



Please email to :
project accountant
OR cgstaff@utep.edu

Participant Incentive Request Form

(Sponsored Project Incentive - Non Travel)

Amount Requested	Project ID (10-digit)	Budget Account	Budget Account Description
\$		G6190	Participant Expense

Date requested: _____

Is this Human Subject Research: Yes No

IRB Code (if needed): _____

Project Title: _____

Form Prepared By: _____ Department: _____

EVENT DATE *	Description of Services *	Quantity *	Unit Price *	Amount *	Type of Incentive
					Tango E-Cards
					Physical Cards
					Cash
					Other _____
Total				\$	

* fields must be populated

** Please note that all ACTIVE participant incentives MUST be reconciled/closed before requesting a new participant incentive

*** If IRB code is needed for this request, please also attach IRB approval email **

PI certifications:

- ▶ I hereby certify that the above expenditures are 1) Allowable by the funding agency; 2) Will be incurred during the grant period; 3) and funds are available.
- ▶ I hereby certify that participants in this activity are not UTEP employees and I confirm that incentives provided shall not exceed \$50.00 per participant.

Principal Investigator _____ Date _____

Participant Incentive Recipient _____ Date _____

Principal Investigator Empl ID _____

Participant Incentive Recipient Empl ID _____

To be fill out by Grants Management Accounting

Grants Management Accounting

GL String

Acct	Fund	Dept	Function	Project
67623				

Travel Authorization ID	Participant Incentive ID

Grants Management Accounting _____ Date _____

Grants Management Accounting will provide the GL String. Please verify the information when you approve the expense report

Guidelines for Cash Management : Requestor must inform Student Business Services of intent to pick up cash.

Orders placed with SBS before 10 AM, the funds will be available for pick up the next day after 12PM

Orders placed with SBS after 10 AM, the funds will be available two business days later after 12PM

Part C

DEPOSIT of Residual Funds from Participant Incentive

If any funds from the Participant Incentive are unused, they must be deposited at Cashiers at the Student Business Services. Please use the "Deposit Summary" form attached at the end of this document.

Instructions

Participant Incentive Request Portion

Amount Requested	Enter Participant Incentive amount. Please note that all participant incentive payments will be issued directly to the project PI based on payment profile for payroll.
Project ID	Enter the 10-digit project ID that corresponds to the grant. Ex "226351425A"
Budget Account	All Participant Incentives will always be from Budget Account G6190 Participant Expense
Date Requested	Enter current date MM-DD-YY.
Department	Enter Department name.
Project Title	Enter the project title .
Prepared By	Enter the name of the person that prepared the Participant Incentive Request form and include their phone number.
Event Date	Enter Date of Event MM-DD-YY
Description of	Provide description or justification of how these funds will be used and how will this benefit the Grant
	Quantity Enter quantity of product requested.
	Unit Price Enter the unit price of the product requested.
	Amount Quantity X Unit Price
	Gift Card Identify Y for Yes N for No
	E-cards Identify Y for Yes N for No
Total	Sum of Amount Row 1 and Amount Row 2
PI Certification	The original/electronic signature of the Principal Investigator is required. Participant Incentive Request forms will not be processed without their approval. (No signature stamp is allowed). Enter the PI Empl ID
Participant Incentive Recipient	If person receiving participant incentive funds is NOT the PI please add name and empl ID of person responsible for receiving the funds

The completed Participant Incentive Request Form is taken to the Grants Management Accounting Office for approval.

Always make sure the grant has funds available before submitting the participant incentive request.

Grants Management Accounting Approval Portion

GL String	Grants Management Accountant will review and approve the Participant Incentive request and returns the approved form with the completed GL String. Refer to the GL String when creating the
Travel Authorization ID	Grants Management Accountant creates a Travel Authorization after he/she review the Participant Incentive request. Refer to this Travel Authorization ID when creating your Expense report.
Cash Advance ID	Grants Management Accountant creates a Cash Advance ID when she/he approves the Participant Advance Request. Use this Cash Advance ID as reference if you were to have any questions.

Deposit of Residual Funds

The attached Deposit Summary will only be used if there are Residual Funds that need to be deposited back.

Complete the bottom section of form "For Grants Management Accounting Participant Incentive Only" and take to Cashiers at Student Business Services. Please note that Grants Management Accounting has pre-populated the account number, do not edit that information.

University of Texas at El Paso

Deposit to Process Travel and Expense Refunds to Cost Centers
(This form should ONLY be used for deposits of UNUSED PARTICIPANT INCENTIVE FUNDS or
REFUNDING DUPLICATE EXPENSES to cost centers)

Name: _____ Date: _____

Department Name: _____

Cash \$ _____

Checks \$ _____

Total Deposit \$ _____

Purpose of deposit:

☐ Return Unused Participant Incentive Funds
(Complete Section A)

☐ Refund Duplicate Expenses
(Complete Section B)

Section A: Description	Project number	General Ledger Account
Cash Advance ID: _____	_____	<u>11650</u>
	(8 digit number)	

Section B: Description	Project number	General Ledger Account
Duplicate ER ID: _____	_____	_____
	(8 digit number)	(5 digit number)

Dept. Contact Telephone: _____

Comments: _____

UTEP employee – please request a receipt for your deposit from the cashier.

- If returning unused participant incentive funds, the receipt must be uploaded to your PeopleSoft expense report.
- If refunding the University for a duplicate expense, the receipt must be provided to the Travel office at travel@utep.edu. Please also attach the email communication from the UTEP Travel office indicating the duplicate expense reimbursement information to this deposit form.

SBS Cashier – please include the Cash Advance ID or the Duplicate ER ID in the Banner Description field.

Instructions

1. Purpose

This form is required for refunding the University for unused participant incentive funds or duplicate expense reimbursements to a cost center at the Student Business Services (SBS) cashier's office. To refund the University for unused participant incentive funds or duplicate expense reimbursements to a project ID or grant, please contact Grants Management Accounting at cgstaff@utep.edu.

2. Instructions

Complete this form using the instructions below and present the completed form to the Student Business Services (SBS) cashiers' desk. Be sure to request a receipt for your deposit from the cashier: If returning unused participant incentive funds, the receipt must be uploaded to your PeopleSoft expense report. If refunding the University for a duplicate expense, the receipt must be provided to the Travel office at travel@utep.edu.

Name: Enter the name of the UTEP employee who received the participant incentive and is returning unused funds or the name of the employee or student who received a duplicate reimbursement.

Date: insert the current date.

Department Name: insert the name of the department which is financially responsible for the participant incentive and corresponding travel.

Cash/Checks \$: insert the total dollar amount of the cash or checks to be deposited to return the unused participant incentive funds.

Total Deposits \$: Enter the total amount being returned by adding the amounts in the Cash \$ and Checks \$ fields.

Purpose of Deposit: Indicate whether this form is for returning unused participant incentive funds or refunding a duplicate expense reimbursement.

Description: Cash Advance ID: Enter the PeopleSoft Cash Advance ID associated with the unused participant incentive funds being returned.

Cost Center: Enter the 8-digit cost center for the employee who received the participant incentive, based on their assignment at the time.

General Ledger: always keep this field 11650.

Description: Duplicate ER ID: Enter the PeopleSoft Expense Report ID for the duplicate reimbursement (contact UTEP Travel if needed).

Cost Center: insert the 8 digit cost center that the duplicate expense reimbursement was processed and paid from on the PeopleSoft Expense Report.

General Ledger: insert the 5 digit account code that the duplicate expense reimbursement was processed and paid from on the PeopleSoft Expense Report.

Dept Contact Telephone: Enter the phone number for the employee, department administrative assistant, or business center contact.

Comments: insert any relevant comments here.