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.

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 fill out the following:
   a. Department Address. This should reflect the Department hosting the occasion.
   b. Enter the Cost Center or the Project ID.
   c. Enter the Event Location Name.
   d. The Event Address, this should be the address where the event took place.
   e. Enter the City where the event took place.
   f. Enter the State where the event took place.
   g. Enter the Date the Event took place.
4. Under the **Participant Information** Section
   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
   c. If more than 10 people attended the event fill out the Approximate Number of Participants
      **Note:** *If there were more than 10 participants, there is no need to list any participants above.*
   d. Input the Participants’ Affiliation with the university.

   ![Participant Information Table]

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.*

   ![Purpose of Expense Options]

6. Under the **Approver** Section:
   a. Enter the email for the UTA Employee or Account Administrator.

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

7. You will get a confirmation screen, and email when you successfully submit your OOEF.
8. The UTA Employee or Account Administrator will receive an email notifying them that an Official Occasion Expense form has been sent for their approval.

```
Hi Dolan, Jane

A request for Official Occasion Expense has been sent to you for your approval.

Thank You,
Disbursements Team

[Please do not reply to this auto-generated email.]
```