

EMPLOYER- Legislative Expenditure Guidelines

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| GIFTS | <p>ALL GIFTS ARE REPORTABLE UNDER SECTION A OF THE AER EXCEPT:</p> <ul style="list-style-type: none"> • Any publication of a trade, industry, government, or professional association. • Gifts under \$25.00. • Campaign Contributions are not gifts and are not reportable to JLEC under Ohio's lobbying laws. <p>CASH GIFTS AND THEIR EQUIVALENT (GIFT CARDS) ARE PROHIBITED</p> |
| MEALS & BEVERAGES | <p>Unless an expenditure falls under one of the below categories, all meals/beverages must be reported and itemized under SECTION B of the AER disclosing the date of the expenditure, the recipient, a description of the expenditure, any legislation pertaining to the expenditure, and the dollar amount.</p> <p><u>Expenditures NOT requiring itemization:</u></p> <ul style="list-style-type: none"> • All-invited functions report non-itemized meals/beverages for functions where ALL legislators or ALL members of either chamber are invited under SECTION C of the AER. • Meals provided at a meeting or convention of a National Organization to which the State pays dues are reportable under SECTION D of the Employer AER. |
| TRAVEL | <p>All Travel Expenses (airfare, hotel, etc.) are reportable under SECTION A of the Employer AER.</p> |
| <p>*This resource is being provided by the OLIG and is intended as guidance on complying with Ohio's lobbying law and should not be relied upon as legal advice. If you have specific reporting questions please contact the OLIG at the number provided above.</p> | |



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Reporting Deadlines:
 January–April: May 31st
 May–August: September 30th
 September–December: January 31st

LOBBYIST - Legislative Expenditure Guidelines

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| MEALS & BEVERAGES | <p>Unless the expenditure falls under one of the below categories, all meals and beverages exceeding \$50.00 are to be reported and itemized disclosing the date of the expenditure, the recipient, a description of the expenditure, any legislation pertaining to the expenditure, and the dollar amount. These expenditures are to be reported under SECTION B of the Agent AER.</p> <p>REPORTABLE UNDER SECTION C of the AER: All-Invited functions; report non-itemized meals/beverages for functions where ALL legislators or ALL members of either chamber are invited.</p> <p>REPORTABLE UNDER SECTION D of the AER:</p> <ul style="list-style-type: none"> • NON ITEMIZED MEALS UNDER \$50.00: Agents may spend \$50.00 per calendar year/per reportable person without itemizing the expenditure. • SPEAKING ENGAGEMENTS: Meals where a member is part of a panel, speaking engagement, or seminar. • NATIONAL CONFERENCE MEALS: Meals provided at a meeting or convention of a National Organization to which the State pays dues. |
| TRAVEL | <p>Personal travel PROHIBITED except:</p> <ul style="list-style-type: none"> • When related to a Member's official duties (reportable under SECTION A of the AER); or • Travel in an automobile less than 50 miles one way (not reportable). |