

Revised September 15, 2015

The purpose of this policy is to define available reimbursement for individual resident expense items. All reimbursable expenses must comply with established University guidelines and regulations, which are applicable for all UMKC School of Medicine and Graduate Medical Education faculty and staff. An abbreviated summary follows (not all inclusive).

Each PGY-2 and above full-time resident is allowed a \$1,000 annual education allowance for reimbursement of out-of-pocket expenses. Funding will coincide with the contract year. *** Exception to this is the purchase of electronic equipment. It must be purchased by the end of the first quarter of your last academic year, i.e. if a resident/fellow's contact runs from July thru June, then electronic equipment purchase must be made by the last day of September of their last academic year.*

Allowable Education Expenses

- Medical books, medical journals, and online journal subscriptions.
- Professional medical society dues or fees that enhance resident education. Resident funds cannot be used for mere membership in societies/organizations but rather only if resident can document that membership allows resident access to guides, examinations, etc. that could not be obtained without a membership.
- Electronic equipment that is predominantly used for resident/fellow work. Must be purchased within the required timeframe (see above) and is limited to one electronic device per category per academic year (computers, tablets, smart phones).
- Medical items like scrubs, surgical loupes, stethoscopes, indirect ophthalmoscopes and lenses and other similar medical equipment.
- Lab coat Expenses beyond what is purchased by GME (see below).
- Online board review courses.
- Travel, to include out of state rotations – All Resident travel must comply with the [UMKC School of Medicine Travel Policy](#) and [UM System Business Policy 500 on Travel](#).

GME funds will purchase the following:

- Two lab coats during first contract year of residency (or first year of new program) and one during each following contract year.
- Kansas permanent license (as needed by program).
- United States Medical Licensing Examination Step 3 and Comprehensive Osteopathic Medical Licensing Examination (COMLEX) Level 3 if applied and registered for during first post-graduate year (PGY-1) **can be reimbursed if preferred.*

GME funds will reimburse the following:

- Missouri temporary license **for contract year 1, this is paid through additional pay on your first paycheck.*
- Bureau of Narcotics and Dangerous Drugs Application fee **for contract year 1, this is paid through additional pay on your first paycheck.*

Reimbursement Guidelines

Resident 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. The resident/fellow must send an email from their UMKC email account requesting reimbursement to GMEOffice@umkc.edu
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.

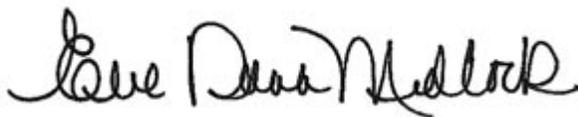
Travel Reimbursement Process

1. Must be approved prior to traveling. The approval must include an estimated cost. This can be done via written approval or email.
2. The resident/fellow must send an email from their UMKC email account 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:



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