

BIG XII FACULTY FELLOWSHIP PROGRAM
Request for Cash Advance

FELLOW: _____ DATE: _____

EID: _____ TITLE _____

COLLEGE: _____ DEPARTMENT: _____

CAMPUS CAMPUS EMAIL
PHONE _____ MAIL CODE _____ ADDRESS _____

HOST UNIVERSITY _____

HOST UNIT _____

DATES OF VISIT _____

PURPOSE OF TRAVEL:

AMOUNT REQUESTED FOR CASH ADVANCE (see award letter for max. award) _____*

*If you are centrally billing the airfare you should deduct the airfare and ticket charge from cash advance amount you are requesting.

Date you need to pick up cash advance _____

Who should be contacted when cash advance is ready? _____

Name Phone

ACCOUNT NUMBER & NAME 19-1401-2875, BIG XII Faculty Fellowship Program, Travel

FELLOW'S SIGNATURE _____ DATE _____

APPROVED FOR BIG XII FACULTY FELLOWSHIP PROGRAM:

_____ DATE _____

_____ DATE _____

INSTRUCTIONS: **At least two weeks prior to your departure date**, please send the following (prepared by your department) to Maggie Keeshen, Big XII Faculty Fellowship Program, Office of Graduate Studies, Main Building 101, G0400:

1. This form.
2. The Request for Travel Authorization/VE5 cover sheet. The Big XII Faculty Fellowship Program account number and name is 19-1401-2875, Big XII Faculty Fellowships, Travel.

Please see following page for additional information

Preparing Your Cash Advance Request for Big XII Faculty Fellowship Program

This form and your Request for Travel Authorization (RTA/VE5) should be sent to Maggie Keeshen, Big XII Faculty Fellowship Program, Main Building 101, G0400 at least 2 weeks prior to travel. The request for cash advance will be approved in this office and then delivered to the Office of Accounting.

Cash advances cannot be given to anyone who currently has an overdue advance.

Cash advances are usually distributed 3-5 business days prior to the beginning date of travel. If this arrangement is not possible (e.g., you will be leaving earlier than the date of the Big XII trip on other business), then you need to indicate the date you will need the check and who should be contacted when the check is ready.

The recipient of a cash advance signs a promissory note agreeing to repay/clear the advance within 30 days of the ending date of travel.

Cash advances are cleared by submitting a manual travel voucher with the required receipts. No electronic documents are accepted for cash advances. If the traveler's expenses are less than the advance, the amount unused should be refunded to the University with the manual travel voucher. It can be in the form of cash, check or money order, payable to UT-Austin. These documents should be submitted directly to Leslye Allen, Office of Accounting, K5300, phone number 471-1810. All travel advances follow the rules found in the Office of Accounting's Handbook of Business Procedures, part 11, which can be accessed on the web at: http://www.utexas.edu/business/accounting/hbp/11_trav/index.html.

If you have any questions about the Big XII cash advance, please contact Maggie Keeshen at 232-3608 or at mkeeshen@mail.utexas.edu.