University of Minnesota Medical School  
Department of Family Medicine and Community Health (DFMCH)  

Academic Business Expense/Faculty Expense Coverage Policy  
(Reviewed 9/24/2018)

1. **Covered Expenses**

The following faculty expenses will be covered by the department:

**Physician Faculty**

**University of Minnesota (UofM)**
- ABFM process and exam fees
- ABFM KSA fees
- AAFP or AOA membership dues (annual)
- Membership dues for one additional specialty society of the faculty member’s choice (annual)

**University of Minnesota Physicians (UMP)**
- MN Board of Medicine License (annual)
- If applicable, professional certification/recertification for a discipline that is essential (as deemed by the department head) for the faculty member to perform her/his DFMCH assigned duties, e.g. Sports Medicine Certification/Recertification for Program in Sports Medicine faculty only
- DEA license fee (every 3rd year)
- Hospital privilege appointment – affiliated hospital (one-time)
- Hospital privilege re-appointment – affiliated hospital (annual)
- Medical staff dues – affiliated hospital (annual)

**Behavioral Health Faculty**

**University of Minnesota (UofM)**
- American Psychological Association membership or American Association for Marriage and Family Therapy membership or National Association of Social Workers membership (annual)
- Membership dues for one additional specialty society of the faculty member’s choice

**University of Minnesota Physicians (UMP)**
- MN Board of Psychology license (bi-annual) / MN Board of Marriage and Family Therapy license (annual)/ MN Board of Social Work license (annual)
- If applicable, professional certification/recertification for a discipline that is essential (as deemed by the department head) for the faculty member to perform her/his DFMCH
assigned duties, e.g. Marriage and Family Therapy Certification/Recertification for behavioral health faculty performing MFT as part of his/her core duties

**Non-Behavioral Health PhD Faculty**

- Membership dues for two specialty society of the faculty member’s choice
- If applicable, professional certification/recertification for a discipline that is essential (as deemed by the department head) for the faculty member to perform her/his DFMCH assigned duties

2. **Individual Faculty ABE/Professional Development Reimbursement**

**Definition:**

The DFMCH will reimburse each faculty member $2,000 per year *(no carry forward of funds from year to year)* for ABE/professional development activities to be decided at the faculty member’s discretion and that comply with U of M policy. The expense must be approved by the department head to qualify for reimbursement. Faculty must have their reimbursement claim into the FOD Administrative Center Accounting staff within 2 months after the expense or they will not be reimbursed.

**Sales Tax on university purchases:** The University of Minnesota sales tax exemption **CANNOT** be used when employees pay for items with their own funds (cash, check, or credit card) **EVEN IF** they will be reimbursed by the University later. Penalty for improper use of the University’s tax exemption may be a fine to the user in the amount of $100 per transaction. The following website provides further information about the University of Minnesota sales tax exemption:  
[http://tax.umn.edu/sales_tax.html](http://tax.umn.edu/sales_tax.html)

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<thead>
<tr>
<th>Examples of allowable ABE expenses</th>
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<tr>
<td>• Clinical or educational conference expenses, including web-based ABE courses (based upon current Department of Family Medicine and Community Health travel policies)</td>
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<td>• Clinical textbooks and medical journals</td>
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<td>• Professional journals</td>
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<td>• Professional membership dues</td>
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<td>• Educational or clinical software</td>
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*If notice of resignation is received, DFMCH reserves the right to deny any additional ABE or department covered reimbursements.*

**All other ABE and professional development expenses that are not covered by the above policy will be borne by the individual faculty member.**

Questions on aspects of this policy can be directed to Jessica Prindle *(prind018@umn.edu)* or 612.624.6936 in the Department of Family Medicine and Community Health.

September 2018