Entertainment Reporting Addendum Form How To:

The updates made to the Entertainment Reporting Addendum (ERF) have kept the general outline and use consistent. Here are the changes made and how to use them.

Section 1:

Event Name: Enter the name of the event.
Event Date: Enter the date of the event.
Event Type: Select the event type from the drop down menu. Note that certain event types will require a Host Signature to accompany the event.

Food/Beverage Purchased: Select the food/beverage type for that specific event. Four rows have been added to accommodate multiple meals at the same event (EX: Lunch and Dinner).

Per-Person Cost: This field will auto calculates between Food/Bev Cost and Number of Participants. It will then reference the meal type and if the amount is above policy limit the text color will turn red.

Method of Payment: Check the box next to any payment method that was used for the expenses incurred.

Attach Guest List: Attach a guest list containing the name and title of participants, and their occupation or group affiliation, in order to establish the business related relationship to the University.

Event Type: Select the event type from the drop down menu. Note that certain event types will require a Host Signature to accompany the event.

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Section 3:
**TOE Section:** 4 lines have been added to the TOE section to account for multiple funding sources. A 5\textsuperscript{th} line will appear when the Out-of-Pocket expenses box is checked above, overwriting the last line as this designates the ERA as a straight reimbursement.

**Transfer of Expense Total:** auto populates with the total of all food, beverages, and supplies from Section 1 when CTE Card or Pro-Card boxes are selected. The text color will remain red until the total amount in the TOE section is equal to these expenses.

**Signature Section:** Electronic Signatures are now accepted on this updated form. Simply follow the prompts when the box is selected to add or create a signature for the document. Once the appropriate signatures have been added, the form and supporting documents can be submitted via email.