Membership Reimbursement

Effective: May 22, 2012

Guidelines and general rules regarding Membership Reimbursement for residents and fellows.

Important Notes

According to the Expense Reimbursement Guide, membership dues, expense code 67201, are reimbursable to employees only.

- Payment/Reimbursement for membership in a professional society or organization in the name of a faculty or staff member can be reimbursed. Cannot be on State or Federal Funds; must be mailed to an institutional mailing address. See HOOP 36 - Membership in Professional & Educational Organizations for additional information.

The University will only reimburse for one year’s worth of membership, regardless of discounts offered for purchasing more than one year’s worth of membership at a time.

- If the individual would like to purchase the membership at the multiple year discounted rate, they can be reimbursed the next year for the remaining balance of the additional year, provided they keep all of the documentation.

Reimbursement – Resident & Fellows

The University acknowledges the potential benefits of allowing residents/fellows to be reimbursed for relevant membership(s) in professional organizations during their training here at UTHealth and therefore allows schools to request exceptions to the employee-only policy with a written justification and approval from the Dean.

- To expedite the processing of department approved resident/fellow reimbursements, we have received approval from the university’s Employee Reimbursement Team to allow departments to submit a blanket approval for reimbursement of residents’/fellows’ membership fees to professional organizations to the MS Dean’s office.
  - As with other blanket approvals, the dates can only be through the end of the fiscal year in question.
  - The department should give whatever specifics are appropriate to its program (the number of residents/fellows in the program, the benefits of these expenses to the program, etc.).
  - One blanket request for each program each fiscal year should be sufficient. (There does not need to be a separate request for each person.)

- This option would eliminate the need to submit a separate justification for each individual reimbursement request throughout the fiscal year. A copy of the blanket approval should be attached to each reimbursement request.

Contact

Please contact The Office of Administration for more information and guidance.

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