

## Employee Specific

### Training and Development

The UNT System may provide training and development programs related to either current or prospective duty assignments in three areas: in-service training programs, out of agency staff development programs, and internship training programs.

In-service training includes continuing training programs that are job oriented to equip an individual to properly perform assigned tasks, to develop additional work capabilities, or to increase his/her level of competence.

If a vendor will be providing training at the UNT System component, submit a requisition following guidelines under **Lecturers**. Use the category code below in ePro.

Classification	ePro Category Code
Lecture, Training (Employees)	924-86

Training away from the UNT System component or an employee's designated headquarters is handled as a registration or as tuition. Fees for seminars, conferences, and training sessions (except for tuition to institutions of higher education) are processed as registrations. See **Registration Fees**.

For additional information on training, see Government Code 656.041, which is cited as the State Employees Training Act.

### Tuition Payable to the UNT System component

Payments for tuition payable to the UNT System component must be routed through Financial Aid instead of Procurement Services. Contact the appropriate UNT System component Financial Aid office for assistance with these payments.

### Moving Expenses/Relocation

The appropriate Vice President or President must approve Moving/Relocation expense reimbursements for new employees before a requisition is submitted, regardless of the source of funding. Though many of the expenses are travel in nature, moving/relocation expenses should be submitted on a requisition, not a travel voucher. This includes moving/relocation expenses for house-hunting trips and other travel related transactions that are authorized by the hire letter.

Electronically attach a copy of the new employee hiring letter or employment contract, which clearly authorizes and defines such expenses, to the requisition for processing.

When the hire letter authorizes moving expense only, recommend new employees identify moving vendor of choice and pay out of pocket and seek reimbursement after the move. Expenses beyond the approved monetary amount included in the hire letter are the sole responsibility of the individual.

A purchase order may be requested for payment to moving vendors that are part of a group Procurement Services program. Departments should seek the most current list of identified vendors from Procurement Services when the move is requested. The purchase order should not exceed the monetary amount stipulated in the hire letter.

When the hire letter authorizes relocation expenses, a check is issued to the new employee for the total amount authorized. The amount will be taxed on the following payroll check.

**Mileage reimbursements** to employees in excess of the IRS mileage rates will be taxed.

Requisitions should contain:

- an electronically attached employee hire letter, indicating the authorized reimbursement amount. Total Requisition value must not exceed the total authorized on the Hiring document;
- an electronically attached proof of payment of approved expenses related to the move, as appropriate for reimbursement requests; and

- an electronically attached quote from the vendor, in order to approve a purchase order for a moving/relocation vendor.

**Note:** Vendors must be a member of an approved group Procurement Services program – see **Moving Contracts** on the UNT System Business Support Services webpage for list of current authorized moving services vendors.

Moving expenses in excess of the approved monetary amount listed in the hire letter are the sole responsibility of the employee. Use the category code below in ePro.

Classification	ePro Category Code
Moving Services	999-03

### Travel

Employee and Prospective Employee travel is handled through Travel Services. This includes reimbursements for expenses while in the state of travel, including airfare, meals, lodging, incidentals, mileage and parking. See **Travel Guidelines** on the UNT System website.

#### Travel Expenses for Service Vendors

Reimbursements for travel expenses for consultants, lecturers, speakers, or other non- employees who are travelling on UNT System-related business must be submitted on a Procurement Services requisition. Please note that travel expenses incurred by consultants or non-employees are considered normal service expenses and are not considered travel by the State Comptroller's Office. Any travel expenses to be paid to the vendor should be included on the requisition submitted to **Procurement Services** and be coded the same as the service.

The vendor may pay their own travel expenses and claim reimbursement after the service is complete. Contact **Payment Services** with questions on payment for these services.

Best practice and recommended process is to allow a set amount for travel and include it as part of the fee (as an example, 10% of the service fee, or \$500, etc.).

Each requisition should contain:

- the purpose and benefit to UNT System;
- the date and location of event;
- an electronically attached proof of payment on itemized receipts for reimbursement (if reimbursement is limited and does not match the receipt amounts, specify such in the requisitions justification to confirm the difference is deliberate); and
- electronically attached supporting documentation from vendor (such as airfare itinerary) if paying a third party, so rush payment can be made.

### Awards

Monetary and non-monetary awards should be based on a competitive basis and should not show favoritism. Tokens of appreciation given by a department in honor of retirement or accomplishment are NOT awards. Please refer to the **Gifts** section for additional information. Procurement Services recommends physical awards (e.g. plaques, eagles, etc.) personalized with the individual's name since they are deemed to have \$0 fair market value and are not taxable to the individual.

UNT System Human Resource Services handles programs for service awards, safety awards, or other similar awards to be presented to employees for professional achievement or outstanding service.

Award checks will not be disbursed until after the date of the presentation event. It is suggested that a certificate be presented notating the accomplishment with a statement indicating that the check will be sent via US mail or EFT within 30 days. This applies to all classifications of awardees: Faculty, Staff, Students, Non-Employees, and Non-Students.

Payments to employees for monetary gifts and awards must be processed through the Payroll Office via ePAR unless exempted by other institutional policy or procedure. Use one of the following category codes in ePro for awards.

<b>Classification</b>	<b>ePro Category Code</b>
Service Awards greater than \$100, Employee	080-65
Service Awards less than \$100, Employee	080-65
Trophies, Plaques, Awards, Certificates, etc. – Non-employee	080-78

**Awards to non-university students**

Follow the same principle, as with employees, and use a competitive basis. Unlike employees, cash awards are allowable, but an **Award Payment Form** must be completed and sent to the **UNT System Tax Accountant** in the Payroll Office to be reviewed for possible withholding.

Awards to UNT System university students should be vetted by the appropriate Student Financial Aid office and may not be processed through a requisition unless grant funds are used. See **Foreign Vendors** and **Gifts**.

**Awards cannot be purchased with a departmental purchasing card.**