

Community Health and Family Medicine Fiscal Policies and Procedures

Professional Allowance

- Faculty Allotment: \$1,700 no pro-ration
- PA/ARNP Allotment: \$1,200 no pro-ration
- CME expenses over \$50 **must** be processed by Fiscal, not including travel expenses.
 - Reimbursements over \$50 are no longer permitted by the University, with the exception of pre-approved travel expenses, professional licenses, and memberships.
 - Purchases under \$50 should be approved by Fiscal prior to purchase to:
 - Ensure reimbursement eligibility and
 - Allow for purchase facilitation whenever possible
 - Reimbursement is not guaranteed for unapproved purchases of any amount.
- Allowable expenses: travel, online courses, books, stethoscopes, tablet + case + keyboard
 - Restrictions: Stethoscopes & tablets/accessories can only be purchased every 3 years, unless extenuating circumstances dictate otherwise, and must be purchased by Fiscal.
 - Tax Information: (1) Tablet and accessory purchases are considered gifts and will be reported to UF Tax Services as miscellaneous taxable income (MTI), resulting in additional taxes being deducted from the requestor's paycheck based on the value of the tablet/accessories. (2) Travel reimbursements that are not submitted and approved within 60 days will be included in the employee's annual W-2 as taxable income.
 - **Unallowable** expense examples: clinic or lab supplies such as blood pressure cuffs, microscopes, etc.
- Travel Requirements:
 - All travel must be authorized in advance.
 - Fiscal must receive a completed travel request form no later than 30 days before travel occurs.
 - UF requirement for business travel. Non-compliance could result in an inability to collect health or life insurance in the event of a traveler's injury or death during an unauthorized trip.
 - Travelers are not guaranteed reimbursement for any travel expenses that were (1) incurred prior to trip approval, (2) not included in the original request for travel approval, and/or (3) incurred in part or full for personal activities/vacation time.
 - Reimbursement request form & original receipts must be returned within two weeks of travel.
 - Signed expense report must be returned no later than 30 days after it is received.
 - If travel requirements are not met, traveler will not be reimbursed.
- The UF Fiscal Year runs July 1-June 30. Please plan accordingly and submit CME requests by the beginning of June to allow time for processing.

Please contact the Fiscal office at (352) 273-5452 or chfm-fiscal@chfm.ufl.edu with any questions or concerns.

Department Funded Travel - Faculty

- The department will assist with expenses for one (1) trip per faculty member per year if the faculty member is giving a presentation. This support will not count against his/her CME allotment.
 - Poster Presentation: 50% of trip expenses
 - Oral Presentation: 100% of trip expenses
- Standard coverage: registration, transportation, lodging, meals
- Faculty must follow all standard travel regulations (see above).
- Traveler must include a summary of the presentation with his/her travel request and indicate the type of presentation (poster or oral).

Memberships/Dues

- Faculty Allotment: \$1,300 no pro-ration
 - Suggested memberships: AAFP, STFM, ACMS, NAPCRG, AMSSM, ACSM
- PA/ARNP Allotment: \$500
- All memberships should be pre-approved, with the exception of the suggested memberships above. Reimbursement is not guaranteed for any membership that is not pre-approved.

Licensure & Board Fees

- Providers must pay the fees and submit a reimbursement request. The request should be accompanied by a receipt that shows method of payment and/or a zero balance.
- The department will reimburse the following items:
 - Florida Department of Health License (every 2 years) - \$391
 - ABFM Maintenance of Certification modules (annual) - \$235
 - The Department will only reimburse for one module per fiscal year (July-June).
 - If one chooses the lump sum option, one's receipt must be sent in each fiscal year to receive the reimbursement allotment.
 - PA/ARNP License

Insurance

- Department will cover the following expenses:
 - Professional Liability Self-Insurance (SIP) – varies by year
 - Department pays directly
 - Florida Birth-Related Neurological Injury Compensation Association (NICA) - \$250/yr
 - Can be paid by department or reimbursed to faculty

Please contact the Fiscal office at (352) 273-5452 or chfm-fiscal@chfm.ufl.edu with any questions or concerns.