# The University of Texas at El Paso

# Contact with Federal Officials Reporting Form

*For guidance on when to use this form, please refer to UT System Office of Federal Relations (OFR) Web site:* [*http://utsystem.edu/ofr/ContactPolicy.htm*](http://utsystem.edu/ofr/ContactPolicy.htm) *or UTEP’s Office of Institutional Compliance Web site: https://www.utep.edu/compliance/federal-officials/index.html.*

*Completed forms should be sent via email to* [*cholguin11@utep.edu*](mailto:cholguin11@utep.edu)*. If you need help with this form, contact the Office of Institutional Compliance at 915-747-8117.*

|  |  |
| --- | --- |
| **Date Submitted** |  |

Part I: Filer Contact Information

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Phone** |  |
| **Fax** |  |
| **Email** |  |
| **Department** |  |
| ***Note: Your contact information is for internal use only. It will only be used if the OFR staff needs to contact you with questions about the information disclosed in this form.*** | |

Part II: Contact with Federal Official(s)/Event/Activity Details

*In the table below, use a new row to report the details of each lobbying contact or event. If you need to report more than 5 lobbying contacts for this quarter, please use another form to continue reporting.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Event/Activity Date** | **Please provide a brief description of the interaction** | **What covered legislative or executive branch officials were involved?** | **What legislative bills, regulations, executive actions, or subject areas did this lobbying activity relate to?** | **Please list any financial expenses incurred during this event/activity.** | **Please list any non-financial contributions made during this event/activity.** |
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Part III: Lobbying Expenditures:

*Individuals must report the number of hours spent and all expenses incurred during lobbying activities (including prep time and expenses). Use the tables below to calculate the time and expenses for all of the contacts reported in the Part II of this form. Individuals are only required to report time and expenses directly related to lobbying activities. Expenses incurred during a multi-purpose trip should be calculated on a percentage basis that reflects the percent of time spent on lobbying-related activities.*

**Time**

Please estimate the number of hours you spent on lobbying activities with covered officials:

|  |  |
| --- | --- |
|  | **Contact with federal officials (in person, electronic, or by phone)** |
|  | Paperwork, forms, correspondence, etc. |
|  | Research in relation to communicating with a covered official |
|  | Travel time |
|  | Other: |
|  | **Total hours spent on lobbying contact and related activities** |

**Expenses**

Please identify and itemize all expenses related to federal lobbying activities. These include hotel accommodations, airfare, meals, telephone charges, postage, etc.

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| --- | --- |
| **Amount** | **Activity** |
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|  |  |
|  | **Total expenses related to lobbying contact and related activities** |

