

This form should be submitted a minimum of 21 days prior to any event for review and pre-approval. Late submissions may delay processing and/or expenses may not be reimbursable per University and JSG guidelines.

**Event type (Object Code):** \_\_\_\_\_

**Purpose of the event:** \_\_\_\_\_

**Benefit to the University of Texas:** \_\_\_\_\_

**Event Date(s):** \_\_\_\_\_ **Event Location:** \_\_\_\_\_

This is a "blanket" request for current FY  Expenses are related to a course or student field travel

JSG Dean will be attending this event (requires EVPP approval)

Will alcohol be served/consumed?  No  Yes

*Alcohol may not be the primary expenditure, that is, greater than the total food expense. Guidelines for serving alcohol on campus are on the [EVPP website](#) and must be pre-approved.*

2 to 10 participants – enter detail below

11 or more participants – enter description below

**Name, Title, Affiliation (required for each when 2 to 10 attendees)**

1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

**If 11 or more participants, give a general description and approximate or actual number of attendees:** \_\_\_\_\_

**Expense Account(s):** \_\_\_\_\_

**Cost:** Provide estimated/actual cost and attach event budget. If actual costs exceed estimated total or average cost/person by more than 10%, then an OOEF Addendum is required for payment processing. An Addendum is also required for payment processing of the events covered by an approved "blanket" OOEF.

**Estimated**  **Actual:** \_\_\_\_\_ **Average Cost / Person:** \_\_\_\_\_

- All negotiated vendor agreements must be reviewed and signed by the [University Business Contracts Office](#) in advance of the event. Agreements must be submitted to BCO for review a minimum of 21 days prior to the event date.
- Average cost per person cannot exceed \$100/day and alcohol expenses cannot be >50% of total.
  - Transportation and overnight accommodation expenses related to travel do not factor in daily limit.

\_\_\_\_\_  
OOEF Preparer Signature Date

\_\_\_\_\_  
Unit Entertainment Expense Delegate Signature Date

\_\_\_\_\_  
Dean or Dean Delegate Signature Date

\_\_\_\_\_  
Authorized Account Signer (if not one of above) Signature Date

\_\_\_\_\_  
OOEF Reviewer Signature Date