

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Fiscal Affairs

NUMBER: 03.A.16

AREA: General

SUBJECT: Professional License Fees

1. PURPOSE

This document prescribes policy regarding payment of professional license fees from university funds. This includes required fees for business leagues, professional organizations, and trade associations such as medical, legal and accounting associations including state associations of CPAs, school officers or similar professional groups.

2. POLICY

2.1. Payment or reimbursement of professional license fees for business purposes are excludible from an employee's income if:

- a. The organization is related to the employer's business, and
- b. The employee is performing duties for the employer that are related to the professional organizational focus or mission.

2.2. University funds, including state-appropriated funds, may be used for payment of professional license fees under the following conditions:

- a. The license is required by the state to practice;
- b. The license is considered a requirement of or benefit to the position of the employee; and
- c. Funds are available and budgeted for the expenditure by the appropriate department.

2.3. Payment may be made by the individual and reimbursed with a receipt, evidence that the license has been issued or renewed, or some other proof of payment or may be made directly to the licensing agency by the university.

2.4. Payment may be made directly by the campus department, if the licensing agency permits this activity.

