

## Reimbursement Form Instructions

Please complete the attached reimbursement form and attach all receipts. The form must be completed and submitted **within 30 days of the event**. Late submissions will, by school rule, require a memo explaining why it is late.

Also attached are two sample reimbursement forms that you should reference in completing your form. The form may be completed electronically (be sure to sign) or by hand. Once completed, the form should be submitted to the Internal Finance Director's mailbox: 427.

### Receipts

To be reimbursed, attach your receipt(s) to the reimbursement form. The name on the receipt should match the name of the person submitting the reimbursement form.

Receipts must contain:

- Your name, date, method of payment
- Itemized list of what was purchased (i.e. everything you bought)
- Total amount
- Who was paid

If purchasing alcohol, please ensure that it is on a receipt separate from any other purchases. If possible please use a separate reimbursement form.

Additional costs can be reimbursed:

- Sales tax on restaurant/grocery sales
- Tips

Please refer any questions to the Internal Finance Director:

Ryan Wilson

ryanwilson189@gmail.com

## Official Occasion Expense Form

To prevent a personal tax liability, each occasion must be documented by itemized receipts for expenses. The information requested on this form must accompany the payment voucher for processing within 30 days of the occasion.

Circle the Object Code to be Used	Object Code
Official Occasion or Administrative/Business Meeting	1347
Official Student Occasions	1309
Flowers or Other Perishable Items for Individuals	1329

Account to be charged: Leave Blank  
Email: Your Email  
Form prepared by: Your Name  
EID: Your EID

Location/Place: \_\_\_\_\_ Date of Event: \_\_\_\_\_  
Name of Participant(s):\*\* \_\_\_\_\_ Title(s) \_\_\_\_\_ Affiliation(s) \_\_\_\_\_

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(\*\*Required if 10 or fewer)  
If over 10, group attending and approximate or actual number of people attending:

**Purpose of the event:**  
Include event purpose, your organization, & if it was a brown bag.

**Benefit to The University of Texas:**  
How does the event or purchase benefit the LBJ Community?

**Estimated Cost:** Should be based on budget.    **Actual Cost:** Amount on Receipt

**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.)

**Requested by:** Your name    **Date:** Date of submission  
**Authorized Signature/Designated Signer** \_\_\_\_\_

**APPROVED:** Leave blank.    **Date:** Leave blank.  
**Dean, Vice President, Vice President Equivalent, or Official Delegate**

# Official Occasion Expense Form

To prevent a personal tax liability, each occasion must be documented by itemized receipts for expenses. The information requested on this form must accompany the payment voucher for processing within 30 days of the occasion.

Circle the Object Code to be Used	Object Code
Official Occasion or Administrative/Business Meeting	1347
Official Student Occasions	1309
Flowers or Other Perishable Items for Individuals	1329

Account to be charged: \_\_\_\_\_  
 Email: LBJ@utexas.edu  
 Form prepared by: L. B. Johnson  
 EID: LBJ111

Location/Place: Haymaker Date of Event: 8/19/15  
 Name of Participant(s):\*\* \_\_\_\_\_ Title(s) \_\_\_\_\_ Affiliation(s) \_\_\_\_\_

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(\*\*Required if 10 or fewer)  
 If over 10, group attending and approximate or actual number of people attending:

20 people

Purpose of the event:  
 Hosting new students as part of the Student Life Committee.

Benefit to The University of Texas:  
 Helps new students meet others and feel welcome.

Estimated Cost: \$40.00 Actual Cost: \$38.94

Average Cost per Person: \$1.95 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.)

Requested by: Lyndon Johnson Date: 8/23/15  
 Authorized Signature/Designated Signer \_\_\_\_\_

APPROVED: \_\_\_\_\_ Date: \_\_\_\_\_  
 Dean, Vice President, Vice President Equivalent, or Official Delegate

