



I. 6.1.7 Discretionary Funds

Chapter 6 - Fiscal	Original Effective Date: July 2000
Section: 6.1 Accounting	Date Last Reviewed: July 2022
Responsible Entity: Assistant Vice President for Business Affairs	Date Last Revised: July 2022

II. Purpose

To govern the appropriate use of discretionary funds at the University of Texas Health Science Center at San Antonio (UT Health San Antonio).

III. Scope

This policy applies to departments and units utilizing discretionary funds and individuals responsible for documentation and accounting of funds.

IV. Policy

The mission of the University of Texas Health Science Center at San Antonio dba UT Health San Antonio is to make lives better through excellence in education, research, health care and community engagement. To this end all expenditures made from any funds of UT Health San Antonio shall be approved only after evidence of furtherance of the mission has been shown. As such, expenditure of those funds is to be regulated and governed by the following set of guidelines, both general and specific, with which all expenditures from these accounts must be in total conformity.

Expenses that are properly authorized and fully documented, and actually represent goods and services provided or received shall be eligible for payment or reimbursement.

A. Travel

1. Travel shall not be routine or perfunctory, but shall be made only after the president, or an authorized representative, has carefully examined the purpose and need of each trip.
2. Travel will only be approved when:
 - a. Such travel is on institutional business and for the benefit of the institution.
 - b. Appropriate provisions are made to perform the duties and responsibilities of the person in travel during their absence without incurring additional expense to the institution.

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- c. Reimbursement for travel expenses incurred when a spouse is also in attendance shall only be made when such attendance is appropriate and in conformity with provisions of DSRDP and MSDRP Bylaws (MSRDP and DSRDP Bylaws, Appendix A, #11)
 3. Travel reimbursement requests must include:
 - a. Adequate documentation regarding the nature of the official (institution) business that was performed.
 - b. The name of the person(s) involved in the recruitment of faculty or staff.
 - c. Evidence that all reimbursement for expenditures incurred will benefit UT Health San Antonio, consistent with the mission of UT Health San Antonio.
- B. Membership Fees and Dues

Membership fees and dues may be paid only for membership in educational, scientific, or other associations in which the president or designee deem to be appropriate and beneficial to the institution through the performance of their duties and responsibilities to UT Health San Antonio.
- C. Fringe Benefits

All expenditures for individual employees will be made in strict conformity with DSRDP or MSDRP. Those benefits include supplemental retirement (in accordance with University of Texas System policy), parking fees (not to exceed Internal Revenue Service (IRS) Section 132 limitation), and incentive plans.
- D. Entertainment

Expenses for entertaining official guests of the University should be reasonable and appropriate. As a general guideline, the expenses should not exceed \$125 per person. Entertainment expenditures relating to the recruitment of faculty or staff shall only be incurred for those expenses that are related to meeting with bona fide and qualified prospects. See the Institutional Handbook of Operating Policies (IHOP) Policy [6.1.6 Official Functions and Entertainment](#).
- E. Other Expenses
 1. Eligible expenses other than those specifically categorized herein may include, but are not limited to, equipment and facilities leasing and rentals as appropriate, applicable maintenance and repairs, advertising, and related incidental expenses in the promotion of public service, and such other expenses, the nature of which are those typically incurred by other health-related institutions of the University of Texas System.
 2. All other expenses shall be approved for payment by the president, or an authorized representative, only when they are shown to have a beneficial impact and are expended to enhance and support the programs of UT Health San Antonio, consistent with the mission of the University.

V. Definitions

There are no defined terms used in this Policy.

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VI. Related References

For questions concerning this policy, contact the Office of Accounting at 210-562-6230 or by email at Acct-Admin@uthscsa.edu.

VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Approved Date
07/2000	Policy Origination		
05/2017	Policy Revision		
07/2022	Policy Revision	Executive Committee	07/19/2022