



Disbursements & Travel Services

What We Do

- Process payments for goods purchased or services rendered
- Process student refund payments
- Process reimbursements of employee travel and business related hospitality and entertainment expenditures
- Issue 1099-Miscellaneous and NEC Income Forms
- Issue Travel Advances

Interact With Us

- Timely payment of invoices of goods purchased and services rendered by UTSA via purchase order
- Process employee reimbursements
- To pay for goods/services that may or may not be associated to a purchase order. Process pre-payments in advance of the commitment, such as, memberships, publications, etc.
- Administer official occasions (hospitality and entertainment) payments
- Set up or update vendors using PaymentWorks
- Process travel authorizations, cash advances or expense reports

Payments Processed

	FY18	FY19	FY20
Vendor	42,116	44,236	38,819
Student Refund	58,130	61,546	134,610
Employee Expense	9,077	9,499	6,243
Total Payments Processed	109,323	115,281	179,627

Contact Us

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 Fax: 210-458-4236

disbursements.travel@utsa.edu
utsa.edu/financialaffairs/dts

Physical Location:
 Main Campus, North Paseo Building, Suite 4.170

Training

Online

- Approval Workflow Process: Non-Purchase Order Vouchers (PS0305.01)
- Travel Authorization Workflow (PS0307)
- Expense Report Workflow (PS0308)

Classroom/Live webinar

- PaymentWorks Vendor Onboarding Process (AM0591)
- Processing Non-Purchase Order Vouchers Using UTShare (PS0203.04)
- Business-Related Hospitality & Entertainment (AM0553)
- Travel Advance Process (PS0309)
- Travel Reimbursement Process (PS0310))
- CTP: Concur Online Reservation Tool & Travel Arrangers/Guest Travel (AM0685 In-Class/AM0686-Webinar)