

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

NAME	TITLE	Monthly Gross Salary paid by UCI	Trip Start Date	Trip End Date	Trip Days	Work Hours	Actual Lobbying Hours	Lobbying Percent of Trip	Trip Cost MINUS Registration Fees	Lobbying Cost for Trip	Notes
John Doe	Professor Emeritus School of...	\$20,000.00									
			26-Nov	8-Dec	12	96	12	13%	\$ 2,580	\$ 323	Example
			5-Dec	9-Dec	4	32	6	19%	\$ 1,430	\$ 268	Example
					0	0		#DIV/0!		#DIV/0!	
					0	0		#DIV/0!		#DIV/0!	
				0	0		#DIV/0!		#DIV/0!		

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](mailto:keiler@uci.edu)