PennState

CONSULTING SUMMARY REPORT

Purpose: This form is used to report to the University Executive Vice President and Provost the level and amount of private outside consulting done by faculty and staff in each administrative area.

Instructions: This form is to be completed and signed by the budget executive and submitted to the University Executive Vice President and Provost by July 1 of each year. See Consulting Summary Reports on GURU for further details.

College or Administrative Area _____ For the Period _____ To _____

Total Employees Required to Report (per HR80)	Total Number of Employees Doing Consulting	Total Days Away from University Job

I certify that I am satisfied that all consulting services summarized above are in the best interests of the University, do not interfere with the employee's prime obligation, is of a professional nature, and enhances the individual's professional status or academic proficiencies. These services comply with University Policies HR42, HR80, HR91, and IP06.

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Budget Executive Date

(07-06-16)