Policy Statement:

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.

Reason for Policy

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Entities Affected By This Policy

- UMMS residents and fellows in both ACGME Accredited and Non-Accredited Programs
- Residency and Fellowship Program Directors and Coordinators
- All UMMS Clinical Faculty involved in resident and fellow education

Scope

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.

**APPROVED USE OF FUNDS**

- Dues
- Membership Fees
- Professional Books
- Subscriptions to medical or health related journals or periodicals
- USMLE, COMLEX or other licensure examinations
- Licenses
- Registration fees and travel for organizations which enhance professional training and education
- Software and devices such as computers purchased for educational activity*
- Other professional related items as approved by the Program Director

*Policy conforms with UMMMG Practice Allowance Policy # 4082 which notes that equipment with a value of $1,000 or more must be tagged for inventory and remain property of the Medical Group

**Responsibilities**

Residency Program Directors are responsible for ensuring compliance

**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.

**Approvals**

Deborah DeMarco, M.D.
Associate Dean for Graduate Medical Education

2/7/2008
Date
Reformatted 1/1/2019