

**UNIVERSITY OF MASSACHUSETTS MEDICAL SCHOOL
GRADUATE MEDICAL EDUCATION POLICY AND PROCEDURES**

POLICY STATEMENT -GME EDUCATION ALLOWANCE`

The Office of Graduate Medical Education provides an Education Allowance to each resident and fellow to help support various educational costs. The GME UMass Memorial Medical Center Budget includes funds for the allowance. Funding for the Education Allowance for positions supported by affiliated teaching hospitals, Group Practice accounts, grants and other sources should include funding for fringe benefits including the education allowance. Residents and fellows may use these funds for approved expenses only.

RATIONALE

An education allowance separate from stipend is an important fringe benefit that assists in offsetting significant educational costs that individual residents and fellows must incur. Such allowance is a commonly provided fringe benefit by most teaching institutions and may be an important factor in enhancing resident and fellow recruitment. There need to be consistent and fair guidelines for the distribution of this allowance.

SCOPE

1. The Office of Graduate Medical Education will arrange for transfer of the education allowance for Hospital-funded positions to each clinical department for the distribution to residents and fellows.
2. Each residency and fellowship program may choose to supplement the Hospital amount with additional support according to a consistent program-specific policy that establishes clear and consistent rules for approval and allocation

APPROVED USE OF FUNDS

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|--|--|
| - Dues | - Licenses |
| - Membership Fees | - Registration fees and travel for organizations which enhance professional training and education |
| - Professional Books | Capital equipment (such as PDAs or Computer software purchased for educational activity) |
| - Subscriptions to medical or health related journals or periodicals | Other professional related items as approved by the Program Director |
| - USMLE, COMLEX or other licensure examinations | |

RESPONSIBILITIES (PROCEDURES)

1. Each Department will notify the OGME of the correct cost center to transfer the educational allowance funds.
2. The OGME will transfer the education allowance for Hospital funded positions to each residency and fellowship program at the beginning of the Clinical System Fiscal Year on October 1st. The amount will be pro-rated for residents who are appointed for less than the full academic year or are working less than full time.

3. Each Department will establish a process for submission and reimbursement
ORIGINAL receipts must be submitted (copies of credit card statements, canceled checks, bills or invoices will be acceptable in lieu of the original receipts.)
4. The unused amount of the Education Allowance at the end of a fiscal year may be carried over to the next fiscal year to the extent that the total amount does not exceed 2 times the prior year's annual allotment.

Deborah M. Amaro

Approved by Graduate Medical Education Committee

2/7/2008

Date