

**REQUEST FOR COMPENSATION FOR TEACHING  
 A CONTINUING EDUCATION PROGRAM/ACTIVITY**

Program Title \_\_\_\_\_ Date \_\_\_\_\_

Sponsor \_\_\_\_\_ Account No. \_\_\_\_\_

Activity Director \_\_\_\_\_ Date of Program \_\_\_\_\_

It is requested that permission be granted to pay the following University faculty/staff member, who is employed with Texas A&M University, the amount designated for Teaching, Lecturing or Speaking at a continuing education program. This service will be rendered over and above the employee's regular duties and the resulting time and effort will contribute significantly to the overall success of the program. This payment plus all others will not exceed any internal limits established by the institution for supplemental pay. For additional information refer to University Rule 11.99.99.M2 and SAP 31.01.99.M0.02.

Employee Name	Title	Pin	Department Name	SS#	Total \$ Required

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

**REQUIRED APPROVAL**

<b>Department Head</b> of employee's primary department (MAY NOT BE DELEGATED)	Date	<b>Department Head</b> of the unit conducting the course/activity (MAY NOT BE DELEGATED)	Date
<b>Dean</b> of the employee's primary department if Faculty (MAY NOT BE DELEGATED)	Date	<b>Texas A&amp;M University Research Services</b> (required if funding sources are in account ranges 160xxx or 4xxxx.	Date
<b>Texas A&amp;M Research Foundation</b> (required if grant or contract administered by Research Foundation)	Date	<b>Dean of Faculties and Associate Provost</b> (required if compensation to a Faculty member will exceed \$15,000 per Fiscal Year (MAY NOT BE DELEGATED)	Date

**Note:** In order to process this document for payment, the appropriate Supplemental Form (monthly or biweekly) must be completed and attached to this Request. The supplemental forms can be located on the Payroll Services website at <http://payroll.tamu.edu/>.

Please direct questions regarding the use of this form to Payroll Services at [payroll@tamu.edu](mailto:payroll@tamu.edu), or to [payroll@tamug.edu](mailto:payroll@tamug.edu) for Galveston employees.