

**LAMAR INSTITUTE OF TECHNOLOGY  
STAFF REQUEST  
FOR APPROVAL OF OUTSIDE EMPLOYMENT/  
DUAL STATE EMPLOYMENT**

Name \_\_\_\_\_ Department \_\_\_\_\_

Date of Outside Employment: Beginning \_\_\_\_\_ Ending \_\_\_\_\_  
(No later than end of fiscal year)

Nature of Outside Employment (if Outside Employment involves another State agency, name the agency):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

During this period, how many hours in the average month will you be involved in this outside employment? \_\_\_\_\_

When and where will this work typically be done? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(IF NECESSARY, ATTACH ADDITIONAL SHEETS DESCRIBING OTHER OUTSIDE EMPLOYMENT.)

Will University resources be used?     Yes     No (If Yes, please explain.) \_\_\_\_\_  
\_\_\_\_\_

I certify that the outside employment described in this request is in full compliance with the guidelines outlined in Chapter V of *Rules and Regulations* for The Texas State University System.

\_\_\_\_\_  
Signature of Employee Making Request

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor  
Comment:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval Recommended  
\_\_\_\_\_  
Disapproval Recommended

\_\_\_\_\_  
Department Head  
Comment:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval Recommended  
\_\_\_\_\_  
Disapproval Recommended

\_\_\_\_\_  
Vice President  
Comment:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval Recommended  
\_\_\_\_\_  
Disapproval Recommended