

## **Business Expense Form**

The [Business Expense Form](#) (BEF) is used to record all expenses incurred for events, official occasions, entertainment, hospitality, and employee awards, gifts and prizes, regardless of whether a reimbursement will be processed (e.g. OneCard/IDT expenses). All expenses using an Official Occasions account must have an approved BEF.

Prior to making purchases, the BEF must be completed and approved by departments, then forwarded to the Business Service Center for processing and reconciling the applicable expenditures. This form, along with all supporting documentation, must be retained as they are subject to audit review.

### **Which events/items can be included on the same form?**

- One BEF is required for each event/business purpose, whether there is one payee with multiple receipts or multiple payees.
- Purchases/payments related to the same event (Ex: catering, dry cleaning, decorations)
- Multiple meals for the same activity (candidate breakfast/lunch/dinner)
- Do not include on the same BEF form multiple un-related events.

### **Allowable Expenditures:**

Expenses for hospitality and entertainment must be directly related to, or associated with, the active conduct of official UTSA business. As a public institution, authorized officials must exercise prudent business judgment when reviewing proposed expenditures for food, beverage and incidental costs based on: Allowability (meets the Directly-Related Test or Associated Test per IRS regulations), Availability of funds, Benefit to UTSA, Appropriateness of funding source, and Reasonableness. *For more information, please refer to the Business-Related Hospitality and Entertainment Expenditures [financial guideline](#).*

### **Completing the BEF**

*Please note, it is the department's responsibility to complete the BEF, obtain signature approvals, and submit it to the Business Service Center.*

### **Payee:**

- Enter the payee name, employee ID and payment amount. Up to five additional payees may be added.

### **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.
- Enter the Event name, Begin date, End date, time, total # of attendees, and explain business purpose.

- Check any boxes that apply to the event: Traveling? Alcohol Included? Off Campus? Employee Award/Gift/Prize?
- Enter **Gift** information if necessary: Employee Name, Employee ID, Purpose, Description, Notified Payroll? 3<sup>rd</sup> party Fund?

**Business Purpose:**

The business purpose justifies the “why” behind the need for the expenses and how it relates to the University. *Note: all acronyms must be spelled out.*

Please see examples listed below.

- ❖ Football game
  - Catering charges for UTSA hosted suites at the UTSA vs. \_\_\_\_\_ football game. Donors and official university guests are invited to join President Eighthmy [or leadership] to cultivate relationships and encourage UTSA patronage.
- ❖ Donor cultivation
  - Lunch/dinner with \_\_\_\_\_ to cultivate relationship and encourage UTSA patronage.
  - Lunch/dinner with \_\_\_\_\_ to discuss capital campaign and encourage UTSA patronage.
  - Lunch/dinner with \_\_\_\_\_ to discuss support of [Athletics division].
  - Lunch/dinner with \_\_\_\_\_ to discuss support of [specific UTSA initiative].
- ❖ Business meals (employee only)
  - Lunch/dinner to discuss \_\_\_\_\_.
- ❖ Employee appreciation
  - Holiday reception to celebrate employee excellence, contribution to university and improve employee relations.
- ❖ Event/gift to recognize employee excellence and service to the university.

**Funding:**

- Select the funding source from the drop-down menu and enter the account number and account title to be charged, up to five.
- Enter the Funding Source, Account, Cost Center, the Related event # (above), and check if you are in need of a 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.
- “Other” expenses include: service fees, tablecloths, non-consumables, flowers, decorations, club memberships, sponsorships, etc.
- Enter the expense type, the amount of refreshments, dinner, and other amount or gift amount.
- The Meals Cost Per Person may be computed below this section once amounts are added.

**Voucher:**

- Enter up to 5 PO or Voucher ID #'s

**Attendees:**

- Enter up to 10 attendee names and the related event number. 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.

**Event Host Certifying Payment:**

- Sign the Event Host Certification

**Administrator Approval:**

- Have a designated, authorized approver of entertainment and hospitality expenses who is at least an Asst/Assoc Dean, Dean, Asst/Assoc VP, VP or President sign the Administrator Approval

**Supporting Documentation:**

All supporting documentation must be submitted to the Business Service Center with the completed BEF, and includes the following:

- ❖ Itemized receipts
- ❖ List of participants with affiliation to UTSA
  - Groups of more than 10 individuals may be defined by titles, such as "11 members of the Board of Regents." However, "members of staff" is too general.
  - If there are fewer than 10 participants, they must be listed individually with corresponding titles (if employees of the UT System) or description of business relationship.
- ❖ Agenda, if applicable
- ❖ Justification from VP for over-the-person-limit
- ❖ Additional approvals and justifications, as required
  - Refer to the Business-Related Hospitality and Entertainment Expenditures [financial guideline](#) for additional information regarding any additional signatures may be required