

## 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

1. Navigate to the UTA Disbursements form center at <https://mavsuta.sharepoint.com/sites/forms/baet/travel> and log in using your employee email and NetID password.
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.

- a. Department Address should reflect the address of the Department hosting the occasion.
- b. Enter the Cost Center or the Project ID.
- c. Enter the Event Location Name which will be the given name of the event.
- d. Enter the Event Address which will 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.

Official Occasion or Entertainment Expense Form				11/14/2023				
<p>This 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.</p> <p>This form, together with itemized receipts, must be attached to the expense paperwork either voucher, expense report, or ProCard.</p>								
<b>Entertainment Information</b>								
<b>This form is to report that official occasion or entertainment expenses were incurred.</b>								
<div style="border: 2px solid red; padding: 5px; display: inline-block;">           Please click the button below to upload receipts  <input type="button" value="Click here to attach a file"/> </div>								
Department Address *	a	701 S Nedderman Dr, Arlington, ...	Cost Center	b	123456	Project ID		
Event Location Name *	c	Maverick Opinion Board	Event Address *	d	Library Mall, East 3, 702 Planetarium Place			
City *	e	Arlington	State *	f	TX	Date of Event	g	11/17/2023

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.*

Participant Information	
Participant Name	Participant Affiliation
<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Add/Remove Recipient	
If more than 10 individuals participated, supply a general description and approximate number of people that attended.	
Approximate Number of Participants	Affiliation
<input type="text" value="500"/>	<input type="text" value="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.*

Purpose of Expense
<b>Choose the purpose of the official occasion or entertainment expense from the following options.</b>
<b>The purpose of the expense was :</b>
<input type="checkbox"/> 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.
<input type="checkbox"/> Promotion or communication of intellectual ideas and/or exchange of administrative and operational information on the University's programs or activities.
<input type="checkbox"/> Support or University sponsored student events and activities.
<input type="checkbox"/> Recruitment of faculty, staff for students.
<input type="checkbox"/> Unit or department event for team building or developing goals and strategies.
<input type="checkbox"/> 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.
<input type="checkbox"/> 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.
<input type="checkbox"/> Support of the University's program of continuing education.
<input type="checkbox"/> On-the-job meals.
<b>If none apply, choose "Other" and provide a description. Note that a Business Affairs Exception Request must also be submitted.</b>
<input type="checkbox"/> 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.

Certification	
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.

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** ✕

Find  List View ▾

	Display Name	E-mail Address
All Search Results (18)	Jane A	jane.dolan@uta.edu
All Users (0)		
All Users (per Tenant) (0)		
Tenant (18)		
Extranet Users (0)		
Msa Tenant (0)		
Federated Directory (0)		

- 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.

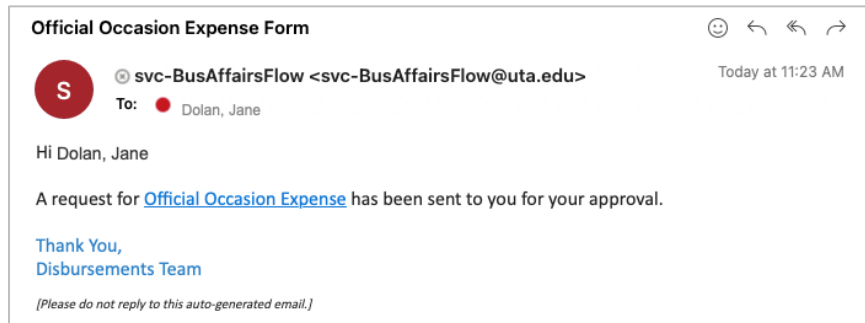
d. Click on **Submit**.

9. You will get a confirmation screen, and email when you successfully submit your OOE.

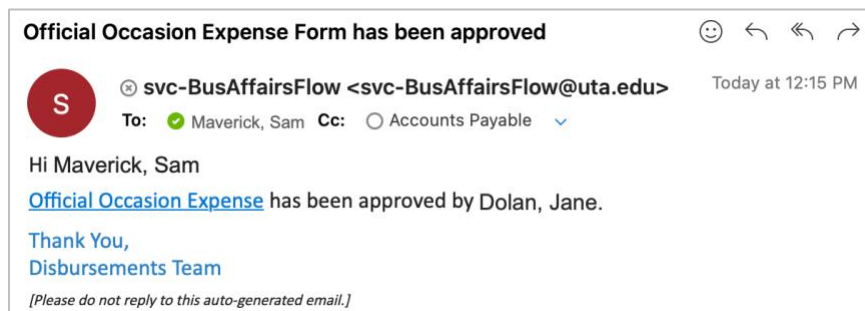
a. If further forms need to be submitted, click the **here** link to be redirected to a blank form.



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.