

Official Occasion Expense Form

To prevent a personal tax liability, each occasion must be documented by receipts for expenses. The following written statement must accompany the payment voucher for processing within 30 days of the occasion.

Circle the Object Code to be Used	Object Code
Working Business Meeting	1327
Conference/Workshop	1324
Official Occasion	1323

Account to be charged: _____

Form prepared by: _____

Phone Number: _____

Date: _____

Location/Place: _____

Date of Event: _____

<u>Name of Participant(s):**</u>	<u>Title(s)</u>	<u>Affiliation(s)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(**Required if 10 or less)

Group Attending:

Purpose of the event:

Benefit to The University of Texas:

Requested by: _____
Authorized Signature/Designated Signer

Date: _____

APPROVED: _____
Dean or Vice President

Date: _____

