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!
Travel Authorization

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

• 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 Authorization

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
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

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.

<table>
<thead>
<tr>
<th>Estimated Cost</th>
<th>Account Description</th>
<th>Account Number</th>
</tr>
</thead>
</table>

Add Account

Expenditure Breakdown

- The traveler wants to list an expenditure breakdown.
Travel Authorization

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
Travel Reimbursement

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

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

![Travel Information Form]

- RTA Number: TV1486931
- RTA Description: 160926 - TRUSKETT, THO - PRIMOSTEN, HR
- Traveler UT EID: Thomas M Truskett (truskett)
- * Begin Date of Travel: 09/26/2016
- * Begin Time of Travel: 08:00 AM
- * End Date of Travel: 09/30/2016
- * End Time of Travel: 10:00 PM
- * Was foreign currency used on this trip?
  - Yes
  - No

* Destination(s)

Include destinations and overnight cities.
Enter city, state/country or a destination code:

<table>
<thead>
<tr>
<th>City, State/Country</th>
<th>Destination Code</th>
<th>Currency Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIMOSTEN, HR</td>
<td>HRPRI</td>
<td>Euro</td>
</tr>
</tbody>
</table>

[Add Destination]
Travel Reimbursement

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

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

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Entertainment Reimbursement

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

- 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
Entertainment Reimbursement

- Request information section:
  - Person completing the form
  - Description: this will populate on any related documentation
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* 10/29/2021
- *Goods/Services Received End Date* 10/29/2021
- *Invoice Received Date* 10/29/2021
Entertainment Reimbursement

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

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Request System

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

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