



TIMESHEET

(a)(1) Commission Meeting Days (Regular and Special Meetings; Committee Meetings; Commission Hearings)

- Compensation of \$100 for each day for Commission meetings, which includes any travel time on that same day.

(a)(2) Performing Official Duties on Days Other Than Commission Meeting Days

- Compensation of \$12.50 per hour for performing “official duties” on days other than Commission meeting days, which includes but is not limited to:
 1. Preparing for meetings or hearings of the Commission
 - a) Preparation for Committee Meetings
 - b) Querying the Chair or staff about items on the agenda
 - c) Making travel arrangements to and from the Commission meetings
 - d) Confering with the Chair or any other Commissioner about an agenda item
 - e) Reviewing portions of the video transcripts of Commission meetings held prior to a Commissioner's tenure to prepare for an agenda item scheduled to come before the Commission
 - f) Correspondence with staff about one or more scheduled agenda items
 - g) Studying the Commissioners' Manual
 2. Performing activities deemed by the Chairman and Executive Director to be essential to the functioning of the Commission, such as attending meetings (other than Commission meetings) for the purpose of discharging the duties imposed upon the Commission.
 - a) Completing a Form 700 (Statement of Economic Interests)
 - b) Identifying and submitting documents for Public Record Act requests
 - c) Completing the mandatory ethics course
 - d) Reviewing the FPPC's daily news clips
 - e) Answering press inquiries
 - f) Preparing and submitting monthly time sheets & expense claims
 3. “Necessary travel” in connection with compensable official duties performed outside of Commission meeting day, including travel to and from of attending the Commission meeting.
 4. Activity is authorized in advance by the Commission (such as a speech, public appearance or similar activity).
 5. Others; to include a brief description in the comment box



STATE OF CALIFORNIA
FAIR POLITICAL PRACTICES COMMISSION
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Date of Activity	Other Official Duties	Activity	Hours

Comments

I hereby certify that I spent the above stated hours this month as a member of the Fair Political Practices Commission in the discharge of official duties.