

Log into COMET. Choose Expenditures

## How to File an LER in COMET

[View](#) | [Amend](#) | [Download PDF](#)

(PAC-22-00088) - eFiling Application  
Accepted  
The Statement of Organization has been accepted by the Virginia Department of Elections.  
Current Reporting Period: 09/01/2023 - 10/07/2023 Report Due: 10/16/2023



[Contacts](#) [Expenditures](#) [Loans/Debts](#) [Receipts](#) [Reporting](#)

Enter and Save the expenditure.  
Make sure that your expenditure entry is accurate. If it looks right, click on Create Large Expenditure Report.

Expenditures for: [How to File an LER in COMET \(PAC- XX-YYYY\)](#)

[Add a New Expenditure](#)

Search Expenditures

[Click to Open](#)

| ↓ Date     | ↓ Type  | ↓ Payee                          | Details  | ↓ Amount   |
|------------|---------|----------------------------------|--|------------|
| 10/05/2023 | Expense | <a href="#">Example, L. E.R.</a> | Authorized By: Tammy<br>Example<br><a href="#">Create Large Expenditure Report</a> | \$1,000.00 |

Click I declare and Submit your LER

Review & Submit Large Expenditure Report for [How to File an LER in COMET \(PAC-XX-YYYY\)](#)


[Large Contribution Reports](#)

[Large Expenditure Reports](#)

Submit Your Report to the Virginia Department of Elections

Schedule D: Expenditures

| Payee  | Item, Service or Disposition Description | Authorized By | Expense Date | Expense Amount |
|--|--|---------------|--------------|----------------|
| <b>Incomplete Contact</b><br><a href="#">L. E.R. Example</a><br>123 Street Address<br>Name of City, VA 12345 | Example                                  | Tammy         | 10/05/2023   | \$ 1000.00     |


 **Not an issue for an LER**

Statement of Treasurer

You are required to check the box acknowledging that you have read the declaration statement before submitting the report to The Virginia Department of Elections.

Please verify that the information is complete. Once submitted, there will be no way to change or update the information.

I declare, subject to the provisions of 5 24.2-1016 which is punishable up to a Class 5 Felony, that this report for 10/05/2023, is to the best of my knowledge and belief true, correct and complete.

  
**Check this box**

**Click this button**  [Submit Report](#)