

Expense Reimbursement Request Form

Use this form for expenses incurred while entertaining guest speakers, hosting group events, and for other UT-sponsored meals, etc.

IMPORTANT:

- Please attach **itemized receipt(s)** showing items purchased and method of payment (sometimes payment method is listed on a separate receipt slip from the itemized receipt – make sure you have both). Alcohol expense must be separately identifiable on the receipt.
- Gratuity **must not be more than 20%**
- **UT Alcohol Policy:** Students (undergraduate or graduate, regardless of age) may not be served or be in possession of alcoholic beverages at any University controlled event on or off campus.

Contact Information

Your Name

Email:

Method of Payment

Invoice Total:

Petty Cash Paid By:

*****(NB: your receipt must show your method of payment, e.g. last four digits of credit card**

number.) Fund/Account Number:

Internal Order Number:

Location:

Date:

Purpose of Event:

Non-UT Attendees:

Yes No

Number of attendees:

(if 15 or fewer, please list their names below)

OFFICE USE ONLY:

Fund Number:

Internal Order Number:

GL number:

Total Cost:

% tip (if relevant):

Average Cost Per Person:

IRIS Document Number:

Process Completed By:

Date: