

CAMPUS VISIT AWARD APPLICATION
ALL RECRUITMENT FELLOWSHIP AWARDS PROGRAM
SPRING 2012

These awards provide support for recruitment fellowship nominees to visit the University of Texas at Austin campus funded from the college allocation. **The deadline for the nominee's visit and the request for funds is April 16, 2012.** Funds to support these campus visits are charged against the allocation limit for the college or school.

PLEASE REFER TO THE INSTRUCTIONS ON THE NEXT PAGE.

DEPARTMENT _____ DATE _____

NOMINEE _____ EID _____

MAILING ADDRESS _____

CITY _____ STATE / ZIP _____

EMAIL _____

DATE OF CAMPUS VISIT _____

ESTIMATED EXPENSES

Transportation _____

Lodging _____

Miscellaneous (e.g., meals, taxi fares) _____

ESTIMATED TOTAL _____

To be completed by Graduate Adviser:

Amount of Award \$ _____.

(The actual amount of the award will be based upon the receipts provided by the nominee. No reimbursements will be made to individuals other than the nominee.)

Signature of Graduate Adviser

Date

Leave blank for action by the Graduate School.

APPROVED BY:

DATE:

Information on Campus Visit Awards

Please complete the front of this form and send it to Maggie Keeshen in the Graduate School, G0400. The graduate adviser and the graduate coordinator will receive an email when it has been processed. This form is available online at http://www.utexas.edu/ogs/pdn/pdf/recruit_visit.pdf

Reimbursing your visitor

Prospective students can be reimbursed in various ways for their campus visit:

(1) **As a scholarship payment:** If your visitor has an SSN or US tax ID number, he or she can be paid with a scholarship/fellowship check, which the Graduate School will prepare after we receive the receipts. If you choose this method, you'll need to have the person complete a Payee Information Form (PIF) and attach a photo ID. This form is available at www.utexas.edu/business/accounting/hbp/forms/pif.pdf. The PIF and ID info should be sent to the Vendor ID section of Purchasing. A GGV document in *DEFINE should also be processed if the payee doesn't currently have an address on file with the Office of Accounting. Information on the GGV document is at www.utexas.edu/admin/purchasing/vid.html.

Prospective students from foreign countries who do not have an SSN or US tax ID number cannot be paid with a scholarship check. Contact the Office of Accounting Scholarships/Fellowships section at scholarshipdesk@austin.utexas.edu for instructions on how to get these individuals set up in the payment system. Once they're set up, they can be paid using method (2).

(2) **As a travel reimbursement:** Visitors can also be paid using VP2 or VP5 documents (prepared in the department and routed to the Graduate School). Receipts are required. VP2 and VP5 payments require an approved VE5 (travel authorization document in *DEFINE).

Direct billing of air/hotel expenses

If you want to want to direct-bill your visitor's airfare to the university, you'll need to follow the normal UT travel procedures for doing this. Travel Management can assist you with arranging for direct billing of the hotel expenses.

Direct deposit

If the visitor wants to arrange for direct deposit of his or her check, this can be done online at https://utdirect.utexas.edu/acct/rec/weft/webEFT_info.WBX. If they cannot access this site, they can download an EFT Authorization Form at <http://www.utexas.edu/business/accounting/hbp/forms.html> (in the "E" section), which can be filled out and sent to Student Accounts Receivable, K5308 (Main Building 4).