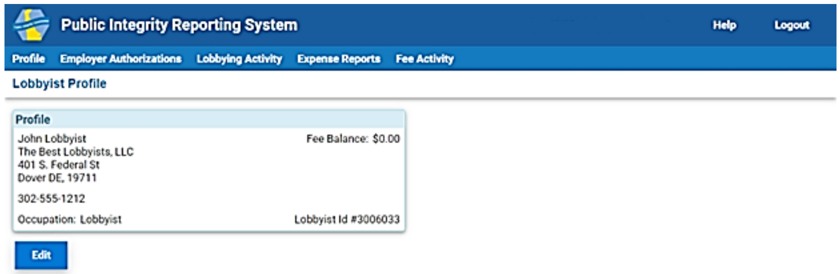
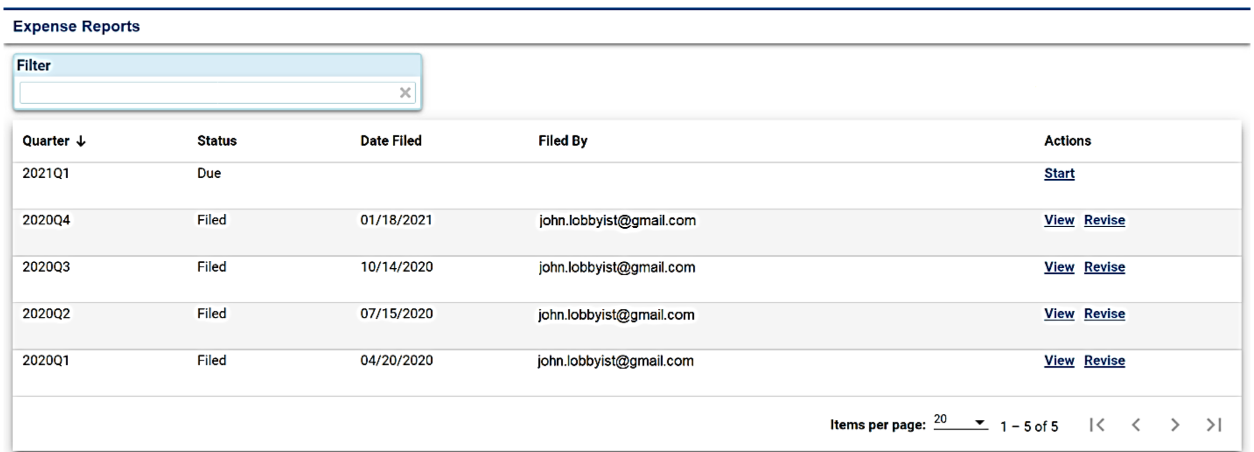
Filing a Quarterly Expense Report

1. Login to the PIRS application



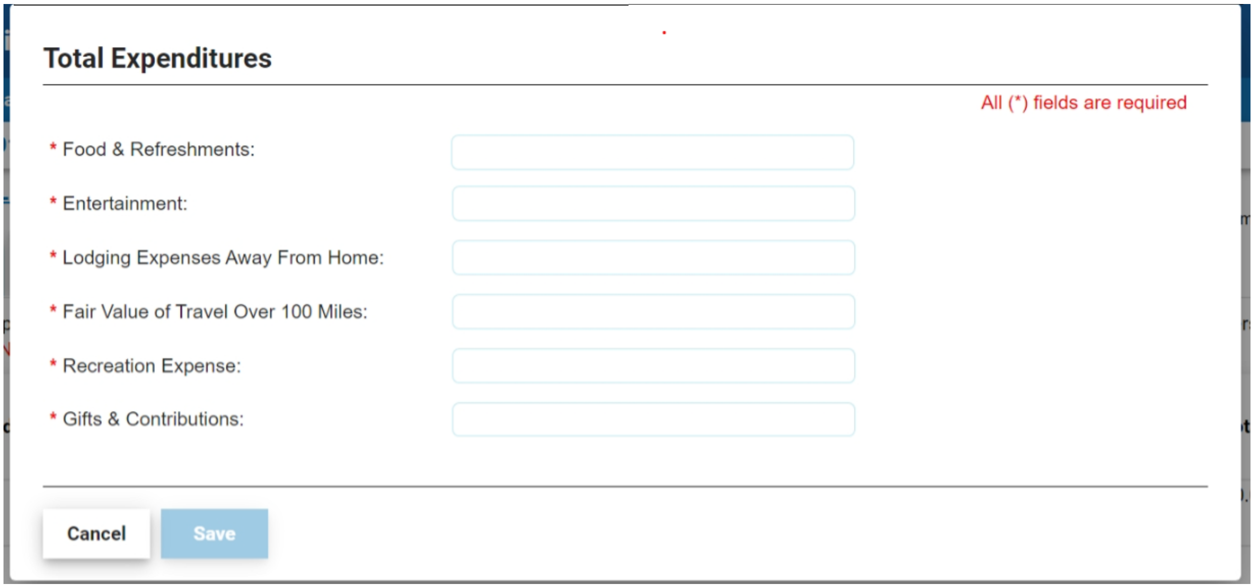
2. On the menu bar, click on “Expense Reports”. You will be taken to the Expense Reports list page. The list page will show any past filings and any filings which are due or past due.



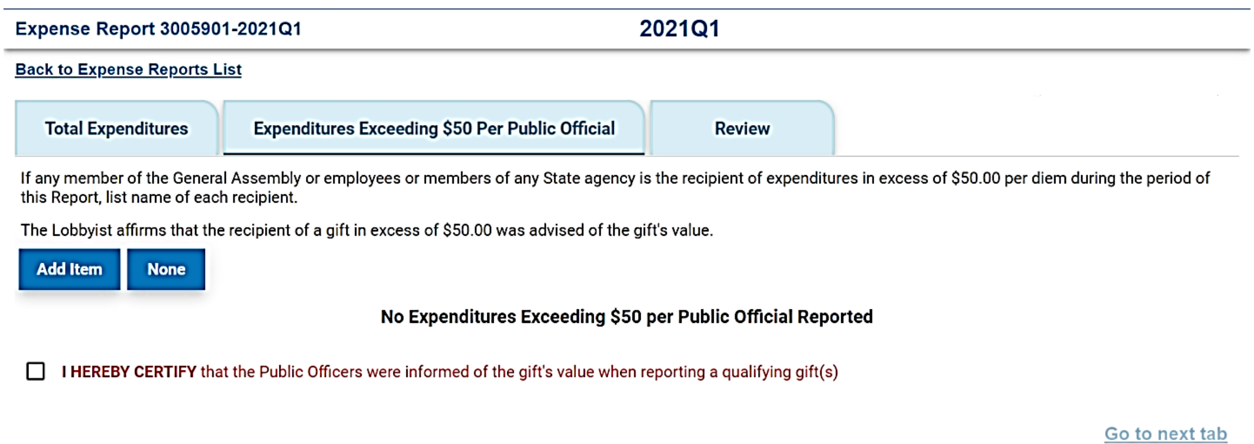
3. To begin a filing, click on the Start link in the Actions column for the quarterly Expense Report. The Expense Report screen will display

4. You must enter a value for each expense type for each employee, even if it is zero.   Click on the Edit link in the actions column at the end of the employer’s row. The Total Expenditures entry screen will display.

(Continued on the next page)



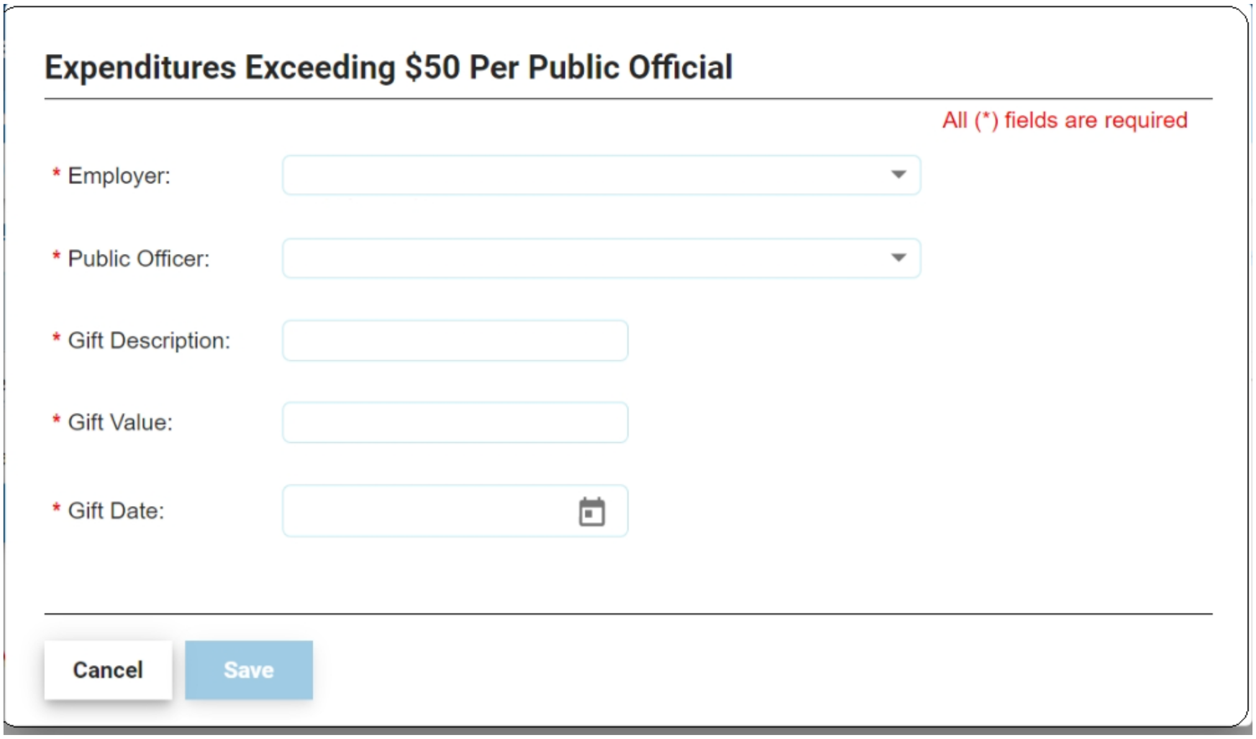
5. Enter values for each of the expense types and click on the save button
6. You will be returned to the Expense Report screen. Click on the “Go to next tab” link at the bottom of the page to advance to the Expenditures Exceeding $50 Per Public Official screen



7. If you do not have any expenditures to report, click on the “None” button.

   If you have one or more expenditures to report, click on the “Add Item” button. The expenditures entry screen will display.

(Continued on the next page)



Expenditures Exceeding $50 Per Public Official

All (*) fields are required

* Employer:
* Public Officer:
* Gift Description:
* Gift Value:
* Gift Date:

Cancel Save

a. Select a value from the Employer dropdown

b. Select a value from the Public Officer dropdown

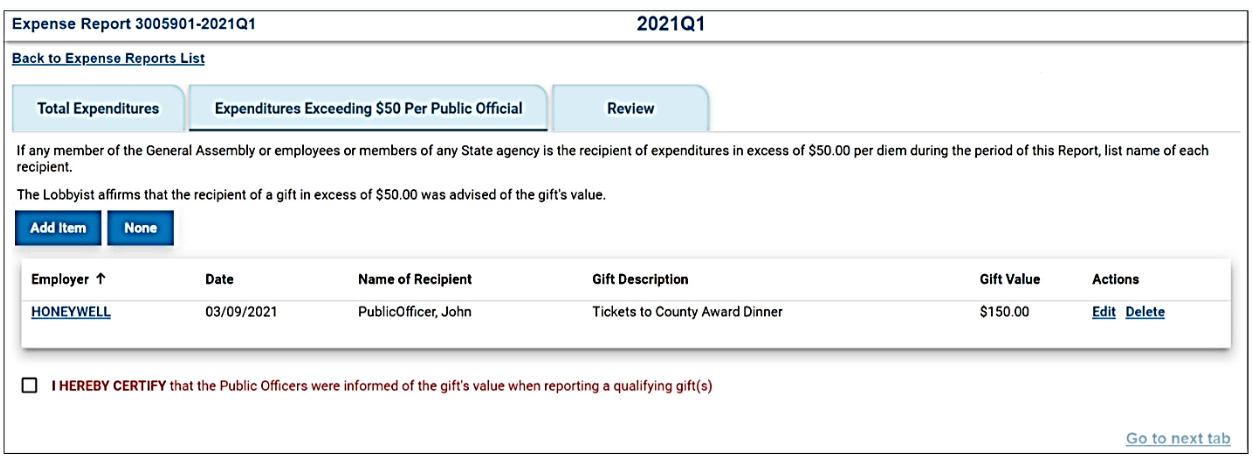
c. Enter a value for the Gift Description

d. Enter an amount for the Gift Value

e. Select a date the gift was given. **Note:** the date of the gift must be in the quarter for which you are filing.

f. Click on the Save button

g. You will be returned to the Expense Report page. Repeat these steps for any additional gifts to report.



Expense Report 3005901-2021Q1 2021Q1

Back to Expense Reports List

Total Expenditures | Expenditures Exceeding $50 Per Public Official | Review

If any member of the General Assembly or employees or members of any State agency is the recipient of expenditures in excess of $50.00 per diem during the period of this Report, list name of each recipient.

The Lobbyist affirms that the recipient of a gift in excess of $50.00 was advised of the gift's value.

Add Item None

Employer ↑	Date	Name of Recipient	Gift Description	Gift Value	Actions
HONEYWELL	03/09/2021	PublicOfficer, John	Tickets to County Award Dinner	$150.00	Edit Delete

☐ **I HEREBY CERTIFY** that the Public Officers were informed of the gift's value when reporting a qualifying gift(s)

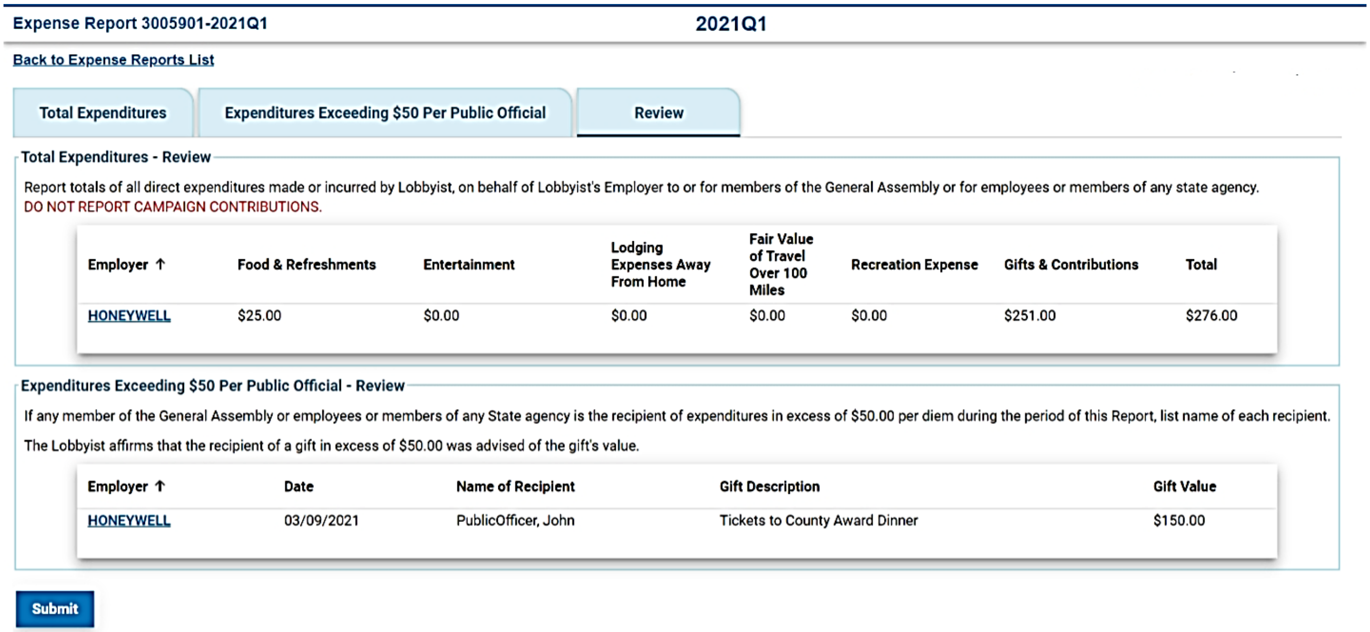
Go to next tab

8. Once you have completed entering expenditures, click on the checkbox to the left of the attestation.

☐ **I HEREBY CERTIFY** that the Public Officers were informed of the gift's value when reporting a qualifying gift(s)

9. Next click on the "Go to next tab" link on the bottom right the screen.

10. You will be brought to the review screen.



Expense Report 3005901-2021Q1 **2021Q1**

Back to Expense Reports List

Total Expenditures | Expenditures Exceeding $50 Per Public Official | Review

Total Expenditures - Review

Report totals of all direct expenditures made or incurred by Lobbyist, on behalf of Lobbyist's Employer to or for members of the General Assembly or for employees or members of any state agency.
DO NOT REPORT CAMPAIGN CONTRIBUTIONS.

Employer ↑	Food & Refreshments	Entertainment	Lodging Expenses Away From Home	Fair Value of Travel Over 100 Miles	Recreation Expense	Gifts & Contributions	Total
HONEYWELL	$25.00	$0.00	$0.00	$0.00	$0.00	$251.00	$276.00

Expenditures Exceeding $50 Per Public Official - Review

If any member of the General Assembly or employees or members of any State agency is the recipient of expenditures in excess of $50.00 per diem during the period of this Report, list name of each recipient.

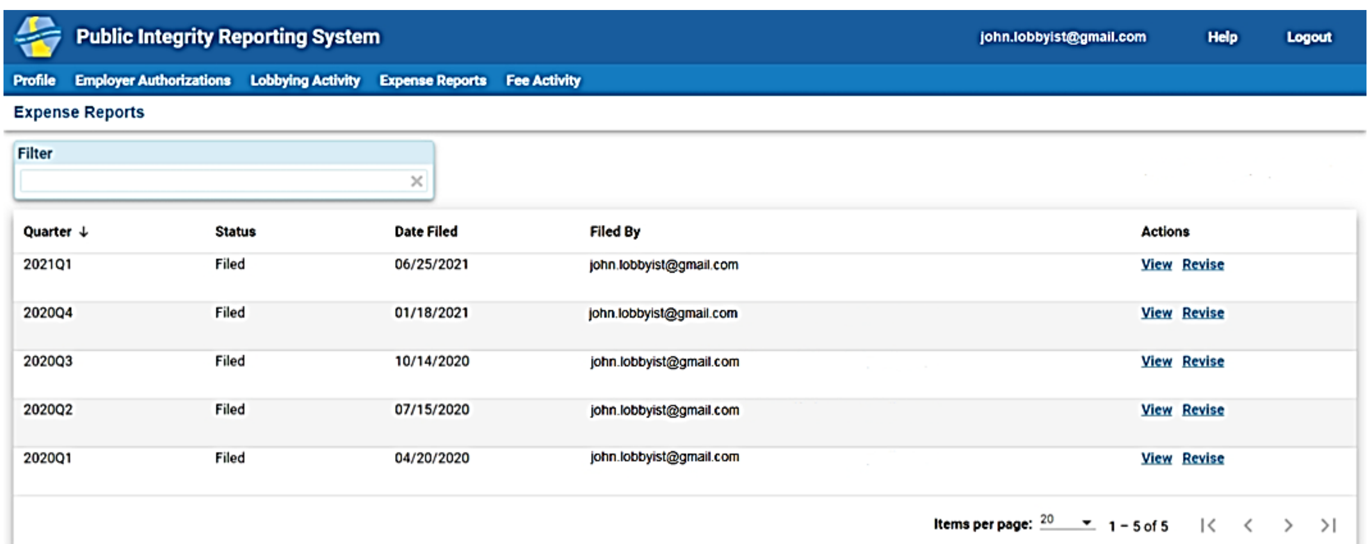
The Lobbyist affirms that the recipient of a gift in excess of $50.00 was advised of the gift's value.

Employer ↑	Date	Name of Recipient	Gift Description	Gift Value
HONEYWELL	03/09/2021	PublicOfficer, John	Tickets to County Award Dinner	$150.00

Submit

11. Review the entries for both sections. If you need to modify a section, click on the tab for the section to return to that section.

12. Once you are satisfied that your Expense Report is completed correctly, click on the Submit button at the bottom of the screen to complete your report. You are returned to the Expense Report list screen. The report is now marked as filed and the Date Filed column is updated with today's date.



Public Integrity Reporting System john.lobbyist@gmail.com Help Logout

Profile Employer Authorizations Lobbying Activity Expense Reports Fee Activity

Expense Reports

Filter

Quarter ↓	Status	Date Filed	Filed By	Actions
2021Q1	Filed	06/25/2021	john.lobbyist@gmail.com	View Revise
2020Q4	Filed	01/18/2021	john.lobbyist@gmail.com	View Revise
2020Q3	Filed	10/14/2020	john.lobbyist@gmail.com	View Revise
2020Q2	Filed	07/15/2020	john.lobbyist@gmail.com	View Revise
2020Q1	Filed	04/20/2020	john.lobbyist@gmail.com	View Revise

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