

**University of Georgia
Federal Lobbying Report Form**

Please complete this form separately for each lobbying contact

Name _____ Email _____
Title _____ Telephone _____

1. Please provide the following information concerning your Lobbying Contact(s) and use a separate sheet if necessary:

Name of Covered Federal Official _____
Position/Title _____
Congressional or Agency Office _____
Date of Contact _____
Phone number and Address _____
Nature of Lobbying Activity/Contact _____

2. Subject of Contact(s): Please include bill number and subject matter where possible. If lobbying contact was made in a federal agency, describe subject of contacts.

3. Expenses: Hard costs: such as travel, postage, lodging, meals

Your time spent for lobbying activities: (Good faith estimate including preparatory work and actual time spent in making contacts)

Hours _____ Percentage of your overall time _____

Time spent by those under your supervision on lobbying activities (use separate sheet if necessary):

Name _____ Time spent _____

SIGNATURE _____ **DATE** _____