



The University of Texas at Austin
Steve Hicks School of Social Work

NEW ACCOUNTING PROCESSES

FALL 2021

- Request form system: travel and entertainment
- Available forms on website
- Quick links on website
- How to Contact Dean's Accounting/Finance team

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

- UT developed system, created & launched in 2013
- Feeds directly to DEFINE (UT finance system)
- Ability to assign to processors, with automatic imaging for reimbursement functions
- Speeds up reimbursement

Travel Authorization

- As done previously, use the “Travel Authorization Request” function to request the required authorization
- This should be done **BEFORE** travel begins!

EXPENSE REQUESTS

Entertainment Payment Request

Create

Payment Request

Create

Purchase Request

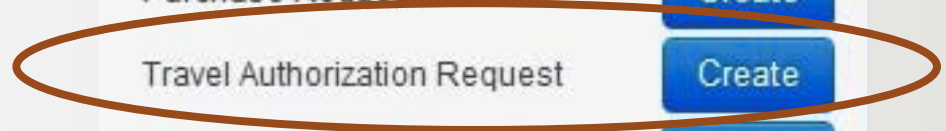
Create

Travel Authorization Request

Create

Travel Reimbursement Request

Create




Travel Authorization

- Requester info: you
- Description and notes: internal to the system

** Indicates a required field.* Continue Save for Later Advanced Options ▾

Request Information ⓘ

* Requester UT EID  Lizet T Villagrana (lv4569)

* Description
32 characters used out of 150

Request Notes
21 characters used out of 1000

Travel Authorization

- Traveler Info: Who are you completing the authorization for?
- Faculty Travel Grants are part of the process in case you are using one

Traveler Information ⓘ

* Traveler Information

Traveler UT EID	Traveler Name
<input type="text" value="lz4259"/>	Luis H Zayas (lz4259)

Traveler's Contact Information

0 characters used out of 1000

Will a Faculty Travel Grant be used to pay for part or all of the travel?

Yes

No

Travel Authorization

The University of Texas at Austin
Exempted Services Authorization Form

Complete this form for activities that are exempt from procurement justification. Approval is required for fee and/or [travel reimbursement](#) to an individual or a large group for an activity listed below. For more than one payee, attach a list with the name, address, and UTEID (if applicable) of each payee. A completed [EICCC](#) must be submitted with this form before any payment for services can be issued.

1. Select Activity:

- Event Judges/Referees
- Workshop/Conference Attendees
- K-12 Teacher Mentors/Field Supervisors
- Advisory Board Members
- Workshop/Conference Speakers/Trainers (multiple speakers/trainers for single event only)

- If 10+ non-employees are to be reimbursed for travel expenses, there is an exempted services authorization form.
- These DO NOT go through the request system!

Travel Authorization

- Purpose, benefit and Disposition of duty fields: same as in Define
- **Red *** indicates required fields

Travel Information ?

* Purpose(s) of Travel

✕

Add Purpose of Travel

Purpose Comments

* Benefit(s) to UT

✕

Add Benefit to UT

Benefit to UT Comments


* Disposition of Duties

✕

Add Disposition of Duties

Disposition of Duties Comments



Travel Authorization

Destination Information 

* Begin Date of Travel

* End Date of Travel

* Destination(s) *Include destinations and overnight cities.
Enter city, state/county or a destination code.*

City, State/Country	Destination Code
<input type="text"/>	<input type="text"/>  

Add Destination

Dates of travel & destination(s)

Travel Authorization

- Additional information section:
 - Washington, DC travel requires additional information (passed on to main UT)
 - International travel – may have restrictions (travel area restrictions, health restrictions, etc.)
 - Student travel ALWAYS requires additional approvals

Additional Information

- * Washington, D.C. Travel? Yes
 No
- * International Travel? Yes
 No
- * Will student(s) accompany traveler? Yes
 No

Travel Authorization

Account Information

Will a third party reimburse UT for the travel? (corporation, another university, etc.) Yes No

Will a UT account be used for travel? Yes No cost to UT

Enter department codes? Yes No

UT Account Information (if known)

*State and local accounts have different allowed **maximums**. If you think your per diem may go over the state maximum, provide a local account to cover the difference.*

Estimated Cost	Account Description	Account Number
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="x"/>
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Expenditure Breakdown The traveler wants to list an expenditure breakdown.


Click Yes if the travel will be reimbursed using UT Funds (discretionary, grants, endowments)

Travel Authorization

** Indicates a required field.*

Choose Assignee

* Assign to

* Assign to Group  SSW DO Requests (00300)

Assignment Note

Add to Profile

Make Default

We have 3 groups:

SSW DO Requests – **00300** = Requested processed by the Dean’s Office

SSW OADR Requests – **00301** = Requests processed by OADR

TIEMH Requests – **00268** = Requests process by TIEMH staff

SELECT ADD TO PROFILE

**And
MAKE DEFAULT so you don’t have to remember each time**

Travel Authorization

- The group members will receive an email and create the travel authorization
- We will process the travel authorization in DEFINE (VE5 document) and the traveler will receive an auto-generated email once approved
- Your “RTA” number is used for direct billing travel or processing the reimbursement

Travel Reimbursement

- Click on the Travel Reimbursement Request

EXPENSE REQUESTS

Entertainment Payment Request

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Travel Authorization Request


Create

Travel Reimbursement Request


Create

Travel Reimbursement

- Enter RTA or review selected authorizations for the traveler that auto populate
- Select the trip to be reimbursed

Select RTA for Reimbursement 

Do not use this form to request reimbursement for a cash advance.

* Traveler UT EID  Thomas M Truskett (truskett)

* RTA *Enter or select the RTA this reimbursement is related to:*

	Destination(s)	Dates
<input type="radio"/>	CHICAGO, IL	10/08/2016 – 10/11/20
<input type="radio"/>	TEMPE, AZ	10/06/2016 – 10/07/20
<input checked="" type="radio"/>	PRIMOSTEN, HR	09/24/2016 – 09/30/20
<input type="radio"/>	PHOENIX, AZ	10/06/2016 – 10/07/20
<input type="radio"/>	DAVIS, CA	10/19/2016 – 10/21/20
<input type="radio"/>	PRIMOSTEN, HR	09/26/2016 – 09/30/20

Travel Reimbursement

Travel Information

- Complete all required fields.
- Date/Times of travel are used to determine eligibility for per diem.

RTA Number **TV14869361**

RTA Description **160926 - TRUSKETT, THO - PRIMOSTEN, HR**

Traveler UT EID **Thomas M Truskett (truskett)**

* Begin Date of Travel

* Begin Time of Travel

* End Date of Travel

* End Time of Travel

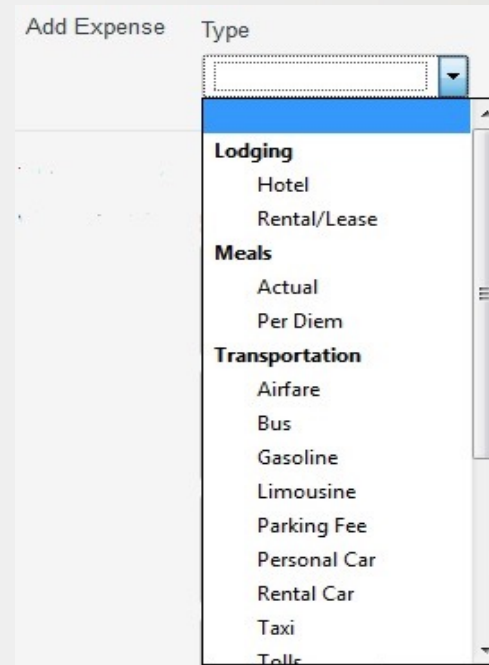
* Was foreign currency used on this trip? Yes No

* Destination(s) *Include destinations and overnight cities.
Enter city, state/county or a destination code.*

City, State/Country	Destination Code	Currency Type
<input type="text" value="PRIMOSTEN, HR"/>	<input type="text" value="HRPRI"/>	<input type="text" value="Euro"/>

Travel Reimbursement

- Enter in all lodging, meals, transportation and all other trip related expenses

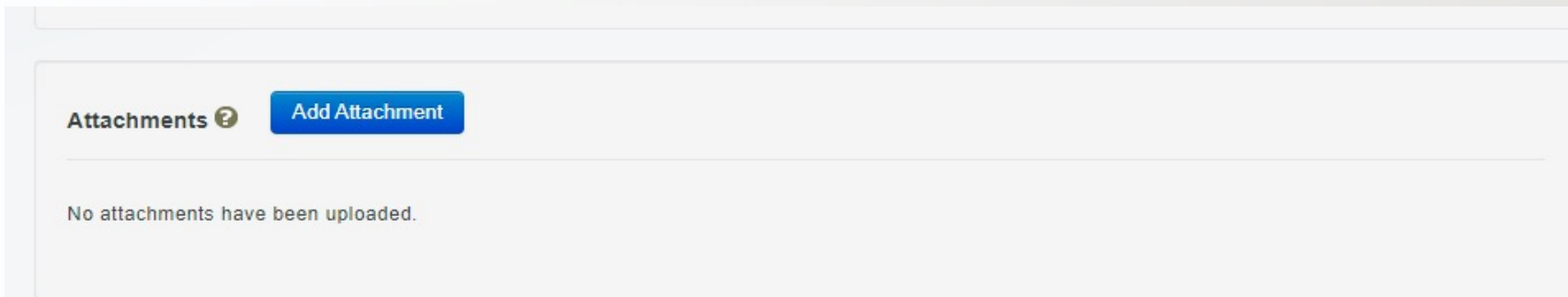



Add Expense Type

[Dropdown Menu]

- Lodging**
 - Hotel
 - Rental/Lease
- Meals**
 - Actual
 - Per Diem
- Transportation**
 - Airfare
 - Bus
 - Gasoline
 - Limousine
 - Parking Fee
 - Personal Car
 - Rental Car
 - Taxi
 - Tolls

Travel Reimbursement



Attachments  [Add Attachment](#)

No attachments have been uploaded.


You have the ability to upload ALL documentation for reimbursement directly on the form.

Travel Reimbursement

** Indicates a required field.*

Choose Assignee

* Assign to

* Assign to Group  SSW DO Requests (00300)

Assignment Note

Add to Profile

Make Default

We have 3 groups:

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Entertainment Reimbursement

- To begin, click “Create” next to Entertainment Payment Request

EXPENSE REQUESTS

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Purchase Request

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Travel Authorization Request

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Travel Reimbursement Request

Create

Entertainment Reimbursement

- Paper receipts are not needed
 - Use your smartphone to take a photo of the itemized receipt and payment info
 - Please sign and date the receipt to indicate goods/services were received
- Please make sure the photo is crisp/not blurry
- Include itemized & credit card receipt




Entertainment Reimbursement


Attachments  [Add Attachment](#)

No attachments have been uploaded.

- Attach photo or PDF or itemized receipt, credit card receipt (if applicable) AND the signed Official Occasion Expense Form (OOEF)
- OOEF should have actual cost and cost per person included

Attach a File  * Indicates a required field. X

* Select File Files cannot be larger than 100 MB.

* Category 

Description

OOEF


Other

I certify that the attached files I have scanned or photographed are complete copies of the original documentation. I acknowledge that I must be able to produce the original documentation until the request is fulfilled or payment is received.

Entertainment Reimbursement

- Request information section:
 - Person completing the form
 - Description: this will populate on any related documentation

Request Information ⓘ

* Requester UT EID  Lizet T Villagrana (lv4569)

* Description
23 characters used out of 150

Request Notes
0 characters used out of 1000

Entertainment Reimbursement

- Event Information Dates
- Goods/Services Received begin date
- Goods/Services Received end date (can be same day as begin)
- Invoice Received date

Event Information ?

* Goods/Services Received Begin Date

* Goods/Services Received End Date

* Invoice Received Date

Entertainment Reimbursement

- Select “Attach an OOEF”
- Enter account information
- Expense Type
- Amount

Expense Information ⓘ

The Internal Revenue Service requires additional documentation for entertainment expenses.

How would you like to include the OOEF information?

In the Attachments section, upload a completed Official Occasion Expense Form (OOEF), signed by your department's dean/vice president or official delegate. Note: A dean/vice president or official delegate's approval of this request form does not constitute approval of the OOEF and does not replace the need for a signature on the attached OOEF.

Enter department codes? Yes No


UT Account Information (if known)	Account Description	Account Number	Type	Amount
	<input type="text"/>	<input type="text"/>	<input type="text" value="Official Occasion or"/>	<input type="text"/>

Estimated Total \$0.00

Entertainment Reimbursement

Payment Information ⓘ

* Is payment for an Individual or Vendor?

* Recipient UT EID  Lizet T Villagrana (lv4569)

* Use direct deposit? *To review or update non-payroll direct deposit preferences, refer to the My Bank Information - Non-Payroll website.*
 Yes
 No

* How should payment be delivered?

Check comments

* Indicates a required field.

[Continue](#) [Save for Later](#) [Advanced Options ▾](#)


- You can reimburse an individual or a vendor
- If direct deposit is set up, it will be the default. If you choose an alternative delivery method (such as paper check), please explain why

Entertainment Reimbursement

** Indicates a required field.*

Choose Assignee ⓘ

* Assign to

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Request System

<https://socialwork.utexas.edu/faculty-staff/business-affairs/>

Official occasions

Definition and allowed expenses ▾

How to request Steve Hicks School funds ▾

Donations ▾

Co-sponsorships ▾

Purchasing

Purchasing 101 ▾

State sales tax exemption ▾

The Pro-Card: What is it? ▾

The Pro-Card: How to use it ▾

Independent contractors ▾

Vendors working on research projects ▾

Questions? Check the Handbook of Business Procedures ▾

In this Section

Faculty & Staff Resources

- Communication Resources
- Course Management
- Faculty Affairs
- Open Faculty Positions
- IT Support and Equipment
- Room Schedule
- Business Affairs and Forms
- Human Resources
- Brand Resources

Helpful Links

- [Travel Management Services](#) ↗
- [Request System](#) ↗

Forms

- [Official Occasion Expense](#) ↗
- [Pro-card Request](#) ↗
- [Contract Service Request](#) ↗
- [Non-employee Travel Authorization](#) ↗

You can find a link to the Request System on the Social Work website.

You can also find forms on the same page

Request system

<https://socialwork.utexas.edu/faculty-staff/business-affairs/>

The best way to reach out to the Social Work Business Office team is by emailing
ssw-accounting@utlists.utexas.edu