

Enter Year Reporting

# Lobbyist Employer Expense Report Form

Report is due by July 1st

Employer Name: \_\_\_\_\_

Lobbyist Name: \_\_\_\_\_

SDCL 2-12-11 requires that "on or before July first of each year, each registered lobbyist and each employer of a registered lobbyist whose name appears in the directory in that year shall submit to the secretary of state a complete and detailed report of all costs incurred for the purpose of influencing legislation. The report shall be submitted in writing or electronically in a format prescribed by the secretary of state. However, the personal expenses of the lobbyist spent upon the lobbyist's own meals, travel, lodging, phone calls or other necessary personal needs while in attendance at the legislative session need not be reported. The completed reports shall be open to public inspection. The terms, costs, and expenses, as used in this section do not mean the compensation paid by the employer to the lobbyist."

## Instructions:

- Report all expenses paid or incurred in connection with promoting, opposing or influencing legislation in any manner during this session of the South Dakota Legislature.
- **Lobbyists and employers are required to report on different forms.**
- If no expenditures were made or expenses incurred, indicate "None". Even if there were no expenses, a report must be filed.
- **DO NOT include a lobbyist salary or fee.**

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Please type or print all information

Date

Amount

Purpose

(If more space is needed, please use additional paper)

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The expense report above has been examined by me and is a true, correct and detailed account of all expenses paid or incurred for the purpose of influencing legislation in any manner as provided in SDCL 2-12.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Business Address \_\_\_\_\_

Forward the completed form to:

South Dakota Secretary of State  
500 E. Capitol Ave., Suite 204  
Pierre, SD 57501

Or a scanned copy of the completed form can be sent to [Lobbyist@state.sd.us](mailto:Lobbyist@state.sd.us).