



Financial Policy Highlights:
Reimbursement/Payment for
Professional Memberships,
Certification, Dues and Subscriptions

(Policy 2.1.5 – Professional Memberships, Certification, Dues, and Subscriptions)

1. Obtain org unit approval.
2. Memberships and dues must be for **professional** organizations appropriate to the individual's position, must be for **external** organizations and must benefit the university. No dues are paid by the university to university organizations or for union dues.

Certification and licensing fees must be associated with the individual's position and benefit the university.

Subscriptions to professional journals or newspapers must be associated with the individual's position and benefit the university.

3. Org units are encouraged to share subscriptions.
4. These expenses are typically not allowed on a sponsored project.
5. Submit a receipt/invoice with reimbursement/payment paperwork. A P-Card may be used for these types of expenses.

Note: the university will not pay for or reimburse airline club memberships.

This checklist is intended to provide policy highlights; the policy can be viewed in its entirety at <http://www.uc.edu/af/policies>.

Note: organizational units may have more restrictive policies.