Research Cash Advance Policy

The recipient of a cash advance may not receive payments from the cash advance.

Any cash advance incentive payment made to a UT Austin employee or student worker, including gift cards and regardless of dollar amount, must be paid through payroll. No employee or student worker may be paid from a cash advance, given a gift card, or included in a cash advance reconciliation.

For more information about research cash advances, see the Handbook of Business Procedures 9.1.7: https://financials.utexas.edu/hbp/part-9/1-7-advances-for-research-subjects-and-survey-participants.