

The University of Texas at El Paso
ENTERTAINMENT EXPENSE FORM

The University of Texas at El Paso requires documentation for all entertainment expenses. This form should be used for any requests for payments to outside vendors or for reimbursements to employees for entertainment expenses including business meals, expenses incurred for receptions, banquets, office parties, payments to caterers, etc. See the following page for additional information.

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Requested by (Name)	Account Number	Date of Activity

Location of Entertainment (Name, Address, City)

Type of Entertainment:
 Breakfast **Lunch** **Dinner** **Event**

Purpose and Benefit to University

Number of Participants (if 10 or less)	Title	Company/Dept/Organization
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Description of Event and Group Attending (if participants exceed 10)

Amount Requested: _____

Reimbursee (if payment to UTEP employee)

Department Head

Entertainment Expense Form

1. Purpose

This form is required for payments to vendors or for reimbursement to employees for entertainment related expenditures. It is required by IRS regulations to prevent taxability of the expenditure to the individuals involved.

2. Instructions

Payment should be requested through a local funds voucher. This form, together with original receipts, must be attached to that voucher for reimbursement. Submit the documents to Accounts Payable for processing.

Date - date activity occurred

Location - name of business establishment, restaurant etc. where activity occurred

Participants - List participants by name, title and affiliation if 10 or less. If more than 10 individuals participated, you may supply a general description and approximate number of people that attended. For example: Reception for Liberal Arts Distinguished Alumni attended by various University staff and community leaders. Approximately 75 attendees.

Purpose/Benefit to the University - Supply a brief explanation of the purpose of the activity and the benefit to the University.

If payment is to a University employee, that individual should sign this form as should the department head. If the payment is to an outside party or vendor, the form should be signed by the department head only.

3. University Policies

Purpose

Entertainment expenditures must comply with University policies which require that the expenditure should be related to one or more of the following purposes: a) recognition or promotion of academic achievement, athletic