



## 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.

- 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:** 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 |
| <b>County Line Restaurant, San Antonio, TX</b>     |                        |
- Participants:** List participants by name, title, and affiliation, if ten or fewer.
- Examples:  
If 10 or fewer
- | <u>Name of Participant(s)</u> | <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 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:** As required for applicable approvals.