



Washington University in St. Louis

SCHOOL OF MEDICINE

Department of Pathology & Immunology

Effective Date: 9/1/23

Policy Number:	1.2
Policy Name:	Professional Allowance Policy

Purpose:

The Department is committed to promoting the professional development activities of its faculty members. In support of these activities, an annual professional development allowance will be provided to each eligible faculty member.

Policy:

Professional Allowance Funds will be distributed as follows by Track and Rank:

Clinician Track

- Instructor - \$2,125
- Assistant Professor and above - \$4,250

Investigator Track – All Ranks

- FY24 - \$2,000
- FY25 - \$1,000
- FY26 and beyond – phase out of professional allowance
 - PI Discretionary Funds may be used to cover expenses.

Research Track

- Instructor - \$2,125
- Assistant Professor and above - \$3,000

Additional funds will be given to Section Heads (\$4,000) and Fellowship Directors (\$2,000) with a maximum professional allowance per fiscal year capped at \$8,250. Use of the professional allowance will be subject to the following:

1. Funds are deposited into accounts on July 1 of each fiscal year and funds remain available for spending until the fiscal year end – June 30th. However, in the final quarter of the fiscal year, faculty members will only be allowed to spend up to \$1,000. Exceptions may apply and will be approved on a case-by-case basis by Division Chiefs. A faculty member, who starts, retires, or leaves the University during the fiscal year will be entitled to at least a pro-rated amount of the professional allowance using the fiscal year. Any funds not spent by the end of the fiscal year will not roll over. Funds also may not be borrowed from the next year. Exceptions will be considered by the appropriate Division Chief/Department Administrator and will be paid by the division discretionary funds.



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2. Professional development funds will be expected to cover the following expenses:

- annual or lifetime professional dues and membership fees for learned societies.
 - manuscripts, subscriptions to professional and/or learned journals and other similar books or publications.
 - Continuing Medical Education (CME) activities.
 - computer software and supplies used or consumed in the performance of the faculty member's duties*.
 - travel including transportation, food, and accommodations for the member to attend scholarly conferences, field trips, research visits, or workshops.
 - hosting meals which include networking as a formal courtesy with guest researchers/collaborators to the University, or cover University related activities that contribute to the achievement of department objectives. The attendees may include graduate students or lab staff. To be eligible under this policy, the expenditures must contribute to the professional development of the faculty member. Please visit the following link to the WUSM Business Expense Policy, which provides specific guidelines on what is reimbursable/not reimbursable, dollar thresholds, etc.: <https://finance.med.wustl.edu/policies-procedures/entertainment-recruitment-gift-travel-floral/>;
 - expenses incurred in the preparation and completion of scholarly manuscripts, and page or reprint charges.
 - equipment, including computers used or consumed in the performance of the faculty member's duties not issued by the department and covered by the Electronic Device/Computing Policy. Electronic devices will be limited to one every three years and must be used for work purposes only.
 - usage fee for cell phone, internet access or conferencing services is eligible where usage is primarily for business purposes. If the usage is not primarily for business purposes only the portion relate to University business is eligible.
3. The following expenses will be paid by the department and not subject to professional allowance only with prior approval from the appropriate Division/Department Administrator Division Chief, or Department Head: travel for Departmental business, board examination and maintenance of certification fees, and medical licensure required by Department.
4. It is the individual faculty member's responsibility to ensure that the expenses charged against their professional allowance are legitimate costs incurred for the professional development and supported by the required documentation.
5. All expenses must comply with Departmental and University travel and expense reimbursement policies and be approved by the Department. There are two preferred methods for payment/reimbursement:
1. **Employee** paid and reimbursed through Workday. Itemized receipts required for reimbursement must include proof of purchase, canceled checks and bank statements are not acceptable supporting documentation.



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2. Department/Division paid via the **Procurement Card** and processed through Workday.

** Computer and tablet purchases are approved per the department professional allowance policy. All computers and equipment purchased with professional allowance funds are considered department assets. If you should leave the University before the life expectancy has been reached on the computer/equipment purchased, and you wish to retain the item for personal use, you will be given the option to purchase the equipment at its depreciable value according to IRS asset life (ex. Computers/tablets are 5 year assets). The equipment needs to be returned to the department on or before your last day of work. This includes equipment that may be broken or otherwise nonfunctional. **Equipment includes cell phones.***