

Required Information

Financial Submission Forms

Business Contracts Request

Department
Type of Contract
Contracting Party Information
Description of Contract Request
Amount for Compensation
Amount for Travel (if applicable)
Term Dates
Cost Center and/or Project ID
Scope of Work

Expense Reimbursement (Non Travel)

Employee ID
Department
Description of Expenses
Cost Center and/or Project ID

Expense Reimbursement (Travel)

Employee ID
Department
Travel Authorization ID
Travel Destination
Travel Dates
Expenses
Expenses paid with University credit card
Cost Center and/or Project ID

Invoice Payment Request

Department
Is invoice associated with UTSA PO?
PO Number
Vendor Name
Amount to be Paid
Cost Center and/or Project ID

Procurement Request

Department
Method of Purchase (PO,
Card) Location of Purchase
Delivery Vendor Name
Cost Center and/or Project ID
Purchase Information

Travel Authorization Request

Traveler Information
Department
Travel Destination
Travel Dates
Reason for Travel
Benefit to the University
Disposition of Duties
Expected Expenses
Cost Center and/or Project ID