Entertainment/OOEF Process

Instructions

1) Unit staff completes the Official Occasion Expense Form (OOEF).

Notes

- Text size: Ensure that all text is large enough to be legible.
- Verify that the account has adequate funds.
- If food will be purchased, verify the account allows it.
  - These fund types do NOT allow food:
    - State funds
    - Indirect cost return
  - These fund types SOMETIMES allow food
    - Student fee funds - if at student events where the majority of attendees are students
    - Some endowments - check with your accountant if you are unsure
    - Some grants - check with your accountant if you are unsure

Fields on form

- Location/place: Use location of event, rather than location of purchase. If venue is outside Austin, also include city and state.
- Participants:
  - 10 or fewer participants: IRS requires names, titles, and affiliations.
  - 11 or more: list both an approximate number of attendees and a description of the population in attendance.
- Purpose: Describe the event clearly enough for an outsider to understand.
  - For future events requiring pre-approval: include a brief description of what will be purchased (e.g., refreshments, lunch, party favors).
- Benefit: Relate clearly to Purpose
- Actual Cost: Must match receipts and/or invoices.
- Average Cost per Person: Either amount must be provided, or "Average Cost per Person Not Required" box must be checked if relevant.

2) Unit staff compiles supplementary documentation.

Documentation requirements

- Receipts/invoices must be included and itemized. For reimbursements, proof of payment is also required.
- All scans must be fully legible.
- All receipts must have legible dates.
- Dates on receipts must match dates on the OOEF. Exceptions will be approved for necessary purchases made before an event.
- If the reimbursement amount differs from the receipt, a written explanation must be included on the receipt page.
- If receipts are submitted for reimbursement more than 60 days after the expense is incurred, include a written explanation for the delay on the receipt page.
- 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.

Financial guidelines

- 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.
3) 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.

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

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

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