Taxable Payments or Reimbursements to UH Employees on a Travel or Purchase Voucher

Employee: _____ Title: _____
First Middle Last

Social Security Number: _____

Type of Transaction	Subcode	Amount
Paid on Travel Voucher		
Non-overnight meals in Texas (state-funds; $25 max)	7508	
Non-overnight meals outside Texas, inside the US (state-funds; $25 max)	7513	
Paid on Purchase Voucher		
Travel while moving, mileage over $0.12 per mile and meals (local funds)	7533	
Travel expenses while househunting (local funds)	7534	
Temporary quarters and storage beyond 30 days after move (local funds)	7535	
Employee award (cash awards must be paid through Payroll)	5540	

I acknowledge that the above transaction is taxable and will be added as taxable income to my earnings statement.

_____
Employee Signature Date

I agree that the above transaction is taxable and should be added as taxable income to the employee's earnings statement.

_____
Tax Compliance Signature Date

Instructions:

1. Type name, title, and social security number of employee, voucher number, and amount of taxable transaction in appropriate spaces.
2. Obtain employee signature.
3. Attach form to Travel or Purchase Voucher and forward to Tax Compliance at TAX-0900.
4. Tax Compliance reviews and signs form, if appropriate, and gives a copy to Payroll to add to employee's taxable income. The voucher and original form are given to Accounts Payable for processing.