UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM

SECTION: Fiscal Affairs **NUMBER: 03.A.12**

AREA: General

SUBJECT: Exemption from State of Texas Taxes for University Expenditures

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1. PURPOSE

As state agencies, all universities of the University of Houston System are exempt from various State of Texas taxes in accordance with Section 151.309 and Section 156.102, Texas Tax Code. This document describes these taxes and the procedures necessary to claim the exemption. Expenditures paid or reimbursed by University and System Foundations and Support Organizations are not eligible for any of the System's State of Texas tax exemptions.

2. POLICY

2.1. A taxable item sold, leased, or rented to, or stored, used or consumed by any of the University of Houston System is exempt from state, local and Mutual Transit Authority sales and use taxes within the State of Texas.

2.2. Persons purchasing items for use by the university shall claim exemption from sales and use tax within the State of Texas in every possible case, using the Texas Sales and Use Tax Exemption Certification posted on the UHS Official Tax Documents web page (https://www.uh.edu/office-of-finance/tax-information/official-tax-documents).

- In accordance with the Texas Administrative Code Rule 3.322(g)(5), employees cannot claim an exemption from sales tax when the items purchased are for personal use, even when the expense is reimbursed by the exempt organization. As such, sales tax exemptions may not be requested for: 1) any travel expenses, regardless of the method of payment; or 2) business meals unless the meal is paid directly by the University via voucher or University payment card.

~~2.1.~~2.3. Universities are exempt from the state portion of hotel occupancy taxes for lodging establishments in Texas, but are not exempt from local portion of hotel occupancy taxes for Texas lodging establishments.

~~2.2.~~2.4. Persons traveling on official university business inside Texas shall claim the exemption from the state portion of hotel occupancy tax, using the Texas Hotel Occupancy Exemption Certificate posted on the UHS Official Tax Documents web page (https://www.uh.edu/office-of-finance/tax-information/official-tax-documents).

~~2.3.~~2.5. Universities are not exempt from taxes imposed by another state.

~~2.4.~~2.6. If allowed by the university, tax paid on purchased goods or services for university use where the tax should have been exempt may be reimbursed from university funds, except for sponsored project and state-appropriated funds.

3. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice Chancellor for Finance

Review: Every five years

4. APPROVAL

Approved: _____
Senior Vice Chancellor for Administration and Finance

_____
Chancellor

Date: _____

~~3. REVIEW AND RESPONSIBILITY~~

~~Responsible Party: Associate Vice Chancellor for Finance Review: Every five years~~

~~4. APPROVAL~~

~~Approved: */Raymond Bartlett/*~~
~~Senior Vice Chancellor for Administration and Finance~~

~~*/Renu Khator/*~~
~~Chancellor~~

~~Date: November 11, 2021~~