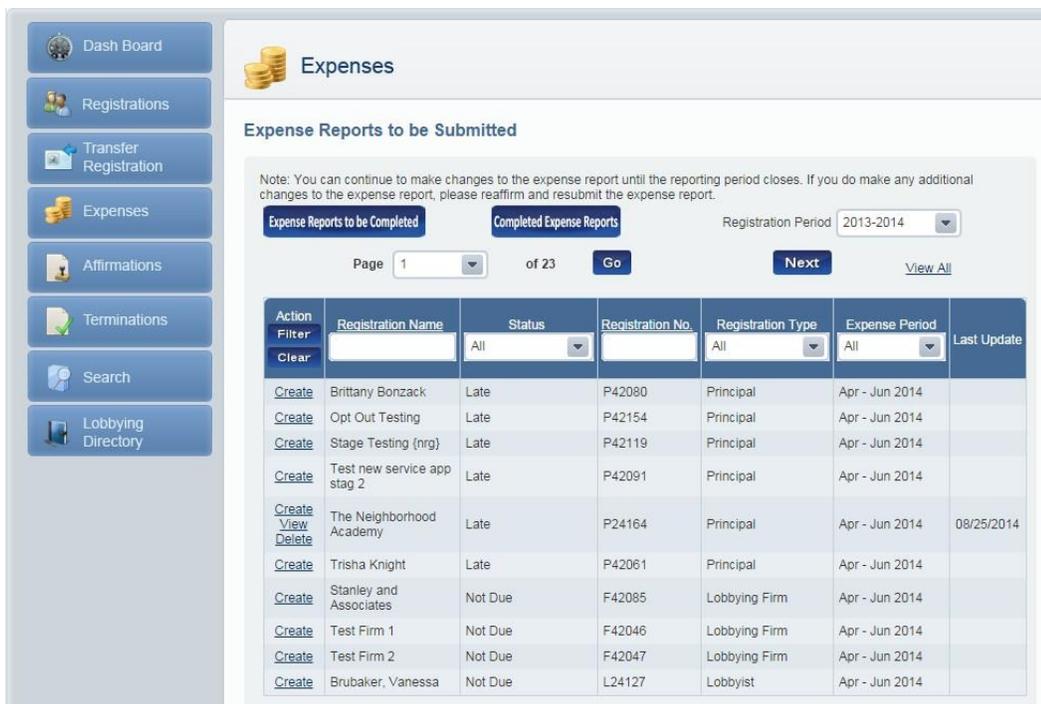
Registrations by Status		
Registration	Count	Action
Pending Amendment	20	Details
Completed	25	Details
Being Amended	17	Details
Pending	56	Details

Registrations by Type		
Registration	Count	Action
Principal	49	Details
Lobbying Firm	25	Details
Lobbyist	44	Details

Expenses			
Year:	2014	Quarter:	<input type="text"/> Go
Period	Due Date	Status	Action
Apr - Jun 2014	07/30/2014	Late	Details
Jan - Mar 2014	04/30/2014	Late	Details

Affirmations		
Status	Count	Action
Completed	16	Details
Awaiting Affirmation	7	Details

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



The screenshot shows the 'Expenses' page with the 'Expense Reports to be Submitted' section. A note at the top states: "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." Below the note are filters for 'Expense Reports to be Completed' and 'Completed Expense Reports', and a 'Registration Period' dropdown set to '2013-2014'. A pagination bar shows 'Page 1 of 23' with a 'Go' button and 'Next' and 'View All' links.

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

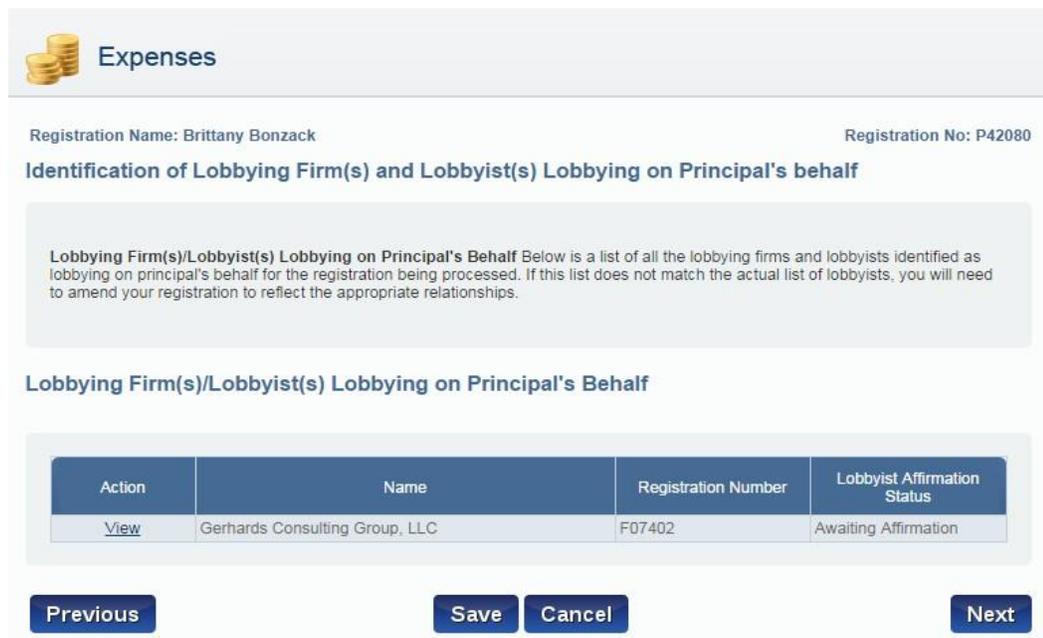
Steps	Actions																																																																													
	<p>Based on the registration period selected from the 'Registration Period' drop-down, the grid on the Expense Reports to be Submitted page will display all un-submitted expense reports for that registration period. 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'.</p> <p>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.</p>																																																																													
<p>4.</p>	<p>Select the Expense Report to be Submitted:</p> <p>Click the <u>Create</u> link for the desired expense report.</p> <p>NOTE: If an expense report has been started but not yet submitted, a View and Delete link will be displayed. <u>View</u> will display the view of the data entered so far and <u>Delete</u> will delete the un-submitted expense report.</p>  <p>The screenshot shows a web interface for 'Expenses'. On the left is a navigation menu with buttons for Dash Board, Registrations, Transfer Registration, Expenses, Affirmations, Terminations, Search, and Lobbying Directory. The main content area is titled 'Expenses' and contains a section 'Expense Reports to be Submitted'. A note states: '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.' Below the note are two tabs: 'Expense Reports to be Completed' (selected) and 'Completed Expense Reports'. A 'Registration Period' dropdown is set to '2013-2014'. Below that is a pagination control showing 'Page 1 of 23' with a 'Go' button and a 'Next' button. A 'View All' link is also present. The main table has the following data:</p> <table border="1"> <thead> <tr> <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>Create</td> <td>Brittany Bonzack</td> <td>Late</td> <td>P42080</td> <td>Principal</td> <td>Apr - Jun 2014</td> <td></td> </tr> <tr> <td>Create</td> <td>Opt Out Testing</td> <td>Late</td> <td>P42154</td> <td>Principal</td> <td>Apr - Jun 2014</td> <td></td> </tr> <tr> <td>Create</td> <td>Stage Testing (nrg)</td> <td>Late</td> <td>P42119</td> <td>Principal</td> <td>Apr - Jun 2014</td> <td></td> </tr> <tr> <td>Create</td> <td>Test new service app stag 2</td> <td>Late</td> <td>P42091</td> <td>Principal</td> <td>Apr - Jun 2014</td> <td></td> </tr> <tr> <td>Create View Delete</td> <td>The Neighborhood Academy</td> <td>Late</td> <td>P24164</td> <td>Principal</td> <td>Apr - Jun 2014</td> <td>08/25/2014</td> </tr> <tr> <td>Create</td> <td>Trisha Knight</td> <td>Late</td> <td>P42061</td> <td>Principal</td> <td>Apr - Jun 2014</td> <td></td> </tr> <tr> <td>Create</td> <td>Stanley and Associates</td> <td>Not Due</td> <td>F42085</td> <td>Lobbying Firm</td> <td>Apr - Jun 2014</td> <td></td> </tr> <tr> <td>Create</td> <td>Test Firm 1</td> <td>Not Due</td> <td>F42046</td> <td>Lobbying Firm</td> <td>Apr - Jun 2014</td> <td></td> </tr> <tr> <td>Create</td> <td>Test Firm 2</td> <td>Not Due</td> <td>F42047</td> <td>Lobbying Firm</td> <td>Apr - Jun 2014</td> <td></td> </tr> <tr> <td>Create</td> <td>Brubaker, Vanessa</td> <td>Not Due</td> <td>L24127</td> <td>Lobbyist</td> <td>Apr - Jun 2014</td> <td></td> </tr> </tbody> </table>	Action Filter	Registration Name	Status	Registration No.	Registration Type	Expense Period	Last Update	Create	Brittany Bonzack	Late	P42080	Principal	Apr - Jun 2014		Create	Opt Out Testing	Late	P42154	Principal	Apr - Jun 2014		Create	Stage Testing (nrg)	Late	P42119	Principal	Apr - Jun 2014		Create	Test new service app stag 2	Late	P42091	Principal	Apr - Jun 2014		Create View Delete	The Neighborhood Academy	Late	P24164	Principal	Apr - Jun 2014	08/25/2014	Create	Trisha Knight	Late	P42061	Principal	Apr - Jun 2014		Create	Stanley and Associates	Not Due	F42085	Lobbying Firm	Apr - Jun 2014		Create	Test Firm 1	Not Due	F42046	Lobbying Firm	Apr - Jun 2014		Create	Test Firm 2	Not Due	F42047	Lobbying Firm	Apr - Jun 2014		Create	Brubaker, Vanessa	Not Due	L24127	Lobbyist	Apr - Jun 2014	
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Steps	Actions																				
<p>5.</p>	<p>Enter the Filer's Information:</p> <p>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].</p> <div data-bbox="358 562 1365 1205" style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;">  Expenses </div> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc; margin-top: 5px;"> Lobbying Disclosure Quarterly Expense Report - DSBE - 1305-A(b) </div> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc; margin-top: 5px;"> <p>Below is the filer information for the expense report. Enter the individual's name filing the expense report (if applicable).</p> </div> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc; margin-top: 5px;"> Filer's Information <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Name:</td> <td style="width: 30%;">Brittany Bonzack</td> <td style="width: 20%;">Registration No:</td> <td style="width: 30%;">P42080</td> </tr> <tr> <td>Address:</td> <td>46 Sunshine Drive Shermansdale PA 17090</td> <td>E-mail:</td> <td>BrittanyB@hotmail.com</td> </tr> <tr> <td>Phone:</td> <td>717-466-3298</td> <td></td> <td></td> </tr> </table> </div> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc; margin-top: 5px;"> Identification of Individual Filing Report <div style="border: 2px solid red; padding: 5px; margin-top: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">First Name : *</td> <td style="width: 25%;"><input type="text"/></td> <td style="width: 25%;">Middle Name Or Initial :</td> <td style="width: 25%;"><input type="text"/></td> </tr> <tr> <td>Last Name : *</td> <td><input type="text"/></td> <td>Suffix :</td> <td><input type="text"/></td> </tr> </table> </div> <div style="margin-top: 10px; text-align: center;"> Save Cancel Next </div> </div> </div>	Name:	Brittany Bonzack	Registration No:	P42080	Address:	46 Sunshine Drive Shermansdale PA 17090	E-mail:	BrittanyB@hotmail.com	Phone:	717-466-3298			First Name : *	<input type="text"/>	Middle Name Or Initial :	<input type="text"/>	Last Name : *	<input type="text"/>	Suffix :	<input type="text"/>
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Last Name : *	<input type="text"/>	Suffix :	<input type="text"/>																		

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.



Expenses

Registration Name: Brittany Bonzack Registration No: P42080

Identification of Lobbying Firm(s) and Lobbyist(s) Lobbying on Principal's behalf

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

Action	Name	Registration Number	Lobbyist Affirmation Status
View	Gerhards Consulting Group, LLC	F07402	Awaiting Affirmation

Previous Save Cancel Next

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.

Identification of Principal(s) Represented

Principal(s) Represented Below is a list of all the principals represented for the registration being processed. If this list does not match the actual list of principals, you will need to amend your registration to reflect the appropriate relationships.

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

Identification of Principal(s) Represented

Principal(s) Represented Below is a list of all the principals represented for the registration being processed. If this list does not match the actual list of principals, you will need to amend your registration to reflect the appropriate relationships.

Principal(s) Represented

Action	Name	Registration Number
View Delete	UAT Test	P40849
View Delete	NG Test	P40861

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.



Expenses

Registration Name: Brittany Bonzack
Registration No: P42080

Do you have over \$2,500 in total lobbying expenses to report? Yes

Total Expenditures for Gifts, Hospitality, Transportation, and Lodging for State Officials or Employees or their immediate Families: .XX

Total Costs for Direct Communication : .XX

Total Costs for Indirect Communication : .XX

Total Costs for all Lobbying for the Period : .XX

Subject(s) of Lobbying :

Lobbying Subject :

To select multiple Lobbying Subject, hold the Ctrl key
 Accounting
 Advertising
 Agriculture
 AIDS
 Alcoholic Beverages
 ...

Do you have any Gifts to report? Yes

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

Do you have any Sources of Contribution to report? Yes

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.

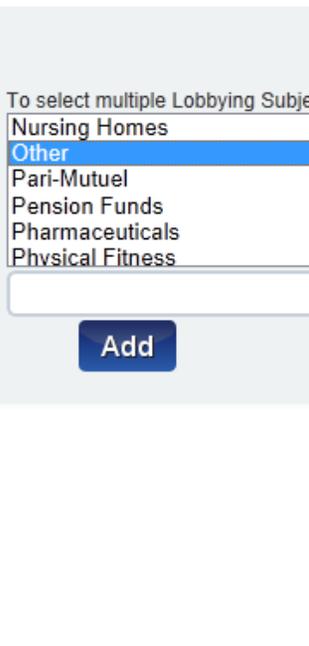
Enter the **Subject(s) of Lobbying** by selecting a Lobbying Subject from the list and clicking **[Add]**. A user may select more than one subject by holding the **[Ctrl]** key and clicking the desired subjects. If the user selects 'Other' as a subject, an additional field is displayed allowing the user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

Subject(s) of Lobbying :

To select multiple Lobbying Subject, hold the Ctrl key

Lobbying Subject :

Other :



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

Subject(s) of Lobbying :

Lobbying Subject :

To select multiple Lobbying Subject, hold the Ctrl key

- Accounting
- Advertising
- Agriculture
- AIDS
- Alcoholic Beverages

Add

Action	Subject of Lobbying
Delete	Advertising

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.

Do you have any Gifts to report? Yes

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

Do you have any Gifts to report? Yes

Gift Information

First Name : * Middle Initial :

Last Name : *

Position : *

Governmental Body : *

Date of Gift : *

Value of Gift : * .XX

Circumstances (Including Description) of Gift : *

Source of Gift

Name : *

Source Address Information

Address Line 1 : *

Address Line 2 :

City : *

State : *

Zip : *

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.

Do you have any Gifts to report? Yes

Gift Recipients

Action	Name	Position	Gift Date	Value
Edit Delete	Gift Recipient	CIO	06/01/2014	\$200

[Add Another](#)

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.

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



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.

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

Payment/Reimbursement Information

First Name : * Middle Initial :

Last Name : *

Position : *

Government Body : *

Payment Date : *

Value : * .XX

Source of Payment/Reimbursement

Name : *

Source Address Information

Address Line 1 : *

Address Line 2 :

City : *

State : *

Zip : *

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.

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

Payments/Reimbursements

Action	Name	Position	Payment/Reimbursement Date	Value
Edit Delete	Payment Recipient	CEO	07/02/2014	\$75

Add Another

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.

Do you have any Sources of Contribution to report? Yes

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 : *

Zip : *

Contact Information

Phone Number : Ext.

Fax Number :

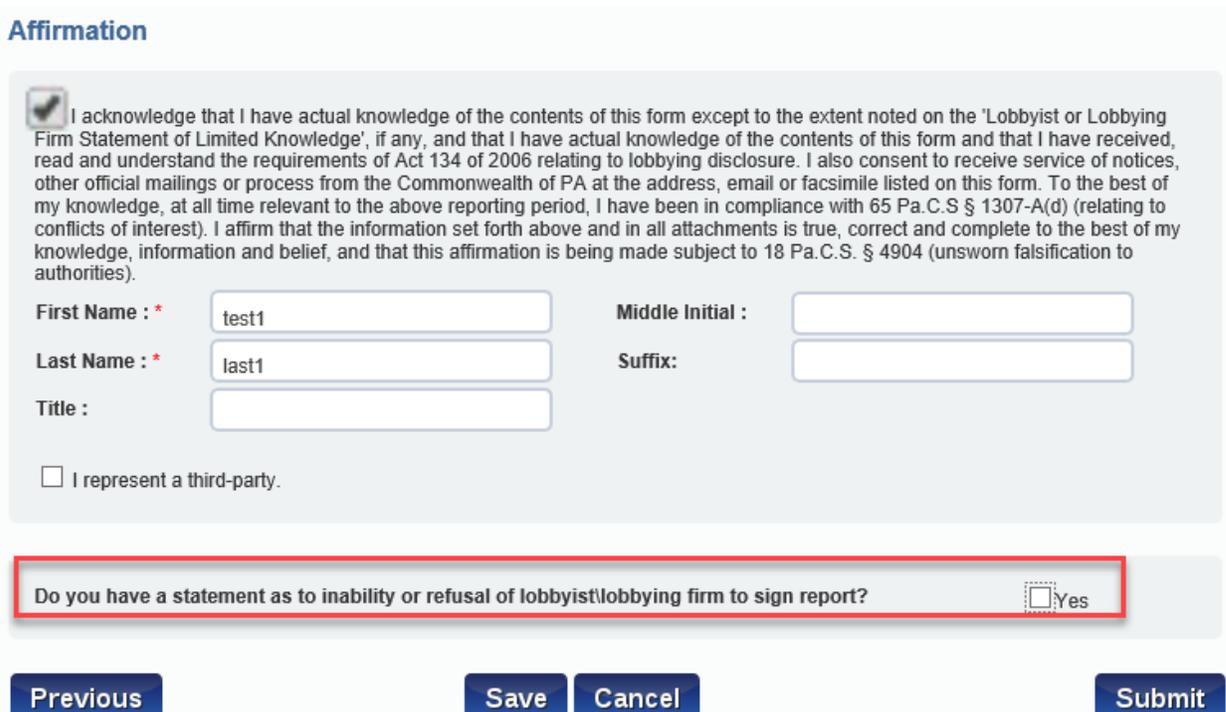
Email Address :

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.

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
RefusalToSign	Duane Morris Government Strategies LLC	F32368	Awaiting Affirmation
RefusalToSign	Christian, Theodore	L14741	Awaiting Affirmation
RefusalToSign	GROMLICH, STACY	L01477	Awaiting Affirmation
RefusalToSign	BOSTON, RON	L00828	Awaiting Affirmation
RefusalToSign	MACKAVAGE, PATRICIA	L27160	Awaiting Affirmation

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



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):

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 : *

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.

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

Page 1 of 1

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

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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.

