



OFFICE OF THE VICE PRESIDENT AND DEAN OF GRADUATE STUDIES

THE UNIVERSITY OF TEXAS AT AUSTIN

Main Building 101 • Austin, Texas 78712 • (512) 471-4511 • FAX (512) 471-7620 • Mail Code G0400

May 13, 2002

Anthony Petrosino  
Curriculum & Instruction  
D5700

**RE: 2002-2003 Big XII Faculty Fellowship**  
College of Education - Teacher Preparation Program at the University of  
Colorado at Boulder

Dear Professor Petrosino:

I am glad to report that your application for a 2002-2003 Big XII Faculty Fellowship has been approved. The award will provide you up to **\$2500.** for your transportation and *per diem* expenses to support your visit to the College of Education - Teacher Preparation Program at the University of Colorado at Boulder to accomplish the activities listed in your application.

Payment of your Fellowship will be made in the form of a cash advance from the Payroll Office. In expending these funds, **fiscal regulations governing travel expenditures of University designated funds (i.e., 19- account funds) must be observed.** In order to ensure the timely payment of your Fellowship prior to your visit, you should send the following items to Debbie Hirsch, Big XII Faculty Fellowship Program, Office of Graduate Studies, Main Building 101, **at least two weeks prior to your departure date.**

1. The enclosed **Request for Cash Advance** form. This form can also be found in adobe format at this web address: <http://www.utexas.edu/ogs/ffp/pdf/cash.pdf> - 2 wks
2. Your **Request for Travel Authorization/VE5 cover sheet.** (Electronic form prepared by your department). The Big XII Faculty Fellowship Program account number and name is 19-1401-2875, Big XII Faculty Fellowships, Travel.

When you return, you will be expected to provide an accounting, via a Travel Payment Voucher, of your expenditures from your cash advance, so you should be sure to keep receipts and an itemized accounting of your expenses while at the host university. **If your actual allowable expenses are less than your cash advance, then the unexpended amount must be returned to the Big XII Faculty Fellowship Program via a personal check made out in that amount, payable to the University of Texas.** Again, in expending these funds, **fiscal regulations governing travel expenditures from University designated funds must be observed.** The following items, *prepared by your Department*, should be sent to Debbie Hirsch within two weeks of your return:

Anthony Petrosino – p. 2  
May 13, 2002

1. Your **Travel Payment Voucher cover sheet, along with your original receipts and itemized accounting of your expenses.** If your allowable expenses are less than your cash advance, **your personal check for the difference** should accompany the Voucher cover sheet. (Blank copy of voucher enclosed.)
2. **A brief report describing the outcomes of your visit** and offering suggestions for future planning.

I offer my sincere congratulations on your success, and I hope that receiving the Big XII Faculty Fellowship will be of great benefit to your scholarly activities.

Best,



John D. Dollard  
Associate Dean

JDD/djh  
Enclosures

cc: Manuel Justiz, Dean, Education  
Marilyn Kameen, Associate Dean, Education  
Lawrence Abraham, Chair, Curriculum and Instruction