

UB FAMILY MEDICINE, INC. CME/TRAVEL REIMBURSEMENT POLICY
9/2006

CME reimbursement is allocated per yearly budget. This reimbursement is only once per year.

These funds are budgeted to be used for CME only. Funds must be used in the fiscal year, or are forfeited.

REIMBURSEMENT PROCEDURES TO FOLLOW:

- 1) Complete in full "CME/TRAVEL AUTORIZATION" form.
- 2) **Approval and signature needed of Clinical Chief/Medical Director or Supervisor – prior to sending to accounting.**
- 3) Forward **form and brochure/agenda** to Frances Ralabate, Accounting Department, UB Family Medicine, Inc., Clinical Center, Room 159, 462 Grider Street, Buffalo, NY 14215.
- 4) If presenting at conference/agenda, submit proof.
- 5) Request will be reviewed to determine if there are CME funds available per faculty member's line.
- 6) Executive Officer will review and sign off.
- 7) A copy of approval form and reimbursement instruction memo will be sent out indicating if funds are available.
- 8) **Reimbursement will not occur until original receipts/checks are forwarded to the department.**

NOTE: ORIGINALS RECEIPTS ARE REQUIRED TO COMPLY WITH AUDIT GUIDELINES.

MEMORANDUM

TO: FAMILY MEDICINE FACULTY AND STAFF
FROM: FRANCES RALABATE, ACCOUNTING DEPARTMENT
DATE: SEPTEMBER 25, 2006
RE: CORPORATE CME/TRAVEL REIMBURSEMENT

Enclosed is the cme/travel policy memo dated 9/2006 and authorization form.

Due to strict audit requirements, it is necessary to have original receipts for any cme/travel reimbursement.

If original receipts are not handed in, you will not receive reimbursement.

The following is **required** documentation:

A **brochure** or notice of conference

Proof of registration

The **original** folio/receipt from the hotel

The **original** parking, gas, restaurant, etc. receipts

The airline ticket, boarding pass, reservation.

If anything is paid for online, **print the confirmation.** There is **always a confirmation.**

Should you have any questions, do not hesitate to contact me at far2@buffalo.edu.

Please Note: State and Research travel policies may differ. Be sure you know what source you will be looking to be refunded and follow the appropriate procedures.