

Appropriate Uses of CME and Professional Dues Budgets are listed below:

- Business travel and related expenses to attend a conference, selected by the employee and approved by his or her supervisor, at which continuing education units will be awarded.
- Attendance at the conference shall be directly job-related and aid the employee in performing his or her job.
- Books or related materials for a self-study course, the completion of which results in continuing education units being awarded.
- Dues to professional associations or societies, most of which require completion of continuing education units to maintain membership.
- The employee spending CME and professional dues budget should note this fact on the purchasing and reimbursement form or the travel expense form. Drop down boxes containing the appropriate coding is available on these forms.
- Employee's CME and professional dues budget may not be available to the employee when the employee is enrolled in college-level courses which are being paid by VCOM.
- Administrative staff awarded CME and professional dues budget typical are at the director level, at least.

Any employee who has CME or Dues budget or designated business travel budget and wishes to spend related monies on other expenses or for other employees shall obtain written approval from the President/Provost before incurring those expenses. The written approval shall be submitted to the Business Office on the college's purchasing form. Please contact the budget manager to whom you report to learn if you have CME or dues budget.