

UTSA Financial Affairs

Business Entertainment and Hospitality Request (BEHR)

Use this form for business entertainment and hospitality requests. These requests must directly support official university activities and comply with all applicable regulations.

Planned expenditures must be approved in advance. Impromptu business meals, where prior approval is not feasible, must still be approved using this form to ensure they align with official university activities and comply with all applicable regulations.

Educational and General Fund (21XX) and Designated Tuition (3105) funds cannot be used for these expenditures. Refer to the [financial guideline](#) for more details. **Please ensure all fields are completed unless marked optional.**

Form prepared by:		Is this a Blanket BEHR form?	
Event name:			
Start date:		Multi-day events: What is the anticipated end date?	
Benefit to the university:			
Is this an on-campus or university-hosted event serving alcohol under HOP 9.16 (requires Permission to Serve Alcohol Request and TABC compliance)? Business meals at TABC-licensed venues (i.e., restaurants) are excluded--select 'No'.			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	
*Estimated Total Cost:		Estimated Count of Attendees:	
* Note: If final expenditures exceed total estimated cost by more than 10%, a new BEHR form is required.			
Estimated Cost per Attendee:			
Should not exceed \$100 per event; \$35 per breakfast, lunch, or light snack; \$70 per dinner.			
Cost Center/Project ID (multiple can be entered):			
Expense Type(s)-Optional (671XX=GL Acct Code):			
Group name (if more than 10 attendees):			
Attendee names (if 10 or fewer) and affiliations			
1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		10.	
Does this event require additional approval?			
To see what needs extra approval, select 'Yes' and look at the dropdown list.			
<input type="checkbox"/> No			

UTSA Financial Affairs

Business Entertainment and Hospitality Request (BEHR)

- Check the box if approvers require additional documentation and attach the documentation with the BEHR form when routing for signatures.

Other Comments (Optional)

Certification & Approval

Approver must be at least an **asst./assoc. dean, or asst./assoc. VP (vice president or vice provost) or higher level administrator. For official student programs, directors can approve if estimated total costs are \$1,000 or less.**

I certify that these estimated expenses will be incurred for the benefit of the university, are in connection with official university duties, and not for personal use, in accordance with university guidelines. If there are other payments or reimbursements for this event, the total cost using university funds will not exceed the allowable rates.

Name and Title	Signature	Date
Host	Host	
Reviewer (if needed)	Reviewer (if needed)	
Approver	Approver	
Additional Approver (if needed)	Additional Approver (if needed)	