**Stipend Process Updates**

We are upgrading the Stipend Process to allow auto approvals during the first cycle for each semester!

Example: The College of Education & Human Development has a total of 26 student records on various accounts. The approver logs in to the system during the first fall semester cycle. When the next fall semester cycle begins, approvals will not be required unless there is a change in the student’s record or the student is paid from a 26 account.

- Student record changes will still require verification and approval by the colleges/departments.
- Stipends paid from 26 accounts will still require the Office of Sponsored Programs (OSP) approval during each cycle.

The Office of Information Technology (OIT) has begun the process of testing for implementation in time for the Fall 2010-2011 semester.

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**Travel Advance Guideline**

Implemented in May 2010 – details found at [www.utsa.edu/financialaffairs/opguidelines/2.9.2.html](http://www.utsa.edu/financialaffairs/opguidelines/2.9.2.html)

**New Travel Advance Subaccounts**

- 68: Student athlete recruitment travel
- 75: Non-student domestic travel
- 76: Non-student international (foreign) travel
- 77: Student non-athletic team travel
- 78: Student athletic team travel

**New Travel Advance Form**

The form has been updated as of 6/16/10 and it incorporates the promissory note and auto calculates to reduce the time necessary for completion. [www.utsa.edu/financialaffairs/Forms/#T](http://www.utsa.edu/financialaffairs/Forms/#T)

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**Help Us Expedite Your Vouchers!**

To expedite voucher processing, please -

- Attach supporting documentation
  - Original invoices
  - Original receipts
- Ensure Business Expense Form is complete if required per [2.6.4 Entertainment and Hospitality Operational Guideline](http://www.utsa.edu/financialaffairs/opguidelines/2.6.4.html)
  - Proper signatures (certification)
  - Completed and approved within 90 days of date expense occurred
  - Type of event and relevance of business or purpose
  - Type of funding used
  - Date and location of event
  - Total number of participants
  - Name and business relationship (or job title) of each participant up to 10
  - Include all vendors associated with event

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**Direct Deposit**

Use direct deposit when possible for staff, faculty and vendors.

- Eliminates checks being lost or misplaced
- Saves University money
- Saves time it takes to pick-up and deposit to checking account
- Must update direct deposit information in DEFINE and Payroll separately to expedite payment. Non Payroll Direct Deposit Form is located at [www.utsa.edu/financialaffairs/Forms/](http://www.utsa.edu/financialaffairs/Forms/)

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1. Stipend Process Updates
2. Highlights!
3. Year End DTS Functions
4. End of Year Calendar
5. Mileage Reimbursement Rates

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Roadrunner Advisor Page 1
Mileage Reimbursement

Reimbursement rates for mileage expenses incurred while traveling on official university business between 01/01/10-09/31/10 is $0.50 per mile.

A Mileage/Parking Log for Travel Reimbursement form must be completed for all reimbursement requests.

NOTE: Parking expenses may also be reimbursed using this form. See the Instructions section for more information.