University of Texas at Austin
Revision date: 10/4/04

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Official Occasion Expense Form

To prevent a personal tax liability, each occasion must be documented by receipts for expenses.
The following written statement must accompany the payment voucher for processing within 30 days of the occasion.

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

Account to be charged: _____
Form prepared by: _____
Phone Number: _____
Date: _____

Location/Place: _____ **Date of Event:** _____

Name of Participant(s):**	Title(s)	Affiliation(s)

(**Required if 10 or less)

Group Attending:

Purpose of the event (Please itemize costs):

Benefit to The University of Texas:

Estimated Cost: _____ Actual Cost: _____

Requested By: _____ Date: _____
Authorized Signature/Designated Signer University Charter School

APPROVED: _____ Date: _____
Felipe Alanis, Associate Dean, CEE

APPROVED: _____ Date: _____
Vice President or Administrative Equivalent