Business Expense Allowance “BEA” Policy

Fiscal Year 2020, Updated 9-18-2019

Scope
This policy applies to UMN (University of Minnesota) common paymaster faculty with <0.2 clinical FTE and to UMN faculty with no clinical appointment.

The Business Expense Allowance (“BEA”) supports continuing professional development and maintenance of professional activity for faculty. The following policy outlines eligibility, appropriate use and the amount of funding provided for these activities.

Eligibility and Calculation of Amount

Faculty who meet the below criteria are eligible for the following BEA amount:

<table>
<thead>
<tr>
<th>Paid FTE (University + UMP compensated work effort*)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>66% – 100% Total FTE</td>
<td>$5,000</td>
</tr>
<tr>
<td>20% - 65% Total FTE</td>
<td>$2,500</td>
</tr>
<tr>
<td>0% - 19% Total FTE</td>
<td>$0</td>
</tr>
</tbody>
</table>

*note this may differ from appointments recorded in human resources systems

BEA funds are allocated on July 1 of each year into individually-managed BEA accounts.

Eligible faculty starting employment during the fiscal year will receive a prorated BEA allocation based on their date of hire. For example, a 1.0 FTE faculty member starting on any date in November will receive 8/12 ($3,333) upon first day of employment. These employees will be eligible for a full allocation on July 1 of the following year.

On a case by case basis, a Department Head may provide an additional BEA allocation, to an individual faculty member, from University/Medical School academic funds (e.g. UMF funds). An example is, to provide funds for a faculty member to travel to a conference to present a paper. This provision is not intended to be an authorization for an across the board increase in BEA funds for all faculty in the department.

BEA funding is subject to continued compliance with the following requirements:
- Compliance with University of Minnesota rules and regulations governing faculty appointments.
- Compliance with UMPhysicians bylaws and University of Minnesota Regents Rules for Private Practice (if applicable).

Allowable Expenses
Allowable BEA expenses include, but are not limited to:
- Travel expenses and conference fees for professional development
- Books, journals, and subscriptions
• Professional memberships
• Continuing Medical Education courses
• Abstract and manuscript fees
• Publication fees and page charges
• Medical supplies (e.g. stethoscope)
• Software (the Office of General Counsel must review software terms and agreements prior to purchase);
• Any second computer – including Desktops, Tablets and or Laptops - subject to the following:
  o Must be used primarily to the benefit of the University of Minnesota.
  o Must be purchased from University of Minnesota HST (Health Sciences Technology)-IS and will remain the property of the organization.
  o One device purchased per year.
• Other expenses that qualify as business related expenses as promulgated by state and federal laws and codified by University policy.

Allowable expenses must comply with UMN reimbursement expense policies.

All expenses must be submitted within 60 days of when expenses are paid or incurred. If submitted after this date, the department may elect to not reimburse or to tax the reimbursement (per IRS and University guidelines).

**Unallowable Expenses**

Unallowable expenses include, but are not limited to:
• Cell phone or PDA purchases (including accessories) or monthly access or usage charges
• Clothing
• Funds cannot be used to support any other person. Funds are non-transferrable and can only be used on expenses related to the faculty member receiving the funds.
• University of Minnesota Campus Club dues
• Employee-to-employee business meals
• Alumni memberships
• Charitable or voluntary philanthropic donations
• Tablets/laptops not purchased from University of Minnesota HST-IS or UMPhysicians IT
• Lab supplies or repair maintenance

**Unused Funds**

We will notify faculty at the end of FY20 regarding the ability to carryforward any unused balance into FY21. The starting balance for FY21 BEA allowances will be contingent on sufficient academic funds flow from the Dean's Office.
Faculty who wish to use BEA funds after announcing their resignation must obtain pre-approval from the department head or their delegate.

**Other Required Clinical Practice Expenses**

Certain expenses required for clinical practice will be reimbursed or paid by the University/UMP separate from BEA, beginning July 1, 2019. See “Clinical Practice Expense Policy for Physicians” for further information.

**Related Policies**

University Business Policy  
Clinical Faculty BEA Policy  
Continuing Education Allowance for Advanced Practice Providers Policy

*The policy is subject to change at any time based on University of Minnesota or M Physicians institution-wide business expense allowance policies.*