

**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 and state occupational taxes (Tex. Tax Code Ann. [Section 191.141](#) et. sec. [Vernon 1992]) 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 and state occupational taxes under the following conditions:

- a. The license is required by the state to practice;
- b. The license is considered a requirement of 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.

3. EXEMPTION

3.1. Attorneys employed by state agencies are exempt from the occupational tax.

3.2. A certification, signed by the Executive Vice Chancellor for Administration and Finance, must be submitted to the Texas State Comptroller showing the name, Texas State Bar number and Social Security number of each attorney employed.

4. REVIEW AND RESPONSIBILITIES

Responsible Party: Associate Vice Chancellor for Finance

Review: Every three years on or before March 1

5. APPROVAL

Approved: Carl P. Carlucci
Executive Vice Chancellor for Administration and Finance

Renu Khator
Chancellor

Date: September 7, 2011

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