SUBMISSION OF OOEF FOR PRE-APPROVAL

Pre-approval must be obtained from the Dean or Assistant Dean for Business Affairs using the Official Occasion Expense Form (OOEF) in the following situations:

- Any proposed event with a projected cost of $3,000 or above
- Official Occasion Expense from a UT Service Center (i.e. – Texas Union, The Carillon, etc.)
- Primary Official Occasion expenses are alcohol (alcohol costs exceed food costs)
- Official Occasion will exceed average cost of $75/person

These four situations require pre-approval before the event. Quotes from the vendor(s) should accompany the OOEF in order for the Business Affairs Office to verify the proper signer. If quotes are not provided as part of the pre-approval request, departments run the risk of the proper approval not being acquired and the expense disallowed entirely.

The following fields on the OOEF should be completed when submitting for Pre-Approval:

- ‘Account to be charged’
- ‘Form prepared by’
- ‘Location/Place’
- ‘Date of Event’
- ‘Name of Participant, Title, Affiliation’ (if 10 attendees or less)
- ‘Group attending and approximate number of people attending (if more than 10 attendees)
- ‘Purpose of event’
- ‘Benefit to The University of Texas’
- ‘Estimated Cost’
- ‘Average Cost per Person (ACPP)’
- ‘Justification’ (if ACPP exceeds $75/person or if alcohol is primary expenditure)

The average cost per person (ACPP) should be based on food, drink, and any associated gratuities (and sales tax if applicable). Any non-food/drink costs should not be included in this ACPP calculation. To clarify, if inclusive event costs (food/drink, room rental, A/V, etc.) total $3,000 or more, pre-approval is still needed.

Send the completed OOEF along with supporting documentation to the Business Affairs Office for review and approval.