Entertainment/OOEF Process

- Unit staff completes the Official Occasion Expense Form (OOEF), available at https://utexa-s.app.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 both 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.