

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.

| Select the Object Code to be Used | Object Code |
|--|-------------|
| Official Occasion or Administrative/Business Meeting | 1347 |
| Official Student Occasions | 1309 |
| Flowers or Other Perishable Items for Individuals | 1329 |

Account to be charged: _____
 Account Title: _____
 Form prepared by: _____
 Payee (optional): _____

Check this box if the hosting provost, dean, or vice president attended a non-university-wide event, and print their name below: _____
 Refer to **HBP 9.1.1.D** for special approval requirements for payment voucher.

Location/Place: _____ Date of Event: _____
 Event Title: _____ Department: _____

| Name of Participant(s):** | Title(s) | Affiliation(s) |
|---------------------------|----------|----------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

(**Required if 10 or fewer)

If over 10, group attending and approximate or actual number of people attending: _____

Purpose of the event (include a statement that addresses what is being paid for): _____

Benefit to The University of Texas at Austin: _____

Estimated Total Cost: _____ Estimated Cost Per Person*: _____ Actual Total Cost: _____

Average Cost Per Person: _____ or Average Cost Not Required (Vendor contract/agreement is required)

Justification if average cost per person is exceeded or if alcohol is the primary expenditure. (Requires dean or vice president approval below. Official delegates may not approve these exceptions.)

Requested by: _____
 Authorized /Designated Signer _____ Date _____ Date _____

_____ Date _____
 Tatiana Calliham _____ Date _____
 Assistant Vice President of FAS Business Services

OFFICIAL OCCASION EXPENSE FORM INSTRUCTIONS

Administrative Officer Attending: Check this box if the hosting provost, dean, or vice president attended a non-university-wide event, and record name in space provided. Refer to HBP 9.1.1.D for special approval requirements for payment voucher.

Date of Event: This is not the date the form is being completed. Forms should be routed for approval in advance of the event.

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:

- AT&T Conference Center Room 301
- County Line Restaurant, San Antonio, TX

Event Title: Descriptive name for event.

Examples:

- Explore UT
- UT Commencement
- Department Leadership Retreat

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

Example if 10 or fewer:

| <u>Name of Participants(s)</u> | <u>Title</u> | <u>Affiliation</u> |
|--------------------------------|--------------|---|
| Dr. John Doe | Professor | UT Austin, Mechanical Engineering Department |
| Dr. Jane Doe | Professor | Texas A&M Univ., Mechanical Engineering Department |
| Dr. Jill Gee | Professor | Texas Tech Univ., Mechanical Engineering Department |
| 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:

- Breakfast provided at meeting to discuss joint research projects between UT Austin, Texas A & M, Texas Tech, and Motorola.
- Lunch buffet provided for graduate students to meet new faculty members in the department.
- Refreshments provided to attendees for an 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 or vice president. 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: The authorized/designated signer is the person who has signature authority for the account to be charged.