



Substantiation of Food and Beverage Expenditures

This form is required when a department expends TTU funds on events where food is provided or served, such as business meetings, official functions, annual events, retirements, recruiting, and donor events. See OP 72.05. Highlighted fields are required.

Date(s) of Event:		Location of Event:	
Purpose of the Event:		If "Other" Event Type, Please Detail:	
Estimated Start Time of the Event:		Estimated End Time of the Event:	

Type of Event/M meal (add a separate line for each meal during the event. The per-person amount allowed varies by meal. Use an additional sheet if needed.	Estimated Total F&E Expenditure (See OP 72.05):	Estimated Number of Attendees:	Estimated Cost Per Person:

FOAP(s) – provide each FOAP being used.				*The fund must permit the expense.	
FOAP #1:		FOAP #1 Total:		Alcohol Included?	
FOAP #2:		FOAP #2 Total:		Alcohol Included?	
FOAP #3:		FOAP #3 Total:		Alcohol Included?	
FOAP #4:		FOAP #4 Total:		Alcohol Included?	
FOAP #5:		FOAP #5 Total:		Alcohol Included?	

Alcohol Questionnaire (complete if you answered “yes” above). **All on-campus alcohol services require pre-approval by the President’s Office, which must be obtained before the event.**

Will there be anyone under 21 years of age at the event where alcohol is served?

Will any TTU undergraduate students be at the event where alcohol is served?

Has a contract request been submitted to Contract Management (not required for Top Tier)?

Description and Business Purpose (Required on all forms):

Provide a detailed description and a clear business purpose in compliance with OP72.05

--

Participant Details (If more than 10, provide an affiliation of the participants that supports the business purpose). *Provide the name and title of the event host on the first line. The host is the TTU faculty/staff member with overall and fiscal responsibility for the event. If not affiliated with TTU, put N/A or relationship (ex: donor, vendor, etc.)*

Name	Title	Affiliation to TTU

Exception: *This section is required if an exception to OP 72.05 is requested. Exceptions must be approved by the department's vice president.*
If an exception to OP 72.05 is requested, **reference the OP section number(s) where** the exception(s) is/are requested and the justifiable reason for the exception(s).

Vice President (required for all exceptions to OP 72.05):		Date:	
---	--	-------	--

Event Host Certification
Each signature below certifies that the information is complete and accurate. The event host is responsible for compliance with all TTU OPs, *Regents' Rules*, and TTU System, and all expenditures are permitted on the funding provided. The vice president's signature is required on any exception to OP 72.05 and alcohol service on campus.

Host Signature (Required):		Date:	
Host's Supervisor/Dean/Fund Manager (Required)		Date:	
Additional Signature if Needed		Date:	
Additional Signature if Needed		Date:	
Additional Signature if Needed		Date:	
President's Office Designee (Required for alcohol on Campus)		Date:	