



### COMMUNICATION DEVICES

University pagers are for clinical coordinators and safety personnel only. Cell phones and other digital devices (e.g., Blackberry) are for VP's, Entity Heads and personnel who work 50% out of the office. Individuals must purchase equipment personally. \$45 monthly maximum for service. Detailed itemized receipts are required for reimbursement.

\**Expense Justification Form*

\**Explanatory memo*

### LAPTOP COMPUTERS

Will be reviewed on a case by case basis. Request must be accompanied by an assessment form that clearly states need. Purchase must conform to GWUMC laptop policy.

\**New Computer and Printer Assessment Form*

\*\**GWUMC Laptop Policy*

### EVENTS WITH FOOD

Events with food, including coffees, lunches, dinners, meetings, holiday parties and other occasions, should be focused on student activities. Departmental holiday parties must be open to all department employees. The expense must be included in the budget, pre-approved, and cost \$18 or less per person, with detailed itemized receipt required for reimbursement. The expectation for any event is that the expenditure shows good stewardship of tuition funds. Some questions to consider: Is it really necessary from a business or academic point of view? Is the selection of the caterer appropriate? Or is the selection of the eating establishment appropriate to the business being conducted? Is it appropriate for GW to pay for meals if only GW employees are present? Why must meetings be held over lunch or dinner and not in the office without food?

\**Expense Justification Form*

### RECRUITMENT AND DEVELOPMENT

#### ENTERTAINMENT EXPENSES

Meals for faculty recruitment and business guests are limited to \$12 per person for breakfast (not to exceed \$48), \$25 per person for lunch (not to exceed \$100), and dinner is limited to \$50 per person (not to exceed \$200). Exceptions must be approved by the appropriate entity head with any development expenses approved by the Associate Vice President for Development and Alumni Relations. Limit includes tax and tip. Must be pre-approved and include detailed business purpose, with detailed itemized receipts required for reimbursement. The expectation for any event is that the expenditure shows good stewardship

of tuition funds. Some questions to consider: Is it really necessary from a business or academic point of view? Is the selection of the eating establishment appropriate to the business being conducted? Why must meetings be held over lunch or dinner and not in the office without food?

\**Expense Justification Form*

### SUBSCRIPTIONS

Departments must submit requested subscriptions to the Himmelfarb Library for review and approval prior to purchase. Annual renewal is required.

\**GWUMC Subscription Assessment Form*

### MEMBERSHIPS

Memberships are limited to professional organizations that benefit Medical Center.

\**Expense Justification Form*

### CONFERENCE/SEMINAR EXPENSES

Maximum \$1,500 in seminar or conference expenses (including travel) per year for individual faculty or staff member unless an exception is made by relevant Entity Head. Subject to pre-approval with Expense Justification Form.

\**Expense Justification Form*

### DOMESTIC TRAVEL

Individuals incurring travel costs at University expense are expected to exercise the same care as a prudent person would in spending personal funds. Government per diem rates should be used as a guide in determining what are reasonable expenses, except when a hotel stay is linked to a conference. Detailed itemized receipts are required for all reimbursable expenses except mileage and tips.

\**Expense Justification Form*

\**GW Supply Chain Travel & Expense Reimbursement Form*

\**Meals & Incidentals Expense Schedule*

### FOREIGN TRAVEL

Domestic travel financial rules apply to foreign travel. In addition, the VPHA must be notified, prior to departure, of travel to foreign countries for which the US State Department has issued travel warnings. Contact the International Medicine Programs for information on foreign travel and foreign travel policies. Detailed itemized receipts are required for all reimbursable expenses except tips.

\**Expense Justification Form*

\**GW Supply Chain Travel & Expense Reimbursement Form*



### INTRA-MURAL FUNDS

#### ALLOWABLE EXPENSES

- Expenditures must be pre-approved by Entity Head
- Laboratory equipment
- Laboratory supplies - non office
- Laboratory alterations and construction
- Postage and mailings
- Relocation expenses for laboratory staff, equipment and furniture
- Computer equipment
- Advertising
- Office equipment, capped at \$2,500
- Office supplies, limited to first 6 months
- Animal care
- Payment to subjects
- Travel and related expenses for purposes of presentations or recruitment directly related to research scope

#### EXAMPLES OF UNACCEPTABLE EXPENSES

- Entertainment
- Memberships
- Subscriptions
- Local and long distance telephone charges
- Ongoing general office supplies
- General travel and conference/seminar expenses

### EDUCATION & RESEARCH FUNDS (E & R FUNDS)

#### ACCEPTABLE USES OF E & R FUNDS

- Expenditures must be pre-approved by VPHA
- Registration and travel expenses for educational and research meetings
- Academic Journals (MFA only)
- Membership in academic societies (MFA only)
- Funding for research personnel, including research coordinators, nurses, technicians and research assistants
- Bridge funding for faculty engaged in research
- Educational and research support for students and residents
- Support for resident and student activities
- Registration and travel expenses to present papers
- Seminars for residents (usually Chief)

- Equipment to support education and research
- Financial support for Grand Rounds: i.e., honorariums, travel expenses, food
- Legitimate research related expense which cannot be charged to grants

#### EXAMPLES OF UNACCEPTABLE USES OF E & R FUNDS

- Parties for faculty, staff, residents and students
- Registration and travel expenses to clinical skills meetings
- Electronic communication devices (e.g., cellphone, Blackberry, PDA) or related expenses, such as monthly usage
- Internet service
- Home office items of any type (furniture, computers)
- On-going operational expenses
- Stipends
- Maintenance contracts
- Salaries for non-research personnel

### BRIDGE FUNDING

- Expenditures must be in accordance with a plan submitted to and approved by the Dean and the Associate Vice President for Health Research
- Expenditures must be pre-approved by Entity Head
- Bridge funding for faculty salary
- Bridge support for research staff salary
- Laboratory equipment
- Laboratory supplies
- Animal care
- Travel and related expenses for purposes of presentation or recruitment that is directly related to research scope
- Funds must be expended within current fiscal year

### ENDOWMENTS

- Budget must be submitted and approved by VPHA prior to expenditure
- Expenditures must meet intent of donor
- Expenditures must follow Policy Matrix and include pre-approval when appropriate
- University must purchase all goods and services

#### IMPORTANT TRAVEL LINKS:

Risk Management Travel Insurance  
Export Control Policy

US Department of State Office of American Citizens  
Services and Crisis Management (ACS)