

**Official Occasions Expense Form  
The University of Texas at Austin  
The Campus Club**

To prevent a personal tax liability, each occurrence must be documented by receipts for expenses and the following written statement must accompany the InterDepartmental Transfer voucher for processing. This form must be completed and turned in **on or before** the day of the expense. If account number to be charged is not pre-approved (authorization on file at Campus Club), this form must be signed by the appropriate Dean/Vice President.

**Event Name:** \_\_\_\_\_ **Date of Event:** \_\_\_\_\_

Circle the Object Code to be Used	Object Code
Working Business Meeting	1327
Conference/Workshop	1324
Official Occasion	1323

**Estimated Cost:** \_\_\_\_\_  
**PURCHASE OF ALCOHOL**  **YES**  **NO**

(Required if 10 or less)

Names of Participants/Group	Title	Affiliation
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Description of Function and Purpose of Expenditure:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACCOUNT NUMBER TO BE CHARGED:**

**Number:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Form Prepared By:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Designated Signer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(If charge is for a luncheon, signer **must** attend)

**Department:** \_\_\_\_\_

~~~ This form **MUST** be signed by the Dean/VP/Administrative Equivalent  
unless the authorized signer has been issued a departmental charge card ~~~

**APPROVED:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Signature of Dean/VP/Administrative Equivalent)

**PLEASE PRINT NAME:** \_\_\_\_\_