

## **Brigham Radiology Radiology Research Faculty Fringe Account Policy and Procedures**

One of the Department's missions is to further Research in the field of Radiology.

Radiology Research Administration ("RRA"), using parameters below, will develop the list of eligible Radiology Researcher Faculty and forward it to Radiology Finance Office ("RFO") prior to the start of the applicable fiscal year (October 1<sup>st</sup>) and again halfway through the year (April 1<sup>st</sup>). The allowance will be reviewed semi-annually (September for October implementation and March for April start) with RRA and RFO to ensure all eligible persons receive the appropriate Fringe support. The RFO will monitor the initial funding of the Fringe Account as well as the final approval of all the expenses.

The awarding of a Radiology Research Faculty Fringe Account is based on the following criteria:

- The researcher must have a primary appointment in Radiology at Brigham and Women's Hospital and have an academic appointment of instructor/research associate or higher.
- The researcher must receive at least 50% of his or her salary from Radiology Research [Radiology Researcher Faculty Fringe Account support prorated to Radiology effort]
- The researcher must be at least a .5 FTE [funded] to qualify for the allowance

Radiology Research Faculty Fringe Account will be prorated based on hire date, FTE status, or percent of effort. This is to be determined by Research Administration.

Fringe funds not used during a given fiscal year will **NOT** be carried forward to the next year.

Research Administration must be the gatekeeper for the expenses - approving or disapproving these expenses and forwarding them on to Radiology Finance Office for final approval. The Payment of the allowance will follow the standard reimbursement processes of Partners Healthcare.

### How to Use the Fringe Account:

There are two methods for using the fringe account: (a) Direct reimbursement for expenses incurred by the employee; (b) Payments made on his/her behalf to acquire goods and services

- a.) Direct Reimbursement - When an employee spends his/her own funds for a valid business expense covered by the Partners Accounts Payable Policy, he/she can submit for reimbursement from his/her Research Fringe Account.
  - The submission is made by entering the request in the PeopleSoft Travel &Expense module. Original receipts must be scanned and uploaded into the module. Credit card statements alone are not acceptable.
  - 180 day policy: all reimbursements must be submitted within 180 days of the date of receipts or expenditure.

- Direct reimbursement cannot be used for purchases of tangible goods except for Radiology textbooks.

Examples of reimbursements that can be made through the Travel & Expense module include:

- Membership dues to societies
- Travel to scientific meetings
- Various publications
- Training materials
- Textbook purchases
- Parking (not reimbursable if is through payroll deduction)

b.) Payments and purchases made on your behalf. If you want Radiology Finance to pay an invoice for you or if you request the purchase of a particular item.

- For payments made on your behalf, an invoice must be sent to Radiology Finance with instructions to pay from your Radiology Research Fringe. The original invoice should be emailed to Adam Thompson in Radiology Finance.

Examples of payments that can be made on your behalf include:

- Membership dues to societies
- License renewals
- For purchases made on your behalf, a request must be sent to Radiology Finance with instructions to purchase that particular item. An e-mail request containing a link to that particular product should be sent to Adam Thompson in Radiology Finance. Purchases will be made through Partners approved vendors.

Examples of purchases that can be made through Radiology Finance include:

- Computers (once every three years)
- Computer peripherals such as printers and monitors
- Office and laboratory supplies
- Software
- iPad/Tablet (once every 2 years) – special approval required. Please contact Adam Thompson in Radiology Finance for iPad/Tablet Device Request Form

**All purchases with the exception of textbooks must be made by Radiology Finance. - Reimbursement requests will NOT be accepted.**

**All year end requests should be sent to Adam Thompson in Radiology Finance no later than the second Friday of September in order to apply to current year fringe, otherwise the next fiscal year fringe will be used.**

### Additional purchase requirements and guidelines

- To purchase a Partners supported device: the purchase will be made through Ergonomics (see Useful Links section to access information about Ergonomics, including their catalog). If you choose to purchase a Non-Partners supported device, neither Partners nor Radiology Information Systems will service the device if a problem occurs, and the Partners Computer Help Desk will not be able to assist you.)
- To purchase a Non-Partners supported device (such as Dell products): select the item you want and forward a web link to Adam Thompson and he will begin the acquisition process.
- To purchase Apple products, please contact Harvard Technology Services at [technologyservices@harvard.edu](mailto:technologyservices@harvard.edu) for a quote. All purchases must include AppleCare as well as an asset management tag. Once you receive the quote, please forward it to Adam Thompson in Radiology Finance.

### Additional reimbursement requirements and guidelines

- Airfare: Coach only (unless special conditions are met; approval is required and can be granted by the BWPO CFO or CEO only).
- Lodging: Single room, standard rate, including applicable taxes and fees, at the hotel on site at the conference or business event. For rooms off-site from the conference or if traveling for other business purposes, single room, standard rate, including applicable taxes and fees, not to exceed \$300/night not including taxes. In Boston, New York, Washington DC, Chicago, Los Angeles and San Francisco the daily standard rate for a single room is not to exceed \$400/night for room rate not including taxes.
- Meals: Allowable amounts (including food, gratuity, and tax):
  - Breakfast \$20/person
  - Lunch \$30/person
  - Dinner \$65/person
- Travel notes: if a meal or hotel room exceeds the maximum allowable amount, Partners will only reimburse up to the maximum amount. For example, if the total cost for dinner is \$70, you will be reimbursed \$65. Expenses for non-Partners guests are generally not reimbursed unless there is a legitimate business purpose for their participation.

**The information regarding travel presented here is a small subset of the full guidelines. For more complete information, see the Useful Links section.**

### Useful links

**Note: To access these you must be logged on to the Partners Network (i.e., on a Partners workstation or connected via VPN)**

- Partners Policy and Procedures Page:  
<http://library.partners.org/PartProd/webserver/custom/trovedemoframeset.asp?LVDir=/PARTPROD/&P2=1&w=1280&h=1024&c=32&token=41603&HU=EmptyURL>

- Employee Business Expense Policy (PDF) – The Policy and Procedures for Employee Business Expenses:  
<http://library.partners.org/PartProd/webserver/custom/trovedemoframeset.asp?FI=Finance&DI=Policy+and+Procedures+for+Employee+Business+Expenses&P2=1&w=1024&h=768&c=32&HU=EmptyURL>
- Link to Ergonomics. For items that Radiology Finance will purchase through Ergonomics: <http://web11.ergogroup.com/partners/index.cfm>