# 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 | | | | | |
|---|---|---|---|---|---|
| ☐ | **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)** ________________________________ | | |

**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.**

| 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 |
| 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.**

**All expenses for a single event should be entered on one form.**