

Accounting Handbook

Expenditure Guidelines - Other Local Funds

1. Institutional Memberships - The University has an established list of official institutional memberships. All other memberships will be in the name of the institution and must be funded from departmental operating accounts.
2. Personal License and Dues - (see examples below) will be reimbursed by the University only upon certification of the appropriate Vice President that expenditure is necessary and in the best interest of the University of Houston-Clear Lake.
 - 2.1 State License - Lawyers, CPA, Engineering, etc.
 - 2.2 Memberships - Texas Society of CPA's, Lawyers and Engineers, etc.
 - 2.3 Notary bonds can be charged to state or local funds if available and the bond is a requirement of the position.
3. Moving expenses will be allowed for new employees up to \$1,500 with prior approval of the Vice President. The department must have sufficient local funding. Any amount over \$1,500 must have the prior approval of the President. To receive reimbursement, receipts must accompany a State of Texas Purchase Voucher made payable to the employee. The employee must sign the voucher certifying that the expenses are true and correct. After all approvals have been obtained, the voucher is forwarded to Business Operations to be processed through the accounts payable system.

For Deans and Vice Presidents, the President will determine the amount allowed for reimbursement.