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 CASH ADVANCE FUNDS or REFUNDING DUPLICATE EXPENSES to cost centers)

Name: _____ Date: _____

Department Name: _____

Cash $ _____

Checks $ _____

Total Deposit $ _____

Purpose of deposit:

☐ Return Unused Cash Advance Funds
(Complete Section A)

☐ Refund Duplicate Expenses
(Complete Section B)

Section A: Description	Cost Center	General Ledger Account
Cash Advance ID:_____	_____	11650
	(8 digit number)	

Section B: Description	Cost Center	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 cash advance 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 cash advance funds or duplicate expense reimbursements to a cost center at the Student Business Services (SBS) cashier's office. To refund the University for unused cash advance funds or duplicate expense reimbursements to a project ID or grant, please contact Contracts & Grants 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 cash advance 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: insert the name of the UTEP employee who was issued the cash advance and is returning unused funds or the name of the employee or student who received a duplicate expense reimbursement.

Date: insert the current date.

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

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

Total Deposits $: sum the amounts entered in the Cash $ and Checks $ fields. This should equal the total of return the unused cash advance funds to return.

Purpose of Deposit: this form is dual purpose. Please indicate whether the form is being used to return unused cash advance monies to the University or if it is being used to refund the University for a duplicate expense reimbursement.

Description: Cash Advance ID: insert the ID of the PeopleSoft Cash Advance that the unused funds belong to.

Cost Center: insert the 8 digit cost center that the UTEP employee who was issued the cash advance is assigned. If this individual recently changed departments, insert the cost center he/she was assigned at the time of receiving the cash advance.

General Ledger: always keep this field 11650.

Description: Duplicate ER ID: insert the ID of PeopleSoft Expense Report where the duplicate expense reimbursement was processed and paid. The UTEP Travel office can provide this information.

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: insert the phone number for the employee or an appropriate department administrative assistant or business center professional.

Comments: insert any relevant comments here.