

## Official Occasion or Entertainment Expense Form

### Purpose of the Form

The University of Texas at Arlington requires documentation for all official occasion or entertainment expenses. This form must be used for all requests of payments to suppliers or for reimbursements to employees for official occasion or entertainment expenses. It is required by IRS regulations to prevent taxability of the expenditure to the individuals involved.

► *This form, together with itemized receipts, must be attached to a voucher or Expense Report in UT Share.*

### Entertainment Information

► *This form is to report that official occasion or entertainment expenses were incurred.*

Department \_\_\_\_\_ Cost Center / Project ID \_\_\_\_\_

Date Activity Occurred \_\_\_\_\_ Location Name \_\_\_\_\_

Location Address \_\_\_\_\_ City, State \_\_\_\_\_

### Participant Information

Group Attending (if applicable) \_\_\_\_\_

► *If less than 10 individuals participated, complete the following table. List participants by name and affiliation (UTA and non-UTA).*

Participant Name	Participant Affiliation

► *If more than 10 individuals participated, supply a general description and approximate number of people that attended.*

Approximate Number of Participants \_\_\_\_\_ Affiliation \_\_\_\_\_

## Purpose of Expense

► Choose the purpose of the official occasion or entertainment expense from the following options.

The purpose of the expense was:

- ☐ Unit or department recognition of UTA student academic achievement, athletic achievement, scholarship, and/or service to UTA, a component of The University of Texas System, or the state.
- ☐ Promotion or communication of intellectual ideas and/or exchange of administrative and operational information on the University's programs or activities;
- ☐ Support of University sponsored student events and activities
- ☐ Recruitment of faculty, staff for students
- ☐ Unit or department event for team building or developing goals and strategies
- ☐ Unit or department reception or other event to recognize and honor employees for service and/or achievements to UTA, a component of The University of Texas System, or the state
- ☐ Assistance to The University of Texas System Board of Regents, accrediting agencies, officials from other institutions and/or public officials in inspecting and reviewing the facilities and programs of the University
- ☐ Support of the University's program of continuing education
- ☐ On-the-job meals

► If none apply, choose "Other" and provide a description. Note that a [Business Affairs Exception Request](#) must also be submitted.

☐ Other \_\_\_\_\_

## Benefit of the Expense

► Describe how the official occasion or entertainment expense benefits UTA.

\_\_\_\_\_

## Certification

► UTA employee will sign if payment is rendered to them.

► UTA account administrator will sign if payment is rendered to a supplier.

I certify that expenses are just, true, and correct, and were incurred for UTA business on dates shown on supporting documentation. I certify that expenses claimed for reimbursement were not for personal use or gain or considered as an unallowable expense according to UTA's procedures.

UTA Employee or Account Admin Name \_\_\_\_\_

EMPL ID \_\_\_\_\_

UTA Employee or Account Admin Signature \_\_\_\_\_

Date \_\_\_\_\_