UTDesign Student Reimbursement Process Faculty Advisor (FA)/ eProcurement / **UTDesign Student** UTDesign Administration Technical Mgr (TM) Vendor Group parts are needed, find the best find appropriate Within budget? Yes Software or erver service? No Small, inexpensive item? Yes Follow UTDesign Student purchase? Yes Purchase items. itemized receipts Complete entire Reimbursement Form. UPM tool: http://utdesign-procurement.utdallas.edu One form per student. receipts for approval Send Student in Form complete Approved? payment system? No No Inform student Inform student about needed changes changes Update Reimbursement form as requested approval? Fill out and vendor in payment information reimbursement Review requisition eProcurement Approved? Update project budget if requisition Inform student was approved payment process