Payroll Services
TEXAS A&M UNIVERSITY
TEXAS A&M UNIVERSITY AT GALVESTON

Annual Entertainment Log

Privacy Notice: State law requires that you be informed that you are entitled to : (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. To request this information, contact payroll@tamu.edu or (979) 458-0639.

INSTRUCTIONS This form is used by Payroll Services to document the business purpose of entertainment expenses from November 1, 2008-October 31, 2009. Entertainment expenses not documented as having a business purpose are taxable to the employee. **The due date for this document is November 5th.** Please send to Karen McDade at mailstop 1261 or fax to 979-845-4134.

Employee Name		**Employee UIN or SSN**	

Amount Expended	Date of Expenditure	Location and Type of Entertainment	Business Reason for Expenditure	Name and Business Relationship of Individual(s) Involved

Employee Signature **Date**

TAMU—SUBMIT TO:

Payroll Services
General Services Complex, Suite 1201
MS 1261
payroll@tamu.edu
Fax (979) 845-4134

TAMUG —SUBMIT TO:

Payroll Services
Sea Aggie Center, Bldg 3026
Suite 800, Room 807
payroll@tamug.edu
Fax (409) 740-4573

NEED HELP?

College Station--payroll@tamu.edu
(979) 458-0639
Galveston - payroll@tamug.edu
(409) 740-4837