

Official Occasion Expense Form

(To Prevent a personal tax liability, each occurrence must be documented by receipts for expenses and the following written statement must accompany the payment voucher for processing within 60 days of the occurrence.)

This is to report that Official Occasion Expenses were incurred as follows:

Date _____

Location/Place _____

Names of Participants (Required if 10 or less)

Title

Affiliation

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Group Attending: _____

The purpose of this meeting was:

The benefit to The University is stated as follows:

Payee/Departmental Official Certification Date

**OFFICIAL OCCASION EXPENSE FORM
INSTRUCTIONS**

An Official Occasion Expense Form includes all data necessary to process a reimbursement request for an official occasion or entertainment expenses

Date: Date of activity, not date form is being completed.

Location/Place: Name of business establishment, restaurant, etc. where activity occurred. If activity did not take place in Odessa, please identify city and state.

Examples:

Rick's Cafe	Rm 461, Conference Room
Eastwoods Park	County Line Restaurant
County Line Restaurant, San Antonio, Texas	

Participants: List participants by name, title, and affiliation, if 10 or less. If more than 10 people participated, you may supply a general description and approximate number of people that attended.

Examples:

Participant's Name	Title	Affiliation
Dr. Joe Doe	Professor	UT Austin, ME Dept.
Dr. Jane Dee	Professor	Texas A & M Univ., ME Dept
Dr. Jill Gee	Professor	Texas Tech Univ., ME Dept
John Hee	Manager	Motorola

OR

Graduate students and faculty in the JBS Leadership Summer Institute Program, 25 people attended.

Purpose: Supply a brief explanation of the purpose of the activity.

Examples:

Refreshments were provided at meeting to discuss joint research projects between UT Austin, Texas A & M, Texas Tech, and Motorola.

Buffet was provided at reception for graduate students to meet new faculty members in the department.

Lunch was provided to people attending all day meeting of the department's visiting committee.

Benefit to UTPB: Supply a brief explanation of how the activity is expected to benefit The university of the benefits actually derived from the activity.

Examples:

To further the relationship between higher education and industry in the area of microchip research. Motorola has entered into an agreement to provide funding for 3 years to the research consortium between the universities.

The visiting committee provides the department with guidance in the direction the department should be going with respect to educational issues.

Certification: If payment is to a University employee, that person should sign this form. If payment is to a non-UT individual or company, caterer, etc., this form should be signed by department chair, faculty member, or administrative person in charge of activity.