



December 19, 2006

REIMBURSABLE RESIDENT EDUCATION EXPENSES

Purpose: To define available reimbursement for individual resident expense items.

Policy: All reimbursable expenses must comply with established [University guidelines and regulations](#), which is applicable for all UMKC School of Medicine and Graduate Medical Education faculty and staff. The GME travel policies conform to [University of Missouri-Kansas City School of Medicine Travel Reimbursement Policy No. 8](#). An abbreviated summary follows (not all inclusive):

I. Resident Education Allowance:

- A. In-State and Out-of-State Overnight Travel:** Each PGY-2 and above full-time resident is allowed a \$1,000 annual education allowance for reimbursement of out-of-pocket travel expenses. Expense reports must be submitted to the Graduate Medical Education Office within 30 days of the return date as follows:
1. Out-of-state and in-state travel expenses to attend medical conferences and residency-related courses as [pre-approved](#) by Chairperson or Program Director. Expenses are reported on [University of Missouri Travel-Trip Expense Detail Form UM-11](#), as follows:
 - a. E-mailed confirmations and/or original receipts must be submitted to Graduate Medical Education Office, UMKC School of Medicine, Room Med M1-210, within 30 days of incurring the expense. Expenses are itemized daily as follows:
 - i Official conference itinerary or course schedule and attendance certificate is required.
 - ii Lodging is to be reserved close to the conference/event. 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.
 - iii Flight itinerary for roundtrip airfare is required. Please refer to [UMKC School of Medicine Policy No. 8, Item 10](#), if personal vehicle is used for out-of-state travel.
 - iv Preferred means of ground transportation are metro, rail, taxi, or shuttle. Parking and other travel-related expenses must be reported with original receipts. Please refer to [UMKC School of Medicine Policy No. 8, Item Nos. 9 and 11](#), for taxi or car rental requirements.

- v Current [per diem per person](#) meal allowances are set by the state and may change. Receipts required only if meals are paid for two or more traveling under University business. All names and business affiliation (e.g., name, title, work location) must be printed on an itemized receipt and on the the [Travel-Trip Expense Detail Form](#)) "Comments" section.
 - ! **Note:** Extended day trips without overnight stay may qualify for meal reimbursements if the resident is in continuous travel status for 12 hours or more. The 12-hour status must be indicated in the Comments section of the travel form.
- 2. Unless specifically authorized by the GME Office in advance, other miscellaneous expenses (i.e., luggage, spare batteries, car rental insurance, etc.) are not reimbursed.
- 3. Reimbursement for alcoholic beverages is restricted.
- B. Local meetings (in Kansas City area):** Registration fee with original receipt or official payment confirmation and itinerary is reimbursable.
- C. Coursework as authorized by Program Director or Department Chair:** Continuing medical education correspondence course and board review courses (not exams) are reimbursable.
- D. Out-of-State Rotation:** Travel expenses as [pre-approved](#) and authorized by Program Director or Department Chair.
- E. Associated Education Expenses are reimbursable as follows, given appropriate reimbursement documentation is received by the GME Office prior to the second Friday of June effective following employment with UMKC:**
 - 1. Medical books, medical journals, and online journal subscriptions.
 - 2. Professional society dues and subscriptions (document residency-related justification).
 - 3. One handheld PDA and computer may be reimbursed if purchased prior to the last three quarters of employment and must be used for resident training.
 - 4. Replacement PDA's with replacement justification.
 - 5. Surgical loupes, stethoscopes, indirect ophthalmoscopes and lenses, and other similar medical equipment.
 - 6. Labcoat expenses that exceed the uniform allowance provided by GME (original receipt required - see item no. II below).
- F.** Where the term of the residency contract is less than the full academic period, the amount of the allowance will be prorated proportionate to the number of months actually worked (i.e., 6 month contracts will yield a \$500 allowance).

- G. Expenses incurred in excess of the \$1,000 limitation are the individual resident's responsibility to reconcile.
- H. **Fiscal year-end deadline:** Vouchers received by the GME Office later than the **second Friday of June** may result in delayed reimbursement secondary to University year-end closeout requirements.

II. Reimbursable expenses not contributory to the \$1,000 Education Allowance:

- A. **Uniforms (Lab Coats):** Residents receive a direct payment allowance to offset lab coat expenses as follows:
 - a. First year of employment residents receive \$50.
 - b. Subsequent years of employment residents receive \$25.
 - c. No receipts required.
- B. **Medical Licensure and Bureau of Narcotics and Dangerous Drugs (BNDD) Registration Fee:**
 - 1. **Missouri temporary licensure** and **BNDD registration** are reimbursed through GME funds for initial application/registration fees only upon submitting an original money order or certified check receipt. ***Please contact the GME Office for the temporary license application.***
 - 2. **Kansas Permanent Licensure** will be paid through GME funds ***only*** if the expense is pertinent to the resident's training program, i.e., Orthopaedic Surgery Residents.
 - 3. Applications for conditional license are encumbered by all residents. However, permanent Missouri medical license (including Federation Report), and DEA numbers are the sole responsibility of the individual resident and consequently are excluded from reimbursement consideration, ***with the exception of Oral & Maxillofacial Surgery and Orthopaedic Surgery Residents.***
- C. **United States Medical License Examination (USMLE III)/National Board of Osteopathic Medical Examination (COMLEX):**
 - 1. **USMLE Step 3 Application** is to be made through the Office of Graduate Medical Education. The University will attach payment to application(s) for examinations; or, if paid out of pocket an explanation must be submitted along with the receipt for approval.
 - 2. COMLEX Level 3 applications are only available online at <http://www.nbome.org/>

III. Appropriate Documentation of Expenses Accepted by the GME Office Include:

- A. Original receipts, statements or e-mail payment confirmations from company showing balance due of zero or payment received.

- B. Order form detailing the purchase and copy of canceled check or credit card statement.

IV. Responsibility:

Resident:

- Must complete and obtain supervisor written pre-approval for all travel and signature on either the [Travel-Trip Expense Detail UM 11](#) form the [UMKC Resident Physician Request for Reimbursement](#) form, as appropriate.
- Attach all required documentation, including written travel pre-approval, to the appropriate form and submit to the GME Office within specified timelines.
- Remain in compliance with above-stated policy requirements.

Program Director/Department Chair:

- Manage the resident reimbursable funds provided to the program.
- Review and [pre-approve](#), in writing, travel to attend conferences and events that pertain directly to resident training and education.
- Approve reimbursement submission requests by signature and date where required, ensuring accuracy of expenditures, completeness, and conformity to UMKC policies.

GME Office:

- Ensure appropriate and timely reimbursement of expenditure submissions to the GME Office. All reimbursements are paid direct deposit.
- Ensure payment for renewal licenses with the exception of resident/fellow transfers from another Missouri post-graduate training program.
- Ensure payment of renewal BNDD registration fees.
- Monitor education allowance expenditures.

References: University of Missouri Business Policy Manual, Allowable Expenses, [BPM-505](#) and UMKC School of Medicine Travel Reimbursement [Policy No. 8](#).

Follow-up Responsibility: Director, Graduate Medical Education Operations.

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