



Elson S. Floyd College of Medicine

WASHINGTON STATE UNIVERSITY

Policy Title: Staff, Faculty and Administrators Reimbursement

Policy Number: EC.00.04.180102

Applies to: Faculty, staff and administrators with appointments of 0.50 FTE or greater

Date: 12/20/2019

1.0 Policy Statement:

It is the WSU Elson S. Floyd College of Medicine policy to reimburse eligible employees for college-related, pre-approved, and documented expenses related to employment per schedule as announced annually by the Dean's Office, contingent on available funds.

2.0 Definitions

Eligible Employees: Faculty, staff and administrators performing college-related duties.

College-related Duties: Related to completing job duties and in support of carrying WSU appointment as stated in offer letter and approved in annual budget. Examples include but are not limited to: representing the College at national or international meetings, professional development, certification and professional society memberships, development and continuing education necessary to maintain licensure or certification, as required for the WSU job function, etc.

Pre-approved and documented expenses: All expenses covered per this policy must comply with the process for approval and documentation established by the Elson S. Floyd College of Medicine Business Services Office. This policy is not intended to be applied to the use and management of sponsored research funds.

Department Chairs and Administrative Heads of Offices/Areas: The highest budgetary authority for a given department or office.

3.0 Responsibility

Vice Dean for Administration, Accreditation, and Finance

4.0 Procedures

- 4.1 In accordance with the planning and budgeting calendar for each fiscal year, the Dean establishes and communicates the funds available for employee reimbursement annually, coinciding with the WSU budget process.
- 4.2 In accordance with the planning and budgeting calendar for each fiscal year, responsible supervisors (e.g., department chair, vice dean) document any approved professional development plans, in accordance with annual review process outcomes and goals.

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- 4.3 In preparation for any travel, a [Pre-Travel Request](#) is to be completed at least four weeks before travel. The form is signed by the employee's supervisor prior to incurring travel related costs indicating that the cost of the travel is budgeted for and approved.
- 4.4 In accordance with the planning and budgeting calendar for each fiscal year, eligible employees submit their estimate of annual expenses covered by this policy to their respective supervisors using the estimating template provided in monthly budget reports.
- 4.5 In accordance with the planning and budgeting calendar for each fiscal year, department chairs and administrative heads develop and submit their annual budgets to include the items covered in this policy to the College of Medicine Director of Administrative Services and Research Administration.
- 4.6 In accordance with the planning and budgeting calendar for each fiscal year, the Director of Administrative Services and Research Administration facilitates the review and necessary revisions and obtains the Dean's approval of the college's annual budget to include the items covered by this policy.
- 4.7 Eligible employees are informed of approved budget and expenses covered by this policy at the beginning of each fiscal year.
- 4.8 Prior to incurring, eligible employees identify non-budgeted expenses covered by this policy and request their supervisor's approval for these additional expenditures, securing the Dean's approval, if needed.
- 4.9 Within one week of return from travel, faculty and staff submit expense reimbursement documentation for all properly incurred expenses covered by this policy in accordance with University expense reporting policies, *Business Policies and Procedures Manual* (BPPM) [95.20](#) and [30.45](#)). The College of Medicine's Business Office financial services team updates the monthly budget report to reflect the actual cost of the activity.
- 4.10 Beneficiaries of this policy should plan and schedule the dissemination of lessons learned, shareable materials, and professional networking contacts as appropriate after attending national forum and professional development events per *Guideline for Dissemination of ESFCOM Funded Activities G.EC.01.170530*.

5.0 Related Policies

Washington State University Business Policies and Procedures Manual ([Section 95.00](#) and [30.45](#))

Guidelines for Dissemination of ESFCOM Funded Activities G.EC.01.170530.

6.0 Key Search Words

Travel, Fees, Memberships, Reimbursement, Expenses
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7.0 Revision/Review History

Original Approval	Policy number	Approval Date
1/2/2018	EC.00.04.180102	12/20/2019

Responsible Office: Vice-Dean for Administration, Accreditation and Finance

Policy Contact: Vice-Dean for Administration, Accreditation and Finance

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