



Institutional Handbook of Operating Procedures Policy 04.04.17	
Section: Fiscal Policies	Responsible Vice President: EVP & Chief Financial Officer
Subject 4.4: Finance – Accounts Payable	Responsible Entity: Finance

I. Title

Membership Organization Dues

II. Policy

State law only permits the payment of mission-related institutional memberships from state-appropriated funds. Institutional memberships must be in the name of The University of Texas Medical Branch at Galveston (“UTMB”). A written justification and appropriate approval is required as part of the Non-Purchase Order (“Non-PO”) voucher process.

The Non-PO voucher documentation must include the completed/signed [Institutional Membership Approval form](#).

Individuals may be reimbursed for membership dues in outside organizations from allowable, non-state appropriated funds. In order for individual dues to be eligible for reimbursement, the activity must be deemed as a relevant part of the employee’s job responsibilities. The respective area Vice President approval for reimbursement must be obtained prior to submission for reimbursement. Reimbursement submissions lacking approval from the respective area Vice President will be returned unpaid.

No payments from any source of funds may be made to political action committees or for political purposes

III. Procedure

Annual Reporting. UTMB will notify the Legislative Budget Board, the Senate Finance Committee, and the House Appropriations Committee of payment of membership dues to organizations having employees required to register as lobbyists pursuant to Chapter 305 of the Texas Government Code.

IV. Relevant Federal and State Statutes

[Chapter 305, Tex. Gov. Code](#)

V. Dates Approved or Amended

<i>Originated:</i> 04/01/1990	
<i>Reviewed with Changes</i>	<i>Reviewed without Substantive Changes</i>
09/02/2011	08/01/2016
	06/13/25

VI. Contact Information

Accounts Payable

409-266-0705

