Official Functions – NO Prior Approval

Effective: June 22, 2012

What to do if an official function did not have prior approval.

Risks

- If the particular type of event is not allowed and/or outside of MS of policies and guidelines, the event planner/Department is taking a risk of not getting the invoice approved and/or the host is taking the risk of not getting reimbursed.
- The event planner/Department is possibly placing the Department, Medical School, and University in an unfavorable position with the vendor, due to delay or non-payment. The vendor may cease to accept future business from UTH.
- There are more time-consuming steps involved in submitting the receipts for reimbursement (see below).

Guidelines on Reimbursement for Official Functions with NO Prior Approvals

- The Travel Team and Expense Reimbursement Team will not accept Non-PO Vouchers for entertainment/official function receipts without an approved Official Function form.
- When submitting the Official Function to the MS Dean's Administration Office for review, additional documentation and explanation are required.
  - Complete the fields for Actual Attendees, Actual Costs, and ensure the Department Head/DMO sign in the Secondary Approvals fields on the right-hand side of the form.
  - If the host went over the maximum allowable per person, you must type in only the amount to be reimbursed based on the MS/University maximums - not the actual amount of the receipt.
  - Write a brief explanation, i.e., faculty is only requesting max allowable.
  - At this point, because it is no longer a PRIOR approval request, it is not necessary to complete the fields: Number of Guests Expected; Estimated Costs; Required Prior Approvals.
  - **Note:** If Actual Costs exceed Estimated Costs greater than 10%; The Official Function form must be re-approved by both the Department head and the Dean's Admin Office. These signature must be placed in the Secondary Approvals fields.
- Attach the Non-PO Voucher.
  - **Note:** if the host went over the maximum allowable per person, you must type in the amount to be reimbursed based on the MS/University maximums. Write a brief acknowledgement, i.e., faculty is only requesting maximum allowable.
  - Attach a small post-it tab titled: "Non PO"
- Attach the receipts onto a sheet of paper.
  - Compute a quick calculation to ensure the host did not exceed the gratuity by more than the maximum allowable of 20%. If the gratuity is greater than 20%, you must deduct the excess from the amount to be reimbursed.
  - Attach a small post-it tab titled: "Receipt"
• Attach a memorandum explaining the circumstances for not submitting the Official Function form PRIOR to the event, and the measures that are being instituted to prevent future instances.
  o Attach a small post-it tab titled: "Justification"
  o If space allows, in place of the memorandum, the justification may be typed at the bottom of the Official Function form in the field titled Justification.
• Deliver the Official Function documents in a folder with your name/dept/phone on the tab to the Administration Office located in G.420 and date-stamp your document.
  o As you enter the office, to your left is a tray titled "Cindy's/Dr. McNiel's In-Box".
  o When the review is complete, you will be contacted either by email or phone call to come to G.420 to retrieve your documents, which will be placed in the "Pick-up" file sorter.
  o Sometimes, the requests are returned unapproved, due to requiring additional information or clarification, or if they are incomplete.

Important Note

Please allow in your processing schedule, at least, up to 1-week processing time for Prior Approval for Official Function forms to be reviewed/signed/returned from the Dean's Admin Office. Oftentimes, busy calendar schedules on our end require us to have additional time to review your documents. Note: On occasion, it may take a little bit longer if the event requires review/approval from the Dean. Please plan accordingly to prevent delays and panic!

Contact

Please contact The Office of Administration for more information and guidance on how to carry out this procedure.

Phone Number: 713-500-5078
Room Number: MSB G.420