**The University of Texas at Tyler**

**Substantiation of Entertainment and Business Meeting Expenses**

**Instructions:** For documentation of **entertainment and business meeting expenses** which are direct billed, under contract, paid with a university credit card, or an employee reimbursement for out of pocket expenses. This completed form, original itemized receipts and/or other supporting records must be attached to the expense report or voucher.

**State Appropriated funds (21 cost centers) may not be used for entertainment or business meeting expenses.**

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| **\*Payee Type - Check any of the four following boxes that apply** | | | | | | | | | | | | | | | | | | | | |
|  | **Employee Reimbursement (E)** | | **Name of Employee:** | | | |  | | | | | | | | **Employee UTEID:** | | |  | | |
|  | **Direct Billed (D)** | | | |  | **Under Contract (C)** | | | | | |  | | **University Credit Card (CC)** | | | | | | |
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| **Entertainment and Business Meeting General Information** | | | | | | | | **Participant Information** | | | | | | | | | | | | |
| **University Department Name:** | | | | | | | | **Participant Name** | | | | | | | | **Employee Title or Business Relationship** | | | | |
| **Event Name:** | | | | | | | |  | | | | | | | |  | | | | |
| **Event Date:** | | | | | | | |  | | | | | | | |  | | | | |
| **Event Location:** | | | | | | | |  | | | | | | | |  | | | | |
| **Business Purpose:**  **\_\_\_ Hosting Prospective Employee**  **\_\_\_ Recruiting Student/s**  **\_\_\_ Holding Business Meeting**  **\_\_\_ Hosting an Official Event**  **\_\_\_ Hosting a Conference/Workshop**  **\_\_\_ Hosting a Student Event**  **\_\_\_ Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | |  | | | | | | | |  | | | | |
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| **Describe the event in detail and describe the group attending if there are more than 10 participants.** | | | | | | | | | | | | | | | | | | | | |
| **All expenses for a single event should be entered on one form.** | | | | | | | | | | | | | | | | | | | | 1 |
| **Itemized Expense Detail Itemized receipts are required. \*Payee Types: E, D, C and/or CC (see page 1)** | | | | | | | | | | | | | | | | | | | | |
| **Date** | | **Vendor** | | **Expense Type**  **(select from list below)** | | | | | **Amount**  **(or Quote)** | | **\* Payee Type** | | **Fund Source Name (select from list below)** | | | | **Cost Center or Project** | | | |
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| **Total cost of the event** | | | | | | | | |  | |  | | | | | | | | | |
| **All expenses for a single event should be entered on one form.** | | | | | | | | | | | | | | | | | | | |  |
| **Business Meeting or Entertainment Expense Types:** | | | | | | | | | | **Allowable Fund Sources:** | | | | | | | | | | |
| 1. Business Meeting | | | | | | | | | | “3…” – Designated Tuition funds | | | | | | | | | | |
| 1. Conference, Workshop, or Seminar | | | | | | | | | | “4…” – Auxiliary Enterprises funds | | | | | | | | | | |
| 1. Employee Recognition (Do NOT use for employee gifts) | | | | | | | | | | “5…” – Sponsored Programs (“grant”) funds | | | | | | | | | | |
| 1. Employee Team Building | | | | | | | | | | “5…” – Restricted Gifts funds | | | | | | | | | | |
| 1. Event Decorations, Invitations, Holiday Cards | | | | | | | | | | “9…” – Agency funds | | | | | | | | | | |
| 1. Event funded from outside funds (Ex: attendee registration payments) | | | | | | | | | |  | | | | | | | | | | |
| 1. Official Occasion / Entertainment Event | | | | | | | | | |  | | | | | | | | | | |
| 1. Official Occasion / Student Event | | | | | | | | | | **\*21 Cost Center State Appropriated funds may NOT be used for** | | | | | | | | | | |
| 1. Flowers – Individual, Memorial, Event | | | | | | | | | | **Business meeting or entertainment expenses.** | | | | | | | | | | |
| **The Substantiation Form must be attached to Expense Reports and Vouchers.** | | | | | | | | | | | | | | | | | | | | |
| **All expenses for a single event should be entered on one form.** | | | | | | | | | | | | | | | | | | | Revised 8-2017 | 2 |