

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.

*Payee Type - Check any of the four following boxes that apply			
<input type="checkbox"/>	Employee Reimbursement (E)	Name of Employee:	Employee UTEID:
<input type="checkbox"/>	Direct Billed (D)	<input type="checkbox"/>	Under Contract (C)
<input type="checkbox"/>		<input type="checkbox"/>	University Credit Card (CC)

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:		
<input type="checkbox"/> Hosting Prospective Employee		
<input type="checkbox"/> Recruiting Student/s		
<input type="checkbox"/> Holding Business Meeting		
<input type="checkbox"/> Hosting an Official Event		
<input type="checkbox"/> Hosting a Conference/Workshop		
<input type="checkbox"/> Hosting a Student Event		
<input type="checkbox"/> Other (specify) _____		

Describe the event in detail and describe the group attending if there are more than 10 participants.

