

Official Occasions Expense Form

Event Name: _____

Date of Event: _____

Location: _____

Circle the Object Code to be Used	Object Code
Student Related	1309
Official Occasion	1347
Flowers Individuals	1329

Estimated Cost: _____

Average Cost per Person: _____

Does not apply when there is a negotiated agreement with a vendor for a total package price that includes food and non-food expenses.

Justification required if average cost per person is exceeded or if alcohol is the primary expenditure.
(Requires dean, vice president, or vice president equivalent approval below. Official delegates may not approve these exceptions.)

(Required if 10 or less)

Names of Participants/Group	Title	Affiliation
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Description of Function and Purpose of Expenditure: _____

Benefit to University: _____

ACCOUNT NUMBER TO BE CHARGED: _____

Form Prepared By: _____

Date: _____

Approved: _____

Date: _____

Gail L Davis