

### 6.2.17 Apartment Lease

Chapter 6 - Fiscal	Original Effective Date: May 2000
Section: 6.2 Travel Policies and Procedures	Date Last Reviewed: September 2008
Responsible Entity: Assistant Vice President for Business Affairs	Date Last Revised: September 2008

#### I. Purpose

To establish the requirements for reimbursement of an apartment lease from UT Health San Antonio.

#### II. Scope

This policy applies to all UT Health San Antonio staff members, faculty members, learners, and official visitors (e.g., consultants, job candidates) seeking reimbursement for an apartment lease incurred while traveling on official business.

#### III. Policy

- A. UT Health San Antonio (UTHSA) may reimburse an employee for the expense of leasing an apartment if or when the following five conditions are met:
  1. the employee leases the apartment from a commercial lodging establishment;
  2. the employee is listed as a tenant on the lease;
  3. the purpose of leasing the apartment instead of renting a room is the conservation of state funds;
  4. UTHSA reasonably anticipates at the time the lease is signed that the employee will be using the apartment while conducting UTHSA business throughout the term of the lease; and
  5. the apartment will be used for at least one month.

#### B. Expenses

The expenses of leasing an apartment mean the total expenses that are reasonably necessary to make the apartment livable. The term includes furniture rental charges and mandatory utility charges. It does not include refundable security deposits. Mandatory utility charges include gas, water, electricity, garbage collection, and basic

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monthly telephone charges for a single phone (including installation costs). The term does not include a cable television fee.

### C. Reimbursement

Reimbursement may not exceed the daily lodging rate allowed for the location based on the fund type charged. UTHSA may not directly pay a commercial lodging establishment for the lease of an apartment. A copy of the lease agreement, utility bills, and furniture rental bill along with proof of payment must be attached to the Travel Voucher.

## IV. Definitions

*There are no defined terms used in this Policy.*

## V. Related References

*There are no related documents associated with this Policy.*

## VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a timeperiod that is not mandated by regulatory, accreditation, or other authority.

<b>Effective Date</b>	<b>Action Taken</b>	<b>Approved By</b>	<b>Date Approved</b>
<b>05/2000</b>	Policy Origination	Executive Committee	05/2000
<b>09/2008</b>	Policy Review	Executive Committee	09/2008