



## CENTER FOR VETERANS RESEARCH AND EDUCATION

### Addendum to Research Residual Funds Policy and Procedures

10/01/19

Expenditures of Residual Funds must support the research or education mission of the Minneapolis VA and are subject to the approval of the CVRE Executive Director. If you have any question about a purchase, please consult with the Executive Director prior to purchasing [Deborah.Maloney@cvre.org](mailto:Deborah.Maloney@cvre.org)

#### Examples of Allowable Expenses

##### Books (professional)

Computer hardware and software for on-site office use only. Items purchased for home use are assumed to be for the personal benefit of the purchaser and will not be authorized for purchase or reimbursement. Reimbursement for computer equipment and peripherals cannot be made to individuals; payment must go directly to the vendor.

Professional Society Membership Dues: Allowable only if you can show that the membership provides value at least equal to cost of membership (e.g. membership includes reduced cost of a journal subscription you are planning to order, membership includes reduced costs of a conference you are planning to attend).

Journal Subscriptions: Allowable. If you want physical journals, they must be delivered directly to your VA address.

##### General Office Supplies

##### Personnel/Salaries

##### Publication fees

Recruitment - Costs associated with recruitment, such as advertising.

##### Research Supplies

Subject Payments - Subject payments. Note: if payments to human subjects are made, a copy of the current, approved IRB must be on record with the CVRE.

**Items that require Prior Approval** <https://www.cvre.org/wp-content/uploads/Prior-Approval-for-Special-Expenses-fillable.pdf>

Meals (catered or in a restaurant). List of participants and meeting purpose are required.

Travel to professional meetings/continuing education/abstract presentations, including registration, ground transportation, hotel and meals. No cash advances or reimbursements will be made prior to the

date of the actual travel, with one exception: meeting registration fees may be requested in advance and will be paid directly to the sponsoring organization.

Items over \$2,000. Any single expense of \$2,000 or greater.

### **Examples of expenses that are Not Allowed**

Luxury accommodations or services. Your hotel accommodation should be a single standard room and air travel should be in coach class.

"Early-bird" check-in - This is considered a personal convenience charge.

Flowers/Gifts - This is a personal expense.

Medical License renewal fee

Visa – renewal; ex: H1B visa renewal fees.

### **Reimbursement Policy**

- You must have prior approval for meals, travel, or any item over \$2000 <https://www.cvre.org/wp-content/uploads/Prior-Approval-for-Special-Expenses-fillable.pdf>
- You must submit your reimbursement request--with required receipts-- to CVRE Accounts Payable within 90 days of expenditure. <https://www.cvre.org/wp-content/uploads/Forms-Disbursement-Authorization-Fillable.pdf>
- Reimbursement for computer equipment and peripherals cannot be made to individuals; payment must go directly to the vendor.

Contact the CVRE Executive Director for prior approval or if there is a question regarding the allowability of an expense, [Deborah.Maloney@cvre.org](mailto:Deborah.Maloney@cvre.org)