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 Deans Office signature.

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

5) Deans 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.