

The University of Texas of the Permian Basin
Official Occasion Expense Form

OFFICE OF
 ACCOUNTING



This form is required for payments to vendors or for reimbursement to employees for entertainment related expenditures. Entertainment expenditures include the purchase of food and or refreshments for University sponsored events, business meetings and social activities that advance the purposes of the University. The Official Occasion Expense Form, along with original itemized receipts, must accompany the payment voucher for processing within 30 days of the occasion. This documentation is also required by IRS regulations to prevent taxability of the expenditure to the individuals involved.

Department: _____ Date: _____

Form prepared by: _____ Cost Center / Project #: _____

Phone # / Email: _____

Location of Event: _____ Date of Event: _____

Caterer/Vendor: _____ Expected # of Participants: _____

Names of Participants/Guests <small>(Required if 10 or less)</small>	Title	Business Affiliation
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Group Attending: _____

Purpose of Event: _____

Benefit to UT Permian Basin: _____

Authorized Signature Approvals

Requested by _____ Date: _____

Budget Head _____ Date: _____

Dean or Vice President _____ Date: _____