

UTDBP3119

Policy on Use of University Funds for Parking

Policy Statement

Purpose

To provide guidance regarding the use of University funds to purchase parking permits.

Policy

As of September 1, 2023, the University of Texas at Dallas does not allow University departments to pay for parking permits for individual University employees using University funds.

Departments may purchase a parking permit that is owned by the department and used by multiple individuals as needed. The purpose of a departmental permit is not to replace the need for employees to purchase their own parking permit, but to facilitate ease of parking when employees are performing their job duties on campus. It is the responsibility of the department head or their designee to ensure departmental passes are used appropriately. Departmental permits must be purchased via IDT or journal transfer - not on a University One Card. Any University funds may be used to purchase departmental parking passes.

Departments may also purchase permits for guests, suppliers, or contractors, when appropriate. These permits must be purchased via IDT or journal transfers - not on a University One Card. Also, the cost must be included on an independent contractor's 1099-NEC tax form as a taxable benefit.

RESPONSIBLE PARTY

LAST REVIEWED

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HISTORY

- Issued: 2023-07-28