

**REQUEST FOR COMPENSATION FOR CONTRIBUTION  
TO A CONTINUING EDUCATION  
OR OTHER EXTRA CURRICULAR 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 and/or staff member(s), who are employed full time within The Texas A&M University System, the amount designated for participation in a continuing education or other extracurricular activity. 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. (List the following information for each faculty and/or staff member.)

<u>NAME</u>	<u>TITLE</u>	<u>PIN#</u>	<u>DEPARTMENT</u>	<u>SS#</u>	<u>HRS SPENT</u>	<u>TOTAL \$ REQD</u>	<u>SIGNATURE</u>
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APPROVAL RECOMMENDED: (UNIT OF FACULTY OR STAFF MEMBER)  
(if applicable)

APPROVAL RECOMMENDED: (SPONSORING UNIT)

\_\_\_\_\_  
Activity Director (if applicable) Date

\_\_\_\_\_  
Department Head Date

\_\_\_\_\_  
Department Head Date

\_\_\_\_\_  
Dean, Director, Vice President Date



TEXAS A&M  
HEALTH SCIENCE CENTER

**State of Texas  
Employee Statement**

The State of Texas requires that all employees who work for a state agency submit a statement concerning conflict of interest. This requirement is based on the March 16, 1994 Texas Ethics Commission publication, *A Guide to Ethics Laws for State Officers and Employees*. In this guide it states the following:

Honoraria

You may not solicit, agree to accept, or accept an honorarium in consideration for services you would not have been asked to provide but for your official position . Penal Code 36.07. Thus, for example, you may not take a speaker's fee for speaking in your official capacity. Although questions about honoraria come up most frequently in regard to speeches, the prohibition applies to fees or gifts for any service that you would not have been asked to provide but for your official position.

It is permissible to accept food, transportation, and lodging in connection with a speech or other service performed in an official capacity.

As a state employee performing a service for Texas A&M University System Agency or University

- There was no conflict of interest with my employer, service was provided on my personal time. (Outside normal working hours)
- Service was performed on business time. (Have submitted a leave request)

Name: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PRIVACY NOTICE**

State law requires that you be informed of the following:

- (1) You are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law);
- (2) You are entitled to receive and review that information; and
- (3) You are entitled to have the information corrected at no charge to you.