

Procedure
Accounting and Fiscal Services
Prior Approval of Expenditures Matrix

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**UT SOUTHWESTERN MEDICAL CENTER
PRIOR APPROVAL OF EXPENDITURES MATRIX - PROCEDURE**

Revised 10/31/2022

TYPE OF EXPENSE	ALLOWED EXPENSES	ELIGIBLE EMPLOYEES	REQUIRED APPROVAL	DOLLAR LIMITS	ALLOWABLE SOURCES	PAY METHOD	COMMENTS
1 MEDICAL BOARD CERTIFICATION	YES	CLINICAL FACULTY (INSTRUCTOR OR ABOVE) WHO ARE MEMBERS OF THE PRACTICE PLAN OR EMPLOYED FULL-TIME AT AN AFFILIATED INSTITUTION (IE. PARKLAND, CHILDREN'S , SETON, VETERANS ADMINISTRATION ETC.)	DEPARTMENT FINANCIAL MANAGER, ADMINISTRATIVE MANAGER, OR DESIGNATED DEPARTMENT APPROVER		MSRDP	REIMBURSEMENT	FOR INITIAL CERTIFICATION OR RE-CERTIFICATION. INCLUDES TRAVEL TO & FROM EXAM & INCIDENTAL EXPENSES DOES NOT REQUIRE USE OF VACATION TIME FOR EXAM
2 BOARD REVIEW COURSES	YES	CLINICAL FACULTY (INSTRUCTOR OR ABOVE) WHO ARE MEMBERS OF THE PRACTICE PLAN OR EMPLOYED FULL-TIME AT AN AFFILIATED INSTITUTION, RESIDENTS, CLINICAL FELLOWS	DEPARTMENT CHAIR RECOMMENDATION & VP MEDICAL AFFAIRS PRIOR APPROVAL VIA PAPER INTENT TO TRAVEL FORM	PRIOR APPROVAL	MSRDP	REIMBURSEMENT	IN PREPARATION FOR INITIAL CERTIFICATION OR REQUIRED RE-CERTIFICATION. MAY INCLUDE TRAVEL IF NO COURSE IS AVAILABLE LOCALLY ATTACH APPROVED INTENT TO TRAVEL TO THE TRAVEL AUTHORIZATION.
3 MEDICAL STAFF PRIVILEGES AT NON-AFFILIATED INSTITUTIONS	YES	CLINICAL FACULTY (INSTRUCTOR OR ABOVE) WHO ARE MEMBERS OF THE PRACTICE PLAN	DEPARTMENT CHAIR RECOMMENDATION & PRIOR APPROVAL OF VP MEDICAL AFFAIRS		MSRDP	DIRECT	CHAIRMAN SHOULD PROVIDE WRITTEN JUSTIFICATION AS TO WHY THIS IS APPROPRIATE TO THE UNIVERSITY MISSION. EVP HEALTH SYSTM AFFAIRS SIGNS FORM. DEPARTMENT MUST ATTACHED SIGNED APPROVAL FORM TO PEOPLESFT PAYMENT REQUEST.
4 PROFESSIONAL LICENSE FEE (INITIAL, TEMPORARY, ANNUAL RENEWAL)	YES, TEXAS ONLY	INCOME GENERATING MSRDP & FULL-TIME CLINICAL FACULTY AT AN AFFILIATED INSTITUTION	DEPARTMENT FINANCIAL MANAGER, ADMINISTRATIVE MANAGER, OR DESIGNATED DEPARTMENT APPROVER		MSRDP	REIMBURSEMENT	FOR INITIAL LICENSURE INCLUDES TRAVEL TO & FROM EXAM & INCIDENTAL EXPENSES.; DOES NOT REQUIRE USE OF VACATION TIME. ATTACH APPROVED PROFESSIONAL LICENSE FEE PLAN TO EXPENSE REPORT.
		OTHER CLINICAL EMPLOYEES & TRAINEES	DEPARTMENT CHAIR & VP MEDICAL AFFAIRS				
	YES, TEXAS ONLY	INCOME GENERATING FSP MEMBERS	DEAN OF HEALTH PROFESSIONS SCHOOL		FSP	REIMBURSEMENT	FOR INITIAL LICENSURE INCLUDES TRAVEL TO & FROM EXAM & INCIDENTAL EXPENSES.; DOES NOT REQUIRE USE OF VACATION TIME. ATTACH APPROVED PROFESSIONAL LICENSE FEE PLAN TO EXPENSE REPORT.
5 OUT-OF-STATE TELEMEDICINE MEDICAL LICENSES	YES	MEDICAL PROFESSIONALS	DEPARTMENT CHAIR & EVP HEALTH SYSTEM AFFAIRS		MSRDP	REIMBURSEMENT	INCIDENTAL TRAVEL IS NOT REIMBURSABLE
6 PROFESSIONAL LIABILITY INSURANCE	YES	CLINICAL FACULTY (e.g. M.D., D.O., D.D.S.)	MSRDP ADMINISTRATION		MSRDP	DIRECT TO UT SYSTEM	CLINICAL FACULTY PAID THROUGH MSRDP ADMIN & BILLED BY IDR TO CLINICAL DEPARTMENT
	YES	OTHER FACULTY	DEPARTMENT CHAIR RECOMMENDATION & EVP HEALTH SYSTEM AFFAIRS		MSRDP, FSP	DIRECT	APPRROVED LIABILITY INSURANCE PLAN MUST BE ATTACHED TO PEOPLESFT PAYMENT REQUEST
	YES	NON-FACULTY HEALTH CARE PROFESSIONALS	DEPARTMENT CHAIR RECOMMENDATION & EVP HEALTH SYSTEM AFFAIRS; DEAN HEALTH PROFESSIONS SCHOOL IN LIEU OF EVP HEALTH SYSTEM AFFAIRS FOR FSP		MSRDP, FSP, RESTRICTED FUND SOURCES WHERE SPECIFICALLY BUDGETED.	DIRECT	APPRROVED LIABILITY INSURANCE PLAN MUST BE ATTACHED TO PEOPLESFT PAYMENT REQUEST

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7 TECHNICAL CERTIFICATIONS	BY EXCEPTION	ADMINISTRATIVE PERSONNEL	EXCEPTIONS - EVP BUSINESS AFFAIRS		ALL EXCEPT STATE	REIMBURSEMENT	TRAVEL IS ALLOWABLE IF APPROVED AS EXCEPTION; DOES NOT REQUIRE USE OF VACATION TIME.
	BY EXCEPTION	CLINICAL PERSONNEL	EXCEPTIONS VP MEDICAL AFFAIRS		MSRDP	REIMBURSEMENT	
	BY EXCEPTION	OTHER MEDICAL SCHOOL PERSONNEL - NON-CLINICAL	EXCEPTIONS - DEAN OF MEDICAL SCHOOL		ALL EXCEPT STATE	REIMBURSEMENT	
	BY EXCEPTION	HEALTH PROFESSIONS PERSONNEL	EXCEPTIONS - DEAN HEALTH PROFESSIONS SCHOOL		ALL EXCEPT STATE	REIMBURSEMENT	
	BY EXCEPTION	BILLING & CODING PERSONNEL	EXCEPTIONS VP MEDICAL AFFAIRS		MSRDP	REIMBURSEMENT	TRAVEL IS ALLOWABLE ONLY IF NOT AVAILABLE LOCALLY & IF APPROVED AS EXCEPTION; DOES NOT REQUIRE USE OF VACATION TIME.
8 CONTINUING EDUCATION COURSES	YES	FACULTY	DEPARTMENT FINANCIAL MANAGER, ADMINISTRATIVE MANAGER, OR DESIGNATED DEPARTMENT APPROVER NON-SCIENCE COURSES REQUIRE APPROVAL OF PRESIDENT			DIRECT OR REIMBURSEMENT	REIMBURSEMENT OF COURSES FOR CREDIT TOWARD DEGREE NOT ALLOWED WITHOUT SPECIFIC PRIOR APPROVAL OF PRESIDENT.
	YES	NON-FACULTY	DEPARTMENT FINANCIAL MANAGER, ADMINISTRATIVE MANAGER, OR DESIGNATED DEPARTMENT APPROVER			DIRECT OR REIMBURSEMENT	APPROVAL MUST BE ATTACHED TO PEOPLESFT PAYMENT REQUEST.
	YES	CERTIFIED REGISTERED NURSE ANESTHETISTS (CRNA)	DEPARTMENT FINANCIAL MANAGER, ADMINISTRATIVE MANAGER, OR DESIGNATED DEPARTMENT APPROVER	\$1,500 PER YEAR	DESIGNATED	DIRECT OR REIMBURSEMENT	DOCUMENTATION OF JOB REQUIREMENT MUST BE ATTACHED TO PEOPLESFT PAYMENT REQUEST. CME RELATED FEES, TRAVEL OR EDUCATIONAL MATERIALS
9 DUES & MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS	YES	FACULTY (INSTRUCTOR OR ABOVE), ADMINISTRATORS, DIRECTORS & ABOVE	DEPARTMENT FINANCIAL MANAGER, ADMINISTRATIVE MANAGER, OR DESIGNATED DEPARTMENT APPROVER		ALL EXCEPT STATE & FEDERAL SOURCES IF SERVICE OR AUXILIARY, REQUIRES EVP BUSINESS AFFAIRS APPROVAL	REIMBURSEMENT	SEE MEMBERSHIP POLICY APPROVED MEMBERSHIP/DUES PLAN MUST BE ATTACHED TO PEOPLESFT PAYMENT REQUEST
	YES	FACULTY ASSOCIATES, TECHNICAL, SCIENTIFIC, NURSING, RESIDENTS, CLINICAL FELLOWS, POST-DOCTORAL FELLOWS, ASSISTANT INSTRUCTORS	DEPARTMENT FINANCIAL MANAGER, ADMINISTRATIVE MANAGER, OR DESIGNATED DEPARTMENT APPROVER		ALL EXCEPT STATE & FEDERAL SOURCES IF SERVICE OR AUXILIARY, REQUIRES EVP BUSINESS AFFAIRS APPROVAL	REIMBURSEMENT	SEE MEMBERSHIP POLICY APPROVED MEMBERSHIP/DUES PLAN MUST BE ATTACHED TO REQUEST FOR PAYMENT.
	YES	THE FOLLOWING ADMINISTRATIVE EMPLOYEES: 9010-EXEC ASST, 9016-ADMIN MGR, 9228-MGR FINA AFF, 9303-MGR INFO RESRC, 9510 MGR HR, 9317-MGR INFO RESRC SR	DEPARTMENT FINANCIAL MANAGER, ADMINISTRATIVE MANAGER, OR DESIGNATED DEPARTMENT APPROVER EXCEPTIONS REQUIRE APPROVAL OF RELATED EXECUTIVE VICE PRESIDENT		ALL EXCEPT STATE & FEDERAL SOURCES IF SERVICE OR AUXILIARY, REQUIRES EVP BUSINESS AFFAIRS APPROVAL	REIMBURSEMENT	SEE MEMBERSHIP POLICY APPROVED MEMBERSHIP/DUES PLAN MUST BE ATTACHED TO REQUEST FOR PAYMENT.
	YES	STUDENTS	APPROPRIATE DEAN				ATTACH SIGNED APPROVAL FORM TO PAYMENT REQUEST.
	NO	NON-TECHNICAL CLASSIFIED EMPLOYEES	NOT ALLOWABLE			N/A	EXCEPTIONS WILL BE CONSIDERED UPON SUBMISSION OF APPROPRIATE DOCUMENTATION

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10 FACULTY CLUB DUES	YES	QUALIFIED FACULTY *AT RANK OF ASSISTANT PROFESSOR & ABOVE (INCLUDING EMERITUS); EXECUTIVES AT RANK OF ASSISTANT VICE-PRESIDENT & ABOVE * PAID BY UT SOUTHWESTERN OR PAID DIRECT AT LEAST 50% TIME WITHOUT OTHER REGULAR OUTSIDE EMPLOYEMENT	AUTOMATICALLY APPROVED BY PRESIDENT'S OFFICE FOR DUES			ADMINISTRATION	BUSINESS MEALS & PERSONAL EXPENSES ARE THE RESPONSIBILITY OF THE DEPARTMENTS & THE INDIVIDUAL RESPECTIVELY
	YES	FACULTY AT RANKS BELOW ASSISTANT PROFESSOR; PART-TIME (LESS THAN 50% TIME), VOLUNTEER & RETIRED FACULTY.	DEPARTMENT CHAIR		DEPARTMENT MSRDP, FSP, UNRESTRICTED ENDOWMENT, UNRESTRICTED CURRENT PURPOSE FUNDS, OR PERSONAL FUNDS	DIRECT	ATTACH PRE-APPROVED LIST TO PROPLESOFT PAYMENT REQUEST. INCLUDES SCHOOL OF MEDICINE, GRADUATE SCHOOL & SCHOOL OF HEALTH PROFESSIONS
	YES	RESIDENTS; POST DOC CLINICAL & RESEARCH FELLOWS	DEPARTMENT CHAIR & PRESIDENT VIA DEPARTMENT PLAN.		DEPARTMENT MSRDP, FSP, UNRESTRICTED ENDOWMENT, UNRESTRICTED CURRENT PURPOSE FUNDS, OR PERSONAL FUNDS	DIRECT	ATTACH PRE-APPROVED LIST TO PEOPLESFT PAYMENT REQUEST.
	YES	DIRECTORS; DEPT MANAGERS; ADMIN MANAGERS; FINANCIAL AFFAIRS MANAGER OR EQUIVELANT.	DEPARTMENT CHAIR		DEPARTMENT MSRDP, FSP, UNRESTRICTED ENDOWMENT, UNRESTRICTED CURRENT PURPOSE FUNDS, OR PERSONAL FUNDS		ATTACH PRE-APPROVED LIST TO PEOPLESFT PAYMENT REQUEST.
	YES	ALUMNI	N/A	NA	PERSONAL		MUST BE PAID PERSONALLY
11 PARKING FEES	YES	MSRDP, FSP MEMBERS OR FULL-TIME CLINICAL FACULTY AT AN AFFILIATED INSTITUTION ON AN APPROVED BENEFIT LIST AS PART OF INCENTIVE PLAN.	DEPARTMENT CHAIR (EXCEPTIONS MUST HAVE PRIOR PRESIDENTIAL APPROVAL)	ONE (1) DECAL ONLY	MSRDP, FSP EXCEPTIONS TO SOURCE MUST HAVE PRIOR PRESIDENTIAL APPROVAL	DIRECT	PARKING FEES MUST BE APPROVED VIA: A) DEPARTMENTAL ANNUAL BUDGET SUBMISSION OR B) APPROVED FRINGE BENEFIT WORKSHEET FOR NEW APPOINTMENTS
	YES	BASIC SCIENCE CHAIRS		ONE (1) DECAL ONLY	CHAIR ACCOUNT	DIRECT	NAMED RESERVED
	YES	EXECUTIVES AT RANK OF ASSISTANT VICE PRESIDENT & ABOVE; DEAN, ASSOC DEAN; ASST. DEAN	PRESIDENT	ONE (1) DECAL ONLY	MSRDP, FSP	DIRECT	MUST BE APPROVED AS PART OF ANNUAL FRINGE BENEFITS; ASST VP = GENERAL; ASSOC DEAN = RESERVED; VP & ABOVE = NAMED RESERVED
	NO	RESIDENTS POSTDOC CLINICAL & RESEARCH FELLOWS	NOT PERMITTED FROM ANY SOURCE		NONE	N/A	
	NO	ADMINISTRATIVE & PROFESSIONAL	NOT PERMITTED FROM ANY SOURCE		NONE	N/A	

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12 DUES & MEMBERSHIPS IN ALUMNI ORGANIZATIONS OF EDUCATIONAL INSTITUTIONS	NO				N/A	N/A	
13 CLINICAL EDUCATION ALLOWANCE	YES	CLINICAL RESIDENTS & CLINICAL FELLOWS	DEPARTMENT FINANCIAL MANAGER, ADMINISTRATIVE MANAGER, OR DESIGNATED DEPARTMENT APPROVER	SEE CLINICAL DEPT PROGRAM DIRECTOR FOR LIMITS.	MSRDP	REIMBURSEMENT OR DIRECT	
14 SUBSCRIPTIONS TO PROFESSIONAL PUBLICATIONS	YES	U.T. SOUTHWESTERN & AFFILIATED INSTITUTION EMPLOYEES, RESIDENTS, CLINICAL FELLOWS	- PROFESSIONAL SUBSCRIPTIONS REQUIRE DEPARTMENT FINANCIAL MANAGER, ADMINISTRATIVE MANAGER, OR DESIGNATED DEPARTMENT APPROVER - NON-PROFESSIONAL SUBSCRIPTIONS REQUIRE DEPARTMENT CHAIR & PRESIDENT OR EVP BUSINESS AFFAIRS		ALL EXCEPT STATE	DIRECT SUBSCRIPTIONS BILLED WITH MEMBERSHIP FEES WILL BE PAID AS A REIMBURSEMENT	NON-PROFESSIONAL SIGNED APPROVAL TO BE ATTACHED TO PEOPLESOFT PAYMENT REQUEST. IT IS NOT THE POLICY OF THE UNIVERSITY TO PAY GENERAL INTEREST SUBSCRIPTIONS EXCEPT TO THE EXTENT USED FOR WAITING ROOM AREAS & PUBLIC ACCESS AREAS.
15 BUSINESS MEALS OR UT SOUTHWESTERN-SPONSORED OFFICIAL EMPLOYEE FUNCTIONS	YES	IN-HOUSE PARTICIPANTS (INCLUDING PARKLAND, VA, CHILDREN'S & OTHER AFFILIATED HOSPITALS)	DEPARTMENT FINANCIAL MANAGER, ADMINISTRATIVE MANAGER, OR DESIGNATED DEPARTMENT APPROVER PRIOR APPROVAL OF CHAIR & PRESIDENT IF AMOUNT TO EXCEED LIMITS. SEE COMMENTS FOR SPOUSE APPROVAL.	SEE MEAL GUIDELINES - MEAL LIMIT MATRIX	MSRDP, FSP, DESIGNATED, UNRESTRICTED PRIVATE	GENERALLY ALLOWED AS REIMBURSEMENT	ANY EXPENSES EXCEEDING DOLLAR LIMITS WILL BE SENT BACK TO DEPARTMENT TO REVISE OR OBTAIN PRESIDENT APPROVAL. SPOUSES MAY ATTEND WITH PRIOR APPROVAL OF PROVOST. SUBMIT LETTER OF JUSTIFICATION FOR NECESSITY FOR SPOUSE PRESENCE.
16 RESIDENT APPRECIATION/AWARD DINNERS	YES	UT SOUTHWESTERN & AFFILIATED INSTITUTION EMPLOYEES, RESIDENTS, CLINICAL FELLOWS	DEPARTMENT FINANCIAL MANAGER, ADMINISTRATIVE MANAGER, OR DESIGNATED DEPARTMENT APPROVER PRIOR APPROVAL OF CHAIR & PRESIDENT IF AMOUNT TO EXCEED LIMITS.	SEE MEAL GUIDELINES - MEAL LIMIT MATRIX	MSRDP, FSP, DESIGNATED, UNRESTRICTED PRIVATE	GENERALLY ALLOWED AS REIMBURSEMENT; DIRECT IF FUNCTION IS ON CAMPUS.	ANY EXPENSES EXCEEDING DOLLAR LIMITS WILL BE SENT BACK TO THE DEPARTMENT TO REVISE OR OBTAIN PRESIDENT APPROVAL. SPOUSES & ESCORTS MAY ATTEND IF JUSTIFIED.
17 MEALS & ENTERTAINMENT - OFFICIAL FUNCTIONS	YES	UT SOUTHWESTERN EMPLOYEES WITH OFFICIAL UNIVERSITY GUESTS	DEPARTMENT FINANCIAL MANAGER, ADMINISTRATIVE MANAGER, OR DESIGNATED DEPARTMENT APPROVER PRIOR APPROVAL OF CHAIR & PRESIDENT IF AMOUNT TO EXCEED LIMITS. SEE COMMENTS FOR SPOUSE APPROVAL.	SEE MEAL GUIDELINES - MEAL LIMIT MATRIX	MSRDP, FSP, DESIGNATED, UNRESTRICTED PRIVATE	GENERALLY ALLOWED AS REIMBURSEMENT; DIRECT IF FUNCTION IS ON CAMPUS.	ANY EXPENSES EXCEEDING DOLLAR LIMITS WILL BE SENT BACK TO THE DEPARTMENT TO REVISE OR OBTAIN PRESIDENT APPROVAL. APPROVAL FOR SPOUSE ATTENDANCE REQUIRED: -OFFICIAL FUNCTION - SUBMIT TO PRESIDENT'S OFFICE VIA OFFICIAL FUNCTION FORM. -ALL OTHERS - APPROPRIATE DEAN'S OFFICE APPROVAL REQUIRED.
	YES	INDIVIDUALS INVOLVED IN RECOGNITION OF NAMED VISITING PROFESSOR/LECTURER	DEPARTMENT FINANCIAL MANAGER, ADMINISTRATIVE MANAGER, OR DESIGNATED DEPARTMENT APPROVER PRIOR APPROVAL OF CHAIR & PRESIDENT IF AMOUNT TO EXCEED LIMITS. SEE COMMENTS FOR SPOUSE APPROVAL.	SEE MEAL GUIDELINES - MEAL LIMIT MATRIX	MSRDP, FSP, DESIGNATED, UNRESTRICTED PRIVATE	GENERALLY ALLOWED AS REIMBURSEMENT; DIRECT IF FUNCTION IS ON CAMPUS.	ANY EXPENSES EXCEEDING DOLLAR LIMITS WILL BE SENT BACK TO THE DEPARTMENT TO REVISE OR OBTAIN PRESIDENT APPROVAL. ONE SUCH DINNER PER VISIT. SPOUSES MAY ATTEND WITH PRIOR APPROVAL OF PROVOST. SUBMIT LETTER OF JUSTIFICATION FOR SPOUSE PRESENCE.

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18 MEALS & ENTERTAINMENT - RECRUITMENT SEE # 28 FOR TRAVEL RELATED RECRUITMENT	YES	STUDENT RECRUITS	DEPARTMENT FINANCIAL MANAGER, ADMINISTRATIVE MANAGER, OR DESIGNATED DEPARTMENT APPROVER	SEE MEAL GUIDELINES - MEAL LIMIT MATRIX	MSRDP, FSP, DESIGNATED, UNRESTRICTED PRIVATE	REIMBURSEMENT OR DIRECT	ANY EXPENSES EXCEEDING DOLLAR LIMITS WILL BE SENT BACK TO THE DEPARTMENT TO REVISE OR OBTAIN PRESIDENT APPROVAL.
	YES	RESIDENT RECRUITS POSTDOC CLINICAL & RESEARCH FELLOW RECRUITS	DEPARTMENT FINANCIAL MANAGER, ADMINISTRATIVE MANAGER, OR DESIGNATED DEPARTMENT APPROVER	SEE MEAL GUIDELINES - MEAL LIMIT MATRIX	MSRDP, FSP, DESIGNATED, UNRESTRICTED PRIVATE	REIMBURSEMENT OR DIRECT	SPOUSES MAY ATTEND WITH PRIOR APPROVAL OF APPROPRIATE DEAN'S OFFICE. SUBMIT LETTER OF JUSTIFICATION FOR SPOUSE PRESENCE. ANY EXPENSES EXCEEDING DOLLAR LIMITS WILL BE SENT BACK TO THE DEPARTMENT TO REVISE OR OBTAIN PRESIDENT APPROVAL.
	YES	FACULTY & MANAGER RECRUITS	DEPARTMENT FINANCIAL MANAGER, ADMINISTRATIVE MANAGER, OR DESIGNATED DEPARTMENT APPROVER PRIOR APPROVAL OF CHAIR & PRESIDENT IF AMOUNT TO EXCEED LIMITS. SEE COMMENTS FOR SPOUSE APPROVAL.	SEE MEAL GUIDELINES - MEAL LIMIT MATRIX	MSRDP, FSP, DESIGNATED, UNRESTRICTED PRIVATE	REIMBURSEMENT OR DIRECT	ANY EXPENSES EXCEEDING DOLLAR LIMITS WILL BE SENT BACK TO THE DEPARTMENT TO REVISE OR OBTAIN PRESIDENT APPROVAL. SPOUSE MAY ATTEND WITH PRIOR APPROVAL OF APPROPRIATE DEAN'S OFFICE OR EVP.
	YES	INDIVIDUALS INVOLVED IN RECRUITMENT (VIA SEARCH COMMITTEE) OF MAJOR SENIOR POSITION, DIVISION CHIEF & DIRECTOR AND ABOVE TITLES	DEPARTMENT FINANCIAL MANAGER, ADMINISTRATIVE MANAGER, OR DESIGNATED DEPARTMENT APPROVER PRIOR APPROVAL OF CHAIR & PRESIDENT IF AMOUNT TO EXCEED LIMITS.	SEE MEAL GUIDELINES - MEAL LIMIT MATRIX	MSRDP, FSP, DESIGNATED, UNRESTRICTED PRIVATE	REIMBURSEMENT OR DIRECT	ANY EXPENSES EXCEEDING DOLLAR LIMITS WILL BE SENT BACK TO THE DEPARTMENT TO REVISE OR OBTAIN PRESIDENT APPROVAL. SPOUSES MAY ATTEND WITH PRIOR APPROVAL OF APPROPRIATE DEAN'S OFFICE. SUBMIT LETTER OF JUSTIFICATION FOR SPOUSE PRESENCE.
19 CONSULTANT/LECTURE FEES (NON-UT HEALTH INSTITUTIONS)	YES	VISITING CONSULTANTS & LECTURERS OTHER THAN UT HEALTH INSTITUTIONS: (a) PRESENTING LECTURE OR PERFORMING CLINICAL SERVICES (b) ADDITIONAL DAY ON CAMPUS NOT PRESENTING LECTURE INCL. TRAVEL DAYS (c) SERVING AS CONSULTANT FOR MAJOR UNIVERSITY PROGRAM (d) TEACHING MULTI-LECTURE COURSE WITH SYLLABUS INVOLVING EXTENSIVE PREPARATION	PRIOR APPROVAL OF APPROPRIATE DEAN, EVP BUSINESS AFFAIRS OR PRESIDENT	(a) MAX \$1,500 PER DAY * (b) MAX \$500/DAY (c) MAX \$2,000 PER DAY (d) MAX \$2,000 PER DAY	ALL EXCEPT STATE; LECTURE FEES NOT ALLOWED ON RESEARCH GRANTS	DIRECT	ATTACH SIGNED PAPER CONSULTANT & LECTURE FORM TO PEOPLESOFT PAYMENT REQUEST. *FOR DAYS ON WHICH LECTURES ARE GIVEN OR CLINICAL SERVICES ARE PERFORMED EXPENSES MAY BE PAID IN ADDITION TO CONSULTANT FEE IF APPROVED. ECONOMY AIRFARE ONLY WITHOUT PRIOR APPROVAL OF PRESIDENT FOR SPECIAL REASONS.
	YES	RESIDENT/CLINICAL FELLOWS FOR PRESENTATIONS TO DEPARTMENTS OUTSIDE RESIDENCY/ FELLOWSHIP	PRIOR APPROVAL OF APPROPRIATE DEAN, EVP BUSINESS AFFAIRS OR PRESIDENT	\$200 PER LECTURE	ALL EXCEPT STATE	DIRECT	NO EXPENSES ALLOWED

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20 CONSULTANT/LECTURE FEES (UT HEALTH INSTITUTIONS)	YES	FACULTY & STAFF OF OTHER UT HEALTH INSTITUTIONS	DEPARTMENT CHAIR & DEAN IF LESS THAN \$500 PER DAY OR PRIOR WRITTEN APPROVAL OF PRESIDENTS AT BOTH INSTITUTIONS IF GREATER THAN \$500 PER DAY	\$500 OR LESS PER DAY OR GREATER THAN \$500 PER DAY ONLY WITH PRIOR WRITTEN APPROVAL OF BOTH PRESIDENTS	MSRDP, FSP, UNRESTRICTED ENDOWMENTS, UNRESTRICTED CURRENT PURPOSE ACCOUNTS. NOT ALLOWED ON GENERAL REVENUE FUNDS.	DIRECT	ATTACH SIGNED PAPER CONSULTANT & LECTURE FORM TO PEOPLESOFT PAYMENT REQUEST. ACTUAL EXPENSES MAY BE PAID IN ADDITION TO CONSULTANT FEE, NOT TO EXCEED GUIDELINES. REFER TO UT SYSTEM GUIDELINES ON PAYMENTS TO FACULTY. ECONOMY AIRFARE ONLY WITHOUT PRIOR APPROVAL OF PRESIDENT FOR SPECIAL REASONS.	
21 CONTINUING MEDICAL EDUCATION LECTURE FEES	YES	GUEST LECTURERS, UT SOUTHWESTERN FACULTY	VP MEDICAL AFFAIRS WITH RECOMMENDATION OF CONTINUING MEDICAL EDUCATION	PER CME POLICY	ALL CME ALLOWABLE SOURCES	DIRECT	PAID IN ACCORDANCE WITH CME LECTURE FEE POLICY. ECONOMY AIRFARE ONLY WITHOUT PRIOR APPROVAL OF PRESIDENT FOR SPECIAL REASONS.	
22 HONORARIUMS	NO		NOT ALLOWED			N/A	NOT ALLOWED FROM ANY SOURCE OF FUNDS	
23 FLOWERS & TOKEN GIFTS (INCLUDING BOOKS & MEMENTOS)	YES	HOSPITALIZED, SERIOUSLY ILL OR DECEASED EMPLOYEES OR THEIR IMMEDIATE FAMILY, RESIDENTS, STUDENTS & RETIREES	DEPARTMENT FINANCIAL MANAGER, ADMINISTRATIVE MANAGER, OR DESIGNATED DEPARTMENT APPROVER	\$90 MAXIMUM (INCLUDING FEES)	UNRESTRICTED PRIVATE FUNDS & MSRDP, FSP	REIMBURSEMENT OR DIRECT	ALLOWED BY DEPARTMENTS WHO FUND SALARY ONLY.	
	YES	EMPLOYEE ENGAGEMENT/APPRECIATION PROGRAMS	DEPARTMENT FINANCIAL MANAGER, ADMINISTRATIVE MANAGER, OR DESIGNATED DEPARTMENT APPROVER	\$120 PER EMPLOYEE ANNUALLY	UNRESTRICTED PRIVATE FUNDS & MSRDP, FSP	REIMBURSEMENT OR DIRECT	SEE EMPLOYEE ENGAGEMENT PROCEDURE FOR DETAILS INCLUDING POSSIBLE TAXABLE INCOME. ATTACH TRACKING OF YTD SPEND TO REQUEST FOR PAYMENT OR REIMBURSEMENT.	
	YES	VISITING FACULTY	PRIOR APPROVAL OF DEPARTMENT CHAIR & DEAN	\$90 MAXIMUM (INCLUDING FEES)	UNRESTRICTED PRIVATE FUNDS & MSRDP, FSP	REIMBURSEMENT OR DIRECT	ATTACH SIGNED APPROVAL TO PEOPLESOFT PAYMENT REQUEST. MULTIPLE GIFTS ARE NOT ALLOWED	
	YES	UNIVERSITY DONORS	DEVELOPMENT OFFICE - PRIOR APPROVAL OF VP OF DEVELOPMENT ALL OTHER DEPARTMENTS - PRIOR APPROVAL OF PRESIDENT	\$90 MAXIMUM (INCLUDING FEES)	UNRESTRICTED PRIVATE FUNDS & MSRDP, FSP	REIMBURSEMENT OR DIRECT	ATTACH SIGNED APPROVAL TO PEOPLESOFT PAYMENT REQUEST. MULTIPLE GIFTS ARE NOT ALLOWED	
	YES	DEPARTING FACULTY, DEPARTING EMPLOYEES	DEPARTMENT FINANCIAL MANAGER, ADMINISTRATIVE MANAGER, OR DESIGNATED DEPARTMENT APPROVER	\$90 MAXIMUM OR \$125/DECADE OF SERVICE (UP TO \$600 MAX) WHICHEVER IS GREATER:	UNRESTRICTED ENDOWMENT, VARIOUS DONOR & MSRDP, FSP	REIMBURSEMENT OR DIRECT	ANY EXPENSES EXCEEDING DOLLAR LIMITS WILL BE SENT BACK TO DEPARTMENT TO REVISE OR OBTAIN PRESIDENT'S APPROVAL. GIFTS FROM DEPARTMENT OTHER THAN EMPLOYEE'S PRIMARY DEPARTMENT ARE GENERALLY NOT ALLOWED. MULTIPLE GIFTS ARE NOT ALLOWED. ALL UT EMPLOYMENT COUNTS TOWARD SERVICE YEARS.	
		DEPARTING RESIDENTS & CLINICAL FELLOWS	DEPARTMENT FINANCIAL MANAGER, ADMINISTRATIVE MANAGER, OR DESIGNATED DEPARTMENT APPROVER		MAX \$500 FOR DEPARTING RESIDENTS, & CLINICAL FELLOWS	UNRESTRICTED ENDOWMENT, VARIOUS DONOR & MSRDP, FSP	REIMBURSEMENT OR DIRECT	
	YES	VOLUNTEER FACULTY & STAFF, EMPLOYEES AT THE DIRECTION OF AFFILIATED PROGRAM	PRIOR APPROVAL OF PRESIDENT		\$90 MAXIMUM	MSRDP	REIMBURSEMENT OR DIRECT	ATTACH SIGNED APPROVAL TO PEOPLESOFT PAYMENT REQUEST.
	NO	GIFTS FOR NEW EMPLOYEES, PROMOTIONS, TRANSFERS, RECRUITMENT, BIRTHDAYS, CHRISTMAS, SECRETARY'S WEEK, & OTHER SUCH OCCASIONS ARE NOT ALLOWED		NOT ALLOWED	N/A	NONE	N/A	

**UT SOUTHWESTERN MEDICAL CENTER
PRIOR APPROVAL OF EXPENDITURES MATRIX - PROCEDURE**

Revised 10/31/2022

TYPE OF EXPENSE	ALLOWED EXPENSES	ELIGIBLE EMPLOYEES	REQUIRED APPROVAL	DOLLAR LIMITS	ALLOWABLE SOURCES	PAY METHOD	COMMENTS
24 PLAQUES & AWARDS	YES	FACULTY STUDENTS RESIDENTS POSTDOC CLINICAL & RESEARCH FELLOWS GUEST SPEAKERS	DEPARTMENT CHAIR & APPROPRIATE DEAN	PLAQUES = \$90 MAXIMUM (INCLUDING FEES)	MSRDP, FSP, UNRESTRICTED PRIVATE FUNDS	DIRECT OR REIMBURSEMENT	REQUIRED APPROVAL MUST BE ATTACHED TO PEOPLESOFT PAYMENT REQUEST.
25 SCHOLARSHIP AWARDS	YES	STUDENTS ENROLLED AT UT SOUTHWESTERN	APPROPRIATE DEAN		UNRESTRICTED PRIVATE FUNDS & MSRDP, FSP	DIRECT	ROUTED THROUGH SPONSORED PROGRAMS ADMINISTRATION & OFFICE OF ACCOUNTING
26 TUITION PAYMENTS	YES	STUDENTS ENROLLED AT UT SOUTHWESTERN	PRINCIPAL INVESTIGATOR & SPONSORED PROGRAMS ADMINISTRATION		TRAINING GRANTS	DIRECT	GENERALLY ADDED TO STIPEND UNLESS AWARDED SEPARATELY
27 VISITING MEDICAL STUDENT HOUSING	YES	VISITING MEDICAL STUDENTS	DEPARTMENT CHAIR & DEAN MEDICAL SCHOOL	\$200 PER WEEK	MSRDP	DIRECT OR REIMBURSEMENT	DOLLAR LIMIT IS \$300 PER WEEK IF SHARING A TWO BEDROOM SUITE IS NOT POSSIBLE
28 TRAVEL EXPENSES NON-RECRUITMENT RECRUITMENT SEE #18 FOR MEALS & ENTERTAINMENT RECRUITMENT EXPENSES	YES	FACULTY & STAFF & TRAINEES	DEPARTMENT FINANCIAL MANAGER, ADMINISTRATIVE MANAGER, OR DESIGNATED DEPARTMENT APPROVER	SEE TRAVEL EXPENSE LIMITS & MEAL GUIDELINES - MEAL LIMIT MATRIX	MSRDP, GRANTS, APPROPRIATE ENDOWMENT, CURRENT PURPOSE ACCOUNTS	DIRECT FOR AIRFARE; REIMBURSEMENT FOR OTHER	STATE FUNDS CAN NOT BE USED; FEDERAL & OTHER GRANT LIMITS MUST BE STRICTLY OBSERVED; ANY APPROVAL OVERAGES MUST BE PAID FROM OTHER SOURCES.
	YES	RESIDENTS; POSTDOC CLINICAL & RESEARCH FELLOWS	DEPARTMENT FINANCIAL MANAGER, ADMINISTRATIVE MANAGER, OR DESIGNATED DEPARTMENT APPROVER	SEE TRAVEL EXPENSE LIMITS & MEAL GUIDELINES - MEAL LIMIT MATRIX	MSRDP, FSP, UNRESTRICTED, ENDOWMENT, VARIOUS DONOR	REIMBURSEMENT OR DIRECT	TRAVEL & LODGING ALLOWABLE ACCORDING TO PER DIEM RATES FOR SOURCE OF FUNDS. ECONOMY AIRFARE ONLY.
	YES	PROSPECTIVE EMPLOYEES LIMITED TO FACULTY & ADMINISTRATORS AT THE LEVEL OF DIRECTOR & ABOVE	DEPARTMENT FINANCIAL MANAGER, ADMINISTRATIVE MANAGER, OR DESIGNATED DEPARTMENT APPROVER	SEE TRAVEL EXPENSE LIMITS & MEAL GUIDELINES - MEAL LIMIT MATRIX	MSRDP, FSP, UNRESTRICTED, ENDOWMENT, VARIOUS DONOR	REIMBURSEMENT OR DIRECT	TRAVEL & LODGING ALLOWABLE FOR RECRUIT, SPOUSE & CHILDREN ACCORDING TO PER DIEM RATES FOR SOURCE OF FUNDS. ECONOMY AIRFARE ONLY.
	YES	RESIDENTS; POSTDOC CLINICAL & RESEARCH FELLOWS	DEPARTMENT FINANCIAL MANAGER, ADMINISTRATIVE MANAGER, OR DESIGNATED DEPARTMENT APPROVER	SEE TRAVEL EXPENSE LIMITS & MEAL GUIDELINES - MEAL LIMIT MATRIX	MSRDP, FSP, UNRESTRICTED, ENDOWMENT, VARIOUS DONOR	REIMBURSEMENT OR DIRECT	TRAVEL & LODGING ALLOWABLE ACCORDING TO PER DIEM RATES FOR SOURCE OF FUNDS. ECONOMY AIRFARE ONLY.
	BY EXCEPTION	HARD TO FILL POSITION	DIRECTOR OF RECRUITMENT OR ABOVE	SEE TRAVEL EXPENSE LIMITS & MEAL GUIDELINES - MEAL LIMIT MATRIX	MSRDP, FSP, UNRESTRICTED, ENDOWMENT, VARIOUS DONOR	REIMBURSEMENT OR DIRECT	TRAVEL & LODGING ALLOWABLE ACCORDING TO PER DIEM RATES FOR SOURCE OF FUNDS. ECONOMY AIRFARE ONLY.
29 SPOUSE TRAVEL	YES	ALLOWABLE ONLY IF SPOUSE ATTENDANCE IS EXPECTED & IS OF DEMONSTRABLE BENEFIT TO UT SOUTHWESTERN	PRIOR APPROVAL BY PRESIDENT	PRIOR APPROVAL	UNRESTRICTED FUNDS & MSRDP, FSP	REIMBURSEMENT OR DIRECT	APPLIES TO SPOUSE OF CURRENT EMPLOYEE/FACULTY ONLY. FOR RECRUITMENT RELATED SPOUSAL TRAVEL SEE SECTION #28.
30 LOCAL MILEAGE FOR BUSINESS USE OF PERSONAL AUTO OTHER THAN COMMUTING TO WORK FROM HOME (DALLAS & ALL COUNTIES CONTIGUOUS TO IT)	YES	ALL FACULTY & STAFF	DEPARTMENT FINANCIAL MANAGER, ADMINISTRATIVE MANAGER, OR DESIGNATED DEPARTMENT APPROVER	\$0.625 PER MILE EFFECTIVE 7/1/22 20 MILE MINIMUM ROUND TRIP	ALL EXCEPT STATE	REIMBURSEMENT	SEE MILEAGE FOR BUSINESS USE - PROCEDURE \$0.585 PER MILE EFFECTIVE 1/1/25 - 6/30/22 \$0.56 PER MILE EFFECTIVE 1/1/21 - 12/31/21

**UT SOUTHWESTERN MEDICAL CENTER
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Revised 10/31/2022

TYPE OF EXPENSE	ALLOWED EXPENSES	ELIGIBLE EMPLOYEES	REQUIRED APPROVAL	DOLLAR LIMITS	ALLOWABLE SOURCES	PAY METHOD	COMMENTS
31 MOVING EXPENSES	YES	FACULTY AT LEVEL OF ASSISTANT PROFESSOR & ABOVE & SENIOR ADMINISTRATORS	PRIOR APPROVAL OF APPROPRIATE DEAN OR EVP BUSINESS AFFAIRS	PRIOR APPROVAL	MSRDP, FSP, DESIGNATED, UNRESTRICTED PRIVATE	REIMBURSEMENT OR DIRECT	SEE DEPARTMENT OF PURCHASING MOVING POLICY
32 MEMORIAL CONTRIBUTIONS	NO		NOT ALLOWED			N/A	NOT ALLOWED FROM ANY SOURCE OF FUNDS
33 CHARITABLE CONTRIBUTIONS	NO		NOT ALLOWED			N/A	NOT ALLOWED FROM ANY SOURCE OF FUNDS
34 PAYMENTS FOR BENEFITS, TABLES, TICKETS, SPONSORSHIPS, ETC.	NO		GENERALLY NOT ALLOWED. EXCEPTIONS REQUIRE <u>PRIOR</u> WRITTEN APPROVAL OF VP FOR COMMUNITY & CORPORATE RELATIONS OR PRESIDENT		GENERALLY NOT PERMITTED FROM ANY SOURCE	REIMBURSEMENT OR DIRECT	EXCEPTIONS REQUIRE PROOF OF DIRECT BENEFIT TO UT SOUTHWESTERN. APPROVAL LETTER MUST BE ATTACHED TO PEOPLESOFT PAYMENT REQUEST.
35 SUBJECT SCREENING & ELIGIBILITY FEES	YES	RESIDENTS POSTDOC CLINICAL & RESEARCH FELLOWS	ASSOCIATE DEAN OF RESEARCH; REVIEWED BY SPONSORED PROGRAMS ADMINISTRATION		PRIVATE & FEDERAL GRANTS	DIRECT	ALLOWABLE ONLY WHEN INCLUDED IN GRANT BUDGET
36 PROFESSIONAL SERVICES	YES		EVP BUSINESS AFFAIRS OR PRESIDENT		APPROVED CONTRACT ACCOUNT	DIRECT	ALLOWABLE ONLY WITH VALID CONTRACT SIGNED BY EVP BUSINESS AFFAIRS OR PRESIDENT
37 PERSONAL WIRELESS COMMUNICATION DEVICE EXPENSES	YES	CLINICAL FACULTY	DEPARTMENT CHAIR	MAXIMUM OF \$60 PER MONTH	MSRDP & FSP FUNDS	SALARY SUPPLEMENT	SEE ACCOUNTING WEBSITE FOR: CELL PHONE, PAGER, WIRELESS DEVICE - PROCEDURE & FORM
	YES	NON-CLINICAL FACULTY & ADMINISTRATIVE/PROFESSIONAL EMPLOYEES	DEPARTMENT CHAIR & EVP FOR BUSINESS AFFAIRS	MAXIMUM OF \$60 PER MONTH	ALL EXCEPT STATE & FEDERAL SOURCES	SALARY SUPPLEMENT	
38 TOLL FREE TELEPHONE NUMBERS (1-800 #S)	YES		EVP BUSINESS AFFAIRS			DIRECT	WRITTEN REQUEST MUST INCLUDE SOURCE OF FUNDS, COST, PURPOSE & BENEFIT
39 PURCHASE OR LEASE OF VEHICLES	YES		EVP BUSINESS AFFAIRS			DIRECT	PURCHASE ORDER REQUIRED