



**Professional Development Allowance # 022.002**

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| <b>INITIAL EFFECTIVE DATE:</b><br>3/20/2025 | <b>LAST REVISION DATE:</b><br>6/12/2026 | <b>RESPONSIBLE UNIVERSITY<br/>DIVISION/DEPARTMENT</b><br>Office of Graduate Medical Education |
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**POLICY STATEMENT**

This policy addresses resident/fellow educational funds provided by the institution. The purpose of the policy is to describe the types of funding along with the specification of items eligible to be funded. The aim of the policy is to ensure that educational funds are appropriately requested, utilized, paid for, and/or reimbursed.

**Educational Funding Types and Eligibility**

**Annual Allowance**

- Each Trainee (resident/fellow) receives \$3,000 per academic year to support their continuous professional development and educational advancement.
- PDA is meant to support/supplement the needs up to \$3000/per year and may not cover all expenses or all items.
- Funds must be used on expenses that comply with current university accounts payable guidelines. Any allowance amount not used will not roll over to next year.

**PDA Eligible Expenses**

- Travel related to approved conferences
- Professional Organization membership fees
- Trainee medical licensure fees and renewals, including Florida training licenses and unrestricted medical licenses required for participation in the trainee's educational program.
- Board examination fees and preparation materials/courses
- Tools for clinical practice
- Required educational materials (books and online subscriptions)
- Scholarly activity expenses
- Software/Electronic devices-need PD approval before submitting request **(Device will be encrypted by FIU for trainee use during training and return to the program before graduation)**

**PDA Ineligible Expenses**

- Gift materials/Gift cards
- Incidental items billed at hotels (food, beverages, movie rentals, health club charges, or other personal incidentals incurred while traveling)



- Upgrades on flights, rental cars, and lodging
- Charitable contributions/donations
- Home internet access (hotel access is allowed under medical education above)
- Travel/meal expenses for a spouse/family accompanying a trainee during the conference-related trip
- Expenses associated with volunteer efforts and/or miscellaneous special interest activities beyond the scope of practice – including travel, lodging, hotel internet, meals, registration and course materials
- Any expense not compliant with FIU policies

### **Reimbursements**

Reasonable parking expenses associated with approved program-related travel or professional development activities are eligible for reimbursement. All requests must be submitted with supporting receipts and in accordance with institutional reimbursement policies.

### **PROCEDURE**

All requests must be submitted via [PDA Request Form](#) in a timely manner. Reimbursements are *not* guaranteed by FIU.

#### *Purchase Order and Travel Request Submission Timeline*

1. Purchase requests: 45 days in advance
2. Travel requests: 60 days in advance of travel

#### *Purchase Order and Travel Request Submission*

1. Complete the necessary request (travel or purchase) on [Finance 360](#) in its entirety
  - a. Copy Program Administrator on the request
  - b. Add Sophia Ioff as the Primary Approver
  - c. Add Irene Delano as the Secondary Approver

### **REASON FOR POLICY**

This policy details the submission, approval, payment and/or reimbursement of funding provided by the institution *throughout the course of resident's / fellow's employment*. Graduate Medical Education (GME) programs must adhere to university guidelines related to purchasing, travel, guidelines and reimbursement. The GME Committee provides oversight of resident and fellow salaries and benefits and as such, committee members have approved the funding amount allotted to each resident and fellow.



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| <b>DEFINITIONS</b> |
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| TERM  | DEFINITIONS   |
|---|---|
| <b>Professional Development Allowance (PDA)</b> | Funds provided by the institution to offset costs associated with resident and fellow educational materials, scholarly activities, medical training licenses, and examinations. |

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| <b>CONTACTS</b> |
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Office of Graduate Medical Education, DIO

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| <b>HISTORY</b> |
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**Initial Effective Date:** 3/20/2025  
**Review Dates** (*review performed, no updates*): 3/20/2025  
**Revision Dates** (*updates made to document*): 3/12/2026