REQUIRED DOCUMENTATION FOR PAYMENT REQUESTS

Policy

All Payment Requests require supporting documentation from both the supplier/payee (the one exception being patient studies) and the department submitting the request. UT Health San Antonio is exempt from paying or reimbursing Texas state sales tax.

Required documentation must be electronically attached to the payment request using the “Attachments” functionality.

Original Supplier Invoices, Renewal Notices, and Order Forms

These forms need to show:

- Supplier name and address;
- Price or amount;
- Description of goods or services;
- Quantity ordered;
- UT Health San Antonio address destination or satellite location (for shipments);
- Invoice number and date (when applicable); and
- Time period covered (for renewal of dues and subscriptions).

Registration Prepayment Forms

This form needs to show:

- Price or amount;
- Description of fees;
- Supplier name and address;
- Name of meeting site (city);
• Dates of conference or meeting; and

• Name of conference or meeting.

The department must fill out registration forms and attach to the Payment Request.

Supplier Statements

Statements are used as the basis for payment only when it is the supplier’s sole form of billing. This must be stated on the Payment Request.

Receipts

Receipts need to show the following information (NOTE: Do not highlight receipts or tape over the information as the data may not scan legibly):

• Supplier name;

• Description of goods or service;

• Cost and date of transaction; and

• Customer name (for charge receipts, hotel bills, airline tickets, car rentals, etc.)

Receipts are used to reimburse:

1. UT Health San Antonio employees, students, and residents for:

   a. the entertaining of official UT Health San Antonio visitors or for official department functions (examples: restaurant costs, catering services, and purchase of food and drink from grocery stores). Refer to Section 6.1.6, of the Handbook of Operating Procedures (HOP), “Requirements For Official Functions And Entertainment” for additional requirements of documenting and expensing official meals and entertainment. With the exception of sales tax on business
meals served in restaurants, UT Health San Antonio is exempt from Texas state sales tax.

b. expenses and/or services as detailed in Section 6.1.5 of the HOP, “Payment Requests And Types of Services Paid Via Payment Requests”. A copy of an employee’s cancelled check or credit card statement may be submitted, if there is no receipt.

2. Consultants, lecturers, and other non-UT Health San Antonio employees for their meal, lodging, and transportation expenses incurred while visiting UT Health San Antonio on official business. Receipts are required to avoid reporting expense reimbursements to the Internal Revenue Service as taxable income to the payee.