UTDesign Student Reimbursement Process

UTDesign Student	Faculty Advisor (FA)/ Technical Mgr (TM)	UTDesign Administration	eProcurement / Vendor Group

UTDesign Student

Start → Determine which parts are needed, find appropriate vendors → Within budget? → No (loop back) / Yes → Software or server service? → Yes / No → Small, inexpensive item? → Yes / No → Student purchase? → Yes / No → Purchase items. Collect and scan itemized receipts → Complete entire Reimbursement Form. One form per student. → Submit reimbursement form and scanned receipts for approval

Update Reimbursement form as requested → Need FA/TM approval? → Yes / No

Update project budget if requisition was approved → End

Faculty Advisor (FA)/ Technical Mgr (TM)

Guide students to find the best solutions

Follow UTDesign Procurement Flow → End

Approved? → Yes / No → Inform student about needed changes

Fill out and complete PaymentWorks information

UTDesign Administration

Form complete and accurate? → Yes / No → Inform student about needed changes

Student in payment system? → Yes / No → Send PaymentWorks invitation to student

Initiate reimbursement requisition in eProcurement

Inform student

eProcurement / Vendor Group

Set up student as vendor in payment system

Review requisition → Approved? → Yes / No

Process requisition and initiate payment process

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