
Policy No. 6

EDUCATION AND TRAINING REQUESTS

September 18, 2003

The purpose of this memorandum is to establish policies and procedures for requesting funds for education and training opportunities for employees of the School of Medicine. It is our policy that all training requests should be submitted and be approved a minimum of one month in advance of the actual occurrence to allow processing through the Office of Academic Affairs and permit timely employee planning. Employees who wish to be reimbursed for authorized expenses must properly account for the expenses within 60 days after the end of an approved educational seminar on which the expenses are to be paid. Reimbursement will not be made after 60 days.

I. SOM-paid non-Faculty Employees.

1. All education and training requests for tuition, registration and travel funds should be in memorandum form and sent to the Office of Academic Affairs for approval.
2. The following procedures will be used when requesting approval for education and training funds.
 - a. A written memorandum request indicating how the information acquired at the seminar will enhance the employee's on-the-job performance should be sent through their Supervising Dean and/or Director for endorsement and forwarding to the Office of Academic Affairs for consideration and approval.
 - b. The office of Academic Affairs will notify the employee if their request for training is approved.
 - c. The employee is responsible for making their own arrangements to attend the approved training course.
 - d. A copy of the approved training request should be attached to the employee's Travel Reimbursement Form.
 - e. The employee is responsible for notifying the Office of Academic Affairs if the training course is cancelled or realizes he/she cannot attend the training as planned.
3. All GME staff member requests will continue to be approved and paid by GME.

II. SOM-paid faculty employees.


1. Faculty training will continue to be approved and paid from Department funds.

III. SOM non-paid faculty.

1. Attendance at a training course or meeting, at the request of the Dean, will be paid from Dean's office funds.

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