University of Texas at Austin Revision date: 12/2014

Document ID #
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## **Official Occasion Expense Form**

To prevent a personal tax liability, each occasion must be documented by itemized receipts for expenses. The information requested on this form must accompany the payment voucher for processing within 30 days of the occasion.

Circle the Object Code to be Used	Object Code	Account to be charged:
Official Occasion or	1347	Account title (optional):
Administrative/Business Meeting Official Student Occasions	1309	Form prepared by:
Flowers or Other Perishable Items		
for Individuals	1329	Payee (optional):
Lasation/Disease	Data	. F4.
Location/Place: Name of Participant(s):** Ti	tle(s)	of Event:Affiliation(s)
1 1 1 1 (1)		
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		·
		·
		·
(**Required if 10 or fewer)  If over 10, group attending and appr  Purpose of the event:	oximate or actu	al number of people attending:
Turpose of the event.		
Benefit to The University of Texas:		
Estimated Cost:	Actual C	Cost:
	when there is a neg	Average Cost per Person Not Required gotiated agreement with a vendor for a total package price that tract must be included with the payment voucher.
		r if alcohol is the primary expenditure. (Requires dean, vice Official delegates may not approve these exceptions.)
Requested by:		Date:
Requested by: Authorized Signature/Designated Signature	gner	
<b>Department</b>		
•		Date:
APPROVED:	Equivalent, or	Official Delegate
PRINT NAME OF APPROVER	1 .,,	•

The University of Texas at Austin

Revision date: 12/2014

## OFFICIAL OCCASION EXPENSE FORM INSTRUCTIONS

The Official Occasion Expense Form is a tool to ensure that all data necessary to process a reimbursement or payment request for an entertainment expense is submitted.

**Date of Event:** Date of event, not the date the form is being completed.

Location/Place: Name of business establishment, restaurant, etc. where event occurred. If event did not take place in Austin, please identify city

and state.

Examples:

Faculty Center Eastwoods Park
ECJ 10<sup>th</sup> Floor, Dean's Conference Room County Line Restaurant

County Line Restaurant, San Antonio, TX

**Participants:** List participants by name, title, and affiliation, if ten or fewer.

Examples: If 10 or fewer

Name of Participant(s) <u>Title</u> <u>Affiliation</u>

Dr. John Doe Professor UT Austin, ME Dept.
Dr. Jane Doe Professor Texas A&M Univ., ME Dept.
Dr. Jill Gee Professor Texas Tech Univ., ME Dept.

John Hee Manager Motorola

Group Attending: If more than ten people participated, supply a general description and approximate or actual

number of people that attended.

Example:

General description if over 10

Civil Engineering graduate students and faculty in the Water Resources area. Twenty-five people attended.

**Purpose:** Supply a brief explanation of the purpose of the events.

Examples:

Refreshments were provided at meeting to discuss joint research projects between UT Austin, Texas A & M, Texas Tech, and Motorola.

Buffet was provided at reception for graduate students to meet new faculty members in the department.

Lunch was provided to people attending all day meeting of the department's visiting committee.

**Benefit to UT:** Supply a brief explanation of how the event is expected to benefit the university or the benefits actually derived from the event.

Examples:

To further the relationship between higher education and industry in the area of microchip research. Motorola has entered into an agreement to provide funding for 3 years to the research consortium between the universities.

The visiting committee provides the department with guidance in the direction the department should be going with respect to educational issues.

Avg Cost per Person: List the average cost per person or mark the Not Required box. The average per person entertainment limit is \$75 and includes food, alcohol, tax, and gratuity. The average cost per person is not required when there is a negotiated agreement with a vendor for a total package price that includes food and non-food expenses. The agreement/contract must be included with the payment voucher.

Justification for Exceptions:

Provide a justification if the average per person limit is exceeded or if alcohol is the primary expenditure. Exceptions require approval by the dean, vice president, or vice president equivalent. Official delegates may not approve these exceptions.

Estimated/Actual

Costs

The individual signing the "prior to" OOEF's needs to know the estimated expenses for the event so that they can make an educated decision whether or not to approve the OOEF request.

**Signatures:** As required for applicable approvals.