Entertainment/OOEF Process

  - 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 COEApprovers@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.