

The purpose of this policy is to define allowable program expenses as related to the provision of graduate medical education. Funding is provided for the ongoing operation of UMKC GME Programs. This funding is intended for use as delineated below. Any expense deviating from these guidelines must be pre-approved. All allowable expenses must comply with established University guidelines and regulations, which is applicable for all UMKC School of Medicine and GME faculty and staff.

At the beginning of each academic year, each program will receive \$1,000 per resident/fellow that overhead is paid on. For off-track residents, funding is pro-rated if they complete or start within the academic year. Funding is time limited for use within the academic year (July 1 to June 30). Funding is not carried over from one academic year to the next. Off-track resident funds will be prorated accordingly. Funds can be used for any resident in the program, regardless if overhead is paid on them.

Allowable Program Expenses

Resident Education Expenses:

- Programs may help cover resident education expenses for PGY-1 residents. For PGY-2 and above residents, the program can supplement individual resident expenses once the individual resident's \$1,000 annual education allowance is spent.
- Educational materials such as books, simulators, electronics (such as tablets for all residents) that are used solely for resident education. Not covered is equipment that is part of the facility, such as: chairs, file cabinets, conference phones, computers, and projection devices.
- Medical items, such as stethoscopes or surgical loupes, if purchased for all residents.
- Resident training including on-line testing, other certification courses, and electronic applications as educational resources. Program funds cannot be used for medical school related expenses for Oral Surgery residents.
- Resident society/organization dues or fees that enhance resident education but only if program can document that membership of resident or program allows access to guides, examinations, etc. that could not be obtained without a membership. Program funds cannot be used solely for faculty or coordinator membership to societies/organizations
- Special events to enhance resident education, such as guest lectures. Hotel and airfare expenses for the lecturer can be provided if approved at least 30 days prior to the event and the UMKC Business Office agreement procedures are followed.
- Programs may use funds to support GME approved resident electives. Approval of such electives must be pre-approved by the Financial Advisory Committee per Rotation at Non-Affiliated Sites Policy.
- Travel for Program Coordinators and Directors to conferences that specifically benefit the Residency Program. Travel must be preapproved by the SOM Travel Committee (if active). Program Coordinator travel has to be approved by the Program Director prior to travelling. Program Director travel would have to be preapproved by the Associate Dean of Graduate Medical Education. Non UMKC paid employees will only be reimbursed **after** travel has occurred.
- For travel expenses related to residents presenting at medical society/organizations, the Program may help fund expenses only after Research Presentation Fund Policy funds for the resident, if presenting, are exhausted.
- For travel expenses related to all residents (or all of the same program year) attending an educational medical society/organization academic meeting (not presenting at), programs may help fund expenses following travel reimbursement policies.

Resident Recruitment Expenses:

- Resident recruitment materials including copying, brochures, and other printed materials. Gifts and souvenirs expenses for applicants must comply with [UM System BPM-216 on Awards, Gifts, & Prizes](#).
- Interview expenses such as lodging and taxi transportation
- Food/Meals (excluding alcoholic beverages and parties) in compliance with [UM System BPM-219 Travel and Other Business Expenses](#).

Graduation Expenses:

- Contracts or agreements must be forwarded to the Business Office at least 30 days in advance of the meal. All contracts/agreements for any residency program event must be approved by the University.
 - Approved graduation reimbursable expenses are food, renting of space, printing of invitations, DJ for dance, and any recognition through certificates and trophies (gifts are not a reimbursable expense).
 - Itemized original receipts must be submitted to the Business Office for reimbursement. Alcohol, "gifts", and "party" expenses are not approved.
- Programs are responsible for expenses that exceed this amount.

Awards:

- In compliance with [UM System BPM-216 on Awards, Gifts, & Prizes](#), awards to Residents or Fellows are considered additional pay and will be added to monthly salary.
- Awards are taxable and thus issued as a direct deposit shown on monthly pay stubs.
- Award requests must be accompanied by award criteria/purpose, who/what decides the award, and what award is given. These criteria must be established within the program.

Additional services rendered:

- Additional services rendered by a Resident, i.e. duties as an Administrative Chief, Chief Resident, Resident physicians as instructors, etc., to whom compensation is awarded by the Residency program, is considered additional pay and will be added to the Resident Physician's monthly salary.

Program Expenses Covered by GME Funds:

- The entire cost of in-service and in-training exams.
- The entire cost for ACLS, BLS, ATLS, and NALS for residents/fellows. PALS is funded for CFM, EM, Med/Peds, and Oral Surgery residents.
- Each Program's graduation ceremonies by reimbursing \$300.00 per graduating Resident for the academic year. Notification regarding the place, date, and possible number of graduates must be sent to the Business Office at least 30 days prior to the event for pre-approval.

Reimbursement Guidelines

Program funds do not roll over from contract year to contract year. Reimbursement has to be made during the same fiscal year of purchase (the University fiscal year runs 7/1-6/30) and turned in within the deadline that is set each year.

Non- Travel Reimbursement Process

1. Send email to GMEOffice@umkc.edu requesting reimbursement.
2. Attach receipt to email.
 - a. Receipts must list all items purchased and show as paid in full.
 - b. Receipt must be readable. PDF is preferred format.
3. The email must include funding sources. If using program funds, the program directors email or written approval needs to be in the email string or attached.

Travel Reimbursement Process

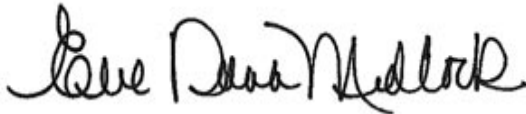
1. Must be approved prior to traveling. The approval must include an estimated cost. This can be done via written approval or email.
2. Send email to GMEOffice@umkc.edu requesting reimbursement. Email must have itemized listing of what you are requesting. Travel items can include: meal per diem, mileage, airfare, registration, lodging, and incidentals.
 - a. Meals are reimbursed on a per diem basis. For travel in the state of Missouri, the rate is \$42 per day. For all other travel, the University uses the daily meal rate determined by the Department of Defense Travel Management Office. The rates are found at <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>.
 - b. If lodging is shared by two or more residents, a copy of the cancelled check written to the one who reserved the room must accompany the hotel bill.
 - c. Individuals using a personal vehicle for official business will be reimbursed based on the approved map mileage of the most direct route, plus any costs of parking and tolls. The mileage reimbursement rate is set by the Controller's Office by January 1 for each calendar year and posted on the [Controller's website](#)

3. Receipts must be attached to email for any item that costs more than \$75. For lodging, a receipt is required regardless of the cost. All receipts must be readable (pdf format is preferred), list all items purchased, and show as paid in full (payment cannot be made via gift card or financing).
4. Official conference course schedule and confirmation of attendance is required for reimbursement and must be attached to email.
5. The email must include funding sources. If using program funds, the program directors email or written approval needs to be in the email string or attached.

Approved By:



Christine Sullivan, M.D.
Associate Dean of Graduate Medical Education



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