

# Social Club Activity Certification and Log Form

(All sections of this form must be filled out entirely or it will be returned for completion. Submit to Accounts Payable, MS 1248)

Employee Name (PRINT): \_\_\_\_\_ Ext. \_\_\_\_\_

Department: \_\_\_\_\_ Club Name: \_\_\_\_\_

I hereby certify that I used the \_\_\_\_\_ (name of club)  
 a total of \_\_\_\_\_ days. Of this total, I used the club \_\_\_\_\_ days to conduct official Boise State  
 University business and \_\_\_\_\_ days for personal activities. *I understand that if this log fails to meet  
 the substantiation requirements set forth by the IRS, the entire value of the membership may be treated  
 as taxable compensation to me.*

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

**Check appropriate box for this submission:**

- 1<sup>st</sup> Quarter Dec–Feb (due to Accts Payable by 3/5)
- 2<sup>nd</sup> Quarter Mar–May (due to Accts Payable by 6/5)
- 3<sup>rd</sup> Quarter Jun – Aug (due to Accts Payable 9/5)
- 4<sup>th</sup> Quarter Sep – Nov (due to Accts Payable 12/5)

**OR**

- I elect to treat the entire benefit as taxable compensation. (If this box is selected, you must submit this form to Accts Payable by Dec. 1 annually. Tax due on this benefit will be deducted bi-weekly from your paycheck over the course of the year.)

DATE	PARTIES PRESENT	B or P*	BUSINESS PURPOSE (be detailed, i.e. “donor cultivation” not adequate)
<i>Sample</i>	<i>Joe Employee and Susan Donor</i>		<i>Met with Susan Donor, CEO of ABC Inc., headquartered in Boise, ID, for lunch to discuss progress on COBE fundraising and to solicit additional \$1 million donation from ABC Inc. for construction of new Business Bldg.</i>

