Student Organization
Official Occasion Expense Form

To prevent a personal tax liability, each occurrence must be documented with receipts for expenses. A written statement including the information requested on this form must accompany the payment voucher for processing within 30 days of the occasion.

Student Organization: ________________________________
Account to Be Charged: ________________________________
Form Prepared by: ________________________________
Email: ________________________________
Phone Number: ________________________________
Today’s date: ________________________________
Name of Faculty Advisor: ________________________________

Event Location: ________________________________
Date of Event: ________________________________
Names of Attendee(s): (if 10 or less) ________________________________
Title ________________________________
Affiliation ________________________________

Approximate number attending: (for groups of more than 10) ________________________________
Purpose of the event: ________________________________
Benefit to The University of Texas: ________________________________

Estimated Cost: ________________________________
Actual Cost: ________________________________
(to be filled out by Business Office)
Average Cost per Person: ________________________________ or Average Cost per Person Not Required
Average cost per person is not required when there is a negotiated agreement with a vendor for a total package price that includes food and non-food expenses. The agreement/contract must be included with the payment voucher.

Justification if average cost per person is exceeded or if alcohol is the primary expenditure. (Requires dean, vice president, or vice president equivalent approval below. Official delegates may not approve these exceptions.)

Check the following boxes if applicable to your event:

Contract Required? __________ Contract Attached? __________
Recurring Event? __________ If checked, select frequency: Weekly __________ Bi-Weekly __________ Monthly __________ Yearly __________
Vendor(s): ________________________________
Charge to ProCard? Yes __________ No __________
Amount for Food: ________________________________
Amount for Other: ________________________________
Explain what funds are to be spent on: ________________________________

Requested by: ________________________________
Advisor Signature ________________________________
Date: ________________________________

Approved: ________________________________
Debra Madden/Dean M. Lynn Crisman
OFFICIAL OCCASION EXPENSE FORM INSTRUCTIONS

The Official Occasion Expense Form is a tool to ensure that all data necessary to process a reimbursement or payment request for an official occasion or entertainment expense is submitted.

Date of Event: Date of event, not the date the form is being completed.

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

Examples:
- Faculty Center
- PHR 5.112H, Dean’s Conference Room
- County Line Restaurant, San Antonio, TX

Participants: List participants by name, title, and affiliation, if ten or less.

Examples: (If 10 or fewer)

<table>
<thead>
<tr>
<th>Name of Participant(s)</th>
<th>Title</th>
<th>Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. John Doe</td>
<td>Professor</td>
<td>UT Austin, College of Pharmacy</td>
</tr>
<tr>
<td>Dr. Jane Doe</td>
<td>Professor</td>
<td>UTHSCSA, Pharmacotherapy</td>
</tr>
<tr>
<td>Dr. Jill Gee</td>
<td>Professor</td>
<td>Texas Tech Univ., College of Pharmacy</td>
</tr>
<tr>
<td>John Hee</td>
<td>Manager</td>
<td>People’s Pharmacy</td>
</tr>
</tbody>
</table>

Group Attending: If more than ten people participated, supply a general description and approximate the number of people that attended.

Example: (General description if over 10)

Pharmacy graduate students and faculty in the Faculty Lounge (PHR 5.108). Twenty-five people attended.

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

Examples:
- Refreshments were provided at meeting to discuss joint research projects between UT Austin, UTHSCSA, and CompanyX
- 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 UT: Supply a brief explanation of how the event is expected to benefit the university or the benefits actually derived from the event.

Examples:
- To further the relationship between higher education and industry in the area of Pharmacy research. CompanyX 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.

Estimated/Actual Costs: The individual signing the “prior to” OOEF’s needs to know the estimated expenses for the event so that they can make an educated decision whether or not to approve the OOEF request.

Check Boxes: The information requested here provides additional information to help determine approvals and funding for the event. If a contract is required, please attach a copy.

Signatures: These are required for approval of any document.