

## 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 6**

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”, and 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 10**

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: Import Data Codes: .....Page 12**

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 set of different import codes and their explanations including Title, Suffix, Political Office, Transportation Type, Expenditure Category, and Country codes.

## 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 (see schedule tables below)
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 Cx  Employer    60   Employer (Req on Schedule A(J))
21 Cx  Occup      60   Occupation (Req on Schedules A2 & A(J))

22 Cx  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))
=====

```

**Contribution Schedule Types (RCPT)**

<b>Schedule</b>	<b>Description</b>	<b>Filer/Report</b>
A1	Monetary Political Contributions	COH/SPAC/GPAC/MPAC/ CEC/MCEC/SCCOH/SCSPAC filers
AJ1	Monetary Political Contributions	JCOH/JSPAC filers
AL	Monetary Political Contributions	Leg filers
A2	Non-Monetary (In-kind) Political Contributions	COH/SPAC/GPAC/MPAC/ CEC/MCEC/SCCOH/SCSPAC filers
A2SS	Non-Monetary (In-kind) Political Contributions	Special Session Reports
C1	Monetary Contributions from Corporation or Labor Organization	SPAC/GPAC/MPAC/PTYCORP filers
C2	Non-Monetary(In-kind) Contributions from Corporation or Labor Organization	SPAC/GPAC/MPAC/PTYCORP filers
C3	Monetary Support from Corporation or Labor	GPAC/MPAC filers
C4	Non-Monetary Support from Corporation or Labor Organization	GPAC/MPAC filers

**Pledge Schedule Types (PLDG)**

<b>Schedule</b>	<b>Description</b>	<b>Filer/Report</b>
B	Pledged Contributions	COH/SPAC/GPAC/MPAC/ CEC/MCEC/SCCOH/SCSPAC filers
BJ	Pledged Contributions	JCOH/JSPAC filers
BSS	Pledged Contributions	Non-Judicial Special Session Report
BJSS	Pledged Contributions	Judicial Special Session Report
D	Pledged Contributions From Corporation Or Labor Organization	SPAC/GPAC/MPAC/PTYCORP filers

**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: [Expends.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: EXPN
02	Rx	Sched_Type	30 Name of Schedule Values (see Schedule table below)
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
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 13.

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)

- \*----- Fields 50 and onward apply only to Sched\_Type F4
- \*----- Field 50 is required for all F4 Expenditures
- \*----- Field 51 is used only if the F4 Expenditure has a Repayment Date
- \*----- All fields after 51 are for additional Repayment Dates for the Expn.

50 CR CCI\_Name 100 Credit Card Issuer Name for the Card used  
 51 Co Repayment\_Dt 8 Date of Repayment for Expenditure  
 52... o Repayment\_Dt 8 All additional Repayment Dates for the Expenditure.

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**Expenditure Schedule Types (RCPT)**

Schedule	Description	Filer/Report
F1	Political Expenditures from Political Contributions	COH/JCOH/SPAC/JSPAC/GPAC/MPAC/CEC/MCEC/SCCOH/SCSPAC filers
F2	Unpaid Incurred Obligations	COH/JCOH/SPAC/JSPAC/GPAC/MPAC/CEC/MCEC/SCCOH/SCSPAC filers
F3	Purchase of Investments from Political Contributions	COH/JCOH/SPAC/JSPAC/GPAC/MPAC/CEC/MCEC/SCCOH/SCSPAC filers
F4	Expenditures Made By Credit Card	COH/JCOH/SPAC/JSPAC/GPAC/MPAC/CEC/MCEC/SCCOH/SCSPAC filers
FL	Non-Monetary (In-kind) Political Contributions	LEG filers
G	Political Expenditures Made From Personal Funds	COH/JCOH/SCCOH filers
H	Payment Made Form Political Contributions to a Business of C/OK	COH/JCOH/SPAC/JSPAC/SCCOH/SCSPAC filers
I	Non-Political Expenditures Made From Political Contributions	COH/JCOH/SPAC/JSPAC/GPAC/MPAC/CEC/MCEC/SCCOH/SCSPAC filers



**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, CCI_Name, Repayment_Dt
```

```
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,,,STATEREPR,,151,,,,,,,,,,,,,ADVERTISE,,,
EXPN,F1,22-
DCE1,,,,,,,,,,,,,Y,,Candidate,John,MR,JR,STATEREPR,,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,F4,,E,ABC Suppliers,,,,,77 Elm
Terrace,,Springfield,AL,78722,USA,20220801,252.16,Office
Supplies,Y,,,,,,,,,,,,,N,,,,,,,,,,,,,OVERHEAD,,Chase,20220810
```

**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,,,STATEREPR,151,,,,,,,,,,,,,ADVERTISE,
EXPN,F1,22-DCE1,,,,,,,,,,,,Candidate,John,MR,JR,STATEREPR
,,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: Import Data Codes**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)
COMPROLLER	= 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.	(prev: 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)

STATEREP	= State Representative	(previous code: REP)
STATASEN	= 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)

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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)

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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)

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

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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

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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
TCO	-	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

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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



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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

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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

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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