

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Fiscal Affairs

NUMBER: 03.A.16

AREA: General

SUBJECT: Professional License Fees

1. PURPOSE

This document prescribes policy regarding payment of professional license fees from component university funds. This includes required fees for attorneys, certified public accountants, architects and engineers, among others.

2. POLICY

2.1. Component university funds, including state-appropriated funds, may be used for payment of professional license fees under the following conditions:

- a. The license is required by the state to practice;
- b. The license is considered a requirement of or benefit to the position of the employee; and
- c. Funds are available and budgeted for the expenditure by the appropriate department.

2.2. Payment may be made by the individual and reimbursed with a receipt, evidence that the license has been issued or renewed, or some other proof of payment or may be made directly to the licensing agency by the component university.

2.3. Payment may be made directly by the campus department, if the licensing agency permits this activity.

3. REVIEW AND RESPONSIBILITIES

Responsible Party: Senior Associate Vice Chancellor for Finance

Review: Every three years on or before March 1

4. APPROVAL

Approved: Jim McShan
Senior Vice Chancellor for Administration and Finance

Renu Khator
Chancellor

Date: May 31, 2018

REVISION LOG

Revision Number	Approval Date	Description of Changes
1	08/24/1992	Initial version
2	10/12/2001	Applied revised SAM template to meet current documentation standards. Revised to provide updated information for regarding professional license fees
3	06/09/2009	Applied revised SAM template to meet current documentation standards. Added reference to SAM 03.A.15, Expense Report Preparation, and removed SAM 03.A.14, Reimbursement for Travel and Other Expenditures. Changed the review date from April 1 st to March 1 st . Removed Index terms
4	09/07/2011	Applied revised SAM template and added new Revision Log. Removed reference to SAM 03.A.15 from Section 2.2, and added specific requirements for payments
5	05/31/2018	Updated titles as applicable. Removed state occupational taxes from Section 1 and Section 2.1 based on repeal of Texas Tax Code, Section 191.141. Added Section 2.3 on payment being made directly by the campus department if the licensing agency permits it. Removed Section 3, Exemption