Use this form for expenses incurred while entertaining guest speakers, hosting group events, and for other UT-sponsored meals, etc.

**IMPORTANT:**
- Please attach *itemized receipt(s)* showing items purchased and method of payment (sometimes payment method is listed on a separate receipt slip from the itemized receipt – make sure you have both). Alcohol expenses must be separately identifiable on the receipt.
- Gratuity **must not be more than 20%**
- **UT Alcohol Policy:** Students (undergraduate or graduate, regardless of age) may not be served or be in possession of alcoholic beverages at any University controlled event on or off campus.

Your Name: ____________________________________________

Location, Date, and Purpose of Event: ________________________________________________

Number of attendees: ______ (if 15 or fewer, please list their names below)

- UT faculty/students/staff: __________________________________________________________
- ____________________________________________________________
- ____________________________________________________________
- ____________________________________________________________
- Guests (non-UT people): __________________________________________

Which of the following methods of payment did you use?

- **Petty Cash** (paid by____________)  
  (Check this if you paid with your own money and need to be reimbursed. NB: your receipt must show your method of payment, e.g. last four digits of credit card number.)

- **Direct Bill / Invoice (Inv. #__________)**  
  (Check if meal was charged directly to Marco Institute and the restaurant will send an invoice)

- **Procurement Card**

**OFFICE USE ONLY:**

- Fund Number:________________________
- Fund Name: _________________________
- Internal Order Number:_______________
- GL number:________________________
- Vendor Number:____________________
- % tip (if relevant):__________________
- Total Cost:________________________
- Average cost per person:_____________