

Using the IMPORT Feature

Overview

Use the import feature to avoid re-typing contribution or expenditure data entered into other software, such as a spreadsheet. Notes: double quotes (") may not be embedded in the data. If commas are embedded, the field should be surrounded by double quotes. Double quotes cannot surround the first two fields. The proper format for importing data is described in the attached appendices. It is highly recommended that you double-check imported records to make sure all information was successfully imported and then manually add anything that is missing.

Appendix A: Contributions.....Page 2

Contributions may only be imported into a particular report. The file **must** be in the format specified in Appendix A. Go to “In-Progress Reports”, select “Upload File”, and select “Import Contributions/Pledges” from the drop down list. Select “Choose”. A dialog box will appear asking you to choose the file from which to import. Click on the drive letter or folder name if you wish to change folders (or drives). When you have highlighted the existing file, click on the “Open” button. The filename selected will be displayed. Select “Upload” to import Contributions into the report selected.

Appendix B: Expenditures.....Page 5

Expenditures may only be imported into a particular report. The file **must** be in the layout provided by Appendix B. Go to “In-Progress Reports”, select “Upload File”, select “Import Expenditures” from the drop down list. Select “Choose”. A dialog box will appear asking you to choose the file from which to import. Click on the drive letter or folder name if you wish to change folders (or drives). When you have highlighted the existing file, click on the “Open” button. The filename selected will be displayed. Select “Upload” to import Contributions into the report selected.

Appendix C: Description of “child” records:.....Page 11

An example of a “child” record is a single expenditure which paid for Travel outside the State of Texas for more than one person. The name of the first person would be placed in the first, or “parent” record, and the name of the second person would be placed in a “child” record directly beneath the parent. Appendix C describes how to “relate” the child to the parent by putting the Item_ID of the parent in the appropriate BakRef_ID or Trvl_BakRef field of each child.

Appendix D: Address Country Codes:.....Page 13

Various fields will contain certain codes in certain fields. These fields have specific codes that correlate to data required in specific data fields in a Contribution or an Expenditure record. Appendix D includes a list of country codes and the corresponding full country name. The country code is the data that is entered into Contribution field 14 and Expenditure field 14.

APPENDIX A - FILE LAYOUT FOR IMPORTING CONTRIBUTIONS

NOTE (1): Files should be in comma-separated value format and the filename **should end with a ".csv" extension**. Trailing commas **must** be present for each field regardless of whether data is present. Note: double quotes (") may not be embedded in the data. If commas are embedded, the field should be surrounded by double quotes. Double quotes cannot surround the first 2 fields. If field names are on the first line, please begin that line with the "#" character.

SAMPLE FILE: [Contribs.csv](#)

(the contents of this file are also printed at the end of this Appendix)

NOTE (2): The second column is a list of codes indicating whether a field is required for reporting purposes. "Rx" = Required field; TEC rejects filing if absent; "R" = Required field, but TEC accepts filing; "Cx" = Conditionally Required field; TEC rejects filing if absent; e.g., First Name is required only when Entity Code = "I"); "C" = Conditionally Required but TEC accepts filing; "o" = optional field; "Co" = conditionally optional; e.g., Field 07 (Contributor Title) is optional when Entity Code = "I", but is not applicable (and should be blank) when Entity Code = "E".

```
=====
```

| R(x) | Max | | |
|--------|------------|-----|--|
| # C(x) | Field Name | Len | Description |
| ----- | ----- | --- | ----- |
| 01 Rx | Rec_Type | 4 | Record Type (identifies this record) Value: RCPT, PLDG |
| 02 Rx | Sched_Type | 30 | Name of Schedule |
| | | | Values for Contributions: |
| | | | A1 Monetary Political Contributions |
| | | | A2 Non-Monetary (In-kind) Political Contributions |
| | | | AJ1 (used on: JCOH;JSPAC) |
| | | | AL (used on: LEG) |
| | | | C1 Monetary Contributions from Corporation or Labor Organization (used on: SPAC;GPAC;MPAC;PTYCORP) |
| | | | C2 Non-Monetary(In-kind) Contributions from Corporation or Labor Organization(used on: SPAC;GPAC;MPAC;PTYCORP) |
| | | | C3 Monetary Support from Corporation or Labor Organization (used on: GPAC;MPAC) |
| | | | C4 Non-Monetary Support from Corporation or Labor Organization (used on: GPAC;MPAC) |
| | | | Values for Pledges: |
| | | | B (used on: COH;SPAC;GPAC;MPAC;SCCOH;SCSPAC;CEC) |
| | | | BJ (used on: JCOH;JSPAC) |
| | | | D Corporate Pledges(used on: SPAC;GPAC;MPAC;PTYCORP) |
| 03 Rx | Item_ID | 20 | Unique Identifier (can be left blank for imports) |
| 04 Rx | Entity_Cd | 1 | Entity Code Values: I = Individual; E = Entity (Schedules C & D are always an Entity) |
| 05 Rx | Ctrib_NamL | 100 | Contributor Name - Last or Organization name |
| 06 CR | Ctrib_NamF | 45 | Contributor Name - First (middle, _) name(s) (Req if Entity_Cd = "I") |

07 Co Ctrib_NamT 25 Contributor Name - Title (see "Name Title Codes", below)
08 Co Ctrib_NamS 10 Contributor Name - Suffix(see "Name Suffix Codes",below)

09 R Ctrib_Adr1 55 Contributor Street Address 1
10 o Ctrib_Adr2 55 Contributor Street Address 2
11 R Ctrib_City 30 Contributor City
12 R Ctrib_StCd 5 Contributor State Code (or Region/Province if foreign)
13 R Ctrib_ZIP4 10 Contributor ZIP Code (use 99999 or 99999-9999)
14 R Ctrib_CtryCd 30 Contributor Country Code(see Appendix D "Country Codes")

*----- Fields 15 & 16 do not apply to Schedules A(L), C

15 Co OS_PAC_CB 1 Out-of-state PAC Check-box
"X" = checked; blank = unchecked

16 Co OS_PAC_FEC 9 Out-of-state PAC's FEC ID# (OK if OS_PAC_CB = X)

17 Rx Ctrib_Date 8 Contribution Date (yyyymmdd)
18 Rx Ctrib_Amt 12 Contribution Amount (or In-kind Value; 999999999.99)
19 o Ctrib_Dscr 100 Contribution Description (if In-kind)

*----- Fields 20 & 21 are not applicable to Schedules A(L), C

20 CR Employer 60 Employer (Req on Schedule A(J))
21 CR Occup 60 Occupation (Req on Schedules A2 & A(J))

22 CR Job_Title 60 Job Title (applies only to Sched A(J))
23 Co Spous_Emp 60 Law firm of spouse (applies only to Sched A(J))
24 Co Parent1 50 Law firm of child's parent (applies only to Sched A(J))
25 Co Parent2 50 Law firm of child's parent (applies only to Sched A(J))

Contents of Sample File: [Contribs.csv](#)

```
#Rec_Type,Sched_Type,Item_ID,Entity_Cd,Ctrib_NamL,Ctrib_NamF,Ctrib_NamT,C
trib_NamS,Ctrib_Adr1,Ctrib_Adr2,Ctrib_City,Ctrib_StCd,Ctrib_ZIP4,Ctrib_Ct
ryCD,OS_PAC_CB,OS_PAC_FEC,Ctrib_Date,Ctrib_Amt,Ctrib_Dscr,Employer,Occup,
Job_Title,Spous_Law,Parent1,Parent2
RCPT,A1,,I,Doe,John,MR,JR,210 Main. St. Apt. 110,,Corpus
Christi,TX,78401,USA,,20050625,50,,First Community Bank,Banker,,,,
RCPT,A1,,I,Box,Richard,DR,,1111 Guadalupe Ste. 500,,Austin,TX,78705-
4555,USA,,20050625,50,,Yoakum National Bank,Bank Director,,,,
RCPT,A1,,E,Imaginary PAC,,,,Bank Two Building,2200 Vista Dr. Ste.
512,Waco,TX,76201-9056,USA,,20050625,5000,,,,,
PLDG,B1,,E,Imaginary PAC,,,,Bank Two Building,2200 Vista Dr. Ste.
512,Waco,TX,76201-9056,USA,,20050630,4000,,,,,
```

Example of informational field headers in first record (NOT REQUIRED, but must start with a “#” if present):

```
#Rec_Type,Sched_Type,Item_ID,Entity_Cd,Ctrib_NamL,Ctrib_NamF,Ctrib_NamT,C
trib_NamS,Ctrib_Adr1,Ctrib_Adr2,Ctrib_City,Ctrib_StCd,Ctrib_ZIP4,Ctrib_Ct
ryCD,OS_PAC_CB,OS_PAC_FEC,Ctrib_Date,Ctrib_Amt,Ctrib_Dscr,Employer,Occup,
Job_Title,Spous_Law,Parent1,Parent2
```

Example of import record for Schedule A1: (Please note that the commas at the end ARE necessary even when there is no data in those fields.)

```
RCPT,A1,,I,Smith,Judith,MS,,Bank One Building,"1231 Main St., Ste.
100",Dallas,TX,75201-1234,USA,,20000201,50.01,,Flowers by Judy,Floral
Arrangements,Owner,,,
```

Example of import record for Schedule B:

```
PLDG,B,,E,Imaginary PAC,,,,Bank Two Building,"1232 Main St., Ste.
500",Houston,TX,77201-1234,USA,,20000201,500.00,,,,,
```

APPENDIX B - FILE LAYOUT FOR IMPORTING EXPENDITURES

NOTE (1): Files should be in comma-separated value format and the filename **should end with a ".csv" extension**. Trailing commas **must** be present for each field regardless of whether data is present. Note: double quotes(") may not be embedded in the data. If commas are embedded, the field should be surrounded by double quotes. Double quotes cannot surround the first 2 fields. If field names are on the first line, please begin that line with the "#" character.

SAMPLE FILE: [Expend. CSV](#)

(the contents of this file are also printed at the end of this Appendix)

NOTE (2): The second column is a list of codes indicating whether a field is required for reporting purposes. "Rx" = Required field; TEC rejects filing if absent; "R" = Required field, but TEC accepts filing; "Cx" = Conditionally Required field; TEC rejects filing if absent; e.g., First Name is required only when Entity Code = "I"); "C" = Conditionally Required but TEC accepts filing; "o" = optional field; "Co" = conditionally optional; e.g., Field 07 (Contributor Title) is optional when Entity Code = "I", but is not applicable (and should be blank) when Entity Code = "E".

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| R(x) | Max | | |
|---|------------|-----|--|
| # C(x) | Field Name | Len | Description |
| ----- | ----- | --- | ----- |
| 01 Rx | Rec_Type | 4 | Record Type (identifies this record) Value: EXPN |
| 02 Rx | Sched_Type | 30 | Name of Schedule Values: F1 Political Expenditures from Political contributions (used on: COH; JCOH; SPAC; JSPAC; GPAC; MPAC; CEC; MCEC; SCCOH; SCSPAC) F2 Unpaid Incurred Obligations F3 Purchase of Investments from Political Contributions F4 Expenditures Made By Credit Card FL (used on: LEG) G (used on: COH; JCOH; SCCOH) H (used on: COH; JCOH; SPAC; JSPAC; SCCOH; SCSPAC) I (used on: COH; JCOH; SPAC; JSPAC; GPAC; MPAC; CEC; MCEC; SCCOH; SCSPAC) |
| 03 Rx | Item_ID | 20 | Unique Identifier (can be left blank for imports) |
| *---- Fields 04 - 16 are NOT USED on Candidate/Office records (fields #19-28) | | | |
| *---- which have a BakRef_ID pointing to the Item_ID of the "parent" record. | | | |
| 04 Rx | Entity_Cd | 30 | Entity Code Values: I = Individual; E = Entity |
| 05 Rx | Payee_NamL | 100 | Payee Name - Last or Organization name |
| 06 CR | Payee_NamF | 45 | Payee Name - First (middle, _) name(s) (Req if Entity_Cd = IND) |
| 07 Co | Payee_NamT | 30 | Payee Name - Title (see "Name Title Codes", below) |
| 08 Co | Payee_NamS | 30 | Payee Name - Suffix (see "Name Suffix Codes", below) |
| 09 R | Payee_Adr1 | 55 | Payee Street Address 1 |

10 o Payee_Adr2 55 Payee Street Address 2
 11 R Payee_City 30 Payee City
 12 R Payee_StCd 30 Payee State Code (or Region/Province if foreign)
 13 R Payee_ZIP4 20 Payee ZIP Code (99999 or 99999-9999)
 14 R Payee_CtryCD 30 Payee Country Code (see Appendix D "Country Codes")
 15 Rx Expn_Date 8 Expense Paid Date (yyyymmdd)
 16 Rx Expn_Amt 12 Expense Paid Amount (999999999.99)
 17 R Expn_Descr 100 Expenditure Description

*----- Field 18 only applies to Schedules F1, F2, F4, and I.

18 Rx ExpCntr_YN 1 Indicate whether the expenditure from political contributions is a political or non-political expenditure.
 (Y/N) Y=Political N=Non-Political
 Expenditures disclosed on Sched F1 are always political.
 Expenditures disclosed on Sched I are always non-political.
 This is a mandatory field and a value must be specified.
 A blank field will prevent your file from importing.

*----- Field 19 applicable when #02.Sched_Type = G and is a Check-box
 *----- that indicates "Reimbursement from political contributions intended".

19 o Reimbur_CB 1 Reimbursement intended Check-box (Sched G only)

*----- Fields 20 - 31 apply when #02.Sched_Type = [F1, F2, F4, G, & H] and refer to
 *----- Direct Campaign Expenditures (DCE) made to benefit another C/OH without
 *----- that C/OH's knowledge or consent.

20 o Cand_NamL 100 Candidate Name - Last (family) name
 21 CR Cand_NamF 45 Candidate Name - First (middle, ...) name(s)
 22 Co Cand_NamT 30 Candidate Name - Title (see "Name Title Codes", below)
 23 Co Cand_NamS 30 Candidate Name - Suffix(see "Name Suffix Codes", below)

 24 o OffHldCd 30 Office Held Code (see "Political Office Codes", below)
 25 CR OffHldNam 100 Office Held Description (if Office Held Code = OTHER)
 26 Co OffHldDist 11 Office Held District#
 27 Co OffHldPlace 11 Office Held Place#

 28 o OffSeekCd 30 Office Sought Code (see "Political Office Codes", below)
 29 CR OffSeekNam 100 Office Sought Description(if Office Sought Code = OTHER)
 30 Co OffSeekDist 11 Office Sought District#
 31 Co OffSeekPlace 11 Office Sought Place#
 32 o BakRef_ID 20 Back-reference to Item_ID of parent record if this is a child DCE record (can be left blank for imports.)
 33 o ExpnCorp_YN 1 Expenditure from Corporate contributions? (Y/N) (GPAC/MPAC)

*----- Fields 34 - 46 apply when #02.Sched_Type = F1, F2, F4, G, or H and refer
 *----- to political expenditures for travel outside the State of Texas.
 *----- They should NOT BE USED in a record where Direct Campaign Expenditure
 *----- information is present (in Fields 20-31.)
 *----- They may be used on both "parent" records (where Trvl_BakRef is blank)
 *----- and "child" records (Trvl_BakRef points to Item_ID in the "parent")

34 CR Trvl_CB 1 Is travel outside of Texas included on this record?(Y/N)
 35 CR Trvl_NamL 100 Last name of person who traveled
 36 CR Trvl_NamF 45 Traveler first (middle, _) name(s)
 37 o Trvl_NamT 30 Traveler Name - Title (see "Name Title Codes", below)
 38 Co Trvl_NamS 30 Traveler Name - Suffix(see "Name Suffix Codes", below)

39 CR Tran_Type 30 The means of transportation (see "Transportation Type Codes", below)

40 CR Tran_Descr 100 Transportation description(if Tran_Type = OTHER)

41 CR Dpt_City 50 The name of each departure city / location

42 CR Dpt_Date 8 Departure Date

43 CR Arv_City 50 The name of each destination city / location

44 CR Arv_Date 8 Arrival Date in destination city / location

45 CR Trvl_Purp 255 The campaign or officeholder purpose of the travel, including the name of a conference, seminar or other event

46 CR Trvl_BakRef 20 Back-reference to Item_ID of parent record if this is a child Travel record (can be left blank for imports.)

*----- Fields 47 & 48 apply to all except Sched_Types FL

*----- Field 48 is required for expenditures made after 06/30/2010, and optional on expenditures made before that date.

*----- Field 47 is required if the value of Field 48 is OTHER.

*----- Please see the list of Category Codes on Page 9.

47 CR Expn_CatgOth 100 Description of Category (if Expn_Catg = OTHER)

48 CR Expn_Catg 30 Category Code (see table of codes on next page)

*----- Field 49 was added to expenditures effective 07/01/2014

49 CR Aus_Living_Exp_CB 1 Is this expenditure an Austin TX, officeholder living expense?(Y/N)(see Instruction Guides for explanation)

Name Title Codes (used in Contribution Field 7 and Expenditure Fields 7 & 22)

| | | |
|----------------|---|---------------|
| AGENT | - | Agent |
| BRIGADIER | - | Brig. Gen. |
| CAPTAIN | - | Capt. |
| CEO | - | CEO |
| COLONEL | - | Colonel |
| COMMISSNR | - | Commissioner |
| DR | - | Dr. |
| ESTATE | - | The Estate of |
| GENERAL | - | General |
| HONORABLE | - | The Honorable |
| JUDGE | - | Judge |
| LADY | - | Lady |
| LT | - | Lt. |
| LTGENERAL | - | Lt. Gen. |
| MAJOR | - | Major |
| MAJORGEN | - | Maj. Gen. |
| MISS | - | Miss |
| MONSIGNOR | - | Monsignor |
| MR | - | Mr. |
| MRS | - | Mrs. |
| MS | - | Ms. |
| OFFICER | - | Officer |
| PROFESSOR | - | Prof. |
| RABBI | - | Rabbi |
| REPRESENTATIVE | - | Rep. |
| REVEREND | - | Rev. |
| SENATOR | - | Sen. |

| | | |
|--------|---|--------|
| SGT | - | Sgt. |
| SISTER | - | Sister |

Name Suffix Codes (used in Contribution Field 8 and Expenditure Fields 8 & 23)

| | | |
|-------|---|-------|
| AUD | - | Au.D |
| CDT | - | C.D.T |
| CPA | - | CPA |
| DC | - | D.C. |
| DDS | - | D.D.S |
| DJ | - | DJ |
| DMD | - | DMD |
| DO | - | D.O. |
| DPM | - | DPM |
| DRPH | - | DrPH |
| DSN | - | DSN |
| DVM | - | DVM |
| EDD | - | Ed.D. |
| ESQ | - | Esq. |
| I | - | I |
| II | - | II |
| III | - | III |
| IV | - | IV |
| JD | - | J.D. |
| JR | - | Jr. |
| JRMD | - | Jr MD |
| LAC | - | L.AC. |
| LLB | - | LLB |
| LLC | - | LLC |
| LMSW | - | LMSW |
| LVN | - | LVN |
| MA | - | M.A. |
| MBA | - | MBA |
| MD | - | M.D. |
| MDDDS | - | MDDDS |
| MDMS | - | MD MS |
| MDPHD | - | MDPhD |
| MED | - | M.Ed. |
| MHA | - | MHA |
| MPS | - | MPS |
| OD | - | O.D. |
| PA | - | P.A. |
| PAC | - | PA-C |
| PC | - | P.C. |
| PE | - | P.E. |
| PG | - | P.G. |
| PHD | - | Ph.D |
| PT | - | P.T. |
| RDH | - | RDH |
| RET | - | Ret. |
| RN | - | R.N. |
| RPH | - | R.Ph. |
| SR | - | Sr. |
| V | - | V |
| VI | - | VI |

Political Office Codes (used in Expenditure Fields 24 & 28)

| | | |
|------------------------|--|----------------------|
| AGRICULTUR | = Agriculture Commissioner | (previous code: AC) |
| ATTYGEN | = Attorney General | (previous code: AG) |
| COMPTRROLLER | = Comptroller | (previous code: COM) |
| PARTYCHAIRCO | = County Party Chair | (no previous code) |
| JUSTICE_COA | = Court of Appeals, Justice | (previous code: COA) |
| CHIEFJUSTICE_COA | = Court of Appeals, Chief Justice | (no previous code) |
| JUDGE_COCA | = Court of Criminal Appeals, Judge | (previous code: CAJ) |
| PRESIDINGJUDGE_COCA | = Court of Criminal Appeals, Presiding Judge | (no prev.) |
| CRIMINAL_DISTATTY | = Criminal District Attorney | (previous code: DA) |
| CRIMINAL_JUDGEDIST | = Criminal District Court Judge | (previous code: DJ) |
| CRIMINAL_JUDGEDIST_DAL | = Criminal District Court Judge, Dallas Co. | (prev: DA) |
| CRIMINAL_JUDGEDIST_JEF | = Criminal District Court Judge, Jefferson Co. | (prv: DA) |
| CRIMINAL_JUDGEDIST_TAR | = Criminal District Court Judge, Tarrant Co. | (prev: DA) |
| DISTATTY | = District Attorney | (previous code: DA) |
| DISTATTY_MULTI | = District Attorney (Multi-county) | (previous code: DA) |
| JUDGEDIST | = District Judge | (previous code: DJ) |
| JUDGEDIST_MULTI | = District Judge (Multi-county) | (previous code: DJ) |
| JUDGEDIST_FAMILY | = Family District Court Judge | (previous code: DJ) |
| GOVERNOR | = Governor | (previous code: GOV) |
| LANDCOMM | = Land Commissioner | (previous code: LC) |
| LTGOVERNOR | = Lieutenant Governor | (previous code: LGV) |
| NONE | = None | (no previous code) |
| OTHER | = Other Office (describe) | (previous code: OTH) |
| RRCOMM | = Railroad Commissioner | (previous code: RC) |
| RRCOMM_UNEXPIRED | = Railroad Commissioner, Unexpired Term | (no prev. code) |
| SOS | = Secretary of State | (no previous code) |
| JUDGE_SENIOR | = Senior Judge | (no previous code) |
| STATEEDU | = State Board of Education | (previous code: SBE) |
| STATE_CHAIR | = State Chairman | (no previous code) |
| STATEREPR | = State Representative | (previous code: REP) |
| STATESEN | = State Senator | (previous code: SEN) |
| JUDGESTATCO | = Statutory County Judge | (no previous code) |
| CHIEFJUSTICE_SC | = Supreme Court Chief Justice | (no previous code) |
| JUSTICE_SC | = Supreme Court Justice | (previous code: SCJ) |

Transportation Type Codes (used in Expenditure Field 40)

| | |
|----------|-------------------------|
| COMMAIR | - Commercial Airplane |
| PRIVAIR | - Private Airplane |
| COMMAUTO | - Commercial Automobile |
| PRIVAUTO | - Private Automobile |
| RAIL | - Railroad |
| BAGFEES | - Baggage Fees |
| COMMBOAT | - Commercial Boat |
| PRIVBOAT | - Private Boat |
| OTHER | - Other |

Expenditure Category Codes (used in Expenditure Field 48)

| | | |
|------------|---------------------------------|---------------------|
| ADVERTISE | - Advertising Expense | (previous code: 1) |
| ACCOUNT | - Accounting/Banking | (previous code: 2) |
| CONSULT | - Consulting Expense | (previous code: 3) |
| CREDITCARD | - Credit Card Payment | (no previous code) |
| EVENT | - Event Expense | (previous code: 4) |
| FEES | - Fees | (previous code: 5) |
| GIFTS | - Gift/Awards/Memorials Expense | (previous code: 6) |
| LEGAL | - Legal Services | (previous code: 7) |
| FOOD | - Food/Beverage Expense | (previous code: 8) |
| POLLING | - Polling Expense | (previous code: 9) |
| PRINTING | - Printing Expense | (previous code: 10) |

| | | | |
|-----------|---|--|---------------------|
| SALARIES | - | Salaries/Wages/Contract Labor | (previous code: 11) |
| FUNDRAISE | - | Solicitation/Fundraising Expense | (previous code: 12) |
| TRAVELIN | - | Travel In District | (previous code: 13) |
| TRAVELOUT | - | Travel Out of District | (previous code: 14) |
| OVERHEAD | - | Office Overhead/Rental Expense | (previous code: 15) |
| LOAN | - | Loan Repayment/Reimbursement | (previous code: 16) |
| TRANSPORT | - | Transportation Equipment & Related Expense | (previous code: 17) |
| DONATIONS | - | Contributions/Donations Made By Candidate/Officeholder/Political Committee | (previous code: 18) |
| OTHER | - | OTHER | (previous code: 19) |

Contents of Sample File: [Expends.csv](#)

```
#Rec_type, Sched_Type, Item_ID, Entity_CD, Payee_NamL, Payee_NamF,
Payee_NamT, Payee_NamS, Payee_Adr1, Payee_Adr2, Payee_City, Payee_StCd,
Payee_Zip4, Payee_CtryCD, Expn_Date, Expn_Amt, Expn_Descr, ExpCntr_YN,
Reimbur_CB, Cand_NamL, Cand_NamF, Cand_NamT, Cand_NamS, OffHldCd,
OffHldNam, OffHldDist, OffHldPlace, OffSeekCd, OffseekNam,
OffseekDist, OffSeekPlace, BakRef_ID, ExpnCorp_YN, Trvl_CB, Trvl_NamL,
Trvl_NamF, Trvl_NamT, Trvl_NamS, Tran_Type, Tran_Descr, Dpt_City,
Dpt_Date, Arv_City, Arv_Date, Trvl_Purp, Trvl_BakRef, Expn_CatgOth,
Expn_Catg, Aus_Living_Exp_CB
```

```
EXPN,F1,22,E,AAA Billboards,,,,,2001 Wagon
Trail,,Austin,TX,78723,USA,20150401,5000,billboard ad for John Candidate
and Jane Candidate without their knowledge or
consent.,Y,,Candidate,Jane,MS,,OTHER,Mayor of
Smallville,,,STATERE,151,,,,,,,,,,,,,ADVERTISE,
EXPN,F1,22-
DCE1,,,,,,,,,,,,,Y,,Candidate,John,MR,JR,STATERE,,151,,GOVERNOR,,,,,22,
,,,,,,,,,,,,,
EXPN,F1,27,I,Candidate,Susan M.,MS,,P.O. Box 222,,Round
Rock,TX,78803,USA,20150301,500,"campaign contribution supporting Susan
Candidate for State Representative, District
251.",Y,,,,,,,,,,,,,DONATIONS,
EXPN,F1,21,E,Texas Airlines,,,,,123 Main
St.,,Dallas,TX,75201,USA,20150501,595.99,(See travel
info),Y,,,,,,,,,,,,,X,Jones,Jerry,,,COMMAIR,,Austin
TX,20150508,"Boston, MA",20150508,Boston Conference on
Redistricting,,,TRAVELOUT,
EXPN,F1,21-
TRVL1,,,,,,,,,,,,,X,Smith,John,MR,,COMMAIR,, "Dallas,
TX",20150509,Boston MA,20150509,attend Boston Conference on
Redistricting,21,,,
EXPN,F2,25,E,OfficeMart,,,,,204 E. Ben White
Blvd.,,Austin,TX,78704,USA,20150604,17.51,"Campaign office supplies: 1
box copy paper, 2 boxes staples, 1 box paper clips. (not yet
paid)",Y,,,,,,,,,,,,,OVERHEAD,X
EXPN,F3,26,E,Merrill Lynch,,,,,1200 Wall St. Ste 1600,,New
York,NY,01210,USA,20150604,5000.00,"investment in mutual
fund",,,,,,,,,,,,,,Investment,OTHER,
EXPN,I,24,E,Red Cross,,,,,P.O. Box
54211,,Washington,DC,20102,USA,20150630,100.00,Charitable
contribution,N,,,,,,,,,,,,,GIFTS,
```

APPENDIX C: Description of "Child" records

BACK-REFERENCING TO RELATE "CHILD" RECORDS TO THEIR "PARENT" RECORD

NOTE: Child records MUST be directly beneath their Parent record.

A single Direct Campaign Expenditure could benefit more than one candidate or officeholder. In the example below, the filer paid AAA Billboards \$5,000 to for a billboard advertisement supporting two candidates. The payee name and amount are in the first, or "parent", record, along with name of the first candidate benefitted. The second, or "child", record, does not repeat the payee name or amount, but only contains information about the second candidate benefitted. The first record is the "parent", Field #3 (the Item_ID) has a value of 22. The second record is the "child", and has the value of the parent Item_ID in Field #32 (BakRef_ID). The Item_ID and BakRef_ID are not necessary when importing records because the Import utility automatically assigns them. For this reason, child record(s) MUST be directly beneath their parent record.

```
EXPN,F1,22,E,AAA Billboards,,,,,2001 Wagon Trail,,Austin,TX,78723,USA,20150401
,5000.00,Billboard ad for John Candidate and Jane Candidate without their
knowledge or consent for all of February 2015.,,Candidate,Jane,MS
,,OTHER,Mayor of Smallville,,,STATEREPA,151,,,,,,,,,,,,,ADVERTISE,
EXPN,F1,22-DCE1,,,,,,,,,,,,Candidate,John,MR,JR,STATEREPA
,,151,,GOVERNOR,,,,,22,,,,,,,,,,,,,
```

A single expenditure for Travel outside the State of Texas could pay for more than one individual's travel. In that case, the payee name and amount would be in the first, or "parent" record, along with the name of the first individual who is traveling. The name of the second individual who is traveling would be placed in a "child" record directly beneath the parent. The child record would not repeat the payee name or amount, but would only contain information about the second individual's travel. For example:

```
EXPN,F1,,E,Texas Airlines,,,,,123 Main St.,,Dallas,TX,75201,USA,20150501
,595.99,(See travel info),,,,,,,,,,,,,,X,Jones,Jerry,,,COMMAIR
,, "Austin, TX",20150509,"Boston, MA",20150509,Boston Conference on
Redistricting,,,TRAVELOUT,
EXPN,F1,,,,,,,,,,,,,X,Smith,John,MR,,,COMMAIR
,, Dallas TX,20150509,"Boston, MA",20150509,attend Boston Conference on
Redistricting,,,,,
```

If field #4, Entity_Code, is blank, the import function assumes the record is a "child". If field #20, Cand_NamL is not blank, then it assumes the child record contains Direct Campaign Expenditure (DCE) information. If field #35 (Trvl_NamL) is not blank, then it assumes the child record contains Travel information. Because Field #3 (Item_ID) is automatically assigned by the Import utility, all child records MUST be placed directly beneath their parent record so that Field #32 (BakRef_ID) and Field #46 (Trvl_BakRef) will be assigned the correct values.

Examples of "child" records

1. EXPN "parent" records can have one or more "child" records which are used to identify Candidate/Officeholder beneficiaries of a Direct Campaign Expenditure. NOTE: a Direct Campaign Expenditure is an expenditure made to support a candidate, without that candidate's knowledge or consent. Please see the expenditure to Susan Candidate in the sample file for an example of how to report an expenditure to a candidate with her knowledge and consent.

EXPN records can also have one or more "child" records which are used to identify persons who traveled outside the State of Texas.

NOTE: an expenditure record should never contain BOTH Direct Campaign Expenditure info and Travel info. Use child records to report each kind of information.

2. RCPT and PLDG "parent" records can have one or more "child" records which are used to identify persons who traveled outside the State of Texas. There is currently no way to import child Travel records for contribution or pledges, so that info must be entered in the online filing system after importing.

APPENDIX D: Address Country Codes

Country Codes (used in Contribution field 14 and Expenditure Field 14)

| | | |
|-----|---|--------------------------------------|
| USA | - | United States |
| CAN | - | Canada |
| MEX | - | Mexico |
| UMI | - | United States Minor Outlying Islands |
| ALA | - | Aland Islands |
| AFG | - | Afghanistan |
| ALB | - | Albania |
| DZA | - | Algeria |
| ASM | - | American Samoa |
| AND | - | Andorra |
| AGO | - | Angola |
| AIA | - | Anguilla |
| ATA | - | Antarctica |
| ATG | - | Antigua and Barbuda |
| ARG | - | Argentina |
| ARM | - | Armenia |
| ABW | - | Aruba |
| AUS | - | Australia |
| AUT | - | Austria |
| AZE | - | Azerbaijan |
| BHS | - | Bahamas |
| BHR | - | Bahrain |
| BGD | - | Bangladesh |
| BRB | - | Barbados |
| BLR | - | Belarus |
| BEL | - | Belgium |
| BLZ | - | Belize |
| BEN | - | Benin |
| BMU | - | Bermuda |
| BTN | - | Bhutan |
| BOL | - | Bolivia, Plurinational State of |
| BES | - | Bonaire, Sint Eustatius and Saba |
| BIH | - | Bosnia and Herzegovina |
| BWA | - | Botswana |
| BVT | - | Bouvet Island |
| BRA | - | Brazil |
| IOT | - | British Indian Ocean Territory |
| BRN | - | Brunei Darussalam |
| BGR | - | Bulgaria |
| BFA | - | Burkina Faso |
| BDI | - | Burundi |
| CIV | - | Cote d'Ivoire |
| KHM | - | Cambodia |
| CMR | - | Cameroon |
| CPV | - | Cape Verde |
| CYM | - | Cayman Islands |
| CAF | - | Central African Republic |
| TCD | - | Chad |
| CHL | - | Chile |
| CHN | - | China |
| CXR | - | Christmas Island |

| | | |
|-----|---|---------------------------------------|
| CCK | - | Cocos (Keeling) Islands |
| COL | - | Colombia |
| COM | - | Comoros |
| COG | - | Congo |
| COD | - | Congo, the Democratic Republic of the |
| COK | - | Cook Islands |
| CRI | - | Costa Rica |
| HRV | - | Croatia |
| CUB | - | Cuba |
| CUW | - | Curacao |
| CYP | - | Cyprus |
| CZE | - | Czech Republic |
| DNK | - | Denmark |
| DJI | - | Djibouti |
| DMA | - | Dominica |
| DOM | - | Dominican Republic |
| ECU | - | Ecuador |
| EGY | - | Egypt |
| SLV | - | El Salvador |
| GNQ | - | Equatorial Guinea |
| ERI | - | Eritrea |
| EST | - | Estonia |
| ETH | - | Ethiopia |
| FLK | - | Falkland Islands (Malvinas) |
| FRO | - | Faroe Islands |
| FJI | - | Fiji |
| FIN | - | Finland |
| FRA | - | France |
| GUF | - | French Guiana |
| PYF | - | French Polynesia |
| ATF | - | French Southern Territories |
| GAB | - | Gabon |
| GMB | - | Gambia |
| GEO | - | Georgia |
| DEU | - | Germany |
| GHA | - | Ghana |
| GIB | - | Gibraltar |
| GRC | - | Greece |
| GRL | - | Greenland |
| GRD | - | Grenada |
| GLP | - | Guadeloupe |
| GUM | - | Guam |
| GTM | - | Guatemala |
| GGY | - | Guernsey |
| GIN | - | Guinea |
| GNB | - | Guinea-Bissau |
| GUY | - | Guyana |
| HTI | - | Haiti |
| HMD | - | Heard Island and McDonald Islands |
| VAT | - | Holy See (Vatican City State) |
| HND | - | Honduras |
| HKG | - | Hong Kong |
| HUN | - | Hungary |
| ISL | - | Iceland |

| | | |
|-----|---|--|
| IND | - | India |
| IDN | - | Indonesia |
| IRN | - | Iran, Islamic Republic of |
| IRQ | - | Iraq |
| IRL | - | Ireland |
| IMN | - | Isle of Man |
| ISR | - | Israel |
| ITA | - | Italy |
| JAM | - | Jamaica |
| JPN | - | Japan |
| JEY | - | Jersey |
| JOR | - | Jordan |
| KAZ | - | Kazakhstan |
| KEN | - | Kenya |
| KIR | - | Kiribati |
| PRK | - | Korea, Democratic People's Republic of |
| KOR | - | Korea, Republic of |
| KWT | - | Kuwait |
| KGZ | - | Kyrgyzstan |
| LAO | - | Lao People's Democratic Republic |
| LVA | - | Latvia |
| LBN | - | Lebanon |
| LSO | - | Lesotho |
| LBR | - | Liberia |
| LBY | - | Libya |
| LIE | - | Liechtenstein |
| LTU | - | Lithuania |
| LUX | - | Luxembourg |
| MAC | - | Macao |
| MKD | - | Macedonia, the former Yugoslav Republic of |
| MDG | - | Madagascar |
| MWI | - | Malawi |
| MYS | - | Malaysia |
| MDV | - | Maldives |
| MLI | - | Mali |
| MLT | - | Malta |
| MHL | - | Marshall Islands |
| MTQ | - | Martinique |
| MRT | - | Mauritania |
| MUS | - | Mauritius |
| MYT | - | Mayotte |
| FSM | - | Micronesia, Federated States of |
| MDA | - | Moldova, Republic of |
| MCO | - | Monaco |
| MNG | - | Mongolia |
| MNE | - | Montenegro |
| MSR | - | Montserrat |
| MAR | - | Morocco |
| MOZ | - | Mozambique |
| MMR | - | Myanmar |
| NAM | - | Namibia |
| NRU | - | Nauru |
| NPL | - | Nepal |
| NLD | - | Netherlands |

| | | |
|-----|---|--|
| NCL | - | New Caledonia |
| NZL | - | New Zealand |
| NIC | - | Nicaragua |
| NER | - | Niger |
| NGA | - | Nigeria |
| NIU | - | Niue |
| NFK | - | Norfolk Island |
| MNP | - | Northern Mariana Islands |
| NOR | - | Norway |
| OMN | - | Oman |
| PAK | - | Pakistan |
| PLW | - | Palau |
| PSE | - | Palestine, State of |
| PAN | - | Panama |
| PNG | - | Papua New Guinea |
| PRY | - | Paraguay |
| PER | - | Peru |
| PHL | - | Philippines |
| PCN | - | Pitcairn |
| POL | - | Poland |
| PRT | - | Portugal |
| PRI | - | Puerto Rico |
| QAT | - | Qatar |
| REU | - | Reunion |
| ROU | - | Romania |
| RUS | - | Russian Federation |
| RWA | - | Rwanda |
| BLM | - | Saint Barthelemy |
| SHN | - | Saint Helena, Ascension and Tristan da Cunha |
| KNA | - | Saint Kitts and Nevis |
| LCA | - | Saint Lucia |
| MAF | - | Saint Martin (French part) |
| SPM | - | Saint Pierre and Miquelon |
| VCT | - | Saint Vincent and the Grenadines |
| WSM | - | Samoa |
| SMR | - | San Marino |
| STP | - | Sao Tome and Principe |
| SAU | - | Saudi Arabia |
| SEN | - | Senegal |
| SRB | - | Serbia |
| SYC | - | Seychelles |
| SLE | - | Sierra Leone |
| SGP | - | Singapore |
| SXM | - | Sint Maarten (Dutch part) |
| SVK | - | Slovakia |
| SVN | - | Slovenia |
| SLB | - | Solomon Islands |
| SOM | - | Somalia |
| ZAF | - | South Africa |
| SGS | - | South Georgia and the South Sandwich Islands |
| SSD | - | South Sudan |
| ESP | - | Spain |
| LKA | - | Sri Lanka |
| SDN | - | Sudan |

| | | |
|-----|---|-----------------------------------|
| SUR | - | Suriname |
| SJM | - | Svalbard and Jan Mayen |
| SWZ | - | Swaziland |
| SWE | - | Sweden |
| CHE | - | Switzerland |
| SYR | - | Syrian Arab Republic |
| TWN | - | Taiwan, Province of China |
| TJK | - | Tajikistan |
| TZA | - | Tanzania, United Republic of |
| THA | - | Thailand |
| TLS | - | Timor-Leste |
| TGO | - | Togo |
| TKL | - | Tokelau |
| TON | - | Tonga |
| TTO | - | Trinidad and Tobago |
| TUN | - | Tunisia |
| TUR | - | Turkey |
| TKM | - | Turkmenistan |
| TCA | - | Turks and Caicos Islands |
| TUV | - | Tuvalu |
| UGA | - | Uganda |
| UKR | - | Ukraine |
| ARE | - | United Arab Emirates |
| GBR | - | United Kingdom |
| URY | - | Uruguay |
| UZB | - | Uzbekistan |
| VUT | - | Vanuatu |
| VEN | - | Venezuela, Bolivarian Republic of |
| VNM | - | Viet Nam |
| VGB | - | Virgin Islands, British |
| VIR | - | Virgin Islands, U.S. |
| WLF | - | Wallis and Futuna |
| ESH | - | Western Sahara |
| YEM | - | Yemen |