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***You must check-in to receive credit
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<https://mytraining.utsa.edu/apps/checkin>

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Business-Related Hospitality and Entertainment Expenditures Policy (AM 0553)

Disbursements & Travel Services

disbursements.travel@utsa.edu

(210) 458-4213 – main line

(210) 458-4236 – fax

Summer 2022

Purpose/Scope

To ensure that expenditures of university funds for hospitality and entertainment support the institutional mission with a clear business purpose

Governing Authority

- Board of Regents' Rule and Regulations
- Rules 20101 and 20205
- IRS compliance
- Entertainment expenditures are subject to periodic review by Internal Audit
- Financial Guidelines (FG)

What are business-related hospitality and entertainment expenditures?

- Occasions when the extension of hospitality in connection with official university business is in the best interest of UTSA
- Expenses related to hospitality and entertainment that support the institutional mission with a clear **business purpose**
- Hospitality expenses directly related to or associated with the active conduct of official university business

Allowable Expenditures

As a public institution, authorized UTSA officials must exercise prudent business judgment when reviewing proposed expenditures for food, beverage and incidental costs based on:

- Allowability - (meets the “directly-related or associated” test per IRS regulations)
- Availability of funds
- Benefit to UTSA
- Appropriateness of funding source
- Reasonableness

Expense Types

- Expenditure of funds to provide meals, light refreshments or entertainment, including any food items, catering, beverages, floral arrangements, paper or plastic service ware and related cost must comply with one or more of the direct purposes described:

Expense Types

1. Administrative/Business/Organization Meetings

- Meetings or events held to promote or communicate intellectual ideas
- Exchange UTSA administrative and operational information on programs or activities
- Involves students, faculty, staff, administrators or representatives of the public
- Parking may be reimbursed to an employee

2. Conferences/Workshops/Seminars

- Agenda Driven
- Official University business
- Includes two or more employees
- Scheduled during a regular mealtime
- Light refreshments may be allowed at the discretion of the administrator

Expense Types (cont.)

3. On the Job Employee Meals

- Meals to employees during work hours may be provided as a non-taxable benefit to an employee
- Employees working on campus
 - i.e. an employee is required to work entire shift due to workload or is on call
- Employees working remotely for virtual meetings
 - i.e. use DoorDash for Work
 - Do not use electronic meal vouchers or gift cards for food delivery services
- During employees work hours
- When there are no food providers or eating facilities
- No limit to frequency

Expense Types (cont.)

4. Employee recognition or achievement

- Receptions during ceremonies
- Events to reward or recognize professional achievement or retirement from service to UTSA or State
- Morale and team building activities

5. Flowers

- Memorial Service
- Extended illness of employee, spouse, child, parent, or retiree and is sent in the name of the department or office
- Other occasions that serve a bona fide business purpose of UTSA

Expense Types (cont.)

6. Official Occasions – UTSA sponsored events

- Events hosted by UTSA
- Events are usually for faculty, students or the general public

7. Table Sponsorships for non-UTSA sponsored events

- Requires prior approval by the VPDAR or designee
- Individual meal limits do not apply
- Individual seats do not require prior approval unless meal limit is exceeded

Expense Types (cont.)

8. Fee Supported Functions

- Events held in connection with fee supported programs
- The cost of the hospitality is recovered by the participant fee

9. Official fundraising activities for non-UTSA sponsored events, benefit, charity

- Purpose must be to fundraise/network on behalf of UTSA
- Prior VPDAR approval recommended but not required if individual meal limits apply

Expense Types (cont.)

10. Hospitality to UTSA Guests/Spouses or Partners of Guests or Hosts

- Allowable when expenses serve a bona fide University business purpose or when invited as a matter of protocol or tradition or contribute to the mission of the University and has the prior written approval of the president.
 - Examples are ceremonial functions, fundraising events, alumni gatherings, community and recruiting events

11. Functions or meetings when UTSA provides hospitality to official guests

- Example: Guests from the Board of Regents and/or accrediting agencies, officials from other universities, public officials, guests at recruitment activities

12. Donors

- Prospective and current donor cultivation
- Events hosted to generate goodwill

Expense Types (cont.)

13. Student Oriented Events and Meetings

- Hospitality and entertainment expenses in support of:
 - Student events or programs
 - Student organizations and related activities sponsored by UTSA
 - Academic and related student achievements such as commencement and student life activities

Special Programs and Events

- Recurring special programs and events may receive preapproval to submit a “blanket” business expense form (BEF) and submit to DTS. Include:
 - Estimated total expenditures
 - Event program description
 - Anticipated dates
 - List of potential vendors
- Pre-authorization may be appropriate for functions related to student-oriented programs when the expenditures per attendee are minimal, recurring and paid by student fees.

Allowable Funding Sources

- Official Occasions accounts are the primary allowable funding source for hospitality expenses
 - Authorized by the president to allow payment of entertainment, gift and hospitality expenses.
 - Funding is evaluated and awarded annually
 - Funding source is a distribution of “interest earnings”
 - Account titles must include “official occasions”
 - Transfers to and from these accounts are monitored by the Budget Office

Allowable Funding Sources (cont.)

Other local institutional funds (Funds 31xx) may be used if:

- Source is revenue proceeds and is collected as fees for continuing education, professional development conferences, or short courses.
- Differential tuition used only for student events
- Fee that payer reasonably expects to be used
 - On food, entertainment or hospitality
 - To pay hospitality at events that include a broad cross of the campus community, particularly students and community members
- Facilities and Administrative (F&A) Cost Centers used to encourage further research.

* **Note:** Does not include 3105 funds that are sourced from **designated tuition**. Student expenses funded with **Differential Tuition** (coded 3105) are allowed.

Allowable Funding Sources (cont.)

- Auxiliary funds (Funds 4xxx)
- Unrestricted gift funds (Funds 55xx cost centers designated as unrestricted)

*Restrictions:

- Educational and General funds (Fund 21xx) are not allowed for entertainment
- Federal grant funds (Fund 51xx) are not allowed for entertainment; however, certain other expenses may be allowable (if in writing by the granting agency, pursuant to the scope of the work) when approved by the PAA (Post Award Administration)

Maximum Allowable Expenditure Limits

- Breakfast, Lunch or Light Refreshments - \$35 per person
- Dinner - \$70 per person
- Amounts are inclusive of gratuity and applicable taxes
- Any event that exceeds \$5,000 requires approval by appropriate Vice President
- Flowers - Generally will not exceed \$150, including tax and delivery fees

Expenditure Limits (cont.)

- Prior approval (when possible) is required by the appropriate VP, if expenditure limit is to be exceeded
- VP cannot approve exceptions to the expenditure limits for an event which he/she is the event host
- Alcoholic beverages cannot be the primary expenditure for reimbursement
- When authorized, reimbursement for alcoholic beverages is permitted, in addition to meal limits
- Expenditures must not be excessive or lavish





Disallowed Expenditures and Exceptions

- As a general rule, the following cannot be paid or reimbursed from university funds:
 - Expenses that are lavish or extravagant
 - Social meals
 - Does not include celebrations for retirement, minimum of 5 years with UTSA

- Mileage:
 - Mileage between UTSA facilities is not reimbursed
 - Mileage reimbursement for local travel to a restaurant or to attend a hospitality-related event is normally not reimbursed
 - Exceptions for mileage reimbursement must be approved by the appropriate VP. Refer to [HOP 4.28](#) for more information

Disallowed Expenditures and Exceptions (cont.)

- Expenditures for coffee pots, coffee supplies, coffee services, water dispensers, microwaves, refrigerators **for employees' personal use only**
- Monetary contributions to a political campaign or candidate and charitable organization, except when it is a table sponsorship to attend a non-UTSA event, charity or community function with a business-related purpose
- Expenditures for alcoholic beverages served on campus when the *Permission to Serve Alcoholic Beverages* form was not submitted and approved in advance

Disallowed Expenditures and Exceptions (cont.)

- Reimbursements for state sales tax paid on supplies & related materials may be allowed on an exception basis
 - Tax exempt certificate should be provided to a vendor for:
 - All cash purchases of goods/services
 - Catered events or group take out orders
 - Reimbursements of taxes paid on restaurant charges for meals is allowed

Texas Sales and Use Tax Exemption Certification

Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

Name of purchaser, firm or agency	
Address (Street & number, P.O. Box or Route number)	Phone (Area code and number)
City, State, ZIP code	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: _____

Street address: _____ City, State, ZIP code: _____

Description of items to be purchased or on the attached order or invoice:

Purchaser claims this exemption for the following reason:

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

sign here ▶	Purchaser	Title	Date
	_____	_____	_____

Alcohol Restrictions

- Educational and general (state) funds cannot be used to purchase alcohol or alcoholic beverages (or any entertainment expense)

- When serving alcohol at on-campus events
 - Refer to [HOP Section 9.16 Use of Alcoholic Beverages](#)
 - Requires President's approval to allow alcohol to be served on campus
 - Food must be available when alcohol is served
 - Department representative in a position of authority must be present
 - Cannot be served between 8:00 a.m. to 5:00 p.m. on normal workdays
 - Includes UTSA sponsored events on or off campus

Alcohol Restrictions (cont.)

- Serving alcohol at off-campus events or paying for alcohol consumed during approved entertainment or hospitality events at off-campus sites:
 - Payment for alcohol may be allowed as part of a meal during authorized business entertainment and hospitality
 - Given the liability associated with alcohol, it cannot be the primary business expenditure on an itemized receipt
 - Exceptions require VP approval
 - VP may never approve their own exceptions

Alcohol Restrictions (cont.)

- Serving alcohol at off campus UTSA sponsored functions (normally catered, banquets, etc.), requires approval before authorizing purchases with a purchase order or catering contract or submitting a reimbursement request.
- Requests to serve alcohol must be approved on a *Permission to Serve Alcoholic Beverages* form
 - Requires appropriate VP approval at least 7 days prior to event
 - VP reviews the form and makes a recommendation to the President to approve or decline request

Permission to Serve Alcoholic Beverages Form

UTSA Business Affairs

Permission to Serve Alcoholic Beverages
 Faculty, Staff and Off-Campus Organizations Events Not Involving Students

The use of intoxicating beverages is prohibited in classroom buildings, laboratories, auditoriums, library buildings museums, faculty and administrative offices, intercollegiate and intramural athletic facilities and all other public campus areas. The president may waive this prohibition with respect to any event sponsored by the university. An event is sponsored if a budgeted office or department of the university is responsible for organizing the event, inviting attendees, and paying all related expenses, including purchase of food and beverages. Meetings or events organized and presented by registered faculty, student, or staff organizations are not events sponsored by the university. With respect to the possession and consumption of alcoholic beverages, state law will be enforced at all times on the campus. The responsible department or office will be required to ensure compliance with applicable state laws.

Name of Department: _____

Contact Person: _____ Phone: _____

Date of Event: _____ Hours of Event: _____

Purpose of Event: _____

Location of the event (Request for facility reservation form must accompany this permission form): _____

Approximate number of persons expected at the event: _____

Source of Funding: _____

Who is expected to be in attendance (UTSA faculty, staff, students, members, general public): _____

We agree to comply with state law with respect to possession and consumption of alcoholic beverages at the event and will abide by the University of Texas System Board of Regents' Rules and Regulations and all policies and procedures of the University of Texas at San Antonio. If any attendees/participants are under age 21, the host of the event will ensure that alcoholic beverages are not served to persons under the legal drinking age.

Responsible Parties	Signature	Date
1. Responsible Faculty/Staff Representative of department or office (Must be present throughout event)		
2. Requesting Dean/Administrative Official		
3. Requesting Vice President		

	Signature	Date	Approved	Denied
Senior Vice President of Business Affairs (VPBAOffice@utsa.edu)			<input type="checkbox"/>	<input type="checkbox"/>

Once approvals and signatures are obtained from 1, 2 and 3, forward the original to: Campus Services
 With copies to: Public Safety and UTSA Dining Services Director

Note: Once approved by all parties, you will receive a copy for your files.

Revision 03/21



Reimbursement Procedures

- UTSA will reimburse entertainment, hospitality and related expenses that are:
 - Related to or associated with the conduct of official university business including UTSA sponsored events
 - Hosted by a UTSA employee

Business Expense Form

UTSA Business Expense Form (BEF)		Prepared By: _____	
		Phone/Ext: _____	Today's Date: Oct 7, 2020
<p>Instructions: Complete form for all expenses incurred for entertainment, hospitality, and employee awards, gifts and prizes regardless of whether a reimbursement will be processed (e.g. ProCard/IDT expenses). One BEF is required for each event/business purpose, whether there is one payee with multiple receipts or multiple payees. One BEF may also be submitted for reimbursement of an individual for multiple events or business purposes (up to 3). Attach BEF to Expense Report or Non-PO Voucher in PeopleSoft. For employee gifts, attach BEF and supporting documents to eForm (cash) or send to Payroll (non-cash). Departments not seeking reimbursement (for example, ProCard or IDT) must retain this form and supporting documents on file (subject to audit review).</p>			
<p>PAYEE: Enter the payee name, EMPLID and payment amount. Select 'Add' to enter additional payees, up to five.</p>			
1) Payee Name: _____		EMPLID: _____	Amount: _____ <input type="checkbox"/> Add
<p>EVENT/GIFTS: Enter up to three events and/or gifts. If your event occurs on multiple days AND contains different attendees, you must treat each day as a separate event. Click 'Add' to add another event/gift to this request.</p>			
1. Event Name: _____		Begin Date: _____	Time: _____
Explain Business Purpose (below): _____		End Date: _____	Total # of Attendees: _____
<input type="checkbox"/> Traveling? <input type="checkbox"/> Alcohol Included? <input type="checkbox"/> Off Campus? <input type="checkbox"/> Employee Award/Gift/Prize? See Employee Awards, Gifts, & Prizes <input type="button" value="Add Event #2"/>			
<p>Gift EmpName: _____ EmpID: _____ Purpose: _____ Desc: Describe Item _____ <input type="checkbox"/> Notified Payroll? <input type="checkbox"/> 3rd Party Fund?</p>			
<p>FUNDING: Select the funding source from the drop-down menu and enter the account number and account title to be charged, up to five.</p>			
1. Funding Source: _____		Account: _____	
Cost Center: _____		Enter the related event # (above): _____ <input type="checkbox"/> Additional funding source	
<p>EXPENDITURES: Select the expense type from the drop-down menu and enter the amount in the appropriate field. If the expense did not include meals and/or beverages, enter the expense amount in the Other field. Click Add to enter additional expenses related to your event, up to five.</p>			
1. Event Name: _____		Begin Date: _____	Total # of Attendees: _____
Expense Type		Breakfast / Lunch / Light Refreshments	Dinner
a) Select one _____		_____	_____
		Other Amount or Gift Amount/FMV _____ <input type="checkbox"/> Add	
<p>Meals Cost Per Person (computed below) cannot exceed maximum allowable per person limits unless authorized by a VP. Current per person limits including gratuity & sales tax: Breakfast \$35 / Lunch \$35 / Light Refreshments \$35 / Dinner \$70</p>		<p>SUBTOTAL (excluding alcohol): _____</p>	
Breakfast / Lunch / Light Refreshments: _____		Other: _____	
Dinner: _____		Alcohol: _____	
		EVENT TOTAL: _____	
<p>VOUCHER ID: Enter up to 5 PO or Voucher ID #s.</p>		<p>ATTENDEES: Enter up to 10 names and the related event number (from above).</p>	
1. _____ <input type="checkbox"/> Add		<p>If your request includes multiple events and the total number of attendees is more than 10, you must either use additional sheets or refer to attendees by a representative description for the group. For flowers, indicate recipient's name and affiliation with UTSA.</p>	
		<p>Official Guests/Participants Names Business Affiliation Event #</p>	
		1. _____ <input type="checkbox"/> Add	
EVENT HOST CERTIFYING PAYMENT		ADMINISTRATOR APPROVAL	
<p><i>I certify that the expense(s) included in this request was incurred for the benefit of the university or respective funding agency, in connection with official university duties and not for personal use, in accordance with university guidelines. I certify that if there are other payments or reimbursements for this event, the total cost using university funds is not more than the allowable rates.</i></p>		<p>A designated, authorized approver of entertainment & hospitality expenses who is at least an Asst/Assoc Dean, Dean, Asst/Assoc VP, VP or Pres. Employee Gifts < \$100 only require Asst/Assoc Dean/VP</p>	
Name: _____ Title: _____		Name: _____	
Signature: _____ Date: _____		Signature: _____ Date: _____	
ADDITIONAL APPROVAL		For Office Use Only	
Reason: Select one _____		Reviewed By: _____	
Name: _____ Title: _____		Date Processed: _____	
Signature: _____ Date: _____			
RSC Approved By (print name): _____			
Signature: _____ Date: _____			

Completing Business Expense Form

- BEF form must include the following information:
 - Payee Name: list of potential **vendors** names or individuals to be reimbursed to the extent known
 - Amount: estimated amount for each vendor
 - Event name: name of the **event**
 - Explain Business Purpose: Event/program description
 - Begin & End Dates: (or range of dates for which the blanket authorization would be in effect; may cover a full fiscal year for areas with annual program budgets)
 - Estimated Event Total

Supporting Documentation

- Properly completed Business Expense Form with appropriate business purpose noted
- Original scanned receipts or electronic receipts containing equivalent information as an acceptable paper receipt
- UTSA requires itemized receipts for consumable and non-consumable items
 - Detailed receipts required when total amount exceeds \$75
 - [Declaration of Missing Evidence Form](#)
 - Required to determine if expenditure reimbursement should be treated as taxable income to the employee

Declaration of Missing Evidence Form

UTSA Declaration of Missing Evidence Memorandum for Missing Original Receipts

Instructions: Complete this form when a receipt is not available. One form may be completed per event or per trip, even if more than one receipt is unavailable. Once completed, electronically attach form in PeopleSoft.

NOTE: This form is used to determine if an expenditure should be treated as taxable income to the employee. In general, receipts substantiate allowable expenditures to ensure compliance with IRS regulations. Repeated reimbursements to the same individual without the required documentation may be denied.

I, _____ declare that:
(First and last name)

1. I disbursed my **PERSONAL MONIES** on behalf of The University of Texas at San Antonio, OR 2. **UNIVERSITY FUNDS** were disbursed on my behalf as follows:

Use the spaces below to detail unavailable receipt(s):

	Date	Vendor Name	Vendor Address	Amount Paid	Business Purpose
1.					
Description of expenses:					
2.					
Description of expenses:					
3.					
Description of expenses:					
4.					
Description of expenses:					
5.					
Description of expenses:					
6.					
Description of expenses:					



Explanation for the unavailable receipt(s) and attempts taken to obtain a duplicate, itemized receipt:

Signature:

Date:

Supporting Documentation (cont.)

- One BEF may be submitted for reimbursement of an individual for multiple events or business purposes with appropriate documentation
- BEF is no longer required to request payment for advertising specialties and or promotional products such as logo'd items
- Employee gifts do not fall under this exception and must be documented using a BEF (see [Employee Awards, Gifts and Prizes Guideline](#))

Supporting Documentation (cont.)

- Documentation and Authorization for payment or reimbursement must be submitted within a reasonable period of time per IRS regulations
- UTSA has interpreted a reasonable period of time to be 90 days
 - If beyond 90 days, reimbursement request must have an explanation based on facts and circumstances for the delay
 - No longer requires VP approval
 - Repeat offenders may be required to obtain VP approval
 - Approval by the Assistant VP of Supply Chain or designee is required

Supporting Documentation (cont.)

- A copy of the completed BEF should be submitted with each payment type:
 - One Card: Attach the BEF to the One Card non-PO voucher
 - Expense Report: Attach the BEF to the expense reimbursement
 - Purchase Order: Send the BEF to DTS along with relevant invoices
 - IDT: Email Accounting Services the BEF and relevant information; attach the BEF using Easy Correct in PeopleSoft

Certifying the BEF

- UTSA relies on individual judgment at all levels of the organization in determining if hospitality expenditures are necessary and reasonable.
- Oversight of entertainment expenditures is required at senior administrative levels to ensure employees understand and follow the guideline.
- For workflow-enabled processes in PeopleSoft, BEF signatures are electronic; to add additional approvers use the ad hoc approver feature in PS.

Certifying the Completed BEF

- One event host and one Administrator are required to certify each BEF, unless additional exceptions are required by this guideline
- An employee may not approve his/her own expenditure reimbursement
- Expenditures and reimbursements must be approved by an administrator at the level of Assistant /Associate Dean, Dean, Assistant/Associate VP, Vice President or President
- If a VP/division requires additional approval by their internal procedures, those cannot be enforced or monitored by Disbursements & Travel Services

Certifying the Completed BEF(cont.)

➤ Event Host

- An employee present at the event who is certifying that expenditures were made in accordance with this guideline
- Normally the individual who is requesting payment or reimbursement. However, that is not a requirement as often individuals within the department may purchase items for events to which they do not attend
- If the President or VP is the event host, then the senior Vice President for Business Affairs must approve in the administrator approval section

Certifying the Completed BEF(cont.)

➤ Account Administrator

- A designated, authorized approver of entertainment and hospitality expenses who is at least an Assistant/Associate Dean, Dean, Assistant/Associate VP, VP or the President
- Individual is responsible for ensuring that entertainment and other expenses conform to the requirements of this guideline
- Not the same as “account administrator” or “departmental account manager” used to describe those who have authority over a particular department ID or cost center
- Expenditures related to an official student program may be approved at the Director level as long as the event total does **not** exceed \$500

Certifying the Completed BEF(cont.)

- Additional approval is required for any of the following:
 - The maximum allowable person limit is exceeded
 - Appropriate Vice President or dean must approve.
 - Additional approval is not required, if administrator is a VP level, unless VP is event host
 - The total cost for a single event exceeds \$5,000
 - Appropriate Vice President or dean must approve
 - Additional approval is not required, unless VP is event host
 - When requesting other exceptions to policy
 - Expenditures for table sponsorships
 - The President or a Vice President may not approve his/her own exceptions

Completed BEF

UTSA Business Expense Form (BEF)

FOR DTS OFFICE USE ONLY:

Instructions: Complete form for all expenses incurred for entertainment and hospitality regardless of whether a reimbursement will be processed (e.g. ProCard/IDT expenses). One BEF is required for each event/business purpose, whether there is one payee with multiple receipts or multiple payees. One BEF may also be submitted for reimbursement of an individual for multiple events or business purposes (up to three). Send the completed form and supporting documents to DTS for processing. Departments not seeking reimbursement (for example, ProCard or IDT) must retain this form and supporting documents on file (subject to audit review).

Prepared By: Tabitha Smith
 Phone/Ext: 6044
 Today's Date: Nov 15, 2018

PAYEE: Enter the payee name, EMPLID and payment amount. Select 'Add' to enter additional payees, up to five.
 1) Payee Name: Varies (see attached spreadsheet) EMPLID: _____ Amount: 44,795.00 Add

EVENT: Enter up to three events. If your event occurs on multiple days AND contains different attendees, you must treat each day as a separate event. Click 'Add' to add another event to this request.
 1. Event Name: 2018 Light the Paseo BLANKET BEF Begin Date: Nov 29, 2018 Time: 7:00 pm
 Explain Business Purpose (below): End Date: Nov 29, 2018 Total # of Attendees: 1,000
Event with music, entertainment, and food provided to UTSA students so they can feel connected to the University community.

Hosted while traveling on business? Yes No Includes alcohol? Yes No Off campus? Yes No Add Event #2

FUNDING: Select the funding source from the drop-down menu and enter the account number and account title to be charged, up to five.
 1. Funding Source: Auxiliary Enterprise Funds Account: 67107
 Cost Center: AX0139 - UC Marketing & Programs Enter the related event # (above): 1 Additional funding source

EXPENDITURES: Select the expense type from the drop-down menu and enter the amount in the appropriate field. If the expense did not include meals and/or beverages, enter the expense amount in the Other field. Click Add to enter additional expenses related to your event, up to five.
 1. Event Name: 2018 Light the Paseo BLANKET BEF Begin Date: Nov 29, 2018 Total # of Attendees: 1,000

Expense Type	Breakfast / Lunch / Light Refreshments	Dinner	Other
a) Student Events, Student Oriented Mtgs	\$5,250.00		\$3,545.00 <input type="checkbox"/> Add

Cost Per Person (computed below) cannot exceed maximum allowable per person limits unless authorized by a VP. Current per person limits including gratuity & sales tax: Breakfast \$25 / Lunch \$25 / Light Refreshments \$25 / Dinner \$55

SubTOTAL (excluding alcohol): **\$8,795.00**
 Enter Alcoholic Beverages Only: _____
EVENT TOTAL: **\$8,795.00**

VOUCHER ID: Enter up to 5 PO or Voucher ID #'s.
 1. ProCard Add
 2. PO Add
 3. Voucher Add
 4. IDT Add

ATTENDEES: Enter up to 10 names and the related event number (from above).
 (If your request includes multiple events and the total number of attendees is more than 10, you must either use additional sheets or refer to attendees by a representative description for the group. For flowers, indicate recipient's name and affiliation with UTSA.)

Official Guests/Participants Names	Business Affiliation	Event #
1. UTSA Students	UTSA Students	1 <input checked="" type="checkbox"/> Add
2. 50 UTSA Staff	UTSA Staff	1 <input type="checkbox"/> Add

EVENT HOST CERTIFYING PAYMENT
 I certify that the expense(s) included in this request was incurred for the benefit of the university or respective funding agency, in connection with official university duties and not for personal use, in accordance with university guidelines. I certify that if there are other payments or reimbursements for this event, the total cost using university funds is not more than the allowable rates.
 Name: Tabitha Smith / Herb Ganey Title: Asst. Dir. / Exec. Dir.

ADMINISTRATOR APPROVAL
 A designated, authorized approver of entertainment & hospitality expenses who is at least a Asst/Assoc Dean, Dean, Asst/Assoc VP, VP or Pres.
 Name: Lydia Bueno / Kevin Price
 Signature: [Signature] Date: 11/15/18

ADDITIONAL APPROVAL

Reason: Total event cost exceeds \$5,000 AND Administrator Approval is not at VP level

Name: Jackie Hobson Title: Asst VP-VPSA Bud & Fin
 Signature: [Signature] Date: 11/29/18
 RSC Approved By (print name): _____ Date: _____
 Signature: _____ Date: _____

For Office Use Only
 Reviewed By: _____
 Date Processed: _____

2018 Light the Paseo-BLANKET Student Union
 December 3, 2018

Vendors	Purpose	Method of Payment	Cost Center	Cost	Total Attendees	Cost Per Person
Delicious Tamales	1008 Tamales	PO	AX0139	\$1,000.00	1,008	\$0.99
Krispy Kreme	1008 Donuts	ProCard	AX0139	\$1,000.00	1,008	\$0.99
Kobams African Restaurant	Jollof trays	ProCard	AX0139	\$1,000.00	1,000	\$1.00
HEB	Cookies	ProCard	AX0139	\$1,000.00	1,000	\$1.00
Party City	Cookie icing	Procard	AX0139	\$250.00	1,000	\$0.25
Sam's	Water and refreshments	ProCard	AX0139	\$1,000.00	1,000	\$1.00
Webstaurantsore.com	Food supplies	ProCard	AX0139	\$300.00	2,000	\$0.15
Sam's	Food supplies	ProCard	AX0139	\$500.00	2,000	\$0.25
Gaines Entertainment Services	DJ	Non-PO Voucher	AX0139	\$575.00	2,000	\$0.29
Magic in the Sky	Confetti canons	PO	AX0139	\$500.00	2,000	\$0.25
SnapChat	Social Media	ProCard	AX0139	\$50.00	2,000	\$0.03
Wal-Mart	Event supplies	ProCard	AX0139	\$500.00	2,000	\$0.25
The UPS Store	Printing 5"x7" post cards	IDT	AX0139	\$20.00	15	\$1.33
wristbands.com	wristbands	ProCard	AX0139	\$100.00	1,500	\$0.07
Amazon	Event supplies	ProCard	AX0139	\$1,000.00	2,000	\$0.50
TOTAL				\$8,795.00		

Purpose	Cost	Total Attendees	Cost Per Person
Food / Refreshments	\$5,250.00	1,000	\$5.25
Other	\$3,545.00	1,000	\$3.55
TOTAL	\$8,795.00		

Account IDs

Account administrator is responsibility for ensuring the accuracy of the account code:

- 67106 – Business Meetings / Official Occasions
- 67117 – Meals, Refreshments and Expenses for Conferences, Workshops and Seminars
- 67102 – Social Club Dues
- 67107 – Official Student Occasions
- 67108 – Flowers Others – Individuals

Responsibilities

- Senior Associate VP for Financial Affairs and deputy CFO
 - Monitors expenditures pursuant to guideline
 - Recommends revisions
- Disbursements & Travel Services
 - Ensures payments and reimbursements are properly authorized
 - Verifies amounts and funding sources
- Purchasing Office
 - Ensures compliance with this guideline prior to authorizing a purchase order for entertainment or other items

Note:

- All entertainment expenditures are subject to periodic review by Internal Audit
- All expenditures are open to public information requests

Common Errors

- Incomplete BEFs will be returned
- Multiple BEF's completed for one event
- Business Purpose is not clear
- Appropriate level of signatures not obtained
- *Permission to Serve Alcohol* form missing
- Birthday cards, cakes or any birthday related expenses
- Receipts are missing

QUESTIONS



Reference Materials

Disbursements and Travel Services (DTS) website

Related Courses offered by DTS

Cash Advance Process for Travel and Participant Advances (PS 0309.01)

Corporate Travel Planners: Concur Online Reservation Tool (AM0686)

PaymentWorks Vendor Onboarding Process (AM0591)

Processing of Non-PO Voucher Using UTShare (PS 203.04)

Travel Reimbursement Process (PS 0310)

One Card Reconciliation and Payment Processing (AM0590)

Rules and Regulations

- Financial Guidelines (FG)
- Hospitality and Entertainment Guideline
- Memberships Paid by University Funds
- Employee Awards, Gifts and Prizes
- Travel Reimbursement Guideline
- Texas Prompt Payment Law
- One Card Program Guideline
- Clickwrap Agreements Guideline

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IMPORTANT '1' is LOW and '7' is HIGH



Please add your comments in the open comment box at the end

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