

BWH Department of Radiology Resident Fringe Account Policy and Procedures Residents in Entering Class Years 2016 – 2018

All Diagnostic Radiology (DR) and Interventional/Diagnostic Radiology (IR/DR) residents training in the BWH Department of Radiology are entitled to a “fringe account” and reimbursement for various expenses that occur throughout the residency period as outlined in the following policy and procedures document.

1. All DR and IR/DR residents will have \$6,900 for discretionary fringe expenses during their four years of Residency training at BWH
 - a. DR residents will start their 4-year training period with the department with \$6,900 in their fringe account
 - b. IR/DR residents will get an additional \$700 in their fringe account at the start of their 5th year of residency training
2. There are two methods for using the discretionary fringe account funds: (a) Direct reimbursement for expenses; (b) Payments made on behalf of the resident to acquire goods and services
 - a. Direct Reimbursement - When a resident spends his/her own funds for an appropriate expense covered by the Partners Employee Business Expense Policy, he/she can submit for reimbursement from his/her fringe account.
 - i. The submission is made by entering the request in the PeopleSoft Travel & Expense module. Original itemized receipts must be scanned and uploaded into the module. Credit card statements alone are not acceptable.
 - ii. 180-day policy: all reimbursements must be submitted within 180 days of the date of receipts or expenditure.
 - iii. Direct reimbursement cannot be used for purchases of tangible goods except for Radiology textbooks.
 - iv. Examples of reimbursements that can be made through the Travel & Expense module include:
 1. Membership dues to societies
 2. Travel to scientific meetings
 3. Publication expenses
 4. Poster printing for scientific presentations
 5. Training materials
 6. Textbook purchases
 - b. Payments and purchases made on behalf of the resident. If a resident wants Radiology Finance to purchase a particular item
 - i. An email request should be sent to Lesa Royal (lroyal@bwh.harvard.edu) with a link to the particular product requested. Purchases will be made through Partners approved vendors
 - ii. Examples of purchases that can be made through Radiology finance include
 1. Laptop (once every 3 years)
 2. Software
 3. iPad/Tablet (once every 2 years) – special approval required. Per Department Policy, no purchases allowed within 1 year of

graduation. Please contact Lesa Royal in Radiology Finance for iPad/Tablet Device Request Form.

3. Other items provided to residents by Radiology department through Radiology finance, in addition to discretionary fringe funds described in number 1 above
 - a. Residents in Entering Year of 2016
 - i. AIRP Expenses – In the third year of Residency AIRP expenses will be reimbursed upon satisfactory completion of the course and receipt of a completion certificate, subject to the following
 1. Residents can submit for expenses up to \$2500, in the following categories: travel to AIRP at the start of the program and return home at the end of the program; lodging and meals while at AIRP; local travel (subject to limitations below) while at AIRP.
 2. Residents will enter their own expense information into the Peoplesoft Travel and Expense module, and will scan their receipts and upload these to Peoplesoft. Please use the fringe fund 2470-BPR405 for reimbursement. Partners Employee Business Expense Policy must be followed:
<http://supplychain.partners.org/resources/employee-businessexpense-policy-and-forms.aspx>
 - a. Airfare: Coach only
 - b. Lodging: Daily standard rate for a single room is not to exceed \$300/night for room rate only and will not include 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 only and will not include taxes.
 3. To minimize workload for our accounting staff, residents should keep the number of itemized expenses to the smallest number that reaches the \$2500 limit. Expenses for taxi/Uber travel during the time at AIRP should only be submitted if the total of all other expenses are less than \$2500; if taxi/Uber expenses are submitted, they must clearly indicate why that travel was required as part of the AIRP course.
 4. Any unspent funds cannot be repurposed for another usage and reimbursement for AIRP expenses above \$2500 will not be compensated from the resident's fringe account.
 - ii. ABR Dues – The department will reimburse each resident for their ABR Dues in their third and fourth years (\$640/year)
 1. Reimbursements will be done through the PeopleSoft Travel and Expense module
 2. Please use the fringe fund 2470-BPR405 for reimbursement, this expenditure will not be deducted from discretionary fringe funds
 - iii. Senior Meeting – Radiology residents in their fourth year of training will be reimbursed up to \$1,500 for travel and accommodation expenses to attend an approved Radiology related conference or meeting such as RSNA, ARRS, AUR, SIR, or a National Society meeting in the

subspecialty in which the resident plans to train as a fellow, in the continental US or Canada, for a maximum of 5 days

1. The resident's time away must not exceed program and/or ABR guidelines (*e.g. 1 week per year and 2 weeks per residency is the maximum absence from any rotation except breast imaging/mammography and nuclear medicine when all required days must be made up*).
 2. Reimbursement will be in accordance with the Partners Employee Business Expense Travel Policy and not to exceed \$1,500
 - a. Any unspent funds cannot be repurposed for another usage
 3. Meetings out of the continental US or Canada or other meetings are approved on a case-by-case basis by the Program Director in conjunction with the residency program leadership
 4. Please use the fringe fund 2470-BPR405 for reimbursement, this expenditure will not be deducted from discretionary fringe funds
- b. b. Residents in Entering Year of 2017
- i. AIRP Expenses – In the third year of Residency AIRP expenses will be reimbursed upon satisfactory completion of the course and receipt of a completion certificate, subject to the following
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4. Any unspent funds cannot be repurposed for another usage and reimbursement for AIRP expenses above \$2500 will not be compensated from the resident's fringe account.
- ii. ABR Dues – The department will reimburse each DR resident for their ABR Dues in their second, third and fourth years (\$640/year)
 1. Reimbursements will be done through the PeopleSoft Travel and Expense module
 2. Please use the fringe fund 2470-BPR405 for reimbursement, this expenditure will not be deducted from discretionary fringe funds
 3. IR/DR Residents will be reimbursed according to the specific ABR fee schedule for IR/DR Residents. This includes \$0/year during the R2 and R5 years and \$1280/year during the R3 and R4 years.
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- c. Residents in Entering Year of 2018
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Helpful Links

- Link to Ergonomics. For items that Radiology Finance will purchase through Ergonomics: <http://web11.ergogroup.com/partners/index.cfm>
- Advanced Authorization for Computers, Cell Phone and Handheld Devices (PDF) – Used when requesting electronics purchases (PDF): http://supplychain.partners.org/attachments/Appendix_A-4.pdf