Official Occasion Expense Form Job Aid

The purpose of this job aid is to explain how to submit an Official Occasion or Entertainment Expense Form (OOEF). The University of Texas at Arlington requires documentation for all official occasions or entertainment expenses. It is required by IRS regulations to prevent taxability of the expenditure to the individuals involved.

This form must be used for:

- Requesting payments to suppliers.
- For reimbursements to employees for official occasions or entertainment expenses.

This form along with itemized receipts must be attached to the expense paperwork with the voucher, expense report, or the ProCard.

Steps to Submit an Official Occasion Expense Form


2. Click the Official Occasion Expense Form button.

3. In the Entertainment Information section upload receipts and fill out the required fields.

   - Click the paperclip to attach any related food receipts for the Approver to see.
   - Department Address should reflect the address of the Department hosting the occasion.
   - Enter the Cost Center or the Project ID.
   - Enter the Event Location Name which will be the given name of the event.
   - Enter the Event Address which will be the address where the event took place.
   - Enter the City where the event took place.
   - Enter the State where the event took place.
   - Enter the Date the Event took place.
4. Under the **Participant Information** Section:
   
   If there are 10 or less participants:
   
   a. Enter the Participant(s) Names. You can add multiple participants if needed by clicking on the Expand arrow to **Add/Remove Recipient**.
   
   b. Enter the Participant(s) Affiliation.

   If more than 10 people attended the event:
   
   a. Fill out the Approximate Number of Participants.
   
   b. Enter the Participants’ Affiliation with the university.

   **Note:** If there were more than 10 participants, there is no need to list participant names.

<table>
<thead>
<tr>
<th>Participant Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant Name</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

   ![Add/Remove Recipient]

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

   Approximate Number of Participants 500 Affiliation UTA Community

5. Under the **Purpose of Expense** section, choose the purpose of the official occasion or entertainment expense, and select all that apply.

   a. If none of the options apply, choose **Other** and provide a detailed description.

   **Note:** If using the “Other” option, a Business Affairs Exception Request must also be submitted.

<table>
<thead>
<tr>
<th>Purpose of Expense</th>
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<tbody>
<tr>
<td>Choose the purpose of the official occasion or entertainment expense from the following options.</td>
</tr>
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</table>

   The purpose of the expense was:

   - [ ] Unit or department recognition of UTA student academic 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 or 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]
6. In the Certification Section the creator of the document will select the appropriate option.
   a. UTA employee will sign if payment is rendered to them. I certify that expenses are just, true, and correct, and were incurred for UTA business on dates shown on supporting documentation.
   b. UTA account administrator will sign if payment is rendered to a supplier. 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.

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7. Under the **Benefit of the Expense** section, describe how the official occasion or entertainment expense benefits UTA.

**Benefit of the Expense**

Describe how the official occasion or entertainment expense benefits UTA.

8. Under the **Approver** Section:
   a. Enter the email for the **UTA Employee** who is being reimbursed for the expense. Or Enter the **Account Administrator** which will be the Department approver.

   To search for an individual, click on the browse booklet.
   and use the Select People dialogue box to find them.

   ![Select People Dialogue Box]

   b. The Date field is locked, to be filled out by the approver.
   c. The Action field is locked, to be filled out by the approver.
d. Click on **Submit**.

9. You will get a confirmation screen, and email when you successfully submit your OOEF.
   
   a. If further forms need to be submitted, click the **here** link to be redirected to a blank form.

10. The UTA Employee or Account Administrator added in the approver section will receive an email notifying them that an Official Occasion Expense Form has been sent for their approval.

11. The creator of the Official Occasion Expense Form will get an email when it has been approved.
12. The approved Official Occasion Expense Form will need to be converted to a PDF and attached to the related document in UTShare. To create a PDF of the form, click on the link from the email, which will redirect to the completed form. Then use the print function to Print to PDF.

**Official Occasion Expense** has been approved by Dolan, Jane.