Certain professional fees and occupation taxes for System Administrative and General Office (SAGO) employees are eligible for direct payment or reimbursement, subject to the following terms and conditions:

1. Each employee will remain responsible for initiating all required payments to maintain professional certification or licensure. Certain payments will be subject to reimbursement by the System as provided by this rule or may be paid directly to the vendor in situations where it is more practical to do so.

2. The professional certification or license must be required by the position held, as documented on the Position Description. In certain circumstances professional certifications and licenses, not required by the position description, may be paid if the responsible department manager determines that the System will receive an adequate return on the payment, the expenditure is directly and substantially related to the department’s function and is used in the course of the employee’s duties.

3. The System will reimburse or pay for costs associated with no more than one professional certification or license per employee per year. Examination or course fees to initially obtain certification, late payment penalties, discretionary membership fees, or other related professional costs will not be subject to reimbursement or payment.

4. The System will reimburse or pay for only the following professional certifications or licenses:

   - Architect
   - Certified Environmental Inspector
   - Certified Information Systems Auditor
   - Certified Public Accountant
   - Insurance Adjuster
   - Interior Designer
   - Real Estate Broker
   - Member-State Bar of Texas
   - Professional Architect
   - Professional Engineer
   - Professional in Human Resources
   - Risk Manager
   - Senior Professional in Human Resources

5. To be eligible to receive reimbursement or direct payment to the vendor, the requesting employee must have been a SAGO employee as of the due date for the professional fees or occupation taxes. No proration of professional fees or occupation taxes will be made for an employee hired after the due date.

6. Exceptions to this rule may be made for any reason at the discretion of the Chancellor.

7. This rule will be evaluated at least annually and may be modified or rescinded at any time.

8. An employee who requests reimbursement or direct payment of professional fees or occupation taxes must submit a signed copy of the Request for Payment/Reimbursement of...
Professional Fees or Occupation Taxes form to the department head for approval. A copy of the approved form should be sent to the System Human Resources Office, and the original must be attached to the purchase voucher. This form is located online at the following address: [http://www.tamus.edu/offices/budget-acct/acct/general/](http://www.tamus.edu/offices/budget-acct/acct/general/).

9. An employee for whom professional fees are paid or reimbursed under this rule must agree to repay the System for a pro rata portion of the fees paid or reimbursed should employment with SAGO cease before the end of the period for which the professional fee or occupation tax was paid. This repayment is not required from the estate of a deceased employee.

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