

Business Procedures



If you have questions, or want to find out more information about any UGS business procedures, please reach out to the UGS Business Team (ugs.business@austin.utexas.edu). We are here to help you understand and follow the university's [Handbook of Business Procedures](#). The UGS Business Team is here to help!

General Topics	Do you need help with...?
Purchasing	<ul style="list-style-type: none">• Purchase Orders• Procard• Events• Office supplies
Travel	<ul style="list-style-type: none">• Travel guidelines<ul style="list-style-type: none">◦ Before◦ During◦ After
Miscellaneous	<ul style="list-style-type: none">• Scholarships• Employee payment documents

Frequently Used Documents

[Business Processing Form and Official Occasion Expense Form](#)

*For the DocuSign **access code** please contact Teddie Owen at ugs.business@austin.utexas.edu or Han Kim at ugs.it@austin.utexas.edu.