The University of Texas at Arlington

Official Occasion Expense Form

Exhibit 2-98
Rev. 06 June 2009

(To prevent a personal tax liability, each occurrence must be documented by receipts for expenses and the following written statement must accompany the payment voucher for processing within 60 days of the occurrence.)

Department _____ Department Account Number _____

This is to report that Official Occasion Expenses were incurred as follows:

Date of Event: _____

Location/Place: _____

Names of Participants (required if 10 or less; if more than 10, indicate total number _____)	Title	Affiliation

Group Attending _____

The purpose of this meeting was: _____

The benefit to the University is stated as follows:

_____ _____

Payee/Departmental Official Certification (printed) Work Phone

_____ _____

Payee/Departmental Official Certification (signature) Date

You may be entitled to know what information U.T. Arlington collects concerning you. You may review and have U.T. Arlington correct this information according to procedures set forth in U.T. System Administration UTS139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.