Access via this website (EID login required)

https://utdirect.utexas.edu/apps/services/requests/

Entertainment Reimbursements

• No more paper receipts are needed!
• Use your smartphone to take a photo of the itemized receipt and payment info
• Please make sure the photo is crisp and not blurry!
To start, click the create button next to Entertainment payment request.
Entertainment Reimbursements

- Start by adding your attachments (images)

- Category = Other
- Can add an optional description
### Entertainment Reimbursements

#### Request Information

- **Requester UT EID**: truskett (Thomas M Truskett)

- **Description**: Lunch meeting with seminar speaker
  - 34 characters used out of 150

- **Request Notes**: Enter any notes here if you need to explain or special requests
  - 33 characters used out of 1000

---

### Entertainment Reimbursements

#### Event Information

- **Goods/Services Received Begin Date**: 
- **Goods/Services Received End Date**: 
- **Invoice Received Date**: 

- **Invoice received date is the day you complete the form!**
Entertainment Reimbursements

- Official Occasion Event Form = event data
Entertainment Reimbursements

Choose Assignee

* Assign to
  Group

* Assign to Group
  00206

Chemical Engineering Approver (00206)

Assignment Note

Add to Profile

Make Default

Assign