**Sales Tax Exemption Guidelines**

|  |  |  |  |
| --- | --- | --- | --- |
|   | **Travel Meals** | **Business Meals in TX** | **All other purchases from TX vendors (Non-personal nature)** |
| **Reimbursements** | No need to present the certificate | No need to present the certificate | Present the Certificate |
|   |   |   | (Can be reimbursed up to $10) |
| **Direct Payments**  | No need to present the certificate | Present the certificate  | Present the Certificate |
| **(Vouchers and P/T Cards)** |   | (Vouchers - Remove sales tax from invoice) | (Vouchers - Remove sales tax from invoice) |
|  |   | (P/T Cards - If more than $10, contact the vendor to get it back) | (P/T Cards - If more than $10, contact the vendor to get it back) |

Note 1: State-appropriated funds and sponsored project funds must not be used to pay or reimburse for state of Texas sales tax.

Note 2: State of Texas Sales Tax exemption also applies to alcohol purchases.  However, additional fund source restrictions apply for such purchases (see Account List on the finance website: <http://www.uh.edu/finance/pages/References.htm>).

Texas Sales and Use Tax Exemption Form: <http://www.uh.edu/administration-finance/tax-information/official-tax-documents/tax_exempt.pdf>