**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)** |
|  |
| **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)
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| 1. Official Occasion / Entertainment Event
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| 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 |