

**BCM Department of Pediatrics – Section of Neonatology  
EXPENDITURES AND REIMBURSEMENT POLICY  
FELLOWS  
2012 - 2013**

## **FINANCIAL POLICY Fellows**

AY 2012-2013

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### **Educational Fund (for fellows only)**

#### **Personnel**

This policy applies to all Neonatology (Neo) Fellows/Residents who are allotted educational monies.

#### **Guiding Principle**

Whenever possible, all Neo personnel should use external sources (grants, contracts, support, donations) for these reimbursements and expenditures. If external sources are not available, the following rules will apply:

#### **Reimbursements and Expenditures**

This policy is designed to provide Neo personnel funding to cover approved expenses for professional items not routinely covered by grants, departmental funds, etc. The fund may be used to purchase the following:

- Travel to professional meetings or educational offerings
- Journals applicable to professional duties
- Medical textbooks
- Dues for professional organizations
- Scientific reprints

**Note:** Fellows are not limited to these items, but prior approval for purchases not mentioned above must be obtained from the Section Head, Dr. Welty, prior to purchasing. All paperwork must be processed through the Business Manager, Amanda Sowell.

#### **Funding**

One thousand dollars will be allotted per eligible fellow, per fiscal year (July 1-June 30) in an Education Fund, to be used for purchases related to your education. **The cut-off date for spending the funds is June 1<sup>st</sup> of each year.** These monies are not guaranteed per fiscal year, but represent an added benefit that is given at the discretion of the Section Head. Employees are strongly encouraged to take advantage of outside granting opportunities, whenever possible. Carry-over of monies from one fiscal year to another is not allowed. Carry-forward of an expense to the next year will be limited to fees for professional organization membership billed in June. There will be no "borrowing" on future year allotments. Discretion and common sense should be demonstrated when utilizing these funds and planning is encouraged.

**Expenditures other than books, dues, and subscriptions require prior approval. The on-line Expenditure Pre-Approval Request form should be used for this purpose. ( S drive under forms )**

**Per Baylor policy, reimbursement for any single item is LIMITED to \$250 (including tax). Any purchased item that will costs \$250 or more, must be acquired through Baylor Purchasing.**

## **Other**

### **Licenses**

Whether you are practicing under a Texas License or under a Baylor Institutional Permit, it is your responsibility to maintain valid licensure. Baylor's policy is to suspend without pay any fellow without current licensure. Reinstatement is dependent upon presentation of a new "physician permit" in original form indicating the licensing fee has been paid and showing the new expiration date.

### **Journals and Books**

Personal professional journal subscriptions, although most are available in electronic versions thru the Houston Academy of Medicine TMC Library, and medical textbooks can be purchased with the educational fund.

### **Software**

Purchase of computer software requires prior review. Purchases without prior approval will not be reimbursed. Paperwork should be processed through the Neonatology Administrative Office. **Check with the George Beasley, Section IT contract prior to any software purchases as both BCM and TCH have site licenses and most software is free of charge.**

### **Personal Computers**

Baylor College of Medicine has requested that all computer purchases be ordered directly through their purchasing department or the Dell computer site (BCM Intranet/IT/Dell Premier Site, Apple, HP and CDW). Reimbursement of computers not ordered through this process will be denied. Computers and other electronics are considered the property of Baylor College of Medicine. Prior approval is required for the purchase of any additional computer components such as, printers, external hard drives, etc..

Multiple computer components may not be purchased separately and later combined to stay under the \$250 limit (PC, monitor, mouse, keyboard, etc., must be purchased as one unit).

Purchase of personal computers or PDAs requires prior approval (Attachment #1). Purchases without prior approval will not be reimbursed. Personal Computers purchased during the last year of employment are NOT allowed.

### **Cameras and Other Electronics**

Cameras and other electronics purchased with Educational Funds are also considered the property of Baylor College of Medicine Section of Neonatology and are acquired for work

purposes. Upon departure, employees may be required to turn in electronic items purchased with these funds.

**NOTE: All computers and any electronic is the property of Baylor College of Medicine. Per Baylor policy, these items do not belong to you. If you desire to take an electronic item upon your departure, you MUST submit a written justification to Amanda Sowell. This will be forwarded to the Chairman of Pediatrics for approval. If approval is granted, you will then be notified that you are allowed to remove the property at the time of your departure. If approval is not granted, you will be required to turn in the equipment prior to your departure.**

### **Lab Coats**

Each fellow is allowed up to two new lab coats per year.

### **Cellular Phones**

Cellular phones and phone bills cannot be paid for with Educational Funds

## **Travel Guidelines**

### **Overview**

**All travel must be approved by Training Coordinator prior to any arrangements being made. Upon approval, forms are to be submitted one month in advance of travel.** Step one for all travelers is to fill out The Neonatology Fellows Travel Request Form. (S drive under forms ) The Travel Request Form will serve as your time-off request as well. The Pre Travel Form is to be completed prior to any expenses being incurred. On this form you must estimate your expenses as accurately as possible. Reimbursements submitted for more than the estimated expenses on the Pre Travel Form must have a written justification.

Travel money is available through the Department of Pediatrics (up to \$1,500) Funding through the Department of Pediatrics for domestic travel is usually restricted to \$1,500, although exceptions may be allowed. All travel requires prior approval as stated in the paragraph above.

### **Registration Fees**

Registration fees paid with personal credit card cannot be reimbursed until conference is attended. However, upon approval of a completed Travel Form, registration fees can be prepaid by check request (if submitted in sufficient time to process) or by using the section Fast Card.

### **Means of Travel**

The least expensive means of travel will be reimbursed – coach fare, taxicab fare, shuttle, etc. If a more expensive means of travel is taken, only the equivalent of the less expensive means of travel will be reimbursed. If a travel agent is used, Baylor has stipulated that travel arrangements must be made through one of the BCM approved travel agencies: Carlson Wagonlit Travel, Frosch International Travel, or BCD Travel. Failure to use these agencies will place the reimbursement at risk; and in cases where these are not used, the applicable Dean or the CFO must approve reimbursement. TCH has stipulated that Allegro Travel must be utilized to book travel taken with TCH monies.

Domestic air travel will be reimbursed at the coach fare price only. The College will not pay for first-class tickets. International travel excludes Canada and Mexico. For international travel, tickets may be purchased for either coach or business-class fares.

### **Timeline**

Because of Baylor's and TCH's policy to make payments directly, it is **your responsibility** to make sure that your flight arrangements, hotel reservations, etc., are confirmed, ticketed, and/or finalized **prior** to your travel. This is the only way to be certain all arrangements have been completed.

**All travel reimbursements must be submitted within 30 days in order to receive reimbursement. All travel reimbursement submitted outside of the 30 days will not be reimbursed without written justification of the delay. If it is approved for reimbursement, by IRS rules it becomes taxable income at that point. Please note – you risk not receiving reimbursement if it is pass the 30 day rule.**

### **Expenses**

1. **Receipts are required for all travel expenses – including meals.** Lack of receipts may result in non-reimbursement of expenses. Receipts for meals must be the **itemized receipt** and not just the total cost. Credit card transaction receipts are not sufficient; itemized food receipts are required. If more than one person is dining, a list of all who are present must be included and itemized out for your part including tip. Baylor or TCH travel policies will apply depending on the funding source.
2. Expense reimbursement forms should be turned in no later than **10 days** following completion of your travel (policy for both TCH and Baylor). Any expenses submitted 30 days past the return date will not be reimbursed. This is extremely important for travel paid by grants. Additionally, grant-funding periods end at different times throughout the year, and charges need to be submitted within the proper grant periods. Submitting expenses late may put the traveler at risk for having expenses denied. The type of reimbursement form to be used (BCM or TCH) will depend upon the funding source.
3. Receipts less than 8-1/2" x 11" in size **must** be securely **taped** securely to 8-1/2" x 11" white paper (**no staples**). Please be sure not to tape over any information – tape removes the print on most receipts and your receipt will become invalid. It helps to assemble the receipts by date. Please do not highlight receipts as this fades the ink and does copy well.
4. It is the responsibility of the traveler to provide completed expense reimbursement forms. Please fill out forms completely – do not leave blanks. Incomplete forms will be returned to you, which may cause a delay in processing.
5. In addition to actual receipts for food, transportation, hotel, phone/fax, registration fees, etc., you must also submit a document that indicates the meeting you attended, where it took place, hotel rates, registration costs, and the dates attended. Accounting prefers the meeting brochure, but, it may be an email announcement, meeting participant list, or information printed off the web that describes the meeting and costs for hotels, registration, etc., required by accounting. When submitting a travel reimbursement, please insert a copy of the following pages from the brochure: (1) dates and location of meeting; (2) agenda; (3) cost of registration; (4) lodging information, including prices and options; (5) other information, as necessary.

6. In most cases, rental cars are not an allowable expense. Prior approval to hire a rental car is necessary and will be allowed only if this is the least expensive mode of transportation.
7. The current mileage reimbursement for personal cars is \$0.56 per mile from both Baylor and TCH. If submitting mileage to and from the airport, conference, etc., it must be from work to the location and not from home. Mileage will not be reimbursed when attending a local (within a 50-mile radius of the Texas Medical Center) conference or seminar.
8. Hotel Rates – Effective 1/1/2010 there is a cap on hotel rooms of \$350 including all tax. If for any reason your nightly hotel rate exceeds \$350 including tax, you are required to submit a written justification with your reimbursement. The written justification does not mean an automatic approval. Each request is reviewed on a case by case basis.

### **Additional Reminders**

1. Hotel bills and expenses more than one day prior to or following a meeting, conference or event will not be reimbursed. Exception would be if a special planned meeting prior to or following the regular meeting is requested and documentation of attendance is provided.
2. Travel to a meeting or event early or returning late for personal reasons will not be reimbursed for those expenses incurred prior to or following the meeting or event.

**For liability purposes, time sheets must show vacation days or personal days taken prior to or following a meeting or event, if you are away.**

3. If a meal is furnished as part of a meeting or by a vendor at no cost to the employee, no reimbursement will be made for that meal. Reimbursed meals are allowed on the day leaving and the day returning from a trip, depending on which meals are required away from home due to travel schedules. Currently, the daily allowance for food is \$55. Tips are included in this allotment of \$55 per day. Reimbursement for alcohol is not allowed.
4. Travel advances will not be made to employees except under extraordinary circumstances and approved in writing. Requests for such travel advances must be submitted at least three weeks prior to travel.
5. **Original receipts must be provided for airline and hotel charges.** Hotel bills must be itemized and have all final charges included. The amount owed must be **zeroed out (\$0)** and the method of payment must be noted; thus, Express Checkout is not recommended. **Caution** is advised when utilizing on-line methods to obtain hotel rooms. Orbitz, Travelocity, may save you money, but hotels are reluctant to provide detailed hotel summaries when rooms have been obtained through these on-line discount companies. **A daily, itemized receipt is required. TCH has expressly forbid the use of a broker e.g. Expedia.com or Orbitz.com.**
6. Receipts for meals must clearly indicate the date and time of the meal. If you do not have a receipt for a meal, or it is lost, an affidavit of no receipt must be submitted by the traveler. Please indicate the date, time and amount spent including tip (if any). Reimbursement for meals cannot exceed the per diem allowed per day. Meals will not be reimbursed when attending a local (within a 50-mile radius of the Texas Medical Center) conference or seminar.

*Note: A **20 percent tip** is the **maximum** amount allowed by Baylor and TCH.*

7. Always provide a copy of the program brochure or announcement for the meeting you attend.

8. Always provide proof that you attended the meeting (such as a name badge, receipt, letter of acknowledgement, etc.).
9. **Texas state taxes and Texas hotel occupancy taxes** at hotels are NOT reimbursable. A Baylor or TCH tax-exempt form should be faxed to the hotel prior to staying at any Texas hotel. City tax is reimbursable. State taxes incurred outside of Texas are also reimbursable.
10. **Telephone charges** must be listed by call and purpose noted. One non-emergency call per day is reimbursable for Baylor travelers. All phone calls pertaining to College business are reimbursable. Baylor can require documentation of the nature of any call.
11. **Foreign travel** must be pre-approved. A printout that shows the money conversion for that specific date and amount, must accompany each receipt paid by foreign currency. Baylor recommends using the following currency converter: <http://www.oanda.com/convert/classic> Domestic travel is described as travel within the United States (including Puerto Rico, the US Virgin Islands, and other US territories), Canada, and Mexico. TCH does not allow reimbursement of Foreign Travel.
12. **Excursion (Super Saver) Fares** (which require a Saturday night stay) may be used by Baylor travelers if two conditions are met: (1) the cost of meals, lodging, rental car, parking, and other reimbursable expenses for the additional days plus the excursion airfare are less than or equal to the average coach airfare, and (2) it is in the College's best interest to allow the traveler to be absent for additional days.
13. **Group dinners** are acceptable, however, each individual is responsible for providing a receipt for their allowable reimbursement. Reminder, alcohol is not an allowable expense.
14. **Baggage Fees** Charges for **one** excess bag departing and returning from the trip will be reimbursed.