Business Affairs Forms

NOTE: When using these forms, please be sure to use your EID email address so you can find your form later. An example EID address would be: abc123@eid.utexas.edu

Co-sponsorship Forms

Co-sponsorship approval form
This form is to request approval for a co-sponsorship payment. Please attach all backup documentation using the attach icon in DocuSign. Backup documentation should include the voucher document ID and a description of the event. When the form is signed and returned, please include this in the document notes and route the voucher forward.
For information on processing co-sponsorship payments, please see HBP 9.1.10

Travel Forms

Approval request for foreign travel on state funds (VE5/VE6)
This form is to request approval for foreign travel using state funds. The VE5/VE6 should be completed prior to submitting this form. Once approved, this will be sent to the Office of Accounting to be scanned.
For information on foreign travel on state funds, please see HBP 11.2

Non-employee travel authorization
This form allows for payment of direct billed travel and lodging expenses for a visitor. For a group of more than 4 individuals, please attach a list.
For information on non-employee travel authorization, please see HBP 11.2

Travel authorization exception request
This form should only be used to request an exception to use a rental car agency outside of the 5 allowable companies.

Travel reimbursement exception request
This form should be used to request an exception to reimburse a traveler beyond the 60 days post travel rule. Please include itemized receipts and a description of the expenses as well as a clear reason that the rule was not followed. Receipts should be translated prior to submitting this request. Please note that approval is not guaranteed and an explanation of how this rule will be followed going forward is required.

Purchasing Forms

Purchasing exception request
This form should be used to request an exception to the university or college purchasing rules. Please include itemized receipts and a description of expenses as well as a clear reason the rule was not followed. Tax may not be included in this request. Please note that approval is not guaranteed and an explanation of how this rule will be followed going forward is required.

Cash Advance Forms

Research and participant study cash advance request
This form should be used to request funds to pay participants for surveys and studies.
For information on processing research and participant study cash advance, please see HBP 9.1.7

Travel cash advance request
This form should be used to request funds to pay for employees travel. Please include an itemized list of expenses, VE5, OOE5, and/or any other supporting documentation regarding travel.
For information on processing travel cash advance, please see HBP 11.4

Contract Form

Contract Submission Form
This form should be used to submit a contract for review and approval by the Dean’s office. For information on submitting a business contract, please see the Business Contracts website.

Define Authorized Signers Form

Update Authorized Signers Request
This form should be used to update the authorized signers on the GB1 & GBS screen in Define.