



**Loyola University Chicago  
Health Sciences Division  
Stritch School of Medicine**

**Allowable Expenses: General Development Funds– Policy – approved 08/17/2015**

University funds, regardless of the sources, are to be used to support research and education of University students. For the Stritch School of Medicine (SSOM), university funds include funds residing in general development funds.

General development funds may include residual funds from clinical and fixed price research agreements. These are discretionary research funds meant to support allowable research and educational academic activities.

**Allowable Expenses Guidance:**

All Loyola University Chicago (LUC) policies must be followed regardless of the funding source. Below is the link to the University's Policy and Procedures: <http://www.luc.edu/finance/policies.shtml>.

The following list includes examples of finance policies that may regularly apply to General Development Funds:

- Capital Expenditure Policy (<http://www.luc.edu/finance/capexppolicy.shtml>). This policy relates to equipment purchases and other special projects requiring an expenditure totaling \$25,000 or more.
- Travel and Business Expense Policy (<http://www.luc.edu/finance/expensepolicy.shtml>). This policy promotes proper stewardship and general guidelines for the appropriate and legal use of LUC funds when traveling on LUC business.
- Procard Policy & Procedure Manual ([http://www.luc.edu/finance/procard\\_policy\\_and\\_procedure.shtml](http://www.luc.edu/finance/procard_policy_and_procedure.shtml)). This policy promotes the proper stewardship and general guidelines for University Procard usage as it pertains to the appropriate and legal uses of LUC funds.

Below are examples of expenses that qualify as research/education expenses:

- Publication, poster preparation and/or research abstract fees
- Scientific/professional conference expenses –related to research and/or education
- Professional society membership dues –related to research and/or education
- Clinical society memberships – related to research and/or medical students education
- Research and/or educational instrumentation
- Research supplies
- Technician salaries, Research Associate salaries, etc.
- SSOM Graduate students' stipends
- SSOM student research experiences (poster printing, meeting attendance, etc.)
- SSOM STAR stipends
- Textbooks, reference material, communications, etc.
- Foreign travel expenses incurred as an invited guest speaker not covered by the host institution– in general, if a clinician is an invited guest speaker for a conference that relates to research or education of students, the expectation is that the host institution will cover the costs; however, if expenses are justifiable and relate to research and education they qualify as reimbursable.

Below are examples of expenses that DO NOT qualify as research/education expenses:

- Smart phones and related monthly expenses (e.g. mobile hotspots, cellular data for iPad)
- Departmental food/dinner expenses
- Clinical coursework –unrelated to research and/or medical students education
- Board certification reimbursements;
- Clinical licensure expenses (e.g. DEA license)

**For expenses which are not clearly allowable as described above, HSD Finance and SPA approval is required.**