

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 OOF Type

Account to be charged: _____

Form prepared by: _____

Dept. Approved: _____

Payee (optional): _____

For lunch/dinner between university employees, check this to certify that the meeting could not be scheduled during normal business hours.

Check this box if provost, dean, or vp attended a non-university-wide event.
Enter name: _____

Location/Place: _____

Date of Event: _____

Title of Function: _____

Will alcohol be purchased*? Yes No

Name of Participant(s)**	Title(s)**	Affiliation(s)**
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

(**Required if 10 or fewer)

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

Purpose of the event: _____

Benefit to The University of Texas: _____

Estimated Cost: \$ _____ **Actual Cost:** \$ _____

Average Cost per Person: \$ _____ /person **Average Cost per Person Not Required**

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

Requested by: _____
Authorized Signature/Designated Signer

Date: _____

Department

APPROVED: _____
Dean, Vice President, Vice President Equivalent, or Official Delegate

Date: _____

APPROVED: _____
Dean, Vice President, Vice President Equivalent, or Official Delegate

Date: _____

**Alcohol - If purchased for on-campus event, refer to [HBP 9.1.1.H](#) for more information.*