Department of Medicine
SOP
Faculty Reimbursement

Purpose: To provide a standard operating procedure for faculty reimbursements within the DOM. Please refer to applicable institutional policy for required documentation.

1) Faculty member submits complete request within 14 days of travel or expense date to Grants Manager (GM), Administrative Director (AD) or designee.

2) GM, AD or designee reviews reimbursement request for accuracy and completeness.

3) GM, AD or designee submits reimbursement request per applicable process within 7 business days (BMC, BU, EMF).

4) GM, AD or designee sends email notification to confirm that request has been submitted.

5) GM, AD or designee reconciles reimbursement request.

6) GM, AD or designee provides feedback to requestor as needed throughout the reimbursement process.

Request may include DOM reimbursement tool in addition to the required reimbursement documentation. Please refer to the applicable policy at the link provided.

BMC: http://internal.bmc.org/grants/post_policies.htm

BU: http://www.bu.edu/cfo/post-award-financial-operations/resources/university-policies/

FPF: http://internal.bmc.org/policy/