Office of the University Controller
Florida State University

Payroll Services
5600A University Center
Tallahassee, FL 32306-2391
Ph: (850) 644-3813 Fax: (850) 644-9403

CLUB USAGE LOG

November 1, _____ through October 31, _____

Employee Name: _____

Employee ID: _____

Date	Business Use? Yes	No	Purpose of Business (If business usage, indicate purpose, at least one person in attendance and that person's relationship to FSU.)
Ex: 6/3/06	☒	☐	Recruiting; Coach Smith - Godby High
Ex: 7/1/07	☐	☒	
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Total Days Used: _____ Days of Personal Use: _____ Days of Business Use: _____