

## HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 6	Fiscal Policies and Procedures	Effective:	May 2000
Section 6.2	Travel Policies and Procedures	Revised:	September 2008
<b>Policy 6.2.17</b>	<b>Apartment Lease</b>	Responsibility:	Assistant Vice President for Business Affairs

## **APARTMENT LEASE**

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### **Policy**

The University may reimburse an employee for the expense of leasing an apartment if or when the following five conditions are met:

1. the employee leases the apartment from a commercial lodging establishment;
  2. the employee is listed as a tenant on the lease;
  3. the purpose of leasing the apartment instead of renting a room is the conservation of state funds;
  4. the University reasonably anticipates at the time the lease is signed that the employee will be using the apartment while conducting University business throughout the term of the lease; and
  5. the apartment will be used for at least one month.
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### **Expenses**

Expenses of leasing an apartment mean the total expenses that are reasonably necessary to make the apartment livable. The term includes furniture rental charges and mandatory utility charges. It does not include refundable security deposits. Mandatory utility charges include gas, water, electricity, garbage collection, and basic monthly telephone charges for a single phone (including installation costs). The term does not include a cable television fee.

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### **Reimbursement**

Reimbursement may not exceed the daily lodging rate allowed for the location based on the fund type charged. The University may not directly pay a commercial lodging establishment for the lease of an apartment. A copy of the lease agreement, utility bills, and furniture rental bill along with proof of payments must be attached to the [Travel Voucher](#).