



I. 6.1.5 Payment Requests and Types of Services Paid Via Payment Requests

Chapter 6 - Fiscal	Original Effective Date: July 2000
Section: 6.1 Accounting	Date Last Reviewed: March 2018
Responsible Entity: Assistant Vice President for Business Affairs	Date Last Revised: March 2018

II. Purpose

To establish a standardized process for the review of payment requests within UT Health San Antonio in compliance with relevant laws and regulations.

III. Scope

This policy applies to all UT Health San Antonio (UTHSA) administration, faculty, staff, and individuals who are involved in submitting, processing and approving payment requests within UTHSA.

IV. Policy

A. Payment Request

The Payment Request is the process used to initiate, authorize, and issue non-payroll payments of UT Health San Antonio (UTHSA) funds that are not processed on a Purchase Order or Travel Voucher. The Payment Request provides information necessary to meet State statutory payment requirements.

B. Payment Request Processing

A supplier payment is initiated when a departmental requestor enters a Payment Request into PeopleSoft. To prevent penalties and potential tax implication, payments should be processed within thirty (30) days of the date the expense was incurred. The average time to process a payment request is seven to ten business days.

Employee reimbursements must be approved by the supervisor or department head (or by his/her designee) of the individual being reimbursed. A subordinate of the employee being reimbursed is not sufficient approval.

C. Payment Request Resources

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Refer to the following links for procedural instruction and training on processing Payment Requests:

1. [Business Affairs Bulletin 04-2016: Electronic Payment Requests Enabled by PeopleSoft Upgrade.](#)
2. [ACE Quick Guide - Creating Requestors and Approvers for Payment Requests](#)
3. [Payment Request Job Aids and Resources on My UT Health technology support web page for Finance](#)

D. Books, Subscriptions, and Reprints

Payment may be made directly to the supplier or reimbursed to the employee. The delivery address must be a UTHSA address or satellite location; the Director of Accounting must approve any exception. Proof of payment is required if reimbursement is requested. These purchases are not allowed on certain grants.

E. Contributions

Contributions are not allowed. The written approval of the Vice President and Chief Financial Officer is required for an exception.

F. Discretionary Funds Expenditures

Expenditures from Designated Funds - MSRDP/DSRDP (22100-22xxx) and Designated Funds - General (23001-23xxx, excluding funds 23055, 23056, 23065, 23066, and 23070):

1. Drinks: Refreshments for visitors and employees may be purchased under the following guidelines:
 - a. From Departmental Funds: Coffee, soft drinks, and juices may be purchased as authorized by the head of the department or office.
 - b. From Institutional Funds: Coffee, soft drinks, and juices may be purchased for official visitors by various departments and offices that have been authorized by the President.
2. Miscellaneous Items: Purchases of floral arrangements, fruit baskets, candy, and similar specialty items may be purchased for occasions of achievement, recognition or congratulations, sympathy condolences, and official visitors. Such purchases should be limited to employees and family members of employees; other UTHSA, state, or federal officials and officers; and local dignitaries. Holiday cards may not be purchased from any source of UTHSA funds.
3. Entertainment Expenses: Expenses for entertaining official guests of UTHSA should be reasonable and appropriate. As a general guideline, the expenses should not exceed \$90 per person as recommended by institutional guidelines. This applies to individual entertainment such as faculty recruitment and not to departmental functions such as honoring graduating house staff.

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4. Operating Expenses: Departmental operating expenses paid from these funds can be handled in accordance with UTHSA policy for travel and non-salary expenditures. Items purchased must comply with established UTHSA procedures. See the Institutional Handbook of Operating Policies (IHOP), Policy [6.1.6 Official Functions and Entertainment](#).

G. Dues and Memberships

The employee must pay individual memberships to health-related organizations. The employee can then be reimbursed via a Payment Request. Institutional memberships to health-related organizations can be paid to the supplier or reimbursed to the individual. Alumni dues are not allowed on any fund group. All other memberships that are of benefit to UTHSA and the department can be reimbursed to the employee or paid via Payment Request to the supplier on the project ID's that allow dues and memberships.

H. Inter-Agency Contracts

Contracted payments made via Payment Request to other state agencies.

I. Intra-Agency Contracts

Contracted payments made via Payment Request to other University of Texas System components.

J. Labor Charges

Labor charges, including parts and/or supplies, with an aggregate total cost of \$5,000 or less may be processed via Payment Request. Charges over this limit or that include maintenance agreements require a requisition and purchase order. Payment is made to the supplier. An invoice is required to pay the supplier. UTHSA cannot pay from a service report.

K. License to Practice

Texas health-related licenses to practice or other similar Texas licenses or fees cannot be paid by UTHSA to an agency or board. Such payments must be handled as a reimbursement to the employee. Non-health related license fees can be paid directly to a supplier or reimbursed to the individual. License fees are limited to General Revenue Funds - State (14000-14xxx, 23055, 23056, 23065, 23066, and 23070), Designated Funds - MSRDP/DSRDP (22100-22xxx), and Designated Funds - General (23001-23xxx, excluding funds 23055, 23056, 23065, 23066, and 23070). Out-of-State licenses or fees are not allowed.

L. Moving Expenses

To help defray the costs of relocating the family and household goods of faculty to areas close to university campuses, departments are allowed to provide a relocation allowance for newly recruited faculty. A relocation allowance may be offered to the individual in an amount not to exceed 1/12 of the employee's annual salary. The allowance is

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processed through payroll, with appropriate income and payroll taxes withheld. To attract the appropriate recruit, non-faculty positions, which include A&P, post-docs, residents, and classified staff, are also eligible for a relocation allowance to help cover moving expenses. Advance approval is required from the relevant Executive Committee members and the Chief Financial Officer (CFO) for relocation allowances to new non-faculty staff members. Relocation allowances are limited to Designated Funds – MSRDP/DSRDP (22100-22xxx), Designated Funds – General (23001-23xxx, excluding funds 23055, 23056, 23065, 23066, and 23070), and Current Restricted Funds (48000-48xxx). Relocation allowances charged to Current Restricted Funds (48000-48xxx) need the approval of the CFO. Although the allowance is requested through a Payment Request, it can only be processed as a payroll disbursement after the new employee has been added to the university’s payroll. Attach a copy of the new employee’s offer letter to the Payment Request to verify the amount authorized for relocation allowance payment.

M. Non-Employee Services

Consists of payment to individuals for services rendered. Examples are consultants, lecturers, musicians, caterers, computer programmers, secretaries, clerks, data collectors, nurses, lab technicians, etc. A [Prior Approval](#) Number must be referenced on the Payment Request. Refer to IHOP Policy [6.1.4 Payments to Consultants and Non-Employees](#), for additional information on payments to consultants and non-employees. Expenses that exceed 20% of the total estimated cost on the [Prior Approval](#) require a revised Prior Approval approving the new cost. For required backup, refer to IHOP Policy [6.1.2 Definitions](#).

N. Non-Employee Travel Expenses

Travel expenses of non-employees can also be reimbursed if approved on the [Prior Approval](#). However, if the person’s employer is another Texas state agency or if the individual is a prospective employee, the travel expenses need to be processed on a [Travel Voucher](#). Travel rules need to be followed. Expenses that exceed 20% of the total estimated cost on the approval require a revised [Prior Approval](#) for the new cost. For required backup refer to IHOP Policy [6.1.10 Required Documentation for Payment Requests](#).

Departments may arrange direct billings with area hotels for consultants, non-employees, and prospective employees (in-coming travelers):

1. Allowable charges on direct hotel arrangements are lodging, local taxes, meals, and business calls if they are in conformity with prescribed UTHSA travel regulations. Any other incidental expenses billed will not be paid. The hotel should be notified of non-allowable expenses and should charge any unallowable expenses directly to the traveler. The department is responsible for settling disputes with the hotel regarding any unpaid balances.
2. A [Prior Approval](#) must be completed and referenced on the Payment Request. In addition, the approval must indicate that lodging will be paid for directly at the

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hotel. Refer to IHOP Section [6.2, Travel Policies and Procedures](#), for which form is appropriate.

3. An in-coming traveler does not include current University employees, faculty, residents, interns, fellows, and students. These individuals must continue to utilize the travel reimbursement process.
4. Direct billing for airfare is handled through the University's Business Travel Account (BTA). See IHOP Policy [6.2.13 Purchase of Airline Tickets for Official Visitors](#).

O. Patient Studies

Prior Approval is not needed to pay incentives to study participants. When paying by check, the Payment Request indicates the individual in the study as the payee.

P. Prepayments

Prepayments are allowed for workshop/registration fees, books, dues to non-health related organizations, institutional memberships, subscriptions, reprints, and abstracts. The Payment Request is made payable to the supplier.

Q. Temporary Employment Services

1. University Contracted Agencies (Process via Payment Request):

A listing of the contracted agencies and instructions for requesting temporary employment services can be found on the Purchasing Office web page on the inside UTHSCSA portal (SERVICES tab) at http://uthscsa.edu/business/purchasing/i-purchasing_staffing.html

2. Non-University Contracted Agencies:

If \$5,000 or less, process via Payment Request;

If more than \$5,000, process on PeopleSoft Requisition (Web REQ).

R. Gift Cards

Gift cards, gift certificates or similar coupons may be purchased as incentives or reimbursements for patients, volunteers or other non-employee recipients provided the expenditure is allowable for the funding source. Departments should maintain adequate records to identify the recipients of these awards and ensure compliance with general tax reporting rules. Gift cards may not be purchased and awarded to UTHSA employees.

V. Definitions

There are no defined terms used in this Policy.

VI. Related References

There are no related documents associated with this Policy.

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		
03/2018	Policy Review		