

College of Science BSC

Payment Request Non-employee Form

Complete this form for payments to be made to non-UTSA employees. The BSC will process a non-PO voucher, including all travel to be reimbursed for non-employees (students, visitors, prospective employees). All sections with (*) asterisk must be fill out.

* Requestor's name (first and last):

*Requestor's email:

*Vendor or individual names to be paid:

*Department:

Reason for travel:

Transportation Cost:

Lodging Cost:

Per Diem/Meals Reimbursement:

Registration Fees:

Mileage:

Other Costs:

List any expenses that were paid by University Credit Card:

*Cost Center/Project ID to charge expense (use split % if applies):

* Attach scope of work, terms and conditions, invoice and any information that can help process the request. Attach Business Contract (speaker, participant or service agreement) if applies.

Notes/Remarks (banner id):

Submit request to:

MMI, NDRB, Neurosciences Institute, STCEID: cosbsc1@utsa.edu

Dean, Chemistry, CIDD, COS SSC, CRTS, Math, Physics & Astronomy: cosbsc2@utsa.edu

CAMEE, Computer Science, EPS, Integrative Biology: cosbsc3@utsa.edu

Remember to attach receipts and/or supporting documentation