

Expense Reimbursement Form
(non-travel expenses)

Account Name to be charged: _____

Your Name/EID: _____

General: Check all that apply:

Supplies

Books and periodicals

Other - please explain:

Events and Activities: Check one:

Official Occasion or Administrative/Business Meeting

Official Student Occasion

Location & Date: _____

Names of participants (up to 10): *must include name, title, and affiliation*

If over 10, group attending and approximate or actual number of people attending:

Purpose: *brief explanation of the **purpose** of the event *see reverse of this page*

Benefit: *brief explanation of how the event **benefits** the University *see reverse of this page*

- *What should be included in the Purpose of the Event field?*
Please supply a brief explanation of the purpose of the event. *University Examples*
-- "Refreshments were provided at meeting to discuss joint research projects between UT Austin, Texas A&M, Texas Tech, and Motorola."
-- "Buffet was provided at reception for graduate students to meet new faculty members in the department."
-- "Lunch was provided to people attending all day meeting of the department's visiting committee."
- *What should be included in the Benefit to the University of Texas field?*
Please supply a brief explanation of how this event is expected to benefit the university or the benefits already derived from the event. *University Examples*
-- "To further the relationship between higher education and industry in the area of microchip research. Motorola has entered into an agreement to provide funding for 3 years to the research consortium between the universities."
-- "The visiting committee provides the department with guidance in the direction the department should be going with respect to educational issues."

Administrative/Business Meetings

- *What are examples of administrative/business meetings?*
-- Monthly meetings for faculty and/or staff to discuss departmental operations.
-- Chair or Director taking out staff for lunch to encourage collaboration and discuss UT business.
-- Chair or Director has a meeting with faculty member to discuss UT business.
-- Chair or Director meeting with donors to promote stewardship and further future fundraising.
- *Can we still hold our monthly faculty-graduate student events?*
Yes, you may still hold monthly faculty- student events as long as there is a business purpose and benefit to the university.

Recruitment/Visitors

- *Is it possible to invite more than 3 UT employees to a meal with a distinguished guest or recruit?*
No, the limit of UT affiliates at a meal with a distinguished guest is 3. However, if you have 2 distinguished guests, 6 UT affiliates may attend. Note: Under special circumstances we can allow flexibility for up to 4 UT affiliates, however these requests should be limited. For consideration, you must submit an OOEF for preapproval.
- *Does this policy apply to graduate student recruitment as well?*
Yes, the policy applies to all recruitment events.
- *What is an example of a distinguished guest?*
Examples include an annual lecturer or senior faculty member.
- *Does this policy of 3 UT employees apply to recruitment receptions as well?*
No, this policy is to reduce the costs associated with a sit-down meal for numerous people as a means of recruitment. Receptions for a larger group with hors d'oeuvres or a light lunch (ex. sandwich trays) are still allowable within this policy.

Food for Organized Classes

- *Can I purchase ongoing food/snacks for my class?*
- *No, food may not be routinely (more than 1-2 times per semester) purchased for organized classes. Examples of infrequent occasions include: hosting a guest lecturer and end of the year presentations.*
- *Can I be reimbursed for an end of semester event or meeting with my students outside of class?*
Yes, you may be reimbursed for an "end of semester wrap-up", "coffee meeting", or light lunch with students.