

# WV Lobbyist Expenditure Report Schedule A

(Attach this sheet to the WV Lobbyist Activity Report)

**Instructions:** Complete this page if you have made any expenditure **other** than group entertainment on a public official or employee during this reporting period. If you have made any expenditure in any of the categories listed below, you must report all expenditures in sections 1 or 2 on this form.

Categories: *Meals & Beverages, Lodging, Travel, gifts, Other Expenditures*

You are not required to report on Schedule A expenditures on Advertising, Contributions [including political contributions] and Group Entertainment. Expenditures in those categories, regardless of amount must be reported on the Lobbyist Activity Report (LAR) and/or the Group Expenditure/Shared Expense Report Schedule B.

## 1. Expenditure Details (Add additional pages or explanation as necessary)

Report all expenditures in any of the categories listed below on a particular person or member of their immediate family EXCEPT those reported in Section 1a., or 2 (below) or any portion of a "Group Entertainment OR "Shared Expense" event which are to be reported on Schedule B. Transfer the totals to section 5 on the Lobbyist Report.

Recipient Names	Meals & Beverages	Lodging	Travel	Gifts	Other Expenses	Total \$ Amount Spent

### 1a Gifts (Group):

Ordinarily gifts to individual legislators must not exceed \$25. Gifts such as key chains, mugs, day timers etc., given to ALL members of the House or Senate, the entire Legislature or to standing or joint committees should be listed here. Describe the item, to which group it was given and the total cost. You need not list each legislator who received the gift, only the name of the group. Transfer to total to the Lobbyist Activity Report, section 5.E.

Describe the gift(s)	Which group received the gift	Total cost of gift(s)

## 2. Participation in a Panel or Speaking Engagement

Report expenditures on a particular person in the categories listed below when such expenditure was for the individual's participation in a panel or speaking engagement (event). Transfer the totals to section 5 on the Lobbyist Activity Report

Recipient name and event	Meals & Beverages	Lodging	Travel	Gifts	Scheduled Entertainment & Other	Total \$ amount spent

## 3. Subjects of Lobbying

For each recipient identified in 1, 1a & 2 above, explain briefly the subjects of lobbying. List the individual or group recipient and then the subject matter of the lobbying. Example: "Del. Joe Jones – Health Care". "House Finance Committee - Environment."

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