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# FEDERAL ELECTION COMMISSION



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RELEASE: ON RECEIPT  
THURSDAY, SEPTEMBER 23, 1976

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## FEC REQUIRES MORE "PARTICULARS" IN CAMPAIGN EXPENDITURE REPORTS

WASHINGTON- September 23 - Candidates and their political committees must report more "particulars" about expenditures by their campaign staff, the FEC said today.

In a letter, approved today, to be sent to all candidates and committees, the FEC says, "An advance to staff is not an expenditure, but rather an intra-committee transfer. The actual use to which the advance is put must be itemized."

The FEC letter says that "During the course of the review of reports of contributions and expenditures, the Commission has noted that some committees and candidates are failing to fully describe the purpose of itemized expenditures."

The letter explains, "as required by the statute, the 'particulars' of each over-\$100 expenditure must be reported. Entries such as 'advance to fieldman' or 'travel' are not sufficient to meet the statutory requirement."

"For example, if a fieldman receives a \$500 advance and spends \$250 to rent a hall; \$125 on posters; and \$125 on meals and lodging, each of these expenditures must be specifically itemized. Expenditures of \$100 or less need not be itemized, but must be aggregated and reported as unitemized expenditures." Back up material for these expenditures must be maintained."

The Commission also notes in the letter that "some committees and candidates are not maintaining receipted bills or invoices as back-up for expenditures."

The FEC letter says that a cancelled check and contemporaneous memorandum "may be used only if a receipted bill is not available, since a cancelled check/ memorandum back-up usually does not provide as much information as a bill or invoice."