

3341-6-51 Individual Membership Payment Policy.

Applicability	All University units
Responsible Office	Division of Finance & Administration
Responsible Administrator	Vice President for Finance & Administration

(A) Policy Statement and Purpose

To set forth the rules governing when university funds may be expended for individual professional membership dues or fees.

(B) Policy

University funds shall not be used to pay for individual professional memberships except under limited circumstances set forth in this policy.

University funds may be used for individual memberships for professional organizations only when having such a membership:

- (1) Is a necessary condition of an individual being able to perform a university job as reflected in the employee's job description; or
- (2) Advances a university program or purpose such as, for example, the membership is necessary for a faculty member to carry out university research responsibilities; or
- (3) Membership is included in a conference registration fee allowing for a reduced rate to attend the conference and the savings over the non-member registration fee rate is greater than the cost of individual membership in the organization.

The purpose for the individual membership must be documented and approved by the Department Chair and Dean or the appropriate university officer. The supporting documentation and approvals shall be submitted with the payment request.

Registered Date: May 3, 2016