Federal Honest Leadership and Open Government Act (HLOGA)

SAMPLE
Lobbying Trip Costs Worksheet
Quarter: 4 Year: 2013
University of California, Irvine

Please fill in highlighted cells

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>Monthly Gross Salary paid by UCI</th>
<th>Trip Start Date</th>
<th>Trip End Date</th>
<th>Trip Days</th>
<th>Work Hours</th>
<th>Actual Lobbying Hours</th>
<th>Lobbying Percent of Trip</th>
<th>Trip Cost MINUS Registration Fees</th>
<th>Lobbying Cost for Trip</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>Professor Emeritus School of...</td>
<td>$20,000.00</td>
<td>26-Nov</td>
<td>8-Dec</td>
<td>12</td>
<td>96</td>
<td>12</td>
<td>13%</td>
<td>$ 2,580</td>
<td>$ 323</td>
<td>Example</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5-Dec</td>
<td>9-Dec</td>
<td>4</td>
<td>32</td>
<td>6</td>
<td>19%</td>
<td>$ 1,430</td>
<td>$ 268</td>
<td>Example</td>
</tr>
</tbody>
</table>

Enter dates in columns A and B in mm/dd/yyyy format.
Please **subtract any registration costs** included in your trip(s) as they do not apply to lobbying

**NOTE:**
Federal funds (federal grant, awards, etc) may not be used to influence or attempt to influence any member of the Executive or Legislative branches of government (including any agency employee) for the purpose of securing a grant, contract, or cooperative agreement or an extension, renewal, or modification of any of these.

Charging travel expenses to a federal award or drawing salary from a federal award while attempting to influence the award of federal funds for a specific program is identified as lobbying, and is prohibited.

**Questions? Contact Kathleen Eiler, Director, Federal Relations – 949-824-5227 - keiler@uci.edu**