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 box | | | | | | |
|--|-----------------------------|-------------------------|---|--|--|--|
| Employee Reimbursement (E) Name of Emplo | | Employee UTEID: | | | | |
| Direct Billed (D) | Under Contract (C) | Univ | versity Credit Card (CC) | | | |
| Entertainment and Business Meeting General Info | rmation | 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) | | | | | | |
| Describe the event in detail and describe the group atte | nding if there are more tha | n 10 participants. | | | | |

| Itemized E | xpense Detail | Itemized receipts are requ | ired. | *Payee T | ypes: E, D, C and/o | r 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 even | | | | |

| All expenses for a single event should be entered on one form. | | | | |
|---|--|--|--|--|
| Business Meeting or Entertainment Expense Types: | Allowable Fund Sources: | | | |
| Business Meeting | "3" – Designated Tuition funds | | | |
| 2. Conference, Workshop, or Seminar | "4" – Auxiliary Enterprises funds | | | |
| 3. Employee Recognition (Do NOT use for employee gifts) | "5" – Sponsored Programs ("grant") funds | | | |
| 4. Employee Team Building | "5" – Restricted Gifts funds | | | |
| 5. Event Decorations, Invitations, Holiday Cards | "9" – Agency funds | | | |
| 6. Event funded from outside funds (Ex: attendee registration payments) | | | | |
| 7. Official Occasion / Entertainment Event | | | | |
| 8. Official Occasion / Student Event | *21 Cost Center State Appropriated funds may NOT be used for | | | |
| 9. Flowers – Individual, Memorial, Event | Business meeting or entertainment expenses. | | | |
| The Substantiation Form must be attached to Expense Reports and Vouchers. | | | | |