

MEMORANDUM

TO: Departmental Faculty

FROM: Jim Brick, MD
E. B. Flink Professor and Chairman

RE: Eligibility of Faculty Expenses

DATE: January 1, 2011

The following is a reminder of the Department of Medicine's policy on the eligibility of faculty expenses. This policy pertains to all sources of funding. All expenditures require prior approval by your Section Chief.

ELIGIBLE EXPENDITURES:

- Abstract fees
- Annual society dues including AMA, local medical society, and specialty organizations
- Annual subscriptions to journals and other appropriate publications
- Board review courses
- Travel to appropriate meetings as determined by the Section Chief. All international travel (including Canada) must be pre-approved by the Chairman and the Dean.
 - Meal reimbursements require detailed receipts, not just a credit card receipt
 - Gratuities are not to exceed 18%

INELIGIBLE EXPENDITURES:

- Board Exam fees
- Cellular phones
- Charitable contributions
- Computers or other equipment and software, unless pre-authorized by the departmental administrator or Chairman
- Medical license fees or other certifications such as DEA
 - Note: SOM faculty are eligible for waiver of DEA fee (Section Administrative Assistant can help with process)
- Rental cars during business trips unless pre-authorized by the Chairman or departmental administrator
- Up To Date subscriptions require prior authorization by Chair or departmental administrator

cc: Section Administrative Assistants