

Business Expense Form (BEF) Instructions

PAYEE INFORMATION	
Payee Name:	Enter the name of the vendor being paid or the UTSA employee being reimbursed.
Payee UT EID:	Enter the UT EID number for the vendor being paid or the UTSA employee being reimbursed.
Dept Contact Name and Phone #:	Enter the name and phone # of the individual completing the BEF or alternate department contact person who can answer specific questions, if necessary.
FUNDING INFORMATION	
Funding Source(s):	Select the account type — up to two — that will be charged for the expense from the drop-down menu.
Account #(s) To Be Charged and Account Title(s):	Enter the account number(s) to be charged for the expense and the account title(s).
EVENT INFORMATION	
Event Name:	Enter the name of the event.
Explain Business Purpose:	Enter the reason for the event and how it provides a benefit to UTSA.
Date of Event/Time of Event:	Enter the date and time the event occurred.
# Of Attendees:	Enter the number of individuals that participated/attended the event.
Hosted While Traveling on Business?	If the event occurred while traveling on business, select 'YES', otherwise 'No'.
Event Includes Alcohol?	If the event included alcohol, select 'Yes', otherwise 'No'.
Event Off Campus?	If the even occurred off campus, select 'Yes', otherwise 'No'.
EXPENSE INFORMATION	
Document ID #:	Enter the PO# or Document ID # for the expense.
Type of Expense/Amount:	Select a description for each expense from the drop-down menu and enter the corresponding dollar amount.
Subtotal (Excluding Alcohol):	Do not complete. This field pre-populates based on the amounts entered.
Subtotal Alcoholic Beverages Only:	If applicable, enter the total expense amount for alcoholic beverages.
Event Total:	Do not complete. This field pre-populates based on amounts in the SUBTOTAL (Excluding Alcohol) and SUBTOTAL Alcoholic Beverages Only fields.
Official Guests / Participant Names:	Enter the names of each guest that participated in the event.
Business Affiliation:	Enter the business affiliation for each guest. If a UTSA employee, enter UTSA.
EVENT HOST AND/OR INDIVIDUAL CERTIFYING PAYMENT	
Enter the name and title of the UTSA employee that hosted and was present during the event, or the individual that is certifying the expense. The event host/individual certifying payment must certify that expenditures incurred were for an official university business purpose. Obtain signature on printed form.	
ACCOUNT ADMINISTRATOR — APPROVAL	
Enter the name and title of the account administrator — or supervisor of the event host/individual certifying payment — that is approving the expense. Obtain signature on printed form.	
NOTE: The event host/individual certifying payment cannot approve their expense. When the account administrator is the same person seeking reimbursement, the next highest level administrator must also certify approval in the ADDITIONAL APPROVAL field.	
ADDITIONAL APPROVAL	
Select one of following:	
<ul style="list-style-type: none"> • Exceeds Max Rates (VPBA only): When the maximum allowable meal/expense limit is exceeded. • Additional Approval Required from VP or Asst/Assoc Dean or VP: <ul style="list-style-type: none"> ○ When requesting an exception to the Business-related Hospitality and Entertainment Expense guideline ○ When the account administrator is not an Asst/Assoc Dean, Asst/Assoc VP, VP or higher ○ When the account administrator is the same person seeking reimbursement (the next highest level administrator must certify) • Other: Describe other exception type. For example, table sponsorship. 	
Amt. of Exception Per Person Over Limit:	If per person expenditure limit exceeded, enter the amount that is over the limit amount for each person.
Event Over \$5K – Indicate Event Total	If event total exceeds \$5,000, enter the total amount of the event.
Approved By:	Enter the name and title of additional approver. Obtain signature on completed form.
Send completed BEF's and supporting documents to the Disbursements Office for reimbursement. Departments not seeking reimbursement (e.g. ProCard expenses) must retain completed and signed BEF's and supporting documents on file (subject to audit review).	