

# RTF Business Services

## Submitting Receipts for Reimbursements

Submit your receipts as a PDF (photograph is acceptable but not preferred) to [RTF-Accounting@austin.utexas.edu](mailto:RTF-Accounting@austin.utexas.edu). Each receipt must be:

- Clear and legible
- Itemized (Listing each specific item and not just a grand total)
- Include proof of payment or show method of payment
- Signed if you are unable to sign each receipt, send it anyway. We will send it back to you via DocuSign for your digital signature; any other digital type signature is not accepted by UT Accounting

## Submitting Purchase Requests

Submit your request to [RTF-Accounting@austin.utexas.edu](mailto:RTF-Accounting@austin.utexas.edu). Request must include:

- Link to the item
- Item description
- Quantities
- Business-critical reason for the purchase
- Ship to address

PLEASE NOTE: If items are received at home, the custodian of the goods is still The University of Texas at Austin.

## Hiring and Paying for Professional Services

The University has a [strict policy](#) for paying for any services performed by guest speakers, actors, students, lecturers, film editors, colorists, and any other professional services that require payment. The University does not allow us to reimburse you for professional services directly because they are responsible for year-end reporting of non-employee compensation required by IRS.

**Email** our accounting team *before* you make an agreement with anyone to perform services for which payment will be expected. If you fail to notify us until after the services have been performed, you will be required to submit an exception letter to the Deans office and the AVP of Purchasing for approval. *There is no guarantee these exceptions will be approved, and you've put your business associates and students at risk of not being paid.* Contractors are required to submit an invoice for payment. Please notify your guest or employee of this requirement **before** they begin work.

To request for payment for any service submit an online [Payment Request Form](#) at least 10 days prior to the visit/service (30 days in advance is preferable) or 45 days in advance for International Non-employees.

[UT Handbook of Business Procedures - Independent Contractor Overview and Guidelines.](#)

## Entertainment Expenses

To request reimbursement or pay a vendor directly for food/entertainment expenses at an official meal or reception, submit the [Official Occasion Expense Form](#) at least 5 days before the event, or 10 days in advance for events estimated over \$5K or alcohol is served at the event.

PLEASE NOTE: Coffee, snacks, or any food or beverage for any meeting or film crew must be requested BEFORE purchase.

- [Moody College Entertainment Policy](#)
- [UT Handbook of Business Procedures Entertainment and Official Occasion Expenses](#)
- [Meeting and Events COVID-19 guidelines](#)

## Travel Reimbursements

Submit an online [Request for Travel Authorization Form](#) at least 30 days in advance for most destinations, or 45 days in advance for international travel to a Restricted Region.

Both international and domestic travelers should be mindful of evolving COVID-19 guidance. For information on what to do after you travel, visit [Protect Texas Together](#).

- [Travel Procedures for RTF Faculty and Staff](#)
- [Handbook of Business Procedures Travel Policy](#)
- [Faculty Travel Grant](#)

## Hiring Students

Submit your request to [RTF-Accounting@austin.utexas.edu](mailto:RTF-Accounting@austin.utexas.edu) at least 3 weeks in advance. Request must include:

- Student Name and EID
- Proposed start date and end date
- Number hours per week
- Hourly rate
- Type of Work

Students must have an appointment BEFORE they can start working.

[Human Resources](#) [Student Employees](#)

## Office Supply Purchases

When requesting [traditional office supplies](#), we are required to use university mandatory contract with Office Max/Office Depot through Today's Business Solutions (TBS).

Since we are working remotely, we are allowed to ship items directly to your home. Please note items that are received at home, the custodian of the goods is still The University of Texas at Austin.

To browse Today's Business Solutions catalog, please use the following link and login below:

- [www.business.officedepot.com](http://www.business.officedepot.com)
- Username: UTBROWSE
- Password: Welcome1 (password is case sensitive)

Submit your order request including item numbers, item description and quantities to [Marisela.Campos@austin.utexas.edu](mailto:Marisela.Campos@austin.utexas.edu)

[Today's Business Solutions Off Campus - Remote Working Guidance](#)

## Computer and Software Purchases

Submit your request to [RTF-Accounting@austin.utexas.edu](mailto:RTF-Accounting@austin.utexas.edu).

The University does not allow us to reimburse for any computer devices (laptops, desktops, iPads, tablets, etc.) and software because of ownership, warranty, and licensing issues.

[Moody College Technology Purchasing Policy and Procedures](#)

## Spending Practices

During this unprecedented pandemic, exercising best practices is more important than ever. All employees of The University of Texas at Austin are expected to be good stewards of university funds. Regardless of the dollar amount, please ensure you are only considering critical purchases that are essential to your teaching and/or research. By being mindful and strategic in your spending during this time, we can collectively position the department and the college for a faster recovery.

For any questions or need guidance, email us at [RTF-Accounting@austin.utexas.edu](mailto:RTF-Accounting@austin.utexas.edu).