

AGENDA

Planning & Budget Committee (PBC)

5/17/23 | Noon-1:30

1. **Call to order** meeting started at 12:15 due to technical issues in Bayou 1333. Our meeting moved across the hall to 1326 at the direction of a UCT staffer who came to help.

2. **Approval of Meeting Notes: Meeting minutes from April**

Notes for 041923 EDIT.doc in TEAMS folder
Accepted as written

3. **Old Business**

Interim Travel Policy: 2nd reading, eligible for a vote at this meeting

Questions/discussion after UC vote on T&F, Travel, or Budget Initiatives

Question from UC for Travel

From a question in UC - Split funding between cost centers for travel is possible

From a question in UC re: per diem - Concur requires receipts for all expenses and still shows the relevant per diem, and this is a return to previous UHCL policy. Traveller will only be reimbursed for what they actually spent. There will be exceptions for dietary restrictions if meals served at conferences do not meet travelers' requirements. Conference agenda and "flyer" are required uploads into Concur.

Question: Will faculty do their receipts now or will college secretaries/administrators still do this? A: Staff can create/organize/upload/filter but traveler must submit the final expense.

Question: Can a delegate/substitute be identified? A: Yes, but they cannot submit the final expense. Traveler signs off to prevent/discourage fraud.

UC has heard the interim travel policy because PBC didn't have a chance to hear the policy twice before UC met. Next year, Dr. Hawn will present the updated policy based on comments to UC.

This is the second reading of the policy.

Motion by Dr. Mountain/seconded by Dr. Rohde to forward Interim policy to University Council with the consideration for future reevaluation of actual receipts vs per diem for meals.

Question: What happens if UC wants per diem? A: It will ultimately go to President for approval.

Information about per diem to UC - Vote passed

Vote on full policy – passed

Risk Management Policy

This is 2nd time to PBC. This has not been presented to UC.

After the last meeting, Dr. Hawn changed department to division in some of the language and checked on Student insurance terms and description.

Question: Does this policy cover injury to students during labs or travel?

Answer: There is a general umbrella policy through UH System that covers this. Coverage is for official university business.

Mr. Denney - UHCL does not have a formal Risk Management department. This policy is a step to address our risk management. This is to document what we are currently doing and then in the future we will build a more robust risk management system.

Question: For programs such as “KidsU” – which category would that fit into in this policy? Umbrella policy covers this.

We are now tracking underage people on campus for this kind of coverage. Dr. Powellson (SA) is now tracking that information.

Motion to approve as presented: Dr Rhode/ Kurt Lund 2nd. Policy passed.

4. New Business/Announcements

Discussion of PBC Membership

Mr. Denney - What's currently in the bylaws has been updated to add some of the new VP roles on campus, but not all of them, so it's incomplete and it's inconsistent.

Why are some units at PBC and some not? Why is the charge of the committee missing from the current bylaws (why was it removed when the bylaws were taken online)?

Mr. Denney asked for feedback from the committee and identified several necessary roles:

- Representative Roles – to take info back to constituents
- Leadership positions – interest roles

- Ex-officio – need to provide operational or technical guidance to committee (must be stipulated if they are voting or nonvoting members of committee). There is a need to have a number of people present, every month potentially, even though most of those who are providing information may not need to have votes on the committee.

A stated goal is to make sure all voices and concerns are heard. Mr. Denney admitted that he doesn't vote often, and the provost admitted that he doesn't vote often, because both indicated that they already had a great deal of influence on budgetary decisions and matters. But it was acknowledged that both of them were needed in PBC regularly to fill in answers for the discussions about policy and other issues.

Handouts – how it is now/what is being requested/a compromise

Dr. Michael presented the composition of the committee according to the current bylaws, with a student rep, a USA rep, 6 administrators and 6 faculty. This is very close to the original design of the committee. It is unclear when or why the bylaws, online, were changed, but at some point since creation the charge of the committee has been removed from its bylaws, as well.

Dr. Rohde: Idea - It would work better if there were TWO faculty representatives from each college.

Mr. Denney and Ms. Sero proposed a rearrangement of seats based on the most recent organizational structure for the university, and the resulting changes would incorporate 12 administrative seats, including all 4 deans in attendance, 6 faculty voting members, one student rep and one USA rep. Dr. Michael organized this request/suggestion and distributed a handout (in the folder for the meeting) that showed 1) the current numbers, and 2) the requested/suggested numbers, along with 1 additional USA rep to replace the seat lost since PASA/SSA merged. Dr. Michael also presented a compromise idea (on a separate handout page) that would preserve the ratio of votes but reassign one or more administrative seats.

Dr. Michael agreed to meet with Ms. Sero and Mr. Denney during the summer to come up with a structure that adequately distributes information and doesn't change the representation between the administrative positions and the faculty positions.

Proposed changes to Planning & Budgeting Committee composition, May 2023

Table 1: Original Configuration of the Committee on 4/28/23

Original Structure 2023	Original Administrative Representation	Original Faculty Representation	Original All Other
VP for Admin and Finance	1		
AVP, Info Resources	1		
Faculty (6 from senate)		6	
President's Office representative	1		
USA representative			1
SGA representative			1
Deans' Council representative	1		
Provost's Office representative	1		
Student Services representative	1		
	6	6	2

Source: <https://www.uhcl.edu/about/administrative-offices/shared-governance/documents/pbc-bylaws.pdf>

Table 2: Proposed Structure for May 2023 meeting discussion

Proposed Structure, 5/23	New Positions	Planned Administrative Representation	Planned Faculty Representation	Planned All Other
VP for Admin and Finance		1		
AVP, Information Resources		1		
Faculty (6 from senate)			6	
<i>Office of the President representative*</i>		1		
USA representative				1
• 2 nd USA representative ⁱ				1
SGA representative				1
Deans' Council representative		1		
<i>Sr. VP and Provost*</i>		1		
<i>VP, Student Affairs*</i>		1		
• VP, University Advancement	1	1		
• AVP, COO Pearland	1	1		
• The remaining Deans' Council Members:				
○ Other Dean 1	1	1		
○ Other Dean 2	1	1		
○ Other Dean 3	1	1		
• VP for Strategic Enrollment Management	1	1		
	6	12	6	3

Those in italics and marked “*” are just renamed positions. Positions with bullet points are new.

“i” – this position reinstates the second of the PASA/SSA positions from the original configuration of the committee, at inception.

Not-Voting Members

Original bylaws	Proposed
Office of Institutional Effectiveness representative Budget Office representative	Head, Office of Planning and Assessment Office of Strategy & Transformation representative Head of Planning & Budget Office

University of Houston Clear Lake

MEMORANDUM OF ADMINISTRATIVE POLICY

SECTION: General Administration
AREA: Risk Management

Number: 01.C.01

SUBJECT: Risk Management

I. PURPOSE AND SCOPE

The University of Houston Clear Lake (UHCL) works in tandem with the University of Houston system office to reduce, eliminate, and manage enterprise and operational risk such that (a) students, employees, the surrounding community, and visitors are protected from unforeseeable hazards on UHCL campuses, (b) UHCL financial and material assets are pragmatically controlled and conserved, and (c) UHCL complies with all local, State and Federal laws and regulations regarding safety, risk transfer, and the UH System Administrative Memorandum 01.C.01 **Risk Management Policy**. The following policy outlines the elements of the UHCL risk management compliance program with respect to environmental, health and safety, workers' compensation, risk transfer, emergency management, business continuity, fire protection, and asset management/protection. Key forms supplied by UHSRM as job aids are attached herewith.

II. POLICY INFORMATION

Although the University of Houston System Risk Management (UHSRM) department interfaces with State agencies in support of UHCL claim submissions, contract negotiation, risk transfer coverage and contracted services, UHCL is responsible for mitigating risks proactively on campus to the largest extent possible and providing timely, thorough, and accurate information in the event of an unfortunate occurrence. Losses impact our students, staff, visitors, the local community, and our bottom line. UHSRM is available to consult and advise on identifying risks, evaluating conditions that could result in injury or damage or loss to property, reputation, or through detrimental contract terms and conditions, and recommending measures to eliminate, limit or transfer this risk.

III. OPERATING GUIDELINES

A. Risk Categories

1. Environmental – The Environmental Health and Safety (EHS) office seeks to minimize our impact on the environment with respect to air quality, oil spill prevention, and waste water by strictly adhering to appropriate rules and regulations. They are responsible for training and communication.
<https://www.uhcl.edu/about/administrative-offices/environmental-health->

safety/environmental-protection

2. Property/assets – This category of risk represents the largest aspect for UHCL since it encompasses storm/weather damage, and plant/building issues in addition to the loss of equipment and machinery. In the event of any damage or issue, contact Facilities Management and Construction as an immediate first step. They will evaluate the damage and report it to the UHCL risk management office within the contracts group. Claims will be reported to UHSRM within 48 hours of the incident. Please utilize the attached forms to gather, document and transmit data to UHCL risk management. UHCL is responsible for covering the deductible amount from its own funds; please ensure that you provide original receipts, quotes, purchase orders, and/or invoices to UHCL risk management on a rolling basis since this expedites the process. Depending upon the extent and complexity of the damages, claim payment/resolution might require 9-36 months. In the case of a catastrophic loss (hurricane, deep freeze), UHS plant accounting will have a cost center identified that includes insurance covered amounts. Insurance coverage will not include upgrades; it covers like kind and quality only.
 - The UHCL division incurring the loss is responsible for the first \$25,000 of their expense
 - UHSRM will cover the next tranche, or \$225,000 due to loss
 - Insurance may cover costs above \$250,000, if the claim is approved
3. General liability – Under Texas Civil Practice and Remedies Code Title 5, Chapter 101, Section 101.001, Subchapter A (3)(A) regarding governmental liability in tort actions, UHCL as a component unit of UHS, has sovereign immunity with respect to third party liability since we are deemed a governmental unit. Third party insurance is defined as a policy purchased by the university (first party) from an insurance company (second party) for protection against the claims of another (third party).
 - In the event that a department/unit/division becomes aware of or is served a lawsuit they should contact risk management immediately
4. Student Health Insurance – Student Affairs is responsible for managing implementation of this coverage for students; mandatory for international students and optional for domestic students. Domestic students wishing to enroll in the UHCL Health Insurance Plan may visit the Academic Health Plans (AHP) website <https://uhcl.myahpcare.com/enrollment>.
5. Travel/Study Abroad Insurance – This risk is insured and paid for through the UHS Blanket Accident policy for faculty, staff, and students. The in-country service provider and contract are evaluated periodically to ensure that we receive optimal support in the event of an incident involving health or safety of our travelers. The UHS Foreign Travel policy is indeed a

blanket policy. Additional coverage is not required. Coverage extends to all students, faculty, staff, alumni, chaperones, and volunteers.

6. Contracts – Since UHCL utilizes a variety of contract types, including vendor modifications, we rely upon UHSRM to evaluate the insurance terms and conditions of each. If, however, the vendor requests that UHCL waive the insurance requirement then UHSRM must assess that risk. If the level of risk is acceptable, UHSRM will approve the waiver. The requesting department will need to have a waiver of insurance form completed, which will then become part of the contract.
 - Certificates of Insurance (COI) – Ensure that we are listed as additional insured, not mere certificate holder to protect our interests.
7. Volunteers on Campus – We do not provide specific coverage for volunteers who work on our campuses. However, some policies, such as those for medical professionals, may provide some coverage.
8. Occupational Safety – The Environmental Health and Safety (EHS) office mitigates all occupational hazards on campus while Occupational Safety and Industrial Hygiene investigates, consults, trains, performs risk assessments, and develops programs campus wide. Our department also investigates all accidents on campus, including those involving students and visitors. Employee accident investigations are coordinated with the department of Human Resources, who coordinates with the State Office of Risk Management (SORM) for worker's compensation claims.
9. Workers' Compensation – State of Texas Labor Code, Section 502, authorizes UHCL to administer the Workers Compensation Insurance Program (WCI Program) to provide coverage. Covers work-related injury or occupational illness for employees. Provides medical benefits and, in some cases, weekly payments. For an injury or illness to be work related, it must originate while you are engaged in the work your job requires you to do for the university.
 - Benefit - Benefit potentially includes medical aid, hospital services, and medication required at the time of injury, and afterwards, to treat the work-related injury. May also provide financial benefits to make up for a portion of lost earnings and/or permanent impairment from the injury. Does not include damage to or loss of your personal property.
 - Action Steps - Inform your supervisor immediately and contact the UHCL Office of Human Resources within 24 hours of injury or illness. The supervisor should complete “First Report of Injury or Illness” as soon as practicable after medical treatment has been provided if

immediate medical treatment is required, and submit it to Human Resources. HumanResources@UHCL.edu and the Department of Environmental Health and Safety EHS@UHCL.edu.

- Additional Information - See Texas State Office of Risk Management checklist regarding filing and timelines

B. Risk Mitigation

1. Transfer – The transfer of risk is often achieved through insurance, transferring the risk from the Institution, to the insurer. Chapter 51 of the Texas Education Code enables UHSRM to purchase insurance covering the components and their respective employees against (a) liability, risk, or undue exposure, and (b) covering losses of institutional property. The ultimate goal is continuity of the mission of each university uninterrupted.
2. Modification – the modification of risk is to minimize or even potentially eliminate the likelihood of experiencing the risk. There are many strategies to minimize risk through reducing the likelihood of occurrence or reducing the severity when there is an occurrence.
 - a. Coordination – The UHCL office of risk management will coordinate with UHSRM in the event that any claims arise related to the following:
 - Media
 - Medical professional
 - Leased premises
 - Hull P&I (boat)
 - Auto – claims must be reported within 24 hours of the incident
 - Fine arts
 - b. Continuity – To ensure efficient operations and continuity in the event of executive leadership absence(s), we utilize a memorandum that outlines signature authority for various responsibilities across campus. Further, each department within each division has a Continuity of Operations plan that is reviewed annually by UHCL and every 2 years by SORM.
 - c. Emergency Management – The UHCL Emergency Management Office coordinates university and community resources to protect lives, property and the environment through mitigation, preparedness, response and recovery from all natural and man-made hazards that may impact our campus. They provide a comprehensive manual based on the management structure adopted by the U.S. and international communities known as the Incident Command System (ICS). It also stems from the State of Texas

Emergency Planning Guidance, the National Incident Management system (NIMS), and various U.S. Department of Homeland Security Presidential Directives. This manual is rooted in a four-phase structure where the phases of mitigation, preparedness, response and recovery each contain a critical university procedure for emergencies. These four phases offer a smooth transition to restoring normal services and implementing recovery programs. <https://www.uhcl.edu/about/administrative-offices/environmental-health-safety/documents/emergency-management-plan-2018.pdf>

- d. Fire Drills and Inspections – The Office of Emergency Management/Fire Safety Office is responsible for conducting safety inspections and fire drills, and provides educational opportunities for students, faculty and staff on a variety of fire prevention and safety topics. Through teamwork and cooperation, we maintain a fire-safe environment. The office prepares an annual safety report as well. <https://www.uhcl.edu/about/administrative-offices/environmental-health-safety/documents/2020-annual-security-report.pdf>
- e. Asset Control – UHCL maintains an updated Asset Management Handbook that outlines the definitions, reporting requirements, asset categories and thresholds, acquisition and surplus processes, off-campus use rules, employee liability and treatment of missing or stolen property, physical inventory requirements and process. The associated form(s) have been digitized in DocuSign to facilitate business operations within the university. These ensure that we maintain proper possession and loss prevention of all assets possessed by the university.

C. Responsible Departments

- 1. President - As Chief Executive Officer of the university, the President is ultimately responsible for the Risk Management Program. The President delegates operational authority for the Risk Management Program to the CFO/Vice President of Finance and Administration.
- 2. Risk Manager – The Risk Manager within the Business Operations unit of the Finance and Administration division is responsible for the university's risk management program, including planning, organizing, coordinating, initiating risk control measures, identifying significant known perils and risks to which the university may be exposed, and monitoring the program. In this role, the Manager will also:
 - Serve as the campus liaison to the University of Houston System Risk Management Department and coordinate risk management related issues with UHS staff when required;

- Consult with Emergency Management for guidance, direction and assistance in planning and organizing the risk management program;
- Evaluate campus insurance needs annually and consult with the Associate Vice President Business Operations, Emergency Management, and the UHS Risk Management Staff in the procurement of insurance;
- Notify the UHS Office of General Counsel (OGC) of claims which may significantly impact the financial position of the university or a department within the university;
- Consult the UHS Office of Risk Management and/or OGC for guidance on claims involving bodily injury, personal injury and/or losses.

3. Executives (President, Sr Vice President, Vice President); Senior Management (AVP, Deans, Exec Directors), Management (Director, Asst/Assoc Director, Dean, Manager, Supervisor, Coordinator) - Management employees have an important role in risk management. Although the Risk Manager has the responsibility of planning and organizing the program, to a great extent, he must rely on other functional areas for implementation. The emphasis placed on risk management techniques within departmental functional areas and individual employees bears directly on the success of this program. The risk management roles of those in supervision and management include:
- Implementing university risk management and loss control policies, programs, and procedures within their functional areas;
 - Establishing effective lines of communication between employees and supervisory staff and managers to facilitate safety and loss control;
 - Promoting a safe, secure and healthful university environment within the department, encouraging employees to promote safety among co-workers and to report safety or risk related issues promptly;
 - Providing employees with proper tools, safety equipment, office equipment and furniture to accomplish jobs safely and without injury, both short term and long term, both in office and field environments;
 - Encouraging employees to participate in safety-related training;
 - Taking prompt and appropriate action to correct unsafe conditions or situations reported by employees;
 - Providing for departmental cooperation with the Risk Manager and others outside the department during accident investigations, inspections, and program reviews;

- Cooperating with staff, auditors, and general counsel in ensuring that contracts, agreements, and other documents have the necessary insurance, hold harmless agreements, indemnification, dispute resolution and other protective measures as required by policy.
4. All Employees - An effective loss control program begins with employees who regularly employ safe work practices:
- Every employee must agree to work safely, following commonly accepted rules, practices, and procedures, and using the proper tools and equipment to accomplish their work;
 - Employees who repeatedly violate safety rules and practices and/or incur preventable accidents are subject to disciplinary actions up to and including dismissal;
 - Employees shall participate in regular training and education programs, especially specific areas of safety related to their positions;
 - Employees should encourage and promote safety among fellow coworkers and within their respective departments;
 - Employees must promptly report safety hazards, potential problems or other compliance issues to management or the Risk Manager.
5. All Student Organizations - In compliance with the Texas Education Code, Section 51.9361, Division of Student Affairs will hold an annual meeting in the Fall semester to present the university's risk management program to members of student organizations registered at the institution. The purpose of the program is to inform and educate participants of institutional risk management program's policies and procedures:
- At least one officer position of each student organization and the advisor/sponsor of each student organization must be present at the annual meeting;
 - Student organization members and advisors/sponsors must sign an acknowledgement form at the meeting stating that they agree to follow commonly accepted rules, practices, and procedures;
 - Student organization officers must sign an acknowledgement form at the meeting stating that they agree to present the information from the meeting at the organization's next scheduled meeting;
 - Student organization members must promptly report safety hazards, potential problems or other compliance issues to Student Affairs at (281) 283-3025. Students may also report items to the Risk Manager.

6. UHS Office of General Counsel - The Office of General Counsel (Counsel) plays a significant role in the risk management program, affecting risk management directly through the actual legal expertise provided:
- Counsel can provide legal expertise in the identification and analysis of risk exposures;
 - Counsel can review policies, programs, contracts, reports, and documents to identify any legal liability exposures before they are implemented, published, or released;
 - Counsel can be of valuable assistance in uncovering legal exposures that may result from the university's past, present, and future activities. The university's management staff is encouraged to seek legal counsel advice prior to initiating new policies or programs;
 - Counsel can provide legal advice after a loss occurs. The total amount of a loss can often be minimized or mitigated by appropriate actions of legal staff;
 - Counsel can work with the State Office of the Attorney General to secure appropriate representation for the university in the event of litigation.
7. Human Resources - The Associate Vice President of Human Resources administers and manages the university's human resources programs. Human Resources (HR) represent one of the largest areas of risk exposure to the university, and therefore, must implement sound risk control techniques, including:
- Policies and practices that are compliant with the Fair Labor Standards Act;
 - Recruiting, interviewing and hiring policies and practices that meet legal requirements;
 - Employment compensation, promotion and advancement opportunity practices that are not discriminatory and do not violate equal employment opportunity and affirmative action laws;
 - Compliance with Return-To-Work requirements;
 - Compliance with Time and Effort record keeping requirements;
 - Compliance with Sexual Harassment requirements.
8. Financial/Accounting Personnel - All university employees who handle public funds or property are entrusted by the public to handle such funds or property in a responsible, ethical manner. Such positions of trust are the fiduciary responsibilities of the university. Employees entrusted with handling public funds or property represent a risk exposure to the university through such actions as embezzlement, theft, and misuse or misappropriation of property or funds. The AVP Business Operations

must recognize such fiduciary liabilities and implement sound accounting and fiscal controls to eliminate or minimize the possibility of such losses from occurring. Accordingly, those positions should work closely with the Risk Manager in the identification of exposures and appropriate risk control techniques.

9. Purchasing Manager - The purchasing function exposes the university to various risks. Those risks can be minimized by:
 - Purchasing goods and services that comply with appropriate safety codes and standards;
 - Ensuring that proper procurement policy, controls, procedures and practices are in place;
 - Complying with ethical guidelines and regulatory requirements;
 - Coordinating contract related procurements through Contract Administration;
 - Ensuring that bidding and proposal documents include the required university safety clauses and specifications.

IV. **REVIEW AND RESPONSIBILITIES**

Responsible Party: Associate Vice President Business Operations

Review: Every five years

APPROVAL

Vice President for Administration and Finance

President

Date: _____

V. **REVISION LOG**

Revision Number	Approved Date	Description of Changes
#1		New policy for UHCL

VI. **REFERENCES**

RECORD OF CHANGES TO POLICY

Attachment A

Attachment A: Record of Changes to Policy			
	Changed Paragraph #	Proposed Change	Reason for Change
1.		New Policy	
2.			
3.			
4.			
5.			
6.			

RECORD OF REJECTED CHANGES TO POLICY

Attachment B

Attachment B: Record of Rejected Changes to Policy				
	Changed Paragraph #	Proposed Change	Proposing Party	Rationale for Rejecting Proposed Change
1.		None		
2.				
3.				
4.				
5.				
6.				

University of Houston Clear Lake

MEMORANDUM OF ADMINISTRATIVE POLICY

SECTION: Fiscal Affairs
AREA: Business Travel

Number: 03.A.03

SUBJECT: Travel Policy

I. PURPOSE AND SCOPE

This policy contains guidance for faculty, staff, and all others who travel domestically and internationally on official University of Houston Clear Lake (UHCL) business, ensuring that we make the best use of university resources while supporting activities such as professional development, research initiatives, consulting activities, recruitment events, and beneficial interaction with other institutions, organizations, businesses, and community groups; and that reimbursement for such travel is accurate, timely, and compliant with State, Federal, and University of Houston System policies, codes, statutes, and regulations; and also considers best-in-class processes that support streamlined business operations.

II. DEFINITIONS

Term	Definition
Approver	The employee's supervisor is the first approver for any travel request. The department or college business administrator (DBA/CBA) must also approve any travel request to ensure that funding is available.
Blanket Mileage	A prospective pre-approval that the employee obtains from their supervisor and DBA/CBA, that they expect to incur local mileage expenses throughout the fiscal year.
Business Meal (not while traveling)	Meals taken with students, colleagues, donors, individuals or entities doing business with the University or seeking to do business with the University when specific business discussions take place.
Concur	Concur is the travel management software that UHCL uses for all travel for employees, candidates, students, prospective students, university guests, lecturers, contractors, and government employees. It consists of two main modules: (a) the Travel Request, and (b) the Expense Report. Travelers must use both modules to request and obtain reimbursement for travel. There is an optional third feature, Travel (Booking), which provides travel agency support. However, use of this feature triggers additional, incremental transaction costs and should not be used unless the traveler has a special circumstance such as last-minute itinerary changes, emergency return travel, or health issues which impact travel.

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Conference	A formal meeting on topics related to higher education, often attended by more than one or two individuals, frequently located off-campus.
Delegate	An individual the employee arranges as their travel proxy in Concur.
Domestic Travel	Travel occurring within the borders of the continental United States, or Canada, Mexico, Puerto Rico, or Hawaii (per the Fly America Act, Canada is not considered foreign).
Expense	The ordinary and customary outlay via cash or credit card, incurred while conducting UHCL business that is reimbursable. This does not include personal or non-reimbursable expenses incurred while traveling.
Expense Report	The expense report is a document generated within Concur software that captures travel expenses that have been incurred. These must be substantiated with documentation/receipts for all travel expenses to enable reimbursement. Reports must be created within 7-10 business days after the last date of travel.
Fiscal Year	September 1 – August 31
Foreign Auto Rental	Although the Texas State Comptroller provides for Hertz and Enterprise rentals in Canada and Mexico, travelers should obtain pre-approval by contacting the UHCL travel office before arranging for any auto rental via Concur.
Foreign Travel	<p>Any travel occurring outside the borders of the continental United States, or Canada, Mexico, Puerto Rico, and Hawaii (per the Fly America Act). U.S. territories and Canada are considered foreign for insurance purposes when renting a vehicle.</p> <p>All foreign travel requires two specific documents uploaded in Concur: the export controls form, and the CITI certificate of course completion.</p>
Gratuity	An amount the traveler provides voluntarily, usually for the provision of a service such as a porter, maid, or wait-person. Limited to 20%.
GSA Allowance/Per Diem	<p>The Government Service Administration rate is provided for both meals and lodging, based on the city and county, and in the case of certain tourist locations, time of year (e.g. Orlando, Florida) where the expense was incurred. This is a pre-approved, pre-determined amount, contained within the software, that is used to calculate reimbursement for UHCL travelers. These are deemed a reasonable reimbursement of expenses incurred and are not intended to be a reimbursement of actual expenses.</p> <p>https://www.gsa.gov/travel/plan-book/per-diem-rates</p>

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Incidental Expense	An expense with an allowable, valid business purpose, incurred while traveling on official UHCL business. It is NOT for meals, lodging, transportation, personal expenses or gratuities. Typical examples include: tolls, parking, taxes (i.e. non-exempt taxes). Check with Accounts Payable/Travel if uncertain.
Itemized Expense Receipt	A document provided by the vendor that shows the vendor's name, date, detailed charges, total amount paid, and method of payment used by the traveler. For airfare and lodging the traveler's name is also required. Receipts are required for ALL travel expenses.
Limited Travel/Limited Travelers	Travel for certain faculty selected by each department where only a pre-set portion of the trip is reimbursable with local University funds. The traveler is expected to cover the remainder of the cost, should there be any, with personal funds.
Local Funds (not State funds)	Funds collected at UHCL for goods or services through non-state grants or contracts, or donors.
Local Travel	Local travel is defined as travel in Brazoria, Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery, Waller and Wharton counties. https://www.uhcl.edu/about/administrative-offices/travel/documents/uhcl-blanket-travel-map.pdf Overnight <i>local travel</i> that includes lodging is non-reimbursable without prior approval from the AVP Business Operations, and is taxable to the employee.
Lodging	A commercial lodging establishment or private home such as a motel, hotel, inn, apartment, house, or similar establishment that provides lodging to the public for pay. This includes lodging provided by a governmental entity on property controlled by that entity, a religious organization on property controlled by that organization, or a private educational institution controlled by that institution.
Meals while on a trip/traveling	This term includes food and non-alcoholic beverages. Breakfasts, lunches and/or dinners included at conferences as part of the attendee package cost are not reimbursable as separate meal expenses. Likewise, snacks are included as reimbursable meals, limited by the GSA ceiling but not reimbursable if the conference includes food.
Mileage	Official mileage is the <i>shortest</i> practical route between points.
Out-Of-State Travel	Out of state travel occurs when the departure or destination location is outside the state of Texas, but still within the US or its possessions.
Personal Day(s)	Concur captures self-reported personal versus business days. Personal days are not reimbursable for domestic travel, but are reimbursable for foreign travel expense. However, reimbursement for foreign travel where personal

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	<p>days occur only covers the travel itself and no other expense (i.e., no lodging or meals are covered on a personal day for foreign trips).</p> <p>Each day is evaluated by the travel office during expense audit to determine whether it was business or personal.</p> <p>Generally, a day is considered a business day when the principal activity was conducting UHCL business, or the traveler was required to be present at a specific date and time for a business meeting, or travel days to and from the business destination (not including side trips), or non-working days, weekends, and holidays that fall between days in which business was conducted.</p>
Personal Expense	Any expense incurred while traveling that is not reimbursable by the university for which the traveler is solely responsible. If a personal expense is paid via travel card the employee must reimburse the university within 45 days of the last date of travel.
Snacks	Between meal snacks may be expensed, provided that conference costs do not include meals. Snacks are reimbursed as part of the daily meal GSA limit.
Travel	Travel includes all trips off campus involving airfare, rental car, and/or hotel/lodging, whether UHCL is the ultimate payor or not.
Traveler	Any UHCL faculty, staff, student, candidate, contractor, grant participant, or any other type of traveler who travels from home or work for the purpose of conducting bona fide UHCL business.
Travel Agent	The contracted separate entity that procures air travel via the Concur software platform.
Travel Card	<p>A UHCL traditional credit card, as opposed to a declining balance card, will be part of the employee's profile, which the traveler may use for all allowable travel expenses and for which they are financially responsible should their expenses be non-reimbursable. Their UHCL card number will be part of the employee's profile in Concur. This card may be used to purchase airfare, lodging, meals, rental car, registration fees and incidental expenses related to UHCL business travel.</p> <p>Cards are issued to each traveler, as needed.</p> <p>Reimbursable card transactions are charged to the traveler's appropriate cost center(s).</p>
Travel Request	Any request to travel on UHCL business submitted for approval within adequate time to obtain approval before the travel takes place. This time is longer in the case of foreign travel where the President must also approve.

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University Guest	Any individual who voluntarily and without compensation provides recognition or support to the UHCL mission. This person may be a donor, potential donor, volunteer, alumni, community, government, university or corporate official. This category does NOT include current faculty, staff, students or persons paid an honorarium or fee for contracted services.
Zero Dollar Travel Request	Travel approval is still required in advance of any trip even if that trip has no anticipated expenses.

III. PROCEDURE – HIGHLIGHTS

Policy – The UHCL Concur Training Guide explains the step-by-step clicks and entries required to request and expense travel. Thus, the following items are high level policy highlights to familiarize you with operational changes and/or emphasize key points. The following information is not intended as a substitute for the detailed operating guide or user manual.

UHCL travelers seeking reimbursement for travel expenses related to conducting official UHCL business activity, which is documented as such with an “explanation of benefit” entered in our travel software (Concur), must comply with the UHCL travel policy.

Concur - All travel must be booked through our travel software. Any purchase of air tickets or other travel arrangements outside of Concur will be deemed non-reimbursable without exception.

Full compliance requires the traveler or his/her delegate to enter an initial travel request in Concur outlining the estimated costs, purpose, and benefits of the trip. This request must be approved by the traveler’s supervisor and CBA/DBA. Additional approvals are required for international travel. The request must be approved prior to travel for reimbursement to be processed. Travelers with a limited allowance, provided by their department, will be reimbursed only up to that limit. Any excess cost(s) will be borne personally by the traveler if additional university funding is unavailable.

Least Cost - As stewards of UHCL resources, travel should always be planned and selected based upon the most economical route for that trip, irrespective of personal day activities embedded within the excursion. Exceptions may be granted in the event the traveler has special circumstances, such as a health or safety issue, that requires an alternate itinerary.

Taxation - The UHCL travel policy rules stated herein conform with federal IRS rules regarding accountable plans. Under those accountable plan rules, expense reimbursements are not considered taxable income to the traveler, thus reimbursement is not generally included on the traveler’s W-2 unless the traveler submits their reimbursement request late (see *infra*, Expense Report Timing).

Non-Reimbursement - Any expenses deemed non-reimbursable to the traveler, which have been paid by UHCL traditional travel card, shall be repaid to UHCL within 45 days of the last date of travel.

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Should the traveler not repay UHCL timely, or in full, then UHCL will report the traveler to the Texas Comptroller of Public Accounts as a vendor on hold.

Further, any expenses deemed non-reimbursable to the traveler, paid by the traveler (*cash, check, personal credit card, etc.*) shall be considered personal non-business expenses for that traveler.

Alcohol - Alcohol is generally non-reimbursable, subject only to an approval exception granted by the President and/or his designee.

Conference – Documentation for conference requests and reimbursement must contain an agenda indicating all daily conference events, including meals and refreshments, and the promotional flier advertising the event that memorializes the dates and location. Meals offered during conference events will not be reimbursed as separate expenses should the traveler opt to dine on their own, independent of the conference.

Expense Report Timing - Based upon Texas fiscal management and subtending regulation and UHCL accounts payable bank charge reconciliation, the traveler must submit their expense report *7-10 days* after the last date of travel, not including personal days added at the end of their trip.

On-time bank payments enable UHCL to maintain a favorable credit rating and also assure travelers that reimbursements are processed promptly.

Moreover, under Texas regulation, any late submission of expense request (>60 days) automatically transforms the presumed non-taxable reimbursement into taxable income for the traveler, unless the expense is just for mileage alone. Mileage expense submission is always non-taxable.

After completion of travel, the traveler must complete an expense report and upload all receipts for all expenses into the UHCL travel software, ideally within 10 business days. These will be processed and reviewed by the accounts payable staff before reimbursement is processed through our accounting platform in PeopleSoft.

Travelers with successive back-to-back trips should plan ahead and time their expense reporting accordingly.

Late Expense Report Submission - The travel card account will be closed for 6 months for any traveler who fails to submit expense reports timely since this exposes the university to unnecessary financial risk; we will be obliged to pay our bank for travel charges incurred but will lack proper and complete documentation of such expenses.

International Travel - International travel requires Presidential, Provost, or Vice President pre-approval, depending upon the position title of the traveler. The traveler should obtain the highest rank approval within his/her academic or administrative division. Vice Presidents and Provosts require Presidential approval. In addition, this type of travel requires uploading of two separate forms during travel pre-approval: Export Controls form, and the completion certificate for the Collaborative Institute of Training Initiatives (CITI) course.

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Meals – The GSA daily rate (one for meals, one for lodging) is a data feed to Concur that assigns an allowable cost based on the city, county, and in some cases season. This rate determines the amount that is reimbursable for these two expense costs. Meals can include snacks.

Mileage - Travel may consist of mileage alone. Enter mileage detail into Concur to request reimbursement for local and out-of-town mileage, parking and tolls. The software calculates mileage automatically when you enter departure and destination addresses.

Official Business - Business required to perform the duties of the UHCL position held, in accordance with the legal responsibilities of the university. Official university business must relate to and benefit teaching, research, affiliations and alliances, and/or community service at the university.

Overnight Local Travel - Overnight local travel that includes lodging is non-reimbursable without prior approval from the AVP Business Operations, and is taxable to the employee.

IV. REVIEW AND RESPONSIBILITIES

Responsible Party: Associate Vice President Business Operations

Review: Every five years

APPROVAL

Vice President for Administration and Finance

President

Date: _____

V. REVISION LOG

Revision Number	Approved Date	Description of Changes
#1		New policy for UHCL

VI. REFERENCES

- IRS Pub 463
- MAPP 04.02.01B
- SAM 03.A.03

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RECORD OF CHANGES TO POLICY Attachment A

Attachment A: Record of Changes to Policy			
	Changed Paragraph #	Proposed Change	Reason for Change
1.			New policy
2.			
3.			
4.			
5.			
6.			

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RECORD OF REJECTED CHANGES TO POLICY Attachment B

Attachment B: Record of Rejected Changes to Policy				
	Changed Paragraph #	Proposed Change	Proposing Party	Rationale for Rejecting Proposed Change
1.		None		
2.				
3.				
4.				
5.				
6.				