

INDIANA UNIVERSITY

Federal Contact and Expense Form

Due: April 8, 2009

This information is needed to complete the University's Federal Lobbying Report. The information you provide may be subject to an audit by the federal government. See web site: <http://www.gov.indiana.edu/policies/lobbying/index.shtml> for more information on the lobbying law, reporting periods, definitions, etc.

Name _____

If you have had no Federal Contacts during this quarter, please indicate by checking the box. Then continue to the last page and confirm this information with your signature.

I. Information about Proposed Contact

A. Personal Information about Individual Making Contact

1. Name:
2. Title:
3. Department/School/Office:
4. Campus:
5. Email address:
6. Phone:
7. Provide name of individual within the Office of Federal Relations, Office of Public Affairs and Government Relations with whom this contact was coordinated:

B. Contact Information

1. Congressional/Federal Contact Name(s):
2. Title:
3. Office:

- 4. Date of Contact:
- 5. Type of Contact (in-person, telephone, email, correspondence):
- 6. Reason for the Contact (subject/topic discussed; action requested; honor or acknowledgement; other explanation):

II. Additional Reporting Requirements

1. Time – In the table below, please list the amount of time that was spent in preparation and in carrying out the federal contact by you and any other Indiana University employee:

Name of Faculty/Staff	Estimated Time
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

* Estimate of Compensation Expense will be calculated based on this data

2. Expenses – Please indicate any cost or expense related to the federal contact:

(NOTE THAT NO FEDERAL FUNDS MAY BE USED TO SUPPORT ANY LOBBYING EXPENSE.)

	Amount
Office Supplies	\$ _____
Postage	_____
Printing/duplicating	_____
Phone	_____
Travel	
Air	_____
Hotel	_____
Other	_____
Hospitality, including meals	_____

