

CAMPUS VISIT AWARD APPLICATION
ALL RECRUITMENT FELLOWSHIP AWARDS PROGRAM
SPRING SEMESTER

These awards provide support (up to \$500) for recruitment fellowship nominees to visit the University of Texas at Austin campus. **The deadline for the nominee's visit and the request for funds is April 15.** Funds to support these campus visits are charged against the allocation limit for the college or school. *Please attach a copy of the fellowship offer letter sent to the student.*

PLEASE REFER TO THE INSTRUCTIONS ON THE REVERSE SIDE.

DEPARTMENT _____ DATE _____

NOMINEE _____ EID _____

MAILING ADDRESS _____

CITY _____ STATE / ZIP _____

EMAIL _____

DATE OF CAMPUS VISIT _____

ESTIMATED EXPENSES

Transportation _____

Lodging _____

Miscellaneous (e.g., meals, taxi fares) _____

ESTIMATED TOTAL _____

To be completed by Graduate Adviser:

We recommend an award not to exceed \$500.00 \$_____.

(The actual amount of the award will be based upon the receipts provided by the nominee. No reimbursements will be made to individuals other than the nominee. Travel must conform to UT travel rules.)

Signature of Graduate Adviser

Date

Leave blank for action by the Graduate School.

APPROVED BY:

DATE:

(over)

Information on Campus Visit Awards

Request a campus visit award

Please complete the front of this form and send it to Lisa Jaskolka in the Graduate School, G0400. The graduate adviser and the graduate coordinator will receive an email when it has been processed. This form is available online at <https://gradschool.utexas.edu/finances/travel-awards/campus-visit-awards>

Approved Campus Visit Award: Preparing for and reimbursing your visitor

- Have the prospective student visitor complete a Payee Information Form (PIF). The form and instructions are available from http://www.utexas.edu/business/accounting/vid_info.html. Note that you will need to submit the completed form and a copy of the visitor's ID.
- Process a GGV document in *DEFINE. Information on the GGV document is at http://www.utexas.edu/business/accounting/video/define_ggv/. See tips at <http://www.utexas.edu/business/accounting/ap/ggv-tips.html>
- After the GGV is approved, process an RTA (VE5) for the prospective student visitor.
- After travel is complete, process a VP5 for reimbursement. Note that receipts are required and the VP5 document will be routed to the Graduate School.