Entertainment/OOEF Process

- Unit staff completes the Official Occasion Expense Form (OOEF), available at https://utexastate.box.com/v/official-occasion-expense.
  - All text must be large enough to be legible.
  - Verify that the account has adequate funds and allows food:
    - State funds do not allow food.
    - Indirect cost return funds do not allow food.
    - Student fee funds allow food only at student events where the majority of attendees are students.
    - Some endowments allow food; check with your accountant if you are unsure.
    - Some grants allow food; check with your accountant if you are unsure.
  - “Location/Place” must be the location of the event, not the location of the purchase.
    - If the venue is outside Austin, the city and state must be listed.
  - For 10 or fewer participants, names, titles, and affiliations are required by the IRS.
  - For more than 10 participants, list an approximate number of attendees and a description of the population in attendance.
  - The “Purpose” section must describe the event clearly enough for an outsider to understand.
  - If seeking pre-approval for an event in the future, the “Purpose” section must include a brief description of what will be purchased (e.g., refreshments, lunch, party favors).
  - The “Benefit” must make sense related to the purpose.
  - “Actual Cost” must match receipts and/or invoices.
  - Average cost per person must be provided or the “Average Cost per Person Not Required” box must be checked.

- Unit staff compiles documentation.
  - An itemized receipt or invoice is always required. For reimbursements, proof of payment is also required.
  - All scans must be fully legible.
  - All receipts must have legible dates.
  - The date on the receipt must match the date on the OOEF. Exceptions will be approved for necessary purchases made before an event.
  - If the reimbursement amount differs from the receipt, include a written explanation on the receipt page.
  - The maximum allowable tip is 20% of the bill subtotal before tax.
  - Texas state sales tax can only be reimbursed when an employee pays for a business meal at a restaurant. No other Texas state sales tax will be reimbursed.
  - Alcohol costs must be less than or equal to food costs.
  - Flowers/perishables sent to an individual cannot cost more than $100 total, including delivery.
  - The number of attendees must correspond to the number of meals or amount of food. If there is a discrepancy, include a written explanation on the receipt page.
  - If receipts are submitted for reimbursement more than 60 days after the expense, include a written explanation for the delay on the receipt page.

- Unit staff submits the completed OOEF with documentation as a single PDF to the appropriate authorized department chair, center director, or Associate/Assistant Dean for signature. Do not sign on the “Approved” line; that is only for the Dean’s Office signature.

- Unit staff submits the completed, signed OOEF with documentation as a single PDF to OEApprovals@austin.utexas.edu.

- Dean’s Office staff works with unit staff to resolve any inconsistencies or missing information.

- Dean’s Office ASO II digitally signs OOEF on the “Approved” line and returns via email to unit staff.