

ENTERTAINMENT EVENTS - RECEIPT SUBMISSION FORM

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: _____