

Texas Woman's University Expenditure Guideline Matrix

Note: This document serves as a general guideline to assist in determining allowable expenditures on various funding sources. All expenses, regardless of the source of funds, remain subject to audits and compliance.

Expense Type	Object Code	State Accounts ¹	Designated Operating Accounts	Discretionary Accounts
		110.xxx	111.44100	111.88900
Academic Guest Lecturer	60209	Yes	Yes	Yes
Advertising	61217	Yes	Yes	Yes
Airfare - Economy Class (In-state / Out-of-State)	60301/ 60309	Yes	Yes	Yes
Alumni Activities/Events	n/a	No	Yes	Yes
Athletic Official Fees	61221	No	No	No
Business Cards	60801	Yes	Yes	Yes
Business Meals	61201	No	Yes	Yes
Catering Services	61221	No	Yes	Yes
Citizenship Application Fees	61209	No	No	Yes
Consultants	60202	Yes	Yes	Yes
Contracted Professional Services	61221	Yes	Yes	Yes
Contributions & Donations	61209	No	No	Yes
Employee Awards	61210	Yes ²	Yes	Yes
Employee Certification/Licensure	61209	Yes	Yes	Yes
Employee Reimbursements	61204	No	Yes	Yes
Employee Uniforms - Clothing	60414	Yes	Yes	Yes
Equipment - (Medical & Lab)	60414	Yes	Yes	Yes
Equipment - Computers	60421	Yes	Yes	Yes
Equipment - Other	60414	Yes	Yes	Yes
Flowers or plants not purchased from a florist	60404	No	No	Yes
Floral Arrangements & Decorative Plants purchased from a florist	61221	No	No	Yes
Food for Events (Non-business & Non-research)	60402	No	No	Yes
Food or alcohol products used in a research project	60409	Yes	Yes	Yes
Foreign Travel (Faculty & Staff)	60316	Yes	Yes	Yes
Furniture	60414	Yes	Yes	Yes
Gift Cards (Research Participants)	61203	No	No	No
Gifts and Awards (Non-employee)	61210	No	No	Yes
Gratuities - Meal receipts	61202	No	Yes	Yes

¹ Excludes HEF funding which are subject to additional review.

² \$100 ceiling on accounts funded with E&G.

³ Chamber of Commerce memberships are not allowed.

⁴ Vice President approval is required.

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Greeting/Holiday Cards	60404	No	No	Yes
Legal Services - Other	60213	Yes	Yes	Yes
Medical Services	60207	Yes	Yes	Yes
Memberships ³	61205	Yes	Yes ⁴	Yes ⁴
Mileage (In-state / Out-of-State)	60302/60310	Yes	Yes	Yes
Non-Academic Guest Lecturers	61221	Yes	Yes	Yes
Notary Fees	61209	No	Yes	Yes
Parking Fees - Employees	n/a	No	No	No
Printing Services	60801	No	Yes	Yes
Professional Fees - Other	60210	Yes	Yes	Yes
Professional Licensing Fees	61209	Yes	Yes	Yes
Promotional Items	60404	No	Yes	Yes
Prompt Pay Interest	70011	Yes	Yes	Yes
Prospective Employee Travel/Recruiting Expenses	60318	Yes	Yes	Yes
Registration Fees	61207	Yes	Yes	Yes
Reimbursing Students/Non-Employees	60319	No	Yes	Yes
Retiree Recognition Awards	61210	Yes ²	Yes	Yes
Sales Tax - State of Texas	n/a	No	No	No
Software Licenses	60422	Yes	Yes	Yes
Space - Rental	60706	Yes	Yes	Yes
Sponsorships	61217	No	Yes	Yes
Student Travel (Non-employee)	60319	No	Yes	Yes
Subscriptions	60405	Yes	Yes	Yes
Supplies	60404	Yes	Yes	Yes
Travel-Lodging for Faculty & Staff (In-state / Out-of-State)	60305/60313	Yes	Yes	Yes
Travel-Meals for Faculty & Staff (In-state / Out-of-State)	60305/60313	Yes	Yes	Yes

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