

University of Colorado School of Medicine

Graduate Medical Education

Policy: Program Expenses paid by Graduate Medical Education (GME)		
Original Approval: February 14, 2011	Effective date: February 14, 2011	Revision Date: March 14, 2018

In this policy, the term “resident” includes all interns, residents and fellows in GME training programs.

Policy: Graduate Medical Education will pay the following annual fees for all GME approved Programs: 1) Accreditation Council for Graduate Medical Education (ACGME) 2) National Residency Match Program (NRMP) and 3) In-training/service exams.

Payment Procedure:

ACGME – Paid automatically per invoice sent directly to the GME office.

NRMP – Paid automatically per invoices sent directly to the GME office.

In-Training/Service Exam fees – **Contact the Assistant Program Director for Administration and Finance in the GME office prior to payment of these fees.** Failure to do so may result in GME not paying and/or reimbursing these fees. Payment of fees will be paid directly by the GME office unless method of payment does not allow. GME will only reimburse in-training/service exams fees for the current academic year.

1. GME payment of Fees via GME Procurement Card, Payment Voucher or PO depending on dollar amount:
 - a. Program Coordinator will send GME all Registration/Payment materials.
 - b. GME will pay and send Program copy of payment receipt (if applicable).
 - c. Program will be responsible to contact Board, etc. and ensure registration and/or payment was received.
2. GME payment of fees via online payment:
 - a. Program Coordinator will register residents, etc. online.
 - b. Program Coordinator will call and guide GME through the online payment process. This method may require you to provide GME with your login ID and/or password.
3. Program payment of fees via Procurement Card:
 - a. Program Coordinator will contact GME and request authorization to pay via department Procurement Card
 - b. Program Coordinator will send copies of backup documentation to GME.
 - c. GME will send Program Coordinator email giving one-time authorization to reallocate to GME speedtype.
4. Online Registration and Payment by Resident: Resident must request reimbursement through the UCD Expense System (also known as Concur), <https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html> following UCD Payable Service’s policy - “Reimbursements cannot be processed until after the test is taken.”

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For those residents not familiar with the Expense System, the following are instructions to the online training.

1. Log into the Expense System (also known as Concur) with the same username and password you use to log into your work computer.
2. Select the **CU Resources** tab.
3. Click **Open Concur Travel & Expense System**.
4. Click on the **Concur Travel & Expense System Learning Resources** link under “Need Help?” (Right side of screen, towards middle)
5. Click on **Travel Reconciliation** training module.

Once the training module is completed, the resident must complete a “New Expense Report”. The following is pertinent information needed:

1. Policy: Travel Reconciliation.
2. Report Name: Last Name, First Initial, Date.
3. Travel Type: Other (non-travel).
4. Travel Business Purpose: Other (non-travel) or License and Certification Fees.
5. Routing/Reimbursement Speed Type: 62023201
6. Submit Report to: Speed Type (Finance Fiscal Roles)
7. Comment: In-training exam, Last Name, Initial, Program name.

NOTE: An email will be sent to the resident when the expense report is approved by GME.

Many Program Coordinators have their residents assign them as a delegate; an individual authorized to act in the Expense System, on behalf of another person. By doing so, they can prepare and keep track of all the reimbursements of residents in their program(s). Residents must check with their Program Coordinator prior assigning him/her as a “Prepare” delegate. Further information on delegates can be found within the Expense System; **Delegate Authorization Form** link under “Useful Links”.