DISCRETIONARY FUNDS

Overview

Since the goals of UT Health San Antonio are to educate practicing professionals in the fields of health care; to conduct research in those areas which hold promise of new knowledge and practice in the alleviation of suffering and the maintenance of human well-being; and, to provide, through its resources, health care and public service for the benefit of the health professions and the people of the State of Texas, it has been determined that all expenditures made from any funds of UT Health San Antonio shall be approved only after evidence of furtherance of these goals 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.

Policy

All expenditures shall be made only in the spirit of benefit and after being shown to enhance and support programs of UT Health San Antonio, consistent with the missions of the University.

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

Travel

1. Travel shall not be routine or perfunctory, but shall be made only after the President, or his 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 carry out the duties and responsibilities of the person in travel during his/her absence without incurring additional expense to the institution.

   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 MSRDP Bylaws (MSRDP and DSRDP Bylaws, Appendix A, #11).

3. Travel vouchers must include:

   a. Adequate documentation regarding the nature of the official (institution) business that was performed.

   b. The name of the person(s) contacted in the recruitment of faculty or staff.

   c. Evidence that all reimbursement for expenditures incurred will benefit UT Health San Antonio, consistent with the four missions of UT Health San Antonio.

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 his designate deem to be appropriate and beneficial to the institution through the performance of his/her duties and responsibilities to UT Health San Antonio.

Fringe Benefits

All expenditures for individual employees will be made in strict conformity with DSRDP or MSRDP. 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.

Entertainment

Expenses for entertaining official guests of the University should be reasonable and appropriate. As a general guideline, the expenses should not exceed $90 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 Section 6.1.6 of the Handbook of Operating Procedures (HOP), “Requirements for Official Functions and Entertainment”.

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**UT HEALTH SAN ANTONIO HANDBOOK OF OPERATING PROCEDURES**

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**Other Expenses**

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.

All other expenses shall be approved for payment by the President, or his 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 missions of the University.