RESIDENT ACADEMIC ALLOWANCE FUND POLICY

Each resident is allocated funds into an academic allowance (RAAF) to support his / her academic development whilst in the UW anesthesiology program. An account is set up for each resident on the start date of CA 1 year and is closed on the graduation or departure date. The allocation amount may be pro-rated for partial academic years. Fund status is reported monthly and any unused fund balance is carried forward to the next year.

All residents are granted a sum of $3000 spread over the 3 or 4 years of training, depending which program the residents enter.

Residents in the categorical program will receive $500 for the CBY (intern year), $750 each for the CA1 and CA2 years, and $1000 for the CA3 year.

Residents entering the advanced program will receive $1000 for each year of residency.

To qualify for the full amount each year, residents need to be in compliance with the duty hours reporting expectation. This is 90% of shifts reviewed and reported.

To ensure compliance with the State and University of Washington regulations governing expenditures, the following departmental Policies, Approvals and Procedures are applied to the Resident Academic Allowance Fund.

Policies
1. Academic Development Expenses
The Department Administrator is authorized to order and pay for goods and services on behalf of a resident, chargeable against his/her RAAF. Expenses incurred before the start date or after the departure date from the residency program are not reimbursable from the RAAF.

Eligible Purchases or Expenditures (examples)
- Textbooks - UW Bookstore allows 10% discount when ordered by the Anesthesiology Department.
- Medical license renewal - Washington State only.
- Medical journal/magazine subscriptions.
- Membership dues (e.g., ASA, WSSA, IARS, SCA, SEA).
- ABA Part One (written) boards examination fee.
- Computer software for professional activities.
- Minor Equipment up to $500.00 in total cost.

Ineligible Purchases or Expenditures (examples)
- Any examination fee (e.g., USMLE), except ABA Part One
- Camera or printer (available for use in Anesthesia Offices and at all Hospitals).
- Business cards.
- Membership dues to foreign organizations.
- Ipods and other music players.
- Cell phones (including I-Phone).

Purchase of Minor Equipment
Any equipment purchased by UW funds becomes the property of the University of Washington, Department of Anesthesiology, and must be returned to department upon departure from the
program. A Resident will be required to sign an acknowledgement form “Purchase of Equipment” before a purchase order or reimbursement will be processed.

2. Travel to a Professional Conference or Academic Meeting.
The RAAF may be used to attend a national or regional anesthesia-related conference or academic meeting provided the approval criteria described under meeting leave are met. Note all requests to attend conference or meetings must be approved at least 4 months before the first day of the meeting (exceptions do occur- see section on meeting leave).

Additional funds may be available from the department or other funding sources (e.g. FAER) for residents who have been chosen to present an abstract, give a presentation or receive an award. These funds are provided at the discretion of the chairman of the department.

Attendance at ATLS and PALS courses are optional and the cost may be charged to the RAAF.

Travelers are responsible for following the State and University policies while in travel status which are available at the UW home page, [http:// www.washington.edu/admin/travel.html](http://www.washington.edu/admin/travel.html)

Allowable Travel Expenses
The traveler is expected to pay out of pocket and be reimbursed. To be reimbursed the resident must have completed the online approval process. A “Travel Advance” can also be requested to pay for meals and lodging. Contact the 14th floor central administrative office; phone- 206-543-2470, for questions or assistance. (Louena Goodwin of Ampy Valeriano)

Allowable expenses are:
- Airfare up to State Contract posted rate
- Hotel and Meals up to maximum allowance for the location as posted
- Registration fee
- If deemed necessary, car rental and gas. UW has non-mandatory contract with Enterprise Car Rental [Contract No. 45WA033](http://www.washington.edu/admin/travel.html). Reference “WAS” as the first 3 characters of the company name. Coverage applies only to rental in the continental U.S., Alaska and Hawaii.
- Miscellaneous expenses, such as taxi/shuttles to and from airport, parking, bridge/ferry tolls
- Privately Owned Vehicle mileage (approximately 20 miles one way)

*Original receipts are required to support payment. Receipts of miscellaneous expenses over $50.00 are also required.*

Procedures
1. Academic Development Expenses
Send to the 14th floor Department of Anesthesiology central office, Box 356540 forms and documents as follows:
- Order Goods and Services - Complete “Outside Vendor Order Form”
- Pay Goods and Services - Submit original invoices or statement of account
- Reimburse Goods and Services - Complete a “Check Request”. Attach original receipts.
  If no original receipts, complete a “Perjury Statement” form.

2. Travel to Professional meetings - Allowable Travel Expenses.
Out of Pocket expenditure and reimbursement.
- Personally arrange and pay for airfare, hotel and registration fee.
**IMPORTANT: Airfare must be purchased through a State of Washington contract travel agency, or by booking directly with the airlines’ website or directly calling any airline. Azumano Travel is the only state authorized internet provider for low internet airfares. For list of eligible State Contract travel agencies, visit [http://www.washington.edu/admin/finserve/travel](http://www.washington.edu/admin/finserve/travel). If a contract travel agent or airline is not used, airfare will be reimbursed up to the posted contracted airfare amount. There are acceptable reasons for not using the contract airline (1. You found a cheaper airfare. 2. The contract airline does not have a flight that meets your time needs. 3. There are no seats available on the flight you need. 4. There is no contract fare to the particular destination.) The exception must be noted on the Travel Expense Voucher, along with the submission of original receipts immediately upon your return from the meeting.

The Department of Anesthesiology may pay upfront for the following, if so instructed:

- **Airfare** - Make travel arrangements with any State contract travel agent. Inform the agent about your “contract” travel and have them call Ruby at (206) 221-4941 for authorization.
- **Registration fee** - In advance of registration deadlines, send the completed registration form to 14th floor central office, Box 356540 or Fax to (206) 543-2958.
- **Travel Advance** - Request travel advance to pay for hotel and meals. See staff in 14th floor central office to sign the Travel Advance Request Form. Travel advance should be accounted for within 10 days after return date, or the advance will be deducted from the salary. Submit receipts and accounting of expenditures immediately upon your return with the Travel Expense Voucher.

**Availability of Academic Funds**

The Academic Fund is only available for residents between the starting and finishing dates of their training. Residents may not use their academic funds for any conferences or purchases made after their leaving date. Unused funds will be returned to the department of Anesthesiology.

**Other Departmental Funded Resident Activities**

The Department of Anesthesiology will provide limited funds to cover the cost of food and beverages for resident educational activities. The sum provided will be based on a per capita amount of $28 per UW residents, fellows and faculty members directly involved in the educational activity. A list of participants and their signatures must be provided:

Activities for which financial support will be provided include:

- Resident Specials and other workshops
- Journal Clubs
- Examination practice (Boards review and mock orals)
- Resident orientation activities