

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@tamug.edu or (979) 458-0639.

INSTRUCTIONS This form is used by Tax Compliance & Reporting to document the business purpose of entertainment expenses from **November 1-October 31** of each year. Entertainment expenses not documented as having a business purpose are taxable to the employee. Please send to Tax Compliance & Reporting at Mailstop 6003 or fax to 979-458-3131. **The due date for this document is the first Monday in November of each year.**

Employee Name	Employee UIN

Amount Expended	Date of Expenditure * MM/DD/YYYY	Location and Type of Entertainment	Business Reason for Expenditure	Name and Business Relationship of Individual(s) Involved

* **NOTE:** The full date must be provided.

 Employee Signature

 Date

<p>TAMU—SUBMIT TO:</p> <p>Tax Compliance & Reporting General Services Complex, Suite 3101 MS 6003 tax@tamug.edu Fax (979) 458-3131</p>	<p>TAMUG —SUBMIT TO:</p> <p>Payroll Services Sea Aggie Center, Bldg 3026 Suite 800, Room 807 payroll@tamug.edu Fax (409) 740-4573</p>	<p>NEED HELP?</p> <p>College Station--tax@tamug.edu (979) 458-0639 Galveston - payroll@tamug.edu (409) 740-4837</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------